



STACEY MIDDLE SCHOOL
STUDENT HANDBOOK 2017-2018

6311 Larchwood Drive • Huntington Beach, California 92647 • (714) 894-7212

Heidi DeBritton
Principal

This School Agenda Belongs To:

Name _____



This Handbook/Agenda is a required part of our middle school program. It is designed to help you be successful at Stacey Middle School. Students are required to bring it to school daily.

The undersigned parent and student agree to:

El padre de familia y su estudiante abajo firmantes acuerda a:
Phụ Huynh và Học Sinh ký tên dưới đây xác nhận:

- **Read through the contents of the handbook.**
Leer el contenido del libro completamente.
Đọc tất cả nội dung của cuốn handbook.
- **Record all assignments (student).**
Anotar todas las áreas (estudiante).
Ghi xuống bài làm ở nhà vào sổ này (học sinh làm phần này).
- **Check agenda and help student complete all assignments (parent).**
Revisar la agenda y asistir al estudiante a completar las áreas (padre).
Xem sổ này mỗi ngày và giúp con em hoàn tất bài làm (phụ huynh làm phần này).
- **Sign the Anti-Bullying Pledge, Home School Compact, Honor Code and Notice of Discipline.**
Firmar la Promesa de No Intimidar y el Aviso de Disciplina.
Ký tên vào những trang có tên Anti-Bullying Pledge, Home School Compact, Honor Code và Notice of Discipline.
- **Treat this handbook/agenda as a textbook and agree to purchase a new one for \$5.00 if this one is lost, destroyed, or if there is any graffiti written in it.**
Tratar este libro/agenda con cuidado y respeto de un acuerdo que si lo pierden o maltratan, comprarán un nuevo libro por \$5.00
Giữ gìn cuốn sổ này như sách học và nếu làm rách, dơ, vẽ bậy, hoặc mất sẽ phải mua cuốn mới với giá \$ 5.00.

Parent Signature

Firma de Padre/Tutor
Phụ Huynh Ký Tên

Student Signature

Firma de Estudiante
Học Sinh Ký Tên



Dear Parents and Students,

Welcome to Stacey Middle School. *The 2017-2018 school year promises to be one of new challenges, technology, expectations, and creativity to build student success. Our school is a Professional Learning Community dedicated to working with students, parents and the community for continuous improvement of student achievement and success.*

Our Mission:

To empower students to become lifelong learners and fulfilled, productive citizens in a changing world.

Our Vision:

Building Successful Motivated Scholars for Life

Our Climate and Expectations:

Stacey provides all students with:

- *A focus on learning*
- *A safe and productive environment*
- *Opportunities for responsibility, leadership, creativity and collaboration*
- *Recognition for achievement and successes*

I invite our staff, students, parents, and community to work together as partners to provide the highest quality instructions and school program for our students.

Best wishes for a successful school year,

Sincerely,

Heidi DeBritton

Principal

HONOR CODE

Stacey Middle School considers high ethical and moral behavior an education essential. Individual students are responsible for their own work and actions. Therefore, the following Academic Code of Honor is in effect at Stacey Middle School.

1. Students will be responsible for honest test taking practices by:
 - ❖ not receiving or providing information before or during a test
 - ❖ not using unauthorized materials on a test
 - ❖ not violating testing rules as outlined by the teacher
2. Students shall be responsible for their own work and shall not allow other students to use or copy it unless permitted by the teacher.
3. Students shall complete written work without copying ideas or written material from other sources (books, magazines, internet), unless proper credit is given to avoid plagiarism.
4. Students shall obtain valid parent signatures on all school documents and papers that require such. Forgery is a serious offense.
5. Students shall use the computer safely and effectively and shall not interfere with other student's work that has been completed on the computer.
 - ❖ Students may not attempt to access unsanctioned websites.

Parent Signature

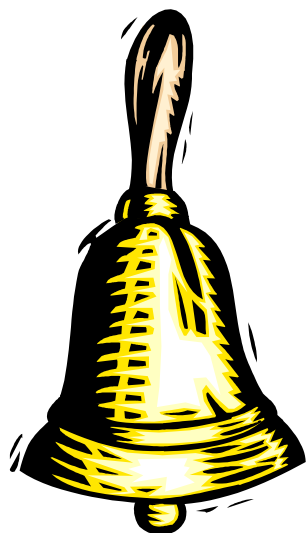
Student Signature

Date

Bell Schedules

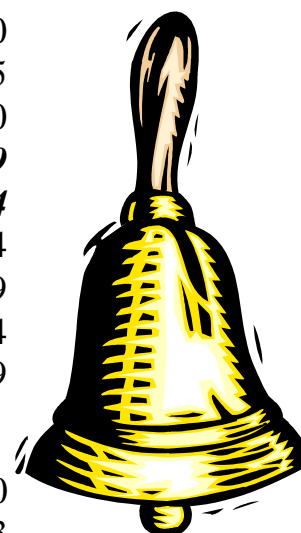
Regular 8 Period Day (Mon, Tues)

Period 9	7:30	-	8:10
Homeroom	8:15	-	8:23
Period 1	8:23	-	9:03
Period 2	9:07	-	9:47
Period 3	9:51	-	10:31
Period 4	10:35	-	11:15
Period 5A	11:19	-	11:59
<i>1st Lunch</i>	<i>11:15</i>	-	<i>11:49</i>
<i>2nd Lunch</i>	<i>11:59</i>	-	<i>12:33</i>
Period 5B	11:53	-	12:33
Period 6	12:37	-	1:17
Period 7	1:21	-	2:01
Period 8	2:05	-	2:45



Modified 8 Period Day (Wed)

Period 9	7:30	-	8:10
Homeroom	8:15	-	8:19
Period 1	8:19	-	8:50
Period 2	8:54	-	9:25
Period 3	9:29	-	10:00
Period 4	10:04	-	10:35
Period 5A	10:39	-	11:10
<i>1st Lunch</i>	<i>10:35</i>	-	<i>11:09</i>
<i>2nd Lunch</i>	<i>11:10</i>	-	<i>11:44</i>
Period 5B	11:13	-	11:44
Period 6	11:48	-	12:19
Period 7	12:23	-	12:54
Period 8	12:58	-	1:29



Odd/Even Block Day (Thurs, Fri)

Period 9	7:30	-	8:10
Homeroom	8:15	-	8:23
Period 1(2)	8:23	-	9:47
Period 3(4)	9:51	-	11:15
Period 5A(6A)	11:19	-	12:43
<i>1st Lunch</i>	<i>11:15</i>	-	<i>11:49</i>
<i>2nd Lunch</i>	<i>12:43</i>	-	<i>1:17</i>
Period 5B(6B)	11:53	-	1:17
Period 7(8)	1:21	-	2:45



Calendar of Events 2017-18*

<i>August 31</i>	<i>First Day of School</i>
<i>September 4</i>	<i>Labor Day – No School</i>
<i>September 13</i>	<i>Back to School Night, 6:00PM</i>
<i>September 25</i>	<i>School Picture Make-up Day</i>
<i>September 27</i>	<i>Welcome Back Dance</i>
<i>October 16-20</i>	<i>Goal Setting Conference Week, 1:29PM dismissal</i>
<i>November 8</i>	<i>Dark Fest, 5-7PM</i>
<i>November 10</i>	<i>Veterans’ Day Observed – No School</i>
<i>November 17</i>	<i>1st Trimester Ends</i>
<i>November 20-24</i>	<i>Thanksgiving Recess – No School</i>
<i>November 27</i>	<i>Teacher Preparation Day – No School</i>
<i>December 13</i>	<i>Winter Dance, 5-7PM</i>
<i>Dec. 22-Jan. 5</i>	<i>WINTER RECESS</i>
<i>January 8</i>	<i>School Resumes</i>
<i>January 15</i>	<i>Martin Luther King Jr. Day – No School</i>
<i>February 12</i>	<i>Lincoln’s Birthday – No School</i>
<i>February 14</i>	<i>Glow-in-tine Dance, 5-7PM</i>
<i>February 19</i>	<i>Washington’s Birthday – No School</i>
<i>March 2</i>	<i>Multicultural Night, 5-8PM</i>
<i>March 9</i>	<i>2nd Trimester Ends</i>
<i>March 19-23</i>	<i>Modified Days, 1:29PM dismissal</i>
<i>March 22-23</i>	<i>At-Risk Student/Parent Conferences</i>
<i>April 2-6</i>	<i>SPRING RECESS</i>
<i>April 9</i>	<i>Staff Development Day, No School</i>
<i>May 9</i>	<i>Spring Dance, 5-7PM</i>
<i>May 28</i>	<i>Memorial Day – No School</i>
<i>June 5</i>	<i>End of Year Awards Night, 6:00PM</i>
<i>June 8</i>	<i>8th Grade Exit Portfolio Interviews</i>
<i>June 18</i>	<i>Modified Days, 1:29PM dismissal</i>
<i>TBD</i>	<i>8th Grade Promotion / Dance</i>
<i>June 19</i>	<i>Last Day of School, 11:15AM Dismissal</i>

**dates and times subject to change*

Stacey Middle School
HOME/SCHOOL COMPACT
2017-2018

Each student should be helped to develop his/her highest potential for academic, physical, social, and emotional growth. To achieve this, the home and school must be willing to recognize, agree and accept their responsibilities in the learning process.

As a STUDENT I will be responsible for:

- Reading at least twenty minutes per day, four or more days per week.
- Demonstrating Respect for myself, others, learning and the environment/ property.
- Coming to class on time and being prepared to work.
- Completing all assignments to the best of my ability and asking my teacher questions when I do not understand.
- Checking jupitergrades.com for current homework and student grades.
- Respecting the rights of others to learn without disruption.
- Showing respect for people and property (i.e. chromebook) by not using profanity, stealing, vandalizing.
- Practicing school rules and dress code.
- Completing my Binder Reminder and discussing my learning with my parents nightly.
- Following the Stacey School Honor Code.

Date _____

Student Signature _____

As a PARENT I will be responsible for:

- Providing a regular time and quiet place for homework completion and encourage good study habits.
- Attending Back-to-School Night, parent conferences, Open House, and other school events.
- Encouraging my child to read and complete his/her schoolwork and to always do his or her best.
- Monitoring my child's progress by regularly checking the Binder Reminder/jupitergrades.com/stacey.wsd8.us
- Notifying teachers of any concerns that may affect school performance.
- Updating and maintaining current emergency contact/home information.
- Making sure my child is on time for school and stays for the entire day.
- Making sure my child has appropriate nutrition and rest in order to be able to perform at his/her best.
- Maintain an awareness of the district and school policies including cell phones, attendance, dress code, and chromebooks.

Date _____

Parent Signature _____

As a TEACHER I will be responsible for:

- Explaining my expectations, instructional goals and grading system to students and parents.
- Providing a safe, positive and healthy learning environment for my students.
- Communicating to both parents and students the progress and achievement for my students.
- Providing motivating, engaging, and valuable learning experiences in the classroom.
- Monitoring current information on the stacey.wsd8.us website and jupitergrades.com.
- Providing models or sample projects/assignments so that students and parents have a clear understanding of classroom expectations.
- Teaching grade level skills and concepts.
- Model and promote respect.

Date _____

Teacher Signature _____

As a PRINCIPAL/ADMINISTRATOR I will be responsible for:

- Creating a safe and welcoming campus for students, parents, and staff.
- Communicating to students, parents, and staff the school's mission statement and goals.
- Ensuring a safe and orderly learning environment.
- Providing appropriate in-services and training for students, teachers, and parents.
- Supporting the partnership between parent, student, staff and community.
- Recognizing student achievements.

Date August 31, 2017

Administrator Signature Heidi DeBritton

Most important, we promise to work together to carry out this agreement.



EXPECTATIONS - RESPECT

Students are expected to demonstrate **RESPECT** for themselves, others, learning and the environment/property at all times. Inappropriate behavior is disruptive to the learning process and will not be allowed. Teachers' expectations may differ slightly from class to class, but the following rules are standard school wide:

I will show RESPECT for Myself:

- by following the dress code.
- by reporting dangerous behavior.
- by being honest.
- by using kind words.
- by being on time to school, with my required materials and in my seat when the 8:15 AM bell rings.

I will show RESPECT for Others:

- by keeping my hands and feet to myself.
- by speaking at appropriate times.
- by not using "put downs," bullying or harassing other students.
- by not using obscene and *inappropriate language and behavior*.
- by cooperating willingly with adults and peers including the requests/instructions of **all staff members**. This includes campus aides, office personnel, noon supervisors and custodial/maintenance staff as well as teachers, guest teachers and administrators.

I will show my RESPECT for Learning in all ways possible:

- by doing my best work and following the rules.
- by behaving so that others can learn.
- by taking all communications: agenda, report cards, progress reports, reflection slips, letters, etc., between school and home, obtain the appropriate signatures, and return them on the day expected.

I will show my RESPECT for the Environment/Property:

- by striving to maintain a clean, safe and non-threatening school.
- by not chewing gum; gum is for outside of the school campus.
- by operating and storing my chromebook, skateboard, bike and scooter appropriately.
- By keeping my chromebook and other technology clean and notifying the office if there is a concern.

Consequences

• **REFLECTION**

Students may be assigned Reflection for tardies to various classes, not following directions, being disruptive in class, or other minor poor choices. Reflections are served after school on designated days from **2:45 to 3:15**. During this time, students will use a Thinking Map to review their behavior and make a plan to have a positive change. An additional intervention may be offered. Parents will be notified in advance that their child has been referred to the Reflection time.

• **SUSPENSION FROM SCHOOL**

Students can be suspended from school for fighting, possession of weapons, replica weapons, drugs, alcohol, tobacco, theft, damaging school or private property, sexual harassment, and threatening behavior.

• **EXPULSION FROM SCHOOL**

The following actions may result in the student being suspended pending a discipline/expulsion panel. The decision of this panel could include **expulsion** from the Westminster School District.

1. Possession of Weapons, replicas, or toy weapons. This includes knives and toy guns.
2. Possession of and/or being under the influence or sale of alcohol, drugs or other dangerous substances.
3. Sexual harassment of anyone at school or at a school related activity.
4. Repeated acts of bullying or threatening behavior.

• **EXCLUSION**

Students with extensive tardiness or behavior will be placed on "exclusion" and may not participate in student activities.

Attendance

Good attendance is essential to school success! We ask that students attend school unless they are ill, or there is a death in the family. Please try to schedule doctor or dentist appointments after school hours. When you are absent, it is very important to have your parent call the school attendance line at **(714) 897-6723**, (available 24 hours a day).

- If contact is not made between the school and home, then a parent note will be necessary for re-admittance to school.
- Students with excessive absences/tardies will be referred to the School Attendance Review Board (SARB). **Any student absent from school may not participate in ANY after school activity.**
- **SCHOOL/CLASS TARDY POLICY**
Tardies are **NEVER** excused except for illness, doctor or dentist appointments. A lunch or after school reflection will be assigned for unexcused tardies.
- Students who are currently on a S.A.R.T./S.A.R.B. contract will be required to follow the Stacey Homeroom Tardy Contract for the school year. **The Stacey Homeroom Tardy Contract states for each day the student is tardy they will**

be required to serve a lunch reflection the same day. The tardy contract will begin the first day of school for these students. For any other students who receive 8 homeroom tardies during the school year a letter will be mailed home to inform parents. When a student reaches 12 homeroom tardies they will be required to sign the Stacey Homeroom Tardy Contract.

S.A.R.T./S.A.R.B.

According to *Education Code Section 48260*, "Any pupil subject to full time education who is absent from school without valid excuse three days or tardy without valid excuse in excess of thirty minutes on each of more than three days in one school year is a truant." Multiple truancies may affect a student's status to graduate and the student and parent may be referred to SARB (School Attendance Review Board).



Transportation

BICYCLES/SKATEBOARDS/SCOOTERS

Riding a bicycle, skateboard or scooter to school is a privilege that should not be taken for granted. Students are required to follow all traffic laws and safety regulations traveling to and from school. An area is provided for the parking of student bicycles, skateboards and scooters. It is required that students who ride bicycles, skateboards or scooters have a lock and chain. Riding new, expensive bicycles with many attachments should be carefully considered. The bicycle area will be monitored; however, the school is not legally responsible for damage to or theft of any bicycle, skateboard or scooter brought to school or left on campus overnight. Students who wish to ride bicycles, skateboards or scooters to and from school must wear a helmet. **No bicycles, skateboards or scooters may be ridden on campus at any time. They will be confiscated if that happens.**

• STUDENT DROP-OFF

In the interest of safety, students must be dropped off in the **west staff parking lot.** **Students are not to be dropped off in the front parking lot.** It is for school business parking only.

• CLOSED CAMPUS

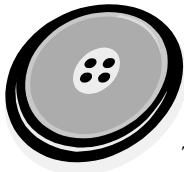
ONCE STUDENTS ARRIVE AT SCHOOL, THEY ARE TO REMAIN ON CAMPUS THE ENTIRE DAY, INCLUDING LUNCH, EXCEPT WITH SPECIAL PERMISSION FROM THE OFFICE. Students leaving campus without permission will be considered TRUANT and will be assigned a Reflection. Students may not have visitors on campus at any time. We do not allow visits by non-enrolled students. All other persons **MUST** check in with the office when entering the campus for any reason.



Dress Code Standards

The following ***will NOT be worn*** to school:

- Halter tops, tube tops, bare midriff tops, tank tops with spaghetti straps, low cut tops (All shirts must have at least a 1" strap, completely cover midriff area, and all under garments must be covered by clothing.) (***even under sweaters or jackets***); extreme shorts or cutoffs. Shorts must have an inseam of 4".
- Pajamas or slippers
- Clothing with un-patched holes or tears.
- Clothing that advertises such substances as alcohol, cigarettes, drugs, or that utilizes double play on words, obscenities, profanity, or that is suggestive in any way
- Shoes without backs or heels higher than 2½ inches, sandals and open-toed shoes.
- Clothing that depicts illegal actions such as spray painting, the use of firearms or gang affiliation.
- Hair styles or colors that distract from learning or that present a safety hazard, such as hair that has been styled or colored in shades which are loud and/or distracting (i.e. spiked longer than 1 inch, purple, green, pink, etc.) **Hair must be a natural color.**
- Jewelry/belts which poses a threat to the health and safety of students or such by its size or appearance is distracting in the learning environment (i.e. jewelry with sharp edges or which is so long or dangling as to pose a safety hazard.) **Students may not wear any visible piercing other than ear piercing.**
- Hoods worn up on sweatshirts. **Hats (e.g. baseball hat) are allowed for sun protection, and must be removed when inside.**



Anti-Gang Dress Code Standards

The Westminster School District has joined other school districts in the effort to combat the threat of gang violence. It is a recognized fact that certain dress can be and is a gang identification. It is also known that certain dress combinations can be a target of gang violence even though the individual student is not a gang participant.

To insure maximum student safety, our schools will exercise the right to prohibit the use of any gestures or the presence of any apparel, jewelry, accessory, notebook or manner of grooming which disrupts school operations or is associated with a group whose pattern of activity causes an imminent danger to the student on campus. **Graffiti is not allowed anywhere, including notebooks, shoes, backpacks, body, etc.**

Below is a specific list of gang-related dress standards. Considering the magnitude of the gang problem potential, we ask for your support in requiring ALL students to adhere to these standards:

The following ***will NOT be worn*** to school:

- Insignias and logos of non-school sponsored organizations that may be associated with gang activities.
- Belt Buckles, jewelry, bandannas, hairnets, rags, gloves, biker wallets, or other decorations with initials, gang related symbols or signs.
- Any pants/shorts that are oversized and inappropriate for the wearer. All pants must be worn no lower than 1 inch below the navel and not be excessively baggy or long (1" excess maximum). Knee-length cut off shorts which are worn with knee-high stockings will not be allowed.
- White T-shirts.
- Shirts below hand length must be tucked in.
- No wallet chains or long, hanging belts

Due to the fact that student attire trends change, this list will be updated and communicated as needed in order to ensure an appropriate and safe school setting. Decisions regarding the appropriateness of clothing will be handled by the administration. Students dressed inappropriately will be required to change into PE clothes or other clothes provided by the school.





8th Grade Promotion

8th Grade Promotion is held in June for students meeting requirements for promotion to the high school.

8th Grade Students must meet the following requirements for promotion:

Diploma:

1. 2.0 or higher cumulative GPA (7th and 8th grade)
2. 75% school attendance

Certificate of Attendance:

1. 1.5-1.99 cumulative GPA (7th and 8th grade)
2. 75% school attendance

Students must clear all outstanding obligations (i.e. texts, library books, chromebooks, lunch monies, etc.) **Students who have excessive truancies,**

absences, tardies, discipline referrals or have been administratively transferred from another school, or have not attained a 1.5 GPA for eighth grade, may be excluded from promotion and related activities at the principal's discretion.

Formal attire and the use of limos are not appropriate for eighth grade promotion. School dress code rules apply to promotion apparel. Special activities, including a dance and a promotion ceremony, are planned, but the privilege to participate is not automatic. Students must maintain academic, behavior and attendance standards in order to participate.



Positive Incentive Programs

At Stacey, we take pride in promoting academic excellence as well as recognizing academic improvement. Described below is the academic and citizenship recognition program at Stacey.

DISTINGUISHED SCHOLAR - 4.0 GPA

PRINCIPAL'S LIST - 3.5 - 3.99 GPA

HONOR ROLL - 3.0 - 3.49 GPA

"O" CLUB – All O's in citizenship marks and work habits.

CITIZENSHIP & WORK HABITS– O's (minimum of 2 in citizenship) and S's in citizenship/work habits.

Claw Club

Each trimester, all Stacey Cougars will be eligible to apply for an exciting club. It is open to all students who meet the following criteria:



Requirements List:

- ❖ Satisfactory Grades, Citizenship and Work Habits
- ❖ No Office Referrals
- ❖ Follow School Rules
- ❖ Class Work Completed
- ❖ Five Teacher Signatures of Recommendation
- ❖ Review by Staff

Privileges of Membership:

- ❖ Giveaways
- ❖ Extra Privileges
- ❖ Special Assignment Passes
- ❖ Special Drawings
- ❖ After School Treats

Clubs/Sports

A variety of clubs/sports are offered. All students must maintain a 2.0 GPA to participate.



National Junior Honor Society

The National Junior Honor Society is an organization to recognize those students who have maintained a 3.2 GPA for at least two consecutive trimesters. No N's or U's in citizenship and work habits.



Home-School Communication

PROGRESS/REPORT CARDS

Report Cards are mailed at the end of each trimester. It is important for all parents to attend Goal Setting Conferences in the fall. Conferences in the spring are for students at risk of failing.

Progress Reports are issued during the sixth week of each trimester of school for any student who is receiving a grade of "D" or "F". Parents should contact the school if they have any questions regarding their student's grades.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences can be scheduled as needed. Please call the office to set up an appointment with your student's team of teachers.

JUPITERED.COM

Each student and parent is issued a password in September which allows access to JupiterEd.com. All student grades, homework, and make-up information is on this site. Parents should check JupiterEd.com weekly. It is important to realize that these grades are not official, but are to be used to track academic progress. Please contact the teacher with any questions or concerns you may have about assignments or grading.

SCHOOL MESSENGER

The administration uses this automated system to keep parents informed of school events, emergencies or special information.

STACEY.WSDK8.US

stacey.wsdk8.us is our school website. All calendars, newsletters, teacher websites and more are posted for information. Yearbooks can also be purchased through this site. There is also a link to JupiterEd.com and the district website.

TWITTER

Follow us on Twitter @staceymcougars to see exciting things happening at Stacey.

STUDENT AGENDAS

Student Agendas are an essential communication tool between parents and teachers. Parents need to review their student's agenda nightly and check for work completion. Please check the "Parent/Teacher Comments" section of your student's agenda

daily to see if a teacher has written a note and use the space provided to write your own.

PARENT VISITS

Parent visits to classrooms can be arranged by calling the office at least one day prior to your visit. Please come to the office on the day of your visit for a Visitor's Pass.



WSD HOMEWORK POLICY

Homework is an extension of the learning process that takes place during school hours. The school staff has carefully developed plans that meet the specific needs of the students. Parent encouragement and assistance is vital to ensure the success of homework. Your child's teacher will suggest appropriate activities that will extend learning in the home. Some relevant and meaningful homework assignments will not require paper or pencil. Your support of this type of homework, as well as the more familiar type is essential. If you have any questions regarding homework, or your child's assignment, please do not hesitate to call the school. The Westminster School District's suggested time schedule for homework is:

Grade Level	Average Time Allotment
Sixth	60 minutes, 4 days per week
Seventh/ Eighth	90 minutes, 4 days per week

If the homework program is to succeed, both teachers and parents must work together when assignments are given by encouraging the student toward high standards of achievement and prompt completion of the task. Failure to regularly return completed homework will be reflected on the report card.



LOST AND FOUND

The Lost and Found is located next to the Teacher's Lounge. Students may check for lost articles before and after school. **THEY CANNOT COME FOR LOST ARTICLES BETWEEN CLASSES.** Lost books are returned to teachers or the library and are not kept in the office.

Other Rules and Expectations



- **CELL PHONES**

Cell phones may be used before and after school **ONLY**. Cell phones must be turned off during school hours and are brought to school at your own risk. Cell phones that ring during class or are used during the school day are considered a disruption and will be confiscated. Phones will be returned after the first offense to parents only. The school will not be held responsible for the loss and/or theft of cell phones.

- **THINGS NEVER TO BE BROUGHT TO SCHOOL**

GUM! Sunflower seeds, suckers, cameras, I-Pods, MP3 players, radios, CD players, laser pointers, Sharpie pens/permanent markers, lettered belt buckles, hair spray or any type of fragrance, toys, or any valuable item. These are to be left at home. If you choose to bring these items on campus, **they will be confiscated.**

- **LUNCH/FOOD**

Lunches, beverages and snacks must be eaten at the **lunch quad area only**. Students may SIT at the benches. Food deliveries from outside vendors or restaurants will not be accepted on behalf of a student. **We do not disrupt instruction time to deliver lunches to students.**



- **BOOKS, BACKPACKS AND CHROMEBOOKS**

Students are responsible for their own books, backpack, chromebook and personal items. Students should not bring valuable items to school. Students are responsible for loss/damage to all textbooks, chromebooks, or school property. It is the responsibility of each student to keep textbooks and chromebooks in good condition and in the condition received.

- **SCHOOL SPONSORED OFF CAMPUS ACTIVITIES**

Students not eligible to attend school sponsored off campus activities or field trips may not attend those activities even with parent permission. Attending will be considered defiance of authority and will result in immediate suspension from school. School field trips are planned to complement and enhance the core curriculum. All field trips are on a voluntary basis. Any student participating in a field trip activity must have a signed parent permission form. Students on the lunch program are provided with lunch upon request. Parents are always needed as chaperones. Please contact your child's teacher to volunteer if you are available to assist as a chaperone.

- **STUDENT SUPPORT/ ACTIVITIES**

Linkcrew members are students who introduce new Stacey students to our campus. These students are well-versed in PBIS and are positive role-models. Students may obtain an application at the student window.



- **FUNDRAISERS**

Fundraisers are held by ASB, PTA or other clubs to raise money to support programs. No student may sell items on campus for another organization. Students are not allowed to sell anything on campus unless it is sponsored and approved by the Student Government.

- **PUBLIC DISPLAY OF AFFECTION**

There is to be no intimate display of affection while on campus. Kissing, hugging, and hand-holding are not acceptable school behaviors.

- **STUDENT GOVERNMENT**

Students in grades six, seven and eight may participate as representatives and elected officers of the student body. The purpose of student government is to offer a supervised learning experience in democratic procedures, self-government and leadership. All student council candidates must meet academic and citizenship requirements (2.0 GPA and satisfactory citizenship).

- **BIRTHDAY BALLOONS / FLOWERS**

Birthday Balloons or flowers are very distracting in the classroom and are NOT allowed at SMS. Any balloons or flowers brought to school will be kept in the office. Deliveries will not be accepted on behalf of a student.

- **LIBRARY**

Students must present their SMS Student ID card to check out library books. Students may check out two library books (for 2 weeks) plus one reference book (for 1 day) at a time. Students will NOT be allowed to check out materials if they have an overdue book or unpaid fines.

Damaged books will be fined according to the amount of damage to the book. Books not returned within 30 days will be assumed lost and the student will be billed for the current replacement cost of the book.

Lost or damaged chromebook costs are the responsibility of the student and/or parent/guardian. Students may set up an overdrive account to check out books to read on their chromebook. Chromebook insurance may be purchased by October 1, 2017.

- **YEARBOOK SALES**

Yearbooks may be pre-purchased at the office. YEARBOOK SALES ARE NON-REFUNDABLE.



- **PHYSICAL EDUCATION**

Middle school students participate in Physical Education 4 days a week. Students are assigned a PE locker and a combination lock (**Replacement locks will cost \$6.00**). Students are responsible for locking their valuables in their own lockers during Physical Education. Both boys' and girl's locker rooms are supervised by credentialed teachers when students are present. **The school takes no responsibility for items lost or stolen in the locker room.**

Students are required to dress-out for PE. The attire at SMS is black jersey knee length shorts and a gray crewneck t-shirt. PE uniforms are available for purchase from the office.

- **HALL PASSES**

Every student leaving a classroom MUST have a written hall pass during class time and should be allowed to leave only for a valid reason. Students must report to the class FIRST, obtain a written hall pass prior to going to the nurse, office, library, or for any other valid errand. In cases of physical health emergencies, ask for assistance from any teacher.

- **RESTROOMS**

In order to maximize the use of class time, students are to use restrooms during non-class hours; before school, during break time, during lunch and after school. During class time, students must obtain permission and a signed hall pass from the teacher in order to use the restroom. Each student is responsible for maintaining the restrooms. Students who willfully damage the restrooms will be subject to the strictest discipline measures.

- **ILLNESS AND MEDICATION**

If an illness or injury occurs after a student arrives at school, he/she should first report to the teacher and then to the office. Our health technician is on duty from 9:15 to 1:15. *UNDER CALIFORNIA STATE LAW, WHEN PRESCRIBED MEDICATION MUST BE GIVEN DURING SCHOOL HOURS, PROPER FORMS ARE TO BE FILLED OUT BY THE DOCTOR AND PARENT. ALL MEDICATIONS MUST BE STORED IN THE OFFICE.*

- **INSURANCE**

Although care is exercised to prevent accidents, neither the Board of Trustees nor the school can assume responsibility for accidents or injuries to students. Parents are encouraged to have medical insurance for their child to cover any costs that may be incurred in the case of illness, accidents, or injuries.

Parent Involvement

VOLUNTEERS

Stacey Middle School welcomes all volunteers from our community. There are many projects going on at the school that fit a wide range of interests. Students benefit from a variety of role models and volunteer citizens on campus. Anyone interested in lending his or her expertise, time or talent is encouraged to contact the office or any Stacey staff member for more information.

PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association (PTSA) is an organization whose purpose is to support Stacey students. The board meetings are held monthly and general meetings are held two times per year. During the board meetings, the teachers and staff work with the PTSA to review the goals of the school and the needs that may be met. It is a team effort. The PTSA board has a mailbox in the school office and information regarding the PTSA board and activities is available. Join your PTSA today and be a part of the team!

SCHOOL SITE COUNCIL

The School Site Council (S.S.C.), is an important governing body within our school. It is composed of parents and school employees who are elected for a two-year term of office. The School Site Council helps to determine budget and program decisions regarding special funding from the State Department of Education that is not part of the school's general operating budget.

The School Site Council meets 4-5 times a year+. The principal and district personnel share current events during these meetings that affect Stacey students. Although only elected members of the Council may vote; all interested persons are invited and encouraged to attend. Applications for the School Site Council may be filed in September in the school office.



SEXUAL HARASSMENT

Definition:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status, (2) submission to, or rejection of, such conduct by an individual is used as the basis for an academic decision affecting that person, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment.

The Westminster School District and Stacey School are committed to maintaining a learning environment that is free of harassment. The Westminster School Board Policy 5145.7 (a) prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

Any student or parent on behalf of the student, who feels that he/she is being sexually harassed, should immediately report the incident to the principal. The principal will then immediately investigate the report of sexual harassment. Upon verifying that sexual harassment has occurred, the principal shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

Any student who engages in the sexual harassment of anyone at the school or a school-related activity shall be subject to disciplinary action. The disciplinary action may include, but is not limited to, suspension and/or expulsion.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to the complaint of sexual harassment shall be kept confidential to the extent possible, within legal constraints.

For more information regarding the school district's policy regarding sexual harassment, any parent and/or student may request a copy of the District Board Policy 5145.7 (a).

BULLYING

"Contrary to popular opinion, bullying (not guns or gangs) is the most common form of violence facing children today...30 to 40 % of children are involved in bullying at some period, either as bullies or victims." At Stacey and in the Westminster School District, we consider teasing, name-calling, pushing, and bullying to be acts of violence. Violence will not be tolerated in WSD schools. Bullying is a violent and unacceptable behavior that can lead to serious consequences. We cannot assume that "bullying is a phase that kids go through." Bullying hurts others and it is never okay. At Stacey, we respond aggressively to any reports of bullying by counseling and disciplining bullies. In addition, we work diligently to respond to the concerns of victims and make Stacey a safe and comfortable place for all students.

What to do if you are bullied:

If you have been a victim of bullying, report the incident to the school office immediately. Seeking assistance is necessary and will help – fighting back is not a solution.

TOBACCO

The Westminster School District is tobacco-free. The use of any type of tobacco is prohibited on school district property and at all district / school sponsored events and activities.

Tobacco is the leading preventable cause of death in California, claiming more than 37,800 lives each year and costing the state \$8.4 billion annually in health care bills. Currently, 13.2 percent of California high school students smoke, and 47,900 more kids become regular smokers every year. Smoking harms unborn babies, children, adolescents, adults, and seniors.

Tobacco Cessation Programs

California Smokers' Helpline
1-800-NO-BUTTS (1-800-622-8887) English

1-800-NO-FUME (1-800-456-6386) Spanish
1-800-778-8440 Vietnamese
NHAN HOA Clinic(714) 539-8181 Vietnamese



Cougar Goals

8th Grade

My Goals	Tri 1	Tri 2	Tri 3
Academic/Study:			
Social:			
Career:			

7th Grade

My Goals	Tri 1	Tri 2	Tri 3
Academic/Study:			
Social:			

6th Grade

My Goal	Tri 1	Tri 2	Tri 3
Academic/Study:			