

# **JLS MIDDLE SCHOOL PARENT HANDBOOK**

## **2019-2020**



JANE LATHROP STANFORD MIDDLE SCHOOL  
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[jls.pausd.org](http://jls.pausd.org)

PALO ALTO UNIFIED SCHOOL DISTRICT

# **WELCOME**

J.L. Stanford Middle School welcomes you to the 2019-20 academic school year. The entire staff, parent leadership groups, and all of our students look forward to a great year of academic growth, intellectual challenge, and many successes.

At JLS, we serve a diverse group of over 1100 students in grades 6-8. Our outstanding and experienced faculty consists of more than 85 teachers and 45 support staff, which includes paraprofessionals, custodians, administrative assistants, and food service workers. We strive to offer our students a balanced instructional program of academic skills and enriching elective offerings.

In order to succeed, students, families, and staff must work together. We are committed to innovation, creative thinking, thoughtful change, community service, and academic excellence. We value honesty, hard work, a positive attitude, diversity, intellectual rigor, reflective communication, flexibility, and a focus on our greatest asset: your children. Most importantly, we value your children and appreciate your support. With your active participation, we will jointly move JLS to its next level of success.

The purpose of this handbook is to provide students and families with important information about our school. It is *not* an all-encompassing document and may not cover every possible situation or unusual circumstance. All Board Policies and Administrative Regulations are available online via the district's website. If you have a question and cannot find the answer in this document, please feel free to call our main office at 856-5188.

We are glad you are a member of the JLS community and look forward to a wonderful year.

## **VISION STATEMENT**

*At JLS we support all students as they prepare themselves to thrive as global citizens in a rapidly changing world. We develop our students' knowledge, critical thinking, and problem solving skills, and nurture their curiosity, creativity, and resilience, empowering every child to reach his or her fullest intellectual, social, and creative potential.*

## **MISSION STATEMENT**

*JLS is a public middle school that promotes an intellectually rigorous academic experience within a supportive community that values the social, emotional and physical well being of all students. We provide a rich and engaging environment that is dedicated to preparing our students to understand, contribute to, and succeed in a changing world.*

# 2019-20 TEACHING STAFF

## AVID

Tom Jacoubowsky, Coordinator  
Alex Salzmann

## Connections

Hayley Dupuy  
Tom Jacoubowsky  
Francisco Lacayo  
Diane Luu  
Kim Lohse  
Kari Nygaard  
Ariane Piedrahita  
Katie Schramm

## English

Gerri Bibat  
Jeff Boland  
Jennifer Coluzzi, I.L.  
Renee Johnson  
Kim Lohse  
Kari Nygaard  
Elli Sandis

## Electives

### **Art**

Erik Bowman

### **Design Studio**

Alex Salzmann

### **Computer/Keyboarding**

Maureen Willis

### **Current Events**

Francisco Lacayo

### **Drama**

Chris Mahle

### **Home Economics**

Susie O'Neill

### **Industrial Technology**

Kevin Miske

### **Leadership/Student Activities**

Michael Harris

### **Marine Biology**

Fred Berghout

### **Multimedia Art**

Julia Choi

### **Music**

Margaret Billin  
Angelina Fitzhugh  
Shawn McGinn  
Tracy Mumford

## Electives cont.

### **Public Speaking**

Elizabeth Darby

### **Video Production/Broadcast and Yearbook**

Julia Choi

## English Language Development

Erin Harrigan  
Elli Sandis, Coordinator

## Exploratory Wheel (6th grade)

Erik Bowman  
Elizabeth Darby  
Andrea Gruner  
Jacqui Kandell  
Chris Mahle  
Kevin Miske  
Susie O'Neill  
Maureen Willis

## Library

Michael Ambrose

## Mathematics

Sue Duffek  
Elizabeth Fee, I.L.  
Kate Franklin  
Molly Hawkinson  
Stephanie Ling  
Steven Shirley  
James Sperry  
Amy Stock

## Physical Education

Ericka Berkson, I.L.  
Natalie Costa  
Dave DeAmicis  
Mike Ferolino  
Justin Halas  
Michael Harris  
Amanda Holmquist

## Science

Fred Berghout  
Linda Luo, I.L.  
Kevin Lynch  
Mary Melnick

## Science cont.

Tammy Parke  
Greg Rice  
Robin Young Ames

## Sixth Grade

Noel Berghout  
Mikaela Bettencourt  
LeeAnn Constant  
Hayley Dupuy  
Laura Easton  
Kerri Jung  
Michelle Junod  
Elizabeth Lewis  
Ashley Lucey  
Diane Luu  
Christina MacMillan  
James Meininger  
Jenifer Nevels  
Ariane Piedrahita  
Katie Schramm  
R. Joe Yribarren

## Social Studies

Greg Clifton  
Tom Jacoubowsky  
Francisco Lacayo  
Megan Shelby  
Charlene Ronne  
Dave Tomatis, I.L.

## Special Education

Kerri Abdinoor  
Jenny Chin, I.L.  
Wendy Chu, Speech/Language  
Monica Clark  
Kim Cowell  
Brittany Erwin, Futures  
Darren Torre

## World Languages

### **French**

Jacqui Kandell

### **Spanish**

Tracy Devers  
Andrea Gruner

### **Japanese**

Saki Matayoshi (on leave)  
Noriyo Salzmann

# FREQUENTLY USED PHONE NUMBERS

## Administration

Main Office..... 856-5188  
Karen Christenson  
Principal..... 856-5188  
Chris Grierson  
Assistant Principal (6th grade)..... 856-5180  
Adam Nelson  
Assistant Principal (7th grade)..... 856-5181  
TBD  
Assistant Principal (8th grade)..... 856-5186  
Amy Sheward  
Principal's Secretary..... 856-5155  
Judy Lukensmeyer

## Counseling

6th Grade Counselor..... 856-5175  
Ko Vue  
7th Grade Counselor..... 856-5174  
Ellie Messinger-Adams  
8th Grade Counselor..... 856-5129  
Arvind Arya  
CASSY..... 856-5164  
Michael Ridgway  
Psychologist..... 856-5166  
Megan Warter  
ERMHS Therapist..... 856-5183  
Sirina Warfel  
Guidance Secretary..... 856-5182  
Joan Scherer

## Support

Attendance Office..... 856-5179  
Jamey Boccio  
Budget Office..... 856-5187  
Karen McKinlay  
Cafeteria..... 856-5112  
Denise Boggs

## Support continued

Data Processing..... 856-5177  
Esteban Zacarias  
Health Office..... 856-5178  
Carol Cannon  
Library..... 856-5132  
Sam Franco Fewell  
Family Engagement Speci 856-5122  
Ana Perez-Hood

## Other Communication Links

FAX..... 856-3248  
JLS website..... [jls.pausd.org](http://jls.pausd.org)  
JLS PTA website.....  
[jlswp.paloaltopta.org](http://jlswp.paloaltopta.org)  
E-MAIL.....  
To contact a staff member via e-mail,  
the address is usually formatted  
without spaces, using the first  
initial and last name as:  
"first initial last name@pausd.org".

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# **JLS FACTS**

## **OUR HISTORY**

JLS opened in 1953 as Ray Lyman Wilbur Jr. High School. Dr. Wilbur (1875-1949) was a physician and Stanford University's third president. He also served as Secretary of the Interior. Wilbur Jr. High was home to the Wilbur Warriors and their colors were scarlet and gray. In 1976 Wilbur became a middle school, along with Terman and Jordan.

Because of declining enrollment, the Palo Alto Unified School District first closed Terman in June of 1978 and then closed Jordan in June of 1985. That left Wilbur as the only middle school in Palo Alto. The district decided to rename the remaining school to help it establish a new identity.

The suggestion to honor Jane Lathrop Stanford was made by a school district committee appointed to pick a new name. Initially there was concern at Stanford University that using the same last name might cause some confusion, however, the committee wanted to name the school after a very special person. The school board voted to approve the name change beginning in the fall of 1985.

Jane Lathrop Stanford (1828-1905) and her husband, Leland, founded the Leland Stanford Junior University in 1885 in memory of their only child, Leland Stanford Jr., who had died the previous year at the age of 15. She was a generous supporter of orphanages and hospitals, as well as supporting early childhood education and music instruction throughout the Bay Area.

She is credited with keeping the University open during serious financial hardships that followed the death of her husband in 1893. She is also recognized as a woman who contributed to the advancement of women's rights and played a large role in civic decision-making.

## **OUR COLORS**

Our school colors are royal blue and white. Students wear our colors for many occasions, including Spirit Days.

## **OUR MASCOT**

JLS is Panther territory and our Panther mascot is fondly called "Animal." JLS students are expected to interact respectfully with our mascot, giving "high-fives" or gentle hugs to greet "animal."

# ACADEMIC HONESTY POLICY

## Philosophy

The primary goals of any educational institution should be to enhance the learning environment and promote the pursuit of intellectual excellence. The Palo Alto Board of Education believes that the public schools should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. The Palo Alto Unified School District community believes that the schools should maintain a climate in which honesty, courtesy, consideration, integrity, and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, students not managing their time well in order to complete assignments and unrealistic parent expectations. None of these reasons make cheating acceptable. In any of its forms, for whatever reason, cheating denies the value of education. Our teaching staff strives to put the importance of learning above the importance of grades, and to convince students that their best efforts are all that anyone should expect.

## Definition

Cheating/Plagiarism is taking (*or lending*) at inappropriate times a person's work, information, ideas, research, and documentation, without properly identifying the originator. It includes using unauthorized materials when testing or other acts specified in advance by the teacher. Students need to cite outside sources appropriately. Students shall not copy and use as their own any information taken directly from outside resources (i.e. internet, textbooks, magazines, newspapers, and/or other students, etc.)

The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

To avoid inadvertent dishonesty, the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating:

- Looking at someone else's paper during an examination, test, or quiz.
- Talking with another student during an examination, test, or quiz.
- Using any kind of "cheat" notes.
- Letting someone else see one's own or another's paper during an examination, test, or quiz.

- Copying work assigned to be done independently, or allowing someone else to copy one's own or another's work, including computer generated information and programs.
- Forging a signature.
- Using a cell phone or electronic device to capture or share information.
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research.
- Giving test information to other students in other periods of the same teacher/same course.
- Submitting individual projects not wholly one's own.
- Fabricating or altering laboratory data.

Since individual teachers hold different expectations with regard to homework (i.e., some teachers encourage students to work together, while other teachers may expect an assignment to be completed independently at home), it is the responsibility of the individual teacher to clarify their expectations regarding individual assignments. It is the responsibility of the student to follow each teacher's directions regarding assignments, including homework, take-home tests, group reports, special projects, etc.

## Consequences

When a student has been found cheating, the consequences may include, but are not limited to:

- Conferring with the student
- Contacting parents
- Assigning a non-passing or non-proficient grade for the assignment/test
- Involving counseling/administrative staff
- Detention
- Saturday School
- Lowering report card grades
- Referral.

Consequences will be assigned on a case-by-case basis.

## **ACADEMIC TEAMS**

JLS is committed to academic teaming as a positive practice and structure of thriving middle schools.

Students in 6th, 7th, and 8th grades are assigned to a team of teachers. In 6th grade, academic teams are comprised of two to three teachers who instruct students in the four core subject areas: English, social studies, math, and science. In 7th and 8th



grades, typically four teachers instruct students in the same core subject areas.

One of the main purposes of teaming is to give students a stronger sense of belonging and connection within a larger middle school environment.

Students on a team will experience the same set of academic core teachers throughout their day, will participate in academic team events throughout the year, and will develop primary relationships (academic, social, and emotional) with the same set of caring adults.

Teaming is designed to help facilitate communication among students, between students and their team of teachers, and between parents and their children's team of teachers.

Many teams coordinate events, determine common goals, set shared academic and behavioral structures and expectations, coordinate due dates and assignment calendars to benefit student planning and use common technology tools, such as Schoology, to keep students and parents informed.

## **ADDRESS OR PHONE NUMBER CHANGE**

It is important that parents keep the office informed of any change of address or telephone number. Phone the Data Office (856-5177) with any change. An address change must be followed up by taking the new proof of residence to Registration Services at the District Office. We cannot officially change an address until that office has verified it.

## **AFTER-SCHOOL ATHLETICS**

The City of Palo Alto Community Services Department manages the Middle School Athletic Program. It is designed to provide a positive athletic experience for 6th, 7th and 8th grade students. The emphasis is on skill building, good sportsmanship, and teamwork. Currently, the sports offered include flag football, cross-country, volleyball, basketball, track and field, wrestling, tennis and ultimate frisbee. Registration is on a first-come, first-served basis. There will be a registration maximum for each sport. A registration deadline will be implemented for each season. Registration is through the City of Palo Alto (not through JLS) in person or online. Check the City of Palo Alto website for more information. <https://www.cityofpaloalto.org/gov/depts/csd/recreation/msa.asp>

## **ANNOUNCEMENTS (VIDEO) KJLS**

Students produce video announcements that are aired Monday, Tuesday, Thursday and Friday at the beginning of 2<sup>nd</sup> period. On Wednesdays announcements are over the intercom at the beginning of 7<sup>th</sup> period. Announcements include information about school and community events, recognition of student groups or individuals, reminders about school expectations, and other pertinent information.

## **ATTENDANCE POLICIES AND EXPECTATIONS**

**Attendance Policy** (Board Policy: BP &AR 5113 & BP & AR 511.3.1)

The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern.

### **Attendance Expectations**

Students who attend school consistently have a greater chance of excelling academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and teachers.

The following are the attendance expectations for all students:

- Attend school daily and on time to maximize academic and social success.
- Remain after school when directed by a school official to complete disciplinary or other requirements.
- Be accounted for at all times throughout the school day, to promote safety.
- Abide by district policies related to school attendance.

### **Absence Reporting Procedure**

It is the parent/guardian's responsibility to report their student's absences. Only parents and/or guardians

can excuse a student's absence. Parents/guardians **must contact** the Attendance Office every day their student is absent. Messages can be left on the answering machine at all times (650-856-5179) or email ([jlsattendance@pausd.org](mailto:jlsattendance@pausd.org)). If contact is not made, the absence will be coded as unexcused unless it is cleared by a parent/guardian within 24 hours.

If a student is absent from class for any reason and has not cleared the absence with the Attendance Office, they will receive an automated phone call at home to alert the parent/guardian that they have been marked absent. The information relayed by the automatic dialer is not necessarily a complete or accurate representation of the student's attendance activity, nor does it mean that the student has a cut. A phone call by the automatic dialer is a reminder that the absence must be cleared. Any absence not cleared by the parent/guardian within 72 hours will be treated as a cut.

Detailed attendance information, including student attendance records by course, period and day is available for both students and parents to review through the Infinite Campus Parent/Student Portal. If a student has been marked absent by mistake, the student should contact their teacher to make the correction.

### **Excused and Unexcused Absences**

"Excused Absences" fall into one of two categories:

1. Health – Absences due to illness, medical appointments, or quarantine.
2. Warranted – These include, but are not limited to the following:
  - Court Appearance
  - Bereavement
  - Funeral service for member of immediate family
  - Religious Purposes

The teacher of any class from which a student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Upon satisfactory completion, full credit shall be granted. The tests and assignments shall be equivalent to, but not necessarily identical to, that which the student missed during the absence. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

"Unexcused Absences" include, but are not limited to:

- Truancy
- Missing the bus

- Babysitting
- Over-sleeping
- Car trouble/traffic problems
- Staying home to do homework
- Staying home due to being up late the previous night (even if related to school activities – dances, drama, sports, etc.)
- Family vacations

### **Health Related Absences**

The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate supports to students with situational or chronic health issues, the following procedures apply.

In health-related cases, in which the student is absent 5 consecutive full days, a physician's note is required in order to excuse the absences. In cases where the student is absent over the equivalent of 10% of class time for any individual class in the semester (after initial enrollment date) for health reasons, a physician's note is required in order to excuse the absences. Health related absences may not be excused without appropriate medical documentation provided by a physician or other licensed medical provider. Chronic absences shall be referred to the health office or district nurse.

### **Health Appointments**

Parents should make every effort to schedule appointments outside of school hours. However, if not possible, parents are urged to consider varying the times of the day during which health appointments are made in order to avoid missing the same class consistently. If a student must leave during the day for a doctor/dentist appointment, they should report to the Attendance Office prior to the first period class with a note from the parent/guardian to receive a Permit to Leave. You may also email [jlsattendance@pausd.org](mailto:jlsattendance@pausd.org). If a student returns to school the same day, they are required to report to the Attendance Office before returning to class to provide verification of the health visit.

### **Family Trips**

We realize there are times families need to travel for various reasons during the school year. However, family trips are not considered excused absences as per Education Code 48205. We want parents to understand that classroom instruction and the interactive dynamic of the classroom experience are irreplaceable. A family vacation may result in a truancy letter being sent home. While unexcused, students may be given the opportunity to make up

missed work. Teachers may assign such makeup work as necessary to ensure academic progress, not as a punitive measure. Families should contact teachers and make arrangements ahead of time.

### **Early Dismissals**

All PAUSD Middle Schools are “closed campus” and students may not leave the campus while school is in session. Students who leave campus without prior permission will receive a cut. If it is necessary to leave school early, the student must bring in a note from the parent/guardian on the morning of the day of the absence or parents should email the Attendance Office. Because of our concern for student safety, telephone requests for dismissal will not be honored. In addition, students may not be released to any individual(s) other than those listed on the student's emergency card unless written permission is given.

### **Truancy**

Absences which do not qualify as excused as defined in Education Code shall be considered in this category. Education Code 48260 (subdivision (a)) provides that a student is truant if that student is:

- Absent from school without valid excuse three full days in one school year, or
- Tardy or absent for more than any 30-minute period during the school day.
- Without a valid excuse on three occasions in one school year or any combination thereof.

### **Tardies (Under 30 minutes)**

Being punctual is an important personal habit to develop to promote school success. Students who are late for class miss valuable instruction and unnecessarily interrupt their classes. A student is considered “tardy” if not in the room or at the place designated by the teacher/school staff at the beginning of each period. Students arriving late to class shall be marked tardy unless they arrive with a written excuse from a staff member. If the PAUSD bus is late, the student should get a “Late Bus” pass from the Attendance Office. All teachers will share their expectations and consequences for tardy behaviors at the beginning of the school year.

Counseling and administrative staff will follow up on excessive tardies.

- At **5 tardies** the student is assigned one lunch detention. A meeting may be held with a counselor or an administrator to discuss the issue.
- At **10 tardies** the student is assigned two additional lunch detentions. The student may lose dance and activity privileges for a specified

time period. A meeting may be held with a counselor or an administrator to discuss the issue.

- At **15 tardies** a letter is sent home, and the student is assigned one Saturday School detention. The student loses dance and activity privileges for a specified time period. A meeting is held with a counselor or an administrator to discuss the issue.
- **For every 5 tardies after 15 (20, 25, 30)** the student will be assigned additional consequences.

In addition, the student may be referred either to SARB (School Attendance Review Board) or an SST (Student Success Team) meeting.

### **Cuts (Tardies over 30 minutes)**

Absences or leaving class or school without parent, guardian or school approval will be marked as “cuts.” Students will be given one full day following an absence from school to clear any cuts. Cutting class periods is considered extremely serious and detrimental to school success. At the secondary level, three cuts in any one period are equivalent to three absences. Administrators and counselors will involve parents in resolving the cutting of class periods. Cutting of class periods may result in detention and/or loss of school privileges, with a possible referral to the School Attendance Review Board (SARB), if necessary.

### **Actions to Address Poor Attendance**

Given the importance of school attendance to academic success and the requirements put forth by Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school. The following actions may be taken to address poor school attendance:

- Parent contact/meetings to discuss school attendance
- Development of attendance contracts
- Providing in-class consequences
- Assignment to Saturday School
- Denial of work permits
- Referral to SARB.

### **School Attendance Review Board (SARB): (Ed. Code, 48320)**

SARB is a district-level committee, which diverts students with serious school attendance or behavior problems from the Juvenile Court System and provides a forum where the problems affecting school adjustment can be discussed and solutions reached. To prevent students from establishing a continuing pattern of poor attendance or behavior,

SARB may make dispositions which range from returning a student to the school of attendance under strict contract to making an involuntary transfer to another district program or educational option. Whereas the primary purpose is diversion, SARB is also the primary vehicle for referring students to the Juvenile Justice System once it is clear that they can no longer profit from the resources the school district has to offer.

## **BICYCLES AND OTHER WHEELS**

***Please report ANY accidents to both the JLS Health Office (650-856-5178) and the Palo Alto Police Department (650-329-2413) immediately.***

Riding a bike, scooter, board, skates, or anything else with wheels is restricted to the bike lane that runs parallel to the Waverley driveway and next to the blacktop & two-story building. Students are not allowed to ride on the blacktop itself.

**Anything with wheels may not be ridden anywhere else on campus, including campus sidewalks, walkways, lawns, blacktops, eating areas, hallways, or parking lots between 7:30 a.m. and 3:30 p.m. during the school day and at school evening events. Students must walk their bikes on campus; boards and other wheels must be carried.**

**Make eye contact with drivers**, especially at intersections and driveways. Don't assume that drivers see you! Watch for right-turning cars whenever the bike lane border is dashed.

**Be predictable.** Follow the same rules of the road as automobiles. Avoid accidents and traffic tickets by obeying all STOP signs, traffic lights, other traffic laws and signs. Remember that you are a vehicle, not a pedestrian.

**Be aware.** Distracted riding and driving are dangerous to you and the people around you. Do not wear headphones or ear buds, and do not try to talk on your phone while moving.

**WEAR YOUR HELMET. IT'S THE LAW.** The State of California requires persons under the age of 18 to wear a helmet while riding a bike, scooter, skateboard or rollerblades. Passengers on a scooter, skateboard or bike must also wear a helmet. Helmets must also be CPSC/ASTM approved and properly fastened and fitted: snug, level and low on the forehead. There is a fine from the police department for not wearing a helmet.

**Ride on the right.** Use bike lanes wherever possible. Wrong-way driving is extremely dangerous. If there is no bike lane, ride as far to the right as practical. Stay off sidewalks.

**Be alert and visible.** Watch for opening doors from parked cars, cars turning left or right, and cars leaving driveways. You are most visible in the roadway with other vehicles. Wear light and brightly colored clothes to increase your chances of being seen by motorists.

**You always have the option of becoming a pedestrian.** Consider this if the intersection is especially crowded. Move out of the stream of traffic, get off your bike and walk it in the crosswalk.

**Do not carry things in your hands.** Secure anything you need to carry on a rack or basket and keep your backpack close to your body.

**Securing your wheels:** Lock your bike in one of the bike cages, either by the swimming pool or next to the tennis courts. We recommend students use metal U-shaped locks for best security. Although the cage is locked during school hours, the school is not responsible for bike thefts. Students or parents should alert the main office of any bicycle theft or damage and then promptly inform the Palo Alto Police Department. Do not leave your bike in the cage overnight.

Skateboards, long boards, scooters and any other wheels should be placed in the scooter or skateboard rack outside the Attendance Office.

**Bike Repair Station:** A bike repair station is available for students to use by the large bike cage on the blacktop. It includes a tire pump, bike stand and tools.

## **BOOKS**

Library books and textbooks, including paperback books, are the property of the school district. Students must return the same textbooks they were issued. Students are expected to maintain books in good condition. Replacement for lost or damaged school materials must be paid for by students in order to participate in non-curricular school activities. Fees for textbooks can be viewed through Infinite Campus.

## **BRUNCH**

Brunch is a ten-minute break in mid-morning. During this time, students may have a snack they brought

from home or buy food items on campus from the cafeteria or snack bar.

## BUS TRANSPORTATION

PAUSD bus transportation is provided only for students registered through the Voluntary Transfer Program or specifically listed on their IEP.

School rules apply while riding the bus to and from school. The bus driver may have additional rules and expectations posted at the front of the bus. Violation of school or bus rules will lead to consequences including suspension of bus-riding privileges or suspension from school.

The school offers late bus service on Mondays, Tuesdays and Thursdays to accommodate participation in Homework Habitat, after-school sports, or other extracurricular activities. Students may ride the late bus only if they have remained on campus under adult supervision. Students who leave campus may not then return to school to ride the bus.

## CELL PHONES

- Students must not use cell phones during the school day. The phone must be **turned off and secured in your locker** until the end of the school day. Using a cell phone or having it visible is also prohibited during school-sponsored events, e.g. dances and field trips, even if they extend beyond the regular school day hours.
- There is a student phone located in the Guidance Office to be used for school business or in case of an emergency.
- **Inappropriate or illegal use of a cell phone may lead to confiscation and/or disciplinary action. School staff may require a parent/guardian to come in to pick up a confiscated phone.**
- The school is not liable for phone loss or damage. Students or parents should alert the main office of any phone theft or damage and then promptly inform the Palo Alto Police Department.

## CLASS TRANSFER PROCESS

JLS is built around collaborative teams of teachers and counselors who work together with the same group of students. Creating students' classes involves balancing various factors including achievement, gender, ethnicity, special needs, etc.

The process the staff uses for each student is intended to provide the most productive and meaningful learning experience possible.

A change in a 7<sup>th</sup> or 8<sup>th</sup> grade student's academic team schedule (English, math, social studies, science) will mean a change in the entire team of teachers with whom the student works – not just one teacher in isolation from his or her team. Elective classes will be affected as well.

No class change will be made during the first two weeks of each semester unless school personnel initiate a change in order to balance a class or to address an incorrect placement. After the first two weeks of each semester, a request to drop or change a class requires a student to complete an Elective Change Request form found in the Guidance Office. Please check with the counselor for more information regarding these requests. The form must be complete and submitted to the Guidance Office by the deadline. Changing electives is not guaranteed.

## DANCES AND OTHER SCHOOL SOCIAL EVENTS

- JLS schedules school-sponsored dances and other events during the school year. All dances/events are open to all grade level students. Since refreshments are provided at a nominal cost, none can be brought into the dance.
- The school's prohibition of using cell phones extends to all school social events. Students must check their cell phones or other electronics at the coat-check room.
- Leadership class students will sell dance/event tickets during the week of the dance/event at lunch and after school. Library fines, overdue books and cafeteria charges must be cleared in order for a student to purchase a ticket. Students need their student ID in order to purchase tickets.
- Each dance/event will start at 7:00 p.m. and end at 9:00 p.m. Dances will end at 9:30 p.m. for 8<sup>th</sup> graders only.
- Students will not be allowed to enter the dance/event after 7:30 p.m. and will not be allowed to leave before 9:00 p.m.
- Students and their parents must pre-arrange in writing with the grade-level administrator any special circumstances for late arrival or early departure.

- Once students leave the dance/event, they must leave campus; they will not be allowed to re-enter.
- All students must be picked up or leave campus fifteen minutes after the dance ends. If a student is not picked up from a dance/event within one-half hour after the dance/event ends, they will not be allowed to attend the next dance.
- Safety of our students is our primary concern. Students engaging in any behavior deemed unsafe by an adult supervisor may be asked to leave the dance/event and their parents will be contacted to remove them from the dance.
- Only current JLS students are allowed to attend the dance/event. A JLS student ID card is required to be admitted. No guests are allowed.
- Students should not plan on going to their lockers at all. There will be a place to store coats, cell phones, backpacks and purses during the dance/event; money for snacks should be kept with the student.
- Dance decorations are not to be handled or taken down.
- Students need to dance appropriately. Students are not allowed to engage in any types of public displays of affection.
- The JLS dress code will be enforced for all dances/events. If students are in violation of the dress code, they will be given a chance to fix the problem. If students do not comply, their parents will be contacted and students may be sent home.
- Any students who attend school activities under the influence of drugs or alcohol will be suspended from school and there may be more serious disciplinary consequences. They may lose school privileges for the remainder of the year.
- Students who demonstrate one or more of the following between grading quarters may not attend:
  - 10 tardies
  - 2 discipline referrals
  - 1 suspension
  - Any truancy (cutting class)
  - Library fines (books overdue for more than one month) and/or missing textbooks from previous years
  - Other fines or outstanding fees
  - Poor behavior at previous dance/event.
- Additionally, unless prior arrangement has been made between a parent/guardian and the dance/event sponsor, students who are absent from school the day of the dance/event may not attend that evening's dance/event.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **Philosophy**

The discipline policy of the Palo Alto Unified School District complies with the California Education Code, Title V of the California Administrative Code, and the California Penal Code.

The maintenance of effective school discipline is a significant part of the educational process and is important in providing meaningful learning experiences. Discipline should not simply be punishment for misbehavior, but should also include active, positive efforts to change behavior. Although often necessary, and an effective short-term deterrent to behavior problems, punishment alone is the least effective means of changing behavior. Effective behavioral change includes individualized efforts to teach acceptable school behaviors and to reinforce self-esteem. Discipline at the site level should include positive behavioral support to assist students in resolving problem behavior and encourage personal responsibility. In order to be effective, consequences for misbehavior should be: (1) progressive, (2) the responsibility of the student, and (3) consistently monitored for the entire period of disciplinary action. The goal of all discipline should be to encourage positive behavior and to produce a safe environment for all students. The most effective discipline plans are the product of mutually supportive parent-school partnerships.

### **Summary of Student Expectations**

1. Show respect for each other and all staff members, as well as for school property and the property of others.
2. Be on time, prepared for class, and follow each teacher's individual classroom rules and procedures.
3. Bring only appropriate items to school. (See *Prohibited and Restricted Items*.)
4. Conduct yourself in a safe and orderly manner. (JLS is a "hands-off school".) Running is allowed only in grassy areas; tackling is not permitted.

Roughhousing and horseplay are not appropriate or safe at school.

5. Dress appropriately for school. Please refer to *Dress Code* for requirements and consequences.
6. Observe all bicycle and other wheel rules. (See *Bicycles and Other Wheels*.)
7. JLS is a “closed campus”. Students are not allowed to leave the campus during the school day without permission. If a student chooses to leave it will be coded as a “cut” and consequences will be assigned.

### **Teasing and Bullying**

Teasing and bullying are different, but both can be hurtful. Teasing is upsetting and annoying. Bullying is being hurtful on purpose. Both of these can seem cruel and can be anything from making fun of someone, stealing from them, insulting, threatening, humiliating, spreading rumors, and/or gossiping about them. Teasing and bullying can be physical, verbal, or communicated by digital technologies.

#### **What to do if you are bullied:**

- **Stick with friends:** There is safety in numbers. Avoid being alone in target areas like locker rooms, restrooms, and places where the bully hangs out.
- **Be assertive and confident:** Stand up for yourself. Use body language to show you are not afraid. Stand up straight and make eye contact.
- **Don't respond to the bully:** Walk away. Don't escalate. Get out of the situation. Report the incident to an adult immediately.
- **Get Help:** Don't keep it a secret. Go to adults for help and report all bullying incidents.

#### **What to do when someone else is bullied:**

- **Be an upstander:** When no one speaks up, bullies learn they can get away with it.
- **Refuse to join in:** Don't take part in the bullying. Refuse to watch or stay in the same place. Move away immediately if you can't stop it.
- **Speak out:** Distract the bully by changing the subject or using humor. Talk to the bully later, in private.
- **Give support:** Make an effort to include others who are normally left out or rejected.

- **Get an adult:** Report any bullying you see immediately to teachers or other adults.

The above information is adapted from *Kids' Health* published by The Hospital for Sick Children and from PIRC (Prevention Information Resource Center).

### **Non-discrimination/Harassment**

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including harassment, intimidation, and/or bullying of any student, based actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Discrimination includes harassment, intimidation, or bullying, consisting of physical, verbal, nonverbal, or written conduct, based on one of the categories listed above, that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Prohibited discrimination also includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

JLS does not tolerate harassment in any form. Students are expected to be respectful of everyone and avoid actions that may impair a student's ability to function or impact the emotional well-being of a student. Unacceptable behaviors include:

- **PHYSICAL BULLYING** – hitting, kicking, or other physical abuse, or threatening violence;
- **VERBAL BULLYING** – name calling, teasing, swearing and putdowns;
- **SOCIAL BULLYING** – deliberate excluding of others, rejecting, humiliating, spreading rumors;

- **RACIST BULLYING** – making fun of someone’s culture or traditions, calling racial names, mimicking a language or accent;
- **SEXUAL BULLYING** – “pantsing”, unwanted physical contact; sexual comments, gestures, drawings; comments about gender or sexual orientation;
- **CYBER BULLYING** – being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies.

**Students involved in any of the above behaviors will be subject to disciplinary consequences, which may include lunch detention, Saturday School, suspension, or even expulsion.**

### **Prohibited and Restricted Items**

Examples of **restricted** items include, but are not limited to, the items listed below. They must be locked up/secured during the school day, and used only before or after school. In many instances, we discourage having these on campus at all.

- Personally owned music/media players, cameras, tablet computers, electronic games, and other electronic devices
- Cell phones
- Bicycles, skateboards, long boards, scooters, and other wheels
- OTC drugs, (e.g. ibuprofen, Tylenol)

The use of e-book readers (e.g. Kindle, Nook, etc.) under the supervision of a JLS staff member may be allowed under certain conditions.

Examples of **prohibited** items, **which are not permitted on campus**, include but are not limited to:

- Alcohol, drugs, tobacco, “e-cigarettes,” vape pens or any other controlled substance and/or paraphernalia
- Dangerous objects, i.e., firecrackers, pops, explosives, laser pointers
- Matches, lighters, and other incendiaries
- Obscene or profane material in print, graphics, or video
- Permanent markers and/or spray paint (e.g. “sharpies”)
- Weapons including: **guns of any kind** (play, water, cap, squirt, imitation firearms, toys that look like guns, BB guns, pellet guns) and **knives of any kind** including: locking, pocket (of any size), switchblade, Swiss Army, steak, etc.

Although students may sometimes be allowed to have pocket knives at home, **they are not allowed at school at any time, for any reason.** School restrictions are like airport restrictions regarding

knives of any kind. If a student has accidentally left a pocketknife in their pocket, they should immediately bring it to the office. An administrator will give the pocketknife to the student’s parent. If a student shows or reveals a pocketknife to another student **in any way**, even for a moment, school suspension or other disciplinary rules will be administered.

**Any weapons or illegal, dangerous items or substances brought to school will lead to immediate discipline, confiscation and/or police action.**

### **Suspensions and Expulsions (Education Code §48900)**

A student may be suspended from school or recommended for expulsion if the principal of the school in which the student is enrolled determines that the pupil has:

- **Physical Injury** Caused, attempted to cause, or threatened to cause physical injury to another person.
- **Willful Use of Force or Violence** Willfully used force or violence upon the person of another, except in self-defense.
- **Dangerous Objects** Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- **Drugs or Alcohol** Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- **Sale of Drug/Alcohol Look-Alike Substance** Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- **Robbery/Extortion** Committed or attempted to commit robbery or extortion.
- **Damage to Property** Caused or attempted to cause damage to school property or private property.
- **Theft** Stolen or attempted to steal school property or private property.



- **Tobacco** Possessed or used tobacco, or any products containing tobacco or nicotine products; does not prohibit use or possession by a pupil of his or her own prescription products.
- **Obscenity/Profanity/Vulgarity** Committed an obscene act or engaged in habitual profanity or vulgarity.
- **Drug Paraphernalia** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- **Disruption/Defiance** Disrupted school activities or otherwise willfully defied valid authority of school personnel.
- **Receipt of Stolen Property** Knowingly received stolen school property or private property.
- **Imitation Firearm Possession** Possessed an imitation firearm.
- **Sexual Assault or Battery** Committed or attempted to commit a sexual assault or committed a sexual battery.
- **Witness Harassment or Intimidation** Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- **Offering or selling prescription drugs** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- **Hazing** Engaged in, or attempted to engage in, hazing.
- **Bullying** Engaged in an act of bullying. (Bullying includes individual or group participation in any severe or pervasive physical or verbal act or conduct, including written or electronic communications.)
- **Aiding or Abetting in Physical Injury** A pupil who aids or abets the infliction or attempted infliction of physical injury to another.
- **Sexual Harassment** Committed sexual harassment.
- **Hate Violence** Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- **Harassment, Threats, or Intimidation** Intentionally engaged in harassment, threats, or

intimidation directed against school personnel or pupils.

- **Terroristic Threats** Made terroristic threats, written or oral, against school officials or school property, or both.

Actions above must relate to school activities or school attendance and may take place at any time including, but not limited to, any of the following: (1) while on school grounds; (2) while going to and coming from school; (3) during the lunch period, whether on or off campus; or (4) during, or while going to or coming from, a school-sponsored activity.

### Grounds for MANDATORY Suspension and RECOMMENDATION for Expulsion

- Caused serious physical injury to another person, except in self-defense.
- Possessed any knife or other dangerous object of no reasonable use to the student.
- Unlawfully possessed any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault or battery upon any school employee.

### Grounds for MANDATORY Suspension and MANDATORY RECOMMENDATION for Expulsion

- Possessed, sold, or furnished a firearm.
- Brandished a knife at another person.
- Unlawfully sold a controlled substance.
- Committed or attempted to commit a sexual assault/battery.
- Possessed an explosive.

## DRESS CODE

### Philosophy

Middle school serves both academic and socializing purposes for young adolescents. These rules for dress are designed to support the former while providing guidance in the latter. Students are expected to dress in a manner that allows participation in the learning environment and does not pose a health or safety risk to any student. While it is not the intention of these guidelines to interfere with the rights of students or parents, health, comfort, and the avoidance of distracting influences are vital in the learning environment.

### When the Rules Apply

The rules for dress apply to the school day and to all school-sponsored events. However, certain classes may have other dress requirements either more or less restrictive than these rules in the interests of the academic purpose of that class as determined by staff (such as swimsuits in P.E., costumes in a drama production, closed-toe shoes in an industrial technology class, etc.).

### **Words and Images**

No markings, words, images, insignias, etc. that are ethnically, racially, religiously, or morally offensive may be worn at school. No markings, words, images, etc. that refer to alcoholic beverages, tobacco products, controlled substances (such as marijuana), or sexual conduct may be worn at school.

### **Upper Garments**

Undergarments and midribs should be covered at all times. Tube tops or strapless tops are not allowed. No garments may be worn with very low or revealing necklines that show cleavage.

### **Lower Garments**

Trousers, pants, shorts, dresses, and skirts must be worn so that underwear does not show when the student is standing or seated. Pants must be worn at the natural waist.

### **Gang Items**

No insignias, garments or other items associated with gang membership may be worn, used as jewelry, or placed on backpacks, purses, binders or personal belongings, etc.

### **Footwear**

Closed-toe/closed-heel or other safe styles of footwear are highly recommended. Platform-soled shoes or high-heeled shoes should be avoided in favor of footwear that is better suited to the active pursuits middle-schoolers engage in. The Education Code requires that students must wear shoes at all times.

### **Headwear**

Hats, hoods, and all other non-religious headwear should not be worn indoors on campus.

### **Consequences**

Depending on the severity of the violation, the student will be requested to "cover up," "pull up" or change

into P.E. or other clothes. The student's parent may be called to bring a change of clothing. Offenses may be documented. Any student at JLS who refuses to follow a reasonable request made by any PAUSD employee to comply with the rules for dress will be held in defiance of school authority. For additional violations of the dress code, consequences may include, but not be limited to, parent conference, detention, Saturday School, or other suitable action.

### **Promotion Dress Code**

Promotion is an important culminating activity. Students are encouraged to wear attire appropriate to the occasion. Students wearing a collared shirt are encouraged to wear a tie. Dresses should be practical for after the ceremony and dance; therefore, we ask that formal dresses not be worn. Strapless, backless, and/or low-cut dresses that are not age-appropriate are not allowed. Hats, t-shirts, jeans and other "casual" attire are discouraged.

## **EARTHQUAKE AND EMERGENCY PROCEDURES**

In the event of an emergency:

- Students assemble on the playing fields, where they meet their second-period teacher.
- At the administrator's discretion, classes will either return to the building or remain on the field.
- Students will be released only to a parent, guardian or authorized adult (with photo ID) listed on the student's emergency card. **STUDENTS WILL NOT BE RELEASED TO SIBLINGS WHO ARE MINORS.**
- **NO STUDENT WILL BE RELEASED BEFORE SCHOOL-WIDE ATTENDANCE HAS BEEN COMPLETED.**

### **Types of Emergency Procedures**

A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community. In a lockdown all school activities are moved indoors. No one is allowed to enter or exit the building. Parents may not come to the school to pick up their children during a lockdown. Parents are also discouraged from calling the school directly.

There are two lockdown codes:

- **Shelter in place** - used when there is a danger in the surrounding community, i.e. police searching for a criminal suspect in the community, wild animals in the area.

- **Lockdown** - used when there is a direct threat to the school or in the immediate area of the school.

## EMERGENCY INFORMATION

It is essential that student emergency information is complete and up to date in the office. This information must be entered electronically (through Infinite Campus). Please make sure your child's emergency information is always current in Infinite Campus and then call the Data Office (865-5177) with any change (especially phone numbers) during the year. When we have a serious accident, we need parental help immediately. For your student's safety and in order for us to respond to your child's health and safety needs in a timely manner, we request all updated emergency information.

## E NEWS (JLS ONLINE)

JLS Online is your critical school connection! Subscribe early and you'll be on top of all that is happening at JLS. You'll receive a weekly email with important announcements of school and PTA events, information about JLS academics and programs from JLS teachers and staff, and links to the JLS website and Facebook page that give you even more information and answer all your questions.

To subscribe, go to the JLS PTA website ([jlswp.paloaltopta.org](http://jlswp.paloaltopta.org)) and click on Communications/eNews. It's that easy! *Make sure to choose all the email lists that apply to your students' grade level, as specific email notices pertinent only to a certain grade level are sent on occasion.*

## GRADE REPORTS

All grade reports are posted on Infinite Campus and are accessible to students and parents.

Students receive progress grades at the end of the first and third quarters and "official grades" at the end of each semester (i.e. second and fourth quarters). Midway through each quarter, teachers may send progress reports. When a student's current grade is a C-, D or an F mid-quarter, parents will be notified. Notes may be sent to inform parents of special problems their child is having or special progress their child is making. Not all parents will receive these notes.

Incomplete marks may be given at the end of the first semester when substantial work is missing. All Incompletes should be made up within three weeks of the beginning of the following semester. If the work is not made up, Incomplete marks become an "F".

**If a student has questions about a grade, they should contact their teacher.**

## HALL PASSES AND CALL SLIPS

Students must have a hall pass to be out of class (to go to the restroom, office, library, etc.). Students may obtain the pass from the classroom teacher. If school personnel need to see a student, they send a call slip. This must be signed by the teacher to excuse the student from class.

## HEALTH AND SAFETY

A number of staff members have had formal first aid training and are available to assist when needed. The PAUSD Health Services Specialists are available for health referrals and counseling. They coordinate the vision and hearing screening programs at JLS. JLS has a Health Technician on campus each day. The Health Office phone number is 856-5178.

### Illness/Injury

If a student becomes ill, they should report to the teacher for a pass to go to the Health Office. The parents will then be called to come and pick up the child. If a student is injured at school, they should report to the nearest staff member. Parents will be contacted if more than basic first aid is required. A student reporting a head injury will be sent home. Students who would like to remain in the Health Office for an extended period of time cannot be accommodated. Students must either return to class or go home.

### Medication

If a student requires medication, including over-the-counter medication, during school hours, the parent/guardian must provide the school with 1) a written statement from the attending physician with specific directions for administration of the medication, 2) a signed release from the parent/guardian for a school employee to administer medication and, 3) the medication in the original pharmacy container clearly marked with the student's name and name of prescribing physician. Appropriate forms are available at the Health Office or on the JLS website. Forms must be submitted every year.

Additional forms are required for students with asthma or past anaphylactic reactions. These forms are available on the PAUSD website. Please contact the health technician if there are further questions.

## HOMework

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning.
- Reflect individual student needs, learning styles, social-emotional health and abilities in order for students to complete their homework.
- Provide timely feedback for students regarding their learning.
- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts that can be completed within a reasonable time frame.
- Provide teachers with feedback regarding overall classroom progress toward expected outcomes.

If weekend homework is deemed necessary, the average cumulative amount of work required should not exceed a regular day's assignment.

Students may choose to use weekends for review, voluntary work, or completion of make-up assignments.

Project-based assignments may be assigned as homework; however, these tasks should not require

group meetings outside of class, significant assistance from parents, or costly materials. Teachers should monitor and be mindful of the logistical challenges of group assignments outside of the classroom.

The Winter break is intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period. No assignments should be given over the Winter break, and any long-term assignments given before Winter break should not be due during the first week back from the break.

Homework should primarily consist of reading, practice and application of key skills and concepts, application of writing skills, preparation for future classes and beginning research. At this level, homework should continue to build independent study habits.

Long-term assignments should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion.

With support of administration and staff, teachers should make efforts to coordinate with one another to establish deadlines, due dates for projects/assignments, and tests in an effort to minimize student over-extension.

As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to nightly homework, including time devoted to long-term projects and test review:

<b>6<sup>th</sup> Grade</b>	60 minutes average M-F
<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grades</b>	70-80 minutes average M-F

In assigning homework, teachers should:

- Clearly explain objectives, timelines, suggested amount of time for completing the homework, and required materials associated with the assignment.
- Post assignments in a manner that is clear, consistent and easily observed by the student both in and outside of the classroom. The use of online communication tools is strongly encouraged at the secondary level.
- Encourage students to monitor their own assignments.

- Monitor homework time requirements and feasibility of assignments using student assignments, student feedback, and parent feedback.
- Differentiate assignments when it is determined that, despite appropriate effort and learning habits, a student is spending more than the expected time on homework.
- Clearly communicate to parents and students the expectations regarding the amount and quality of homework required by the student and the level of parental involvement to complete assignments.
- Inform parents and students of opportunities for student assistance.
- Suggest and practice techniques to help increase efficiency, such as how to allocate time wisely, meet deadlines, and develop good study habits for each subject area. Examples of this may include the use of a binder reminder or computer-based tools as communication avenues between home and school.
- Provide a process for student or parent feedback if there is a concern.
- Work with grade and department level colleagues to promote consistent homework practices and reasonable total time requirements for each evening.

## HOMWORK HABITAT

Homework Habitat meets in the library from 3:15–4:30 p.m. on Monday, Tuesday and Thursday. It is a quiet place for students to do their homework and receive academic support from JLS staff. Computers for research and word processing are available. Students are expected to remain in Homework Habitat until they leave campus.

## INSURANCE

Student Accident & Health Insurance is available to parents for voluntary purchase through Myers-Stevens & Toohey & Co. Inc. The enrollment link can be found at <https://www.myers-stevens.com/>. Although care is exercised to prevent accidents, neither the Board of Education nor the school can assume responsibility for accidents or injuries to students participating in school work in the classrooms, laboratories, shops, locker rooms, physical education activities, on the stage or in athletic practice and games.

## LETTERS OF RECOMMENDATION

Students and parents can request letters of recommendation from counselors and teachers. An addressed and stamped envelope must accompany the request. Please allow at least two weeks for completion. All letters are sent directly to the specified academic institution.

## LIBRARY

The Ray Lyman Wilbur Memorial Library at JLS houses the biggest print collection in the district with over **24,000 books** and other resources. Students may use the library before school, at brunch, at lunch, and after school to read, do research, or check out books. **Homework Habitat** is held in the library on Mondays, Tuesdays and Thursdays from 3:15 - 4:30 pm.

Students sent to the library from the classroom need a **library pass**, signed by the teacher; each student is expected to have library work to do and is responsible for doing their work quietly, without close supervision.

Most library materials **circulate** for **two weeks**. Reference books and project-specific books in heavy demand circulate overnight; they may be checked out after school and returned before the first period of the following school day. All items are due on the date that appears in your library account on OPALS, the library management system. Students may renew an item if no other student has requested the book.

Library books and textbooks are the property of the school district. Students must return the same textbooks they were issued. Students are expected to maintain books in good condition. Replacement for lost or damaged school materials must be paid for by students in order to participate in non-curricular school activities. Fees for textbooks can be viewed through Infinite Campus.

The **library computers** access OPALS as well as the Internet. The JLS Technology Use Contract governs all computer use in the library. All computer use should be related to specific school assignments unless otherwise approved by library staff. Before and after school and during brunch and lunch student will need to present ID to use library computers.

The **library website** ([jls.opals.pausd.org](http://jls.opals.pausd.org)) is accessible from the tab **Learn / Library: Check it out!** section on the JLS website. Students have 24/7 access to eBooks through OverDrive, as well as eReference books, qualified project websites, and subscription databases through LibGuides.

Database subscriptions are purchased through PAUSD and Palo Alto City Library. Passwords for databases are in the Library Schoology account and in the front section of the Binder Reminder.

## LOCKERS

**District Policy: Students' lockers and locks are property of the School District and loaned to students by the school district. The school is not responsible for theft, damage or vandalized personal property or locks. The school reserves the right to search lockers at any time.**

### Hallway Lockers

Lockers are available for all JLS students. A locker and lock will be issued to all new students at the start of the year. Returning students should use their previously issued locks.

Lockers are necessary for storing books and materials between classes. We recommend students visit their lockers before school to prepare for their first two periods, and to return at brunch for the next two periods.

Students may visit their lockers for the first 15 minutes of lunch to store their supplies and get their lunches. However, those areas are closed to students 12:40-12:55 p.m.; students will not be able to visit their lockers at that time. The wings are open from 12:55-1:05 p.m. so students can visit their lockers and pick up materials for their last two periods of the day.

**Students must not store opened food, open food containers, or food wrappers in their locker at any time. Doing so invites insects and/or rodents. Students' re-usable/re-sealable lunch food packaging should be tightly sealed before being returned to the locker. Students must promptly report any evidence or sightings of rodents to the main office.**

Use of a locker is a privilege, and having a locker carries certain responsibilities. JLS teachers use their own professional judgment on whether backpacks are allowed in their classroom. However, students are NOT ALLOWED to leave their backpacks and/or belongings in corridors/breezeway, on the floor of the P.E. locker room, or in any other unauthorized place. Backpacks in unauthorized places will be confiscated and brought to the office.

### Hallway & PE Lockers

Students should keep only items necessary for school in the locker. Musical instruments should be stored in the music rooms during the day.

- Students should make sure their locks are properly locked when storing items in their locker.
- **Lockers may not be shared.** Students may use only their assigned locks and lockers, and not those of other students.
- **Students must not share their locker combination with other students for any reason.** Not only do students risk losing school and personal property if they do, but they also risk having items placed in their lockers for which they could be held accountable.
- Students are responsible for keeping their lockers clean of trash, debris, and garbage. Students will be held responsible for damage they cause to lockers. Lockers need to be left at the end of the year as they are found at the beginning.
- Students will be charged a replacement fee for lost or damaged locks.
- **Students are responsible for any loss of, or damage to, locker contents. The district and school assume no responsibility for loss or damages to any property placed in the locker. Any school property missing from a locker will be paid for by the student/family.**
- Visiting one's locker does not excuse tardiness to class.
- Students must report hallway locker problems to the Guidance Office before school, brunch, lunch, or after school. Students must promptly inform their PE teacher of any difficulty with their PE locker.
- Students are NOT ALLOWED to leave their backpacks and/or belongings on the floor of the P.E. locker room.

## LOST AND FOUND

**Please label student belongings.** Lost and Found is located in the enclosed breezeway and the Physical Education Office. Students should check Lost and Found for their missing items. Unclaimed

items will be donated or discarded at the end of each month.

## LUNCH

Lunch is a 35-minute break. Students may bring lunch from home or purchase food items at school. The cafeteria and snack bar serve hot and cold food. **Information and applications for free or reduced-price lunch are available from PAUSD Food Services.** Students must eat their lunch in supervised areas and within the yellow lines. Students are required either to be in designated lunch areas or otherwise with a teacher. Students must arrive to lunch clubs or other student activities no later than 12:40 p.m.

## ONLINE RESOURCES

**Online Databases.** JLS has a collection of online academic subscription databases that are purchased each year for student use. Students can access them 24/7 from any computer. However, off-campus, databases require passwords. Students can find these and any new resources in their JLS Library 2019-20 Schoology course. All online resources can be accessed through the tabs “Databases/Encyclopedias” or “eBooks” under the tab Learn / Library: Check it out! section on the JLS website. While the PAUSD middle schools have made an agreement with the Palo Alto City Library to allow students access to city library databases using a modified student ID# and PIN, we encourage all students to get their own Palo Alto City Library card as well.

**Infinite Campus** is where students and parents can review information about the student while they are enrolled in the Palo Alto schools, including grades, immunizations, and absence history. Students will get their account from their teacher or JLS technology support. Parents will receive their activation codes from the district office.

**Schoology** is an online communication tool where students can access and submit their homework assignments, take online tests and quizzes, receive classroom announcements, monitor grades in some classes, or engage in online classroom discussions monitored by their teachers. Students can manage their Schoology account information at <http://my.pausd.org>. Parents can see student assignment information and grades from some classes through a separate parent account. Parent

Schoology access codes are available under the “More Info” tab of the Infinite Campus parent portal.

## PARENT TEACHER ASSOCIATION (PTA)

*The mission of the JLS PTA is to build community among parents, staff, and students, to provide support for the JLS educational environment, and to regularly demonstrate our appreciation for our staff and volunteers, enriching the JLS experience for all.*

During the middle school years, the PTA plays an important role in keeping parents connected to their children's school lives. The middle school PTA replaces the role of the elementary school classroom by providing opportunities for parents to stay involved with their children's education through its many events.

Some of these events for which parent volunteers are needed:

- JLS PTA Executive Board
- Jump Start Day
- Chaperone school dances
- Back to School Pizza social
- Panther Camp
- 8th Grade Events
- Staff Appreciation events (holiday lunches and Latte Cart)
- Science Fair
- International Dinner and Social
- Liaisons for Site Council, Social Emotional Learning, Advocacy, PTAC, etc.

Volunteer jobs are both large and small, and not only offer the chance to get involved at JLS, but also the opportunity to meet parents and build a network of friends. Go to the PTA web site to view and sign up for volunteer positions: [jlswp.paloaltopta.org](http://jlswp.paloaltopta.org) and click on Volunteer Resources/PTA Forms.

PTA also provides parent education opportunities throughout the year and Parent Network group meetings for each grade level. General meetings of the PTA include a business session but will often focus on school and curricular issues of interest to parents. PTA meetings are held throughout the school year and parents are invited and encouraged to attend.

The PTA's sole fundraising activity is its annual direct appeal. This annual appeal is the one occasion on which the PTA solicits funds directly from the parent

community. In addition to funding the activities mentioned above, a large percentage of these funds directly support the educational needs of JLS students through funding innovative departmental projects. Specific uses of this money are reported in detail to parents and the community at PTA meetings and on the PTA web site. Parents are urged to contribute generously to this fund, every dollar of which stays in the JLS community to benefit its students directly.

We hope you will choose to become a member of the JLS PTA, and to take advantage of the opportunities to volunteer, donate, and learn with us! When you join the JLS PTA, you also become a member of the local council, district, state and national parent-teacher associations. The mission of the California State PTA is to empower and support its members with skills in advocacy, leadership, and communication to positively impact the lives of all children. Further information on the state organization may be found at [www.capta.org](http://www.capta.org), and on the national PTA at [www.pta.org](http://www.pta.org).

## PTA EXECUTIVE BOARD AND CHAIRS

Names and contact information for the PTA Executive Board and Chairs can be found at [jlswp.paloaltopta.org](http://jlswp.paloaltopta.org) (click on "PTA Contacts").

## PARTNERS IN EDUCATION (PIE)

Palo Alto Partners in Education (PiE) is our school nonprofit foundation supporting JLS, along with all of the eighteen public schools in Palo Alto. PiE sustains Palo Alto's community tradition of extraordinary public education by funding the additional staffing that sparks student interest in STEM and provides support. Specifically at JLS, donations to PiE pay for additional electives including the Design and Technology Studio, Creature Creations class, Money Matters, Marine Biology, and other electives while reducing the class size across all electives; additional counselors so that the same counselor can stay with each class throughout all three years at JLS; and additional support for technology and teaching writing. Through your generous donations, as well as corporate and foundation philanthropy, PiE plays a critical role in helping make every student's life better at school. Please give to PiE today!  
[www.papie.org/donate](http://www.papie.org/donate).

## PERSONAL PROPERTY

**It is recommended that students not bring any valuable items or large amounts of money to school. The school is not responsible for loss or damage of students' valuables.**

Students assume responsibility for loss or damage to their clothing, equipment, books, instruments, backpacks, and other personal belongings. While we encourage students to behave honestly, we cannot assume responsibility if they do not. **Students or parents/guardians should alert the main office of any theft or damage to personal property and possibly follow up with the Palo Alto Police Department.**

There are several precautions students and families can take to avoid loss:

- **PUT NAMES ON ALL BELONGINGS, INCLUDING CLOTHING, MUSICAL INSTRUMENTS, BICYCLES, ETC.**
- Use assigned hallway and P.E. locker for storage. Students should not assume that items are safe in a backpack left out in the hallway.
- If items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.
- Any ball from home must be clearly marked with the **student's last name** and must be kept in their locker. Balls are to be used **only on the outside courts** during brunch or lunch, or before or after school. Balls may be bounced only on the blacktop. Any ball that is not properly used will be taken and kept by a staff member until at least the end of the day.
- **Students are not allowed to bring anything to school for the purpose of selling it.**
- Students are not to bring items to school that disturb the instructional program. (See *Prohibited and Restricted Items*.)

## PHYSICAL EDUCATION

The Physical Education (P.E.) program allows each student the opportunity to participate in a variety of activities at the level of skill that produces a feeling of satisfaction and achievement. **Students are expected to suit up and participate in P.E. every day their class meets.**

**P.E. Uniforms:** Students must change their clothes for physical education. The P.E. uniform includes



athletic/tennis shoes, socks, navy blue shorts with a 9-inch inseam and a navy blue short-sleeved shirt. For your convenience, JLS P.E. uniforms will be available for purchase at the beginning of the year (or as needed) from the Budget or Guidance Office. Students may bring their own navy blue shorts and shirt as well as sweatpants and/or sweatshirts for cold days, as long as they meet the school dress code requirements. No yoga pants or tights. Do not ever bring your cell phone to PE class. (See *Cell Phones* policy.)

**P.E. Lockers:** See *Lockers*.

**P.E. Excuse:** If a student cannot take part in full physical education activities, a written note **must** be brought from the parent or guardian. The note will be honored up to five days, after which a doctor's note will be required. Students will be expected to complete an alternate assignment related to Physical Education.

## SATURDAY SCHOOL

Saturday School may be assigned for cutting classes, excessive tardiness or for other violations of school rules. Saturday School begins promptly at 9:00 a.m. and ends at 12:00 noon. It is scheduled on selected Saturdays only.

## SCHOLARSHIP ASSISTANCE

Scholarship assistance is available for all costs associated with school. All assistance is strictly confidential and can be obtained through the Guidance Office.

## SCHOOL COUNSELING SERVICES

Counselors oversee support services for each grade level. They work with students, staff and parents to promote the academic, personal, and social development of each students. Parents who have questions or concerns about a particular class should contact the teacher. When the concern is more widespread, consult the counselor. The counselor may arrange appropriate support services. Counselors may also refer students to school-based therapy (CASSY). Students can request appointments with the counselor by filling out an appointment slip in the Guidance Office before school, during brunch or lunch or after school.

## SITE COUNCIL

The JLS Site Council is a representative body made up of parents, staff and students. It is responsible for developing and monitoring a Single Plan for Student Achievement, allocating resources to meet the goals identified in the plan, and providing broad-based input on school effectiveness. Membership on the Council consists of four parents, four students and eight staff members. Parent membership consists of three elected positions and one position appointed by the PTA. Elected parent members of the Site Council hold office for two years, provided they continue to be a parent at JLS; otherwise the term of office is one year. Representatives from each group are elected by their peers.

## STUDENT ACTIVITIES

Students can participate in a variety of activities. A Club Fair is held each fall and other programs and events are announced via KJLS throughout the school year.

## STUDENT RECOGNITION

The Student Recognition program seeks to acknowledge students' accomplishments by fostering community and encouraging self-confidence, leadership and academic achievement.

The **Panther Pride** program recognizes students monthly for their citizenship, achievement, and participation. Teachers and staff members can nominate students for their accomplishments. Students receive a certificate and a cling sticker. Students who receive multiple nominations throughout the year can earn additional recognition.

Staff members can also recognize students by awarding them a **PAWS** (Positive Actions With Success) ticket. Students can turn these in to the office for a monthly drawing.

## SUPERVISION

An effort is made to provide adequate supervision on campus throughout the school day. Because this supervision is not available around the clock, **WE ASK THAT STUDENTS NOT ARRIVE MORE THAN 15 MINUTES BEFORE THE BEGINNING OF SCHOOL, AND THAT ALL STUDENTS NOT UNDER THE SUPERVISION OF A STAFF**

**MEMBER LEAVE CAMPUS WITHIN 15 MINUTES OF DISMISSAL.** If a student does not promptly leave campus, their parent/guardian will be notified and required to make arrangements for their students to leave school on time. Students who do not comply with directions to leave campus will be considered defiant, which may result in disciplinary action, including suspension from school. Students should not enter classrooms when a staff member is not present.

## T.E.A.M. TIME

T.E.A.M. time is from 3:00-3:05 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Students are encouraged to make good use of the T.E.A.M. (Tutoring, Enrichment, Activities, Make-up) time at the end of the school day. This is a regular part of our school day when all staff are in the classroom and available to students for questions and assistance. No activities begin, nor buses leave, until T.E.A.M. has ended.

## TECHNOLOGY USE AND RULES

Technology at JLS may not be used for any non-school-related or illegal purposes. All licensing and copyright laws apply. A student will not be allowed to use electronic equipment at JLS unless they have agreed to the policies in the PAUSD **Technology Use Handbook** (<http://tinyurl.com/jlstechuse>).

Actions which could damage, degrade or disrupt equipment performance, interfere with another student's work, or threaten others via the Internet, including teasing, harassing, bullying, or falsely identifying themselves, will result in school disciplinary action. Students will be held monetarily responsible for any damage they do to electronic equipment at JLS.

Student digital files are considered "education records" as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code). System administrators may access student files or electronic mail as required to protect the integrity of computer systems (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

If an online incident initiated outside of school creates an imminent threat or danger to others at school, law enforcement will be contacted. JLS makes every effort to ensure the safety of all its students and staff. If a school connection can be established and the online incident results in substantial or material

disruption at school, the school can and will impose disciplinary actions.

## TECHNOLOGY USER CONTRACT

Students at JLS may have access to a wide range of technologies, including computers and the Internet. With our link to the Internet, students now have access to computer networks around the world, providing open access to local, national, and international sources of information and collaboration vital to intellectual inquiry in a democracy. Technology at JLS is utilized and shared by large numbers of students and staff. For this reason, we need to have a set of rules that keeps things running smoothly. Every JLS user is expected to act in a responsible, ethical, and legal manner.

The student and their parent(s) are warned that JLS does not have control of the information on the Internet, nor does it provide any barriers to account holders accessing the full range of information available other than those constraints imposed by finite resources. The Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While JLS's intent is to make Internet access available to further its educational goals and objectives, students will have the ability to access other materials as well.

JLS believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parents / guardians of minors are responsible for setting and conveying the standards that their child should follow. To that end, JLS supports and respects each family's right to decide whether or not to apply for JLS access. However, **JLS cannot guarantee that a student will never gain access to the Internet.**

JLS makes no guarantees with respect to the Internet, and it specifically assumes no responsibilities for:

- The content of any advice or information received from a source outside JLS, or any costs or charges incurred as a result of seeking or accepting such advice;
- Any costs, liability or damages as a result of use of the student's Internet access;
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of JLS.

While JLS supports the privacy of electronic mail, students must assume that confidentiality cannot be guaranteed. All JLS students and their parents/guardians must read and agree to the PAUSD **Technology Use Handbook** before they are permitted to use any technology. Parents are asked to affirm their understanding, and discuss the policies with their child, as part of the Annual Data Update (through Infinite Campus). The Handbook is available for review at <http://tinyurl.com/pausdtechuse>.

Violation of the PAUSD guidelines could be unethical and could constitute a criminal offense. Should a student commit any violation, disciplinary action and revocation of the user's account or legal action may be taken.

## TELEPHONE

The telephone number of JLS is 856-5188. *The student phone located in the Guidance Office is to be used only for school business, or in case of an emergency. Students cannot be given messages, except in an emergency situation.* Students do not have permission to use cell phones during the academic school day between 8:15 a.m. and 3:05 p.m. The phone should be **turned off** and in the student's locker while on campus.

## TRANSCRIPTS

Student grade transcripts are available upon request to the Guidance Office. Two copies per year will be provided free of charge. Additional copies will require a fee of \$10 each.

## TRANSPORTATION

For everyone's health and safety, students are encouraged to bicycle, walk, carpool, or take the bus to school instead of coming by car whenever they can.

*The City of Palo Alto's Safe Routes to Schools map for JLS is available at <http://www.cityofpaloalto.org/civicax/filebank/documents/37397>.*

Please report ANY accidents to both the JLS Health Office (856-5178) and the Palo Alto Police Department (329-2413) immediately, whether or not there is an injury involved. In emergencies, always call 911.

Please observe the following rules and precautions for the safety of all students.

## Driving to JLS

There is often congestion on East Meadow and the school driveway at peak hours. If you must drive, plan time for your school commute so you won't feel rushed, enabling you to share the road safely.

- **Observe the 25 mph speed limit** in school zones at all times. Avoid making U-turns and other illegal or unsafe maneuvers on East Meadow.
- **Be alert.** School commute routes carry hundreds of pedestrians, skateboarders, bicyclists, and cars. When preparing to turn right, always look for cyclists in the bike lanes.
- **Be aware of all school commute routes.** Watch for sudden movements of bicyclists, pedestrians and scooters onto the roadway from the sidewalk.
- **Be especially alert for young children.** JLS abuts an elementary school. Young children cannot judge speed or distance of vehicles moving toward them, and they think cars can stop suddenly. Young children also have a narrower field of vision than adults do, about one-third less.
- **Yield right of way to pedestrians** in crosswalks, which exist at all intersections – even when crosswalks are not marked.
- **No right turn on red at Waverley and East Meadow** when children are present.
- **Obey Crossing Guards.** They help students cross safely and reduce driver confusion during peak congestion hours.
- **Do not drive in the bike lanes.** Dashed white lines to your right are an indication that it is OK to merge into the bike lane when making a legal right turn. Using a bike lane to pass other traffic on the right is illegal. Drivers must yield to bicyclists in the bike lane. That is the law.
- **Do not use red zones** to drop off or pick up passengers. Do not drive through the red zones to get to loading zones.
- **Use designated loading areas and pull as far forward as possible.**
- **The Waverley driveway (entering JLS) is for staff parking only. Please do not use these parking spots, even for temporarily dropping off students. Only staff with permit tags may park in these areas.**
- **Parking** is available at the end of the Waverley driveway if you have a meeting or business at JLS. Do not park on the Waverley driveway as that area is designated as exclusively for JLS staff parking. Please obey all posted signs.

- **Do not enter or use the Fairmeadow driveway** to drop off or pick up students.
- **Do not double park or back into parking spaces.**

### **Auto Parking and Drop-off**

**WAVERLEY DRIVEWAY** - Waverley driveway parking spaces are reserved exclusively for JLS staff parking. Parents dropping off and picking up students should come down the driveway to the visitor parking lot toward the rear of the school. Please follow the arrows in the parking lot.

Do not park or stop in the driveway to drop off or pick up students before and after school. Using these staff parking spots to quickly pull in and drop off students creates hazards and bottlenecks, endangering and inconveniencing others.

**EAST MEADOW LOADING ZONE** - There is a special “loading zone” designated in front of the school on East Meadow Drive. Please pull all the way forward to the Fairmeadow driveway in order to accommodate all cars. Do not double park or make illegal U-turns. If your student is not ready to load or disembark, please find a legal parking place outside the loading zone. Do not leave your car in the loading zone.

**FAIRMEADOW/JLS DRIVEWAY** - No student drop-offs here. The driveway between JLS and Fairmeadow is restricted and is only used for the drop off and pick up of Special Education busses and Food Service vehicles.

**MITCHELL PARK** - Mitchell Park is an alternative drop-off or pick-up location for JLS students. Parking is available near the Clubhouse. Students may be dropped off in the parking lots to walk across Mitchell Park and approach JLS from the back side of campus.

**WESTBOUND MOTORISTS ON EAST MEADOW** - If you must enter the JLS driveway at Waverley, DO NOT make a left turn. Please go through the intersection, make a right on South Court, and make your next right and then right on Waverley for the straight-in approach. Otherwise, you will tie up traffic in the intersection and cars will illegally pass you, encroaching into the bike lane, endangering cyclists and pedestrians.

Be sure to observe ALL traffic signs near the school. The Palo Alto Police Department regularly patrols this area and parents have received tickets for the following offenses: speeding, illegal U-turns, use of the red zone, blocking bike paths, passing on the right

inside the bike lane, failure to yield to pedestrians and failure to obey the crossing guards.

- Please do not use red zones to drop off or pick up passengers. Do not drive through the red zones to get to loading zones.
- Use designated loading areas on East Meadow and pull as far forward as possible.
- Do not enter or use the Fairmeadow driveway to drop off or pick up students.
- Do not double park.

**PLEASE MODEL SAFE BEHAVIOR** – Your future driver is watching and learning.

## **VISITORS**

**All visitors to JLS must check in at the main office and wear a visitor badge.** We schedule Parent Visitation Days for parents to visit classrooms and see all aspects of the school.

**We do not allow student visitors to campus without prior approval from the site administrator.**

## **VOLUNTEERS**

We encourage parental assistance in all areas of our school: classrooms, library, office, field trips, dances, athletic events – the list goes on. There is something for everyone – at school, at home, weekday, or weekend. You can learn about these opportunities on the JLS PTA website ([jlswp.paloaltopta.org](http://jlswp.paloaltopta.org), click on Volunteer Resources/PTA Forms).

Parents are welcome to help support field trips by driving or helping make arrangements. Please complete a current version of the PAUSD driver insurance form (available on [pausd.org](http://pausd.org)). Minimum auto insurance requirements for drivers are \$100,000/\$300,000 public liability/bodily injury per occurrence, and \$25,000 property damage per occurrence. **All drivers are required to have a current California driver’s license, current registration and certificate of insurance in their car.**

**Please be sure to fill out and return your volunteer survey. You make the difference in the JLS community!**

## WITHDRAWALS

If you are planning to move out of the area and withdraw your student(s) from the Palo Alto Unified School District, you must contact the JLS Guidance Office (856-5182) and pick up an official withdrawal form.

## YEARBOOKS

Yearbooks are available for purchase and are distributed during the last week of school. They are a memorable publication, a valuable personal memento of the school year, and should be treated with respect and consideration for the owner. Many families, including parents, grandparents and younger siblings, look at yearbooks. *Nothing should be written or drawn in any yearbook that might be offensive or inappropriate.*

### **Yearbook Guidelines**

- Yearbook owners should clearly write their first and last name in ink on the inside cover of their yearbook.
- No inappropriate words, phrases, messages or pictures should be written or drawn in any yearbook.
- There should be no defacing of any photographs in any form, including front or back cover.
- Consequences will be assigned for violation of the yearbook guideline