



It's a great thing  
to not  
allow  
yourself  
to  
be  
treated  
like  
you  
are  
not  
important.

Choose kindness  
Teamwork makes the  
dreamwork  
Be yourself

Treat others  
how  
you  
want  
to  
be  
treated.  
Be the reason  
someone  
smiles 😊  
Be kind

Make the  
choice to  
be a great  
person  
and  
not  
allow  
yourself  
to  
be  
treated  
like  
you  
are  
not  
important.

2024-2025

E.C.



# **JLS Middle School**

480 East Meadow Drive  
Palo Alto, California 94306  
(650) 856-5188 [www.jls.pausd.org](http://www.jls.pausd.org)

## **JLS honors Jane Lathrop Stanford:**

- *A co-founder of Stanford University, who, along with her husband, gave a fortune in memory of their adolescent son to help educate others.*
- *A generous supporter of kindergarten, primary, and music instruction in the Bay Area as well as orphanages and hospitals.*
- *A woman who contributed to the advancement of women's rights and who, along with other women, played a major part in civic decision-making.*
- *A person who remained true to her values, an inspiration to our school community.*

**JLS School Colors** are royal blue and white.

**JLS Mascot** is the Panther. Students are expected to interact appropriately with our mascot. Respectful hugs and “high fives” are welcomed.

**This Binder Reminder belongs to:** \_\_\_\_\_

*Cover design by Eleanor Chung.*

Information printed in this Binder Reminder may be superseded by updates posted to the JLS or PAUSD website.

# EXPECTATIONS

	♥ TAKE CARE OF YOURSELF ♥	♥ TAKE CARE OF OTHERS ♥	♥ TAKE CARE OF OUR PLACE ♥
<b>TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>Power off phones &amp; store in locker</li> <li>Headphones in locker (unless needed for class)</li> <li>Use school computers as a tool, not a toy (avoid distractions, no gaming)</li> </ul>	<ul style="list-style-type: none"> <li>Be present, not distracted</li> <li>Spread positivity on message boards</li> <li>Respect the belongings of others</li> </ul>	<ul style="list-style-type: none"> <li>School-issued devices are borrowed (like library books) not owned</li> <li>Treat device with care</li> <li>School devices are property of PAUSD and used as tools for learning</li> <li>Return borrowed materials when done</li> </ul>
<b>MENTAL HEALTH</b>	<ul style="list-style-type: none"> <li>Cultivate a growth mindset</li> <li>Use positive self-talk</li> <li>Use coping strategies (breathe and take breaks)</li> <li>Accept that it's not always going to be easy</li> <li>Reach out to a counselor or trusted adult for help when you need it.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind language, avoid negative or offensive topics</li> <li>Be a listener before being a speaker</li> <li>Be okay with discomfort; build your resilience</li> </ul>	<ul style="list-style-type: none"> <li>Everyone is entitled to grow at JLS</li> <li>Be an upstander</li> <li>Choose kindness</li> <li>Get involved in our community</li> <li>Work towards solutions</li> <li>Suggest ideas towards improvement(s) within our community</li> </ul>
<b>PHYSICAL HEALTH</b>	<ul style="list-style-type: none"> <li>Stay home if sick</li> <li>Wash hands, maintain hygiene</li> <li>Exercise daily</li> <li>Stay hydrated and eat balanced meals</li> </ul>	<ul style="list-style-type: none"> <li>Respect the physical diversity of everyone at JLS</li> <li>Respect personal space</li> <li>Keep your hands to yourself</li> <li>Walk in hallways and on redtop</li> <li>Prevent injuring yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Stay home if sick</li> <li>JLS is a hands-off campus</li> <li>Leave spaces better than you found them</li> <li>If/When something is broken or needs repair, tell a JLS staff member</li> <li>Keep our environment safe</li> <li>Prevent damage to school property</li> </ul>
<b>SOCIAL SKILLS</b>	<ul style="list-style-type: none"> <li>Seek out new friendships and nurture old friendships</li> <li>Be brave</li> <li>Try new things</li> <li>Help is everywhere. Seek out assistance and support when you need it</li> </ul>	<ul style="list-style-type: none"> <li>Greet others: Hi! Smile, make eye contact.</li> <li>Say: Please &amp; Thank You</li> <li>Treat others the way you would like to be treated</li> <li>Engage in conflict resolution                             <ul style="list-style-type: none"> <li>Apologize, acknowledge, forgive</li> </ul> </li> <li>Honor diversity</li> <li>Be an Upstander                             <ul style="list-style-type: none"> <li>(see something, say something)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Everyone at JLS is entitled to a safe community.</li> <li>Consider others' perspectives and points of view</li> <li>Use school-appropriate language at school and online</li> <li>Remember that all communication (especially online) has an impact and can be open to interpretation</li> </ul>
<b>ACADEMIC SKILLS</b>	<ul style="list-style-type: none"> <li>Be honest</li> <li>Be curious</li> <li>Fail forward</li> <li>Challenge yourself</li> <li>Ask for help</li> <li>Manage time - Prioritize</li> <li>Turn in work that is only yours</li> </ul>	<ul style="list-style-type: none"> <li>Honor others' opinions, viewpoints and experiences</li> <li>Help &amp; encourage others</li> <li>Share materials, tools, and supplies</li> <li>Share your knowledge, appreciate the contributions of others</li> <li>Respect others' work and achievements</li> </ul>	<ul style="list-style-type: none"> <li>Everyone is entitled to learn at JLS.</li> <li>Follow JLS Academic policies in the Binder Reminder</li> <li>Positively contribute to classroom discussions</li> <li>Foster a growth mindset</li> <li>Everyone is entitled to show what they know</li> </ul>

**HELP IS EVERYWHERE. ASK AN ADULT FOR HELP WHEN YOU NEED IT!**

**YOU MATTER  YOU BELONG**

# JL STANFORD MIDDLE SCHOOL

# THE BASICS

*Panthers Respect, Include, and Depend on Each other.*



## CELL PHONES & SMARTWATCHES

Power off  
Stored in locker from 8:25 AM to the end of the school day

## SAFE BEHAVIORS

Walk in hallways  
Walk wheels on the JLS campus  
Be an upstander  
Keep hands to yourself



## LIMITED HEADPHONES

Store in locker  
Only allowed with teacher permission  
Wireless earbuds (Airpods) not allowed

## WATER & RESTROOM BREAKS

Ask teacher for permission  
Sign-out and sign-in when leaving  
Hall Pass required, don't waste time  
Bring a refillable water bottle



## COMMUNICATION

Be polite and respectful  
Use school-appropriate language  
Be an engaged listener  
Wait your turn to speak

## LOCKER & BACKPACK USE

Use school issued locks  
Keep combinations private (secure)  
Store backpacks in lockers from 8:25 AM to the end of the school day



## COMPUTER USAGE

Only use PAUSD-issued devices  
Use for JLS-related activities  
Use indoors only (classroom/library)  
Charge every night

## ALWAYS CLEAN UP!

Clean up after yourself  
Use Compost, Recycle, Landfill bins  
Leave your spaces better than you found them



## PRACTICE HEALTHY HABITS



Wash hands often  
Use tissues  
Cover your nose and mouth when you cough or sneeze  
Stay home when sick

## BE RESPONSIBLE

Be punctual  
Be prepared and organized  
Be honest  
Be reliable



## HOW TO GET HELP....

**When you are unhappy or in trouble:** See your counselor, a teacher with whom you feel comfortable, or any other staff member you know. We are available to help you with personal or family problems.

**From your counselor:** See the secretary in the Counseling Office for an appointment or you may send them a Schoology message. You can also find your counselor on campus during lunch most days.

**If you have a misunderstanding with one of your teachers:** First, see if you can work it out. Ask for a time to talk together privately or send them a Schoology message. If you still need help, see your counselor or an administrator for help.

**With changing your schedule:** See your counselor in the Counseling Office.

**When you are sick or injured:** See our nurse in the Health Office.

**When your locker or lock is broken:** Report it to a teacher or a secretary in the Main Office.

**If your books or belongings are missing:** Check Lost and Found in the breezeway. If not found, report it to the Main Office.

**If you need something for school and you/your family can't afford it:** See your counselor or talk to an administrator.

## 24/7 ONLINE RESOURCES

**Online Databases.** JLS has a collection of online academic subscription databases that are purchased by the District, the City Library, and the State Library each year for student use. Students can access them 24/7 from any computer. PAUSD and State Library databases are best accessed via the ClassLink portal (see below). The Palo Alto City Library databases all require usernames and passwords (see below).

	<b>Name</b>	<b>Username</b>	<b>Password</b> (may be case sensitive)
PAUSD Database	BrainPop (+ESL, Spanish, Jr.)	<i>Via ClassLink portal / CLEVER</i>	<i>Not Needed</i>
PAUSD Database	EBSCOHost / Points of View	<i>Via ClassLink portal</i>	<i>Not Needed</i>
State Library Database	Britannica School / Britannica Escolar	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	SIRS Discoverer	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	NoodleTools	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	SORA/OverDrive – PAUSD Middle Schools	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	ProQuest CultureGrams	<i>Via ClassLink portal</i>	<i>Not Needed</i>
<i>PAUSD Database</i>	<i>World Book</i>	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	OPALS	<i>Via ClassLink portal</i>	<i>950xxxxx to check account</i>
PAUSD Database	Gale in Context: Environmental Science	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	Gale Interactive: Science	<i>Via ClassLink portal</i>	<i>Not Needed</i>
PAUSD Database	ProQuest eLibrary	<i>Via ClassLink portal</i>	<i>Not Needed</i>
Palo Alto City Library Database	Biography in Context	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	<b>PIN is: 1234</b> <i>(Unless you change it)</i>

Palo Alto City Library Database	Opposing Viewpoints in Context	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	PIN is: <b>1234</b> <i>(Unless you change it)</i>
Palo Alto City Library Database	Science in Context	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	PIN is: <b>1234</b> <i>(Unless you change it)</i>
Palo Alto City Library Database	U.S. History in Context	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	PIN is: <b>1234</b> <i>(Unless you change it)</i>

Palo Alto City Library Database	World History in Context	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	PIN is: <b>1234</b> <i>(Unless you change it)</i>
Palo Alto City Library Database	Poetry and Short Story Reference Center -- Palo Alto City Library	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	PIN is: <b>1234</b> <i>(Unless you change it)</i>
Palo Alto City Library Database	Novelist K–8	<i>Via LibGuides</i> Long-form Student ID# 23195950##### OR personal City library card #	PIN is: <b>1234</b> <i>(Unless you change it)</i>
Palo Alto City Library Database	Gale Virtual Reference Library	<i>Not Needed</i>	<i>palo34793</i>

*Note: PAUSD has made an agreement with the Palo Alto City Library to allow students access to City Library databases using a long-form 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 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://id.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.

## **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 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 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*) a person’s work, information, ideas, research, and documentation at inappropriate times, 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 - this includes, but is not limited to using ChatGPT.
- 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 researching.
- 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 regarding 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 could include but are not limited to:

- Redoing the assignment
- Retaking a different version of the assessment
- 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
- Adjusting report card grades
- Referral.

Consequences will be assigned on a case-by-case basis at the teacher’s discretion.

## **AFTER-SCHOOL ATHLETICS**

The City of Palo Alto Community Services Department manages the Middle School Athletic Program with the support of PAUSD. It is designed to provide a safe and positive after-school athletic experience for 6th, 7th, and 8th-grade students. The emphasis is on building skills, good sportsmanship, and teamwork. Only 6th-8th graders at JLS, Fletcher, and Greene are eligible

to participate. Practices and games are held after school Monday-Friday from 3:00-7:00 p.m. **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.teamsideline.com/sites/paloalto/content/16467/About-MSA>

## **ANNOUNCEMENTS (VIDEO) KJLS**

Students produce video announcements that are aired during the last five minutes of the first class each day. They 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**

*For information regarding Attendance Policies and Expectations, please see the PAUSD website.* At the beginning of the year, JLS staff will share school expectations for tardies. Students' punctuality to class may impact other school-sponsored events.

## **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 8:00 a.m. and 4:00 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 earbuds, and do not talk or text 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 and use a bike light 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 the 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. The doors will be unlocked. Skateboards, longboards, 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 by the large bike cage on the blacktop. It includes a tire pump, bike stand, and tools.

## **BRUNCH**

Brunch is a 10-minute break intended to give time to students for using the bathroom, eating a small snack, and getting items out of their lockers. Students may bring food from home or obtain food items at school. Students need their student ID to get school-provided food items.

## **BUS TRANSPORTATION**

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.

## **COUNSELING SERVICES**

Students can request appointments with their counselor by signing up in the Counseling Office before school, during brunch or lunch, or after school. Students can also email their counselor or send a Schoology message to request an appointment. Students should not come to see the counselor during class without a call slip or hall pass.

## **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 consequences for misbehavior, but should also include active, positive efforts to change behavior. Although often necessary, and an effective short-term deterrent to behavior problems, consequences alone can be the least effective means of changing behavior. 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) graduated, (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.

Discipline includes all stakeholders: students, teachers, counselors, administrators, and our school's support staff. During the 2019-2020 school year, our Climate Committee identified three key concepts that promote a safe and welcoming learning environment across the JLS campus:

- I take care of myself.
- I take care of others.
- I take care of this place.

These three concepts serve as the foundation for the following expectations:

### **Summary of Student Expectations**

- Show respect for each other and all staff members, as well as for school property and the property of others.
- Use school-appropriate language, maintaining appropriate and respectful volume for indoor and outdoor spaces. This includes quiet voices in the hallways at all times.
- Hate speech is never tolerated. Comments that are racist, sexist, and otherwise offensive will be met with consequences.

- Be on time, prepared for class, and follow each teacher's individual classroom rules and procedures.
- Use your Student ID for Tech Help, Food Services, Library Book check out, sports equipment check out, and admission to JLS events (dances, etc.)
- Regarding Food: Students are provided a free Brunch and Lunch. Eat what you want, and prevent waste by returning unused items. Always throw away your trash in the recycle, compost or landfill bins. Litter-free and clean lunch areas are the expectation.
- Bring only appropriate items to school. (See *Personal Technology* and *Prohibited Items*)
- Use your locker to store your backpack, cell phone (powered off), and smartwatch (powered off) during each school day.
- Conduct yourself in a safe and orderly manner. (JLS is a "hands-off school".) Running is allowed only on basketball courts and grassy areas; tackling is not permitted. Roughhousing and horseplay are not appropriate or safe at school.
- Dress appropriately for school. Everyone at school must wear tops, bottoms, and shoes. Individual classes may recommend/require specific clothing and/or attire for safety reasons.
- JLS is a "closed campus". Students can only leave with parent/guardian permission/request through the Attendance Office. This includes students who are dropped off or arrive early. If a student chooses to leave, it will be coded as a cut and consequences will be assigned.
- On-demand food services (such as DoorDash, HubGrub, etc.) are prohibited for students during school hours. Students may bring their lunch and parents may drop off food at the designated location near the school front office. Food ordered via on-demand food services will be confiscated until the end of the school day.

### **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. Report all bullying incidents immediately to an adult.

#### **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.
- **Report to 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 on 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:** "panting", unwanted physical contact; sexual comments, gestures, drawings; comments about sexuality; and
- **Cyberbullying:** 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 Items:**

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
- Steroids
- Dangerous objects, i.e., firecrackers, pops, explosives, laser pointers
- Matches, lighters, and other incendiaries
- Obscene or profane material in print, graphics, in video or on personal items, such as binders or articles of clothing.
- 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. This also includes plastic or play items that may be defined as “fidgets” but appear or have a similar function as a weapon.
- Personal safety equipment, such as pepper spray.

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 objects.
- **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, or other prescription drugs. All medications for students should be held on file in the JLS Nurse's Office.
- **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

**Tops, bottoms, and shoes are essential components for everyone on campus.**

### **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 or marijuana products, controlled substances or sexual conduct may be worn at school.

### **Upper Garments**

Tube tops or strapless tops are not recommended.

### **Lower Garments**

Trousers, pants, shorts, dresses, and skirts should be worn so that underwear does not show when the student is standing or seated.

### **Gang Items**

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

### **Footwear**

Students should wear shoes that are safe and appropriate for school. Students are highly encouraged to wear active footwear during their PE classes. There should be no wheels in shoes. The Education Code requires that students must wear shoes at all times.

### **Personal Self Care Items**

Stick or roll deodorant is permitted at school. Any aerosols or spray fragrances, colognes, deodorant, hairspray, etc. is not permitted due to the exposure to unnecessary concentrated allergens. These items may be confiscated to be collected at the end of the school day from the grade level administrator.

### **Promotion Dress Code**

Promotion is an important culminating activity that is watched by friends and family members, as well as school staff. Students are encouraged to wear attire appropriate to the occasion.

### **Consequences**

When a student violates the dress code, they often meet with a teacher or an administrator to discuss their attire. Consequences may include, but not be limited to, changing into other clothing, having a parent conference, or another suitable action.

## EARTHQUAKE AND EMERGENCY PROCEDURES

In the event of an emergency:

- Students assemble on the playing fields, where they meet their assigned 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

There are four types of emergency procedures that students and staff practice throughout the school year: Fire, Earthquake, Shelter-in-place, and Lockdown.

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.

## 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. Progress Reports are sent to inform parents of their student's grades if lower than C-.

**Whenever a student or their family member has questions about their grade(s), 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, get a drink of water, visit the 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.

## **HOMEWORK** *(Board Policy 6154 & 6154 AR)*

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

Grade 6	60 minutes per night or 5 hours per week on average M-F
Grade 7	70 minutes per night or 5-6 hours per week on average M-F
Grade 8	80 minutes per night or 6-7 hours per week on average M-F

### **Homework Requirements for Seven-period Day of a Modified Block Schedule**

Seven-period days have the potential for test and project stacking and/or homework due in every class which increases student stress. As a result, the following requirements shall be followed:

- Assigned homework may not be due on the seven-period day.
- Due dates for projects may not fall on the seven-period day.
- Only formative, non-graded assessments may be conducted on the seven-period day.

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

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 the 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.

## 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. 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.

## LIBRARY

The library at JLS houses the biggest print collection in the district with over **20,000 books** and other items.

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 the student's library account on OPALS, the library management system. Students may renew a book if no other student has requested it.

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 (the library catalog) and/or the printers. The JLS Technology Use Contract governs all computer use in the library. Whenever students are on campus all computer use should be related to specific school assignments unless otherwise approved by library staff at whatever time the student is in the library including before and after school, and during brunch and lunch.

The **library website** ([jls.opals.pausd.org](http://jls.opals.pausd.org)) is accessible inside of the ClassLink portal. Students have 24/7 access to eBooks through OverDrive/Sora, as well as eReference books, qualified project websites, and subscription databases through LibGuides.

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

## 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.

**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' reusable/resealable 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. Backpacks, cell phones, and smart watches should be stored in lockers from the beginning to the end of each school day. Backpacks are not allowed in classrooms. Backpacks are defined as any bag bigger than a pencil pouch, including side bags, satchels, handbags, etc. Students are permitted to carry a small bag if given approval by the grade level administration for a specific need. Lunch bags may be permitted in the classroom, however eating should be reserved for lunch and brunch times in designated areas.

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 the 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 Counseling 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 40-minute break. Students may bring lunch from home or, using their student ID cards, obtain food items at school. See above for expectations for on-demand food services. The cafeteria serves hot and cold food. Please avoid wasting food and put trash in appropriate receptacles. Throwing food is never permitted. Students are not allowed to distribute food or drink to multiple students. Everyone 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 may also check out a ball to be returned at the end of lunch. The R-Lounge and multiple clubs are open during lunch. See the Club Schedule on Schoology for more information.

## **MEDICATION**

Any student who is required to take medication during the school day may be assisted by the school nurse or designated school personnel if the school receives a completed "Medication Authorization Form" signed by a California licensed health care provider and the student's parent or guardian (EC 49423).

Medication forms can be obtained from the school health office or printed from this link. <https://www.pausd.org/school-life/health-wellness/health-services>

**Updated forms for the next school year must be signed after the current school year ends.**



## PERSONAL PROPERTY

**It is recommended that students leave valuable items or large amounts of money at home. The school is not responsible for the loss or damage of students' valuables.**

Students assume responsibility for loss or damage to their clothing, equipment, books, instruments, backpacks, school-issued electronic devices, 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:

- **LABEL NAMES ON ALL BELONGINGS, INCLUDING CLOTHING, MUSICAL INSTRUMENTS, BICYCLES, TEXTBOOKS, DIGITAL DEVICES, ETC.**
- Use the assigned hallway and P.E. locker for storage. Students should not assume that items are safe in a backpack left out in the hallway. Backpacks, satchels, or other bags used to carry school supplies must remain in a locked locker during school hours. Bags such as pencil pouches are permitted in classrooms.
- 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 or field** during brunch or lunch, or before or after school. Sports equipment is permitted on the blacktop and field when open. 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 *Personal Technology and Prohibited Items*.)

## PERSONAL TECHNOLOGY

### **Cell Phones/Smart Phones (iPhones, Droids, etc.) and Smart Watches**

- Students are not allowed to use their personal phones during the school day. Students' personal technologies (such as phones, iPods, iPads, smartwatches, etc.) must be **turned off and secured in their locker** from the beginning to the end of every school day. Using a cell phone is also prohibited during school-sponsored events, e.g., dances and field trips, even if they extend beyond the regular school day hours.
- There are student phones located in the Main Office and the Counseling Office to be used for school business or in case of emergency.

- **Inappropriate or illegal use of a personal device may lead to confiscation and/or disciplinary action. School staff may require a parent/guardian to come in to pick up confiscated devices.**
- The school is not liable for loss or damage. Students or parents should alert the main office of any device/phone theft or damage and then promptly inform the Palo Alto Police Department.

### **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
- Smartwatches
- Cell phones
- 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.

## **STUDENT ACTIVITIES**

Students can participate in a variety of activities. A Club Fair is held each fall and spring. On Schoology, JLS staff will share the guidelines and protocols for creating a club. There are four ways that students can receive information about additional school activities and programs. They are KJLS, morning announcements, JLS school calendar, and Schoology.

## **STUDENT IDENTIFICATION CARDS**

Students are issued student ID cards and lanyards at the beginning of the school year. These should be worn at all times at school. They are used in multiple ways. **If a student loses an ID card, it can be replaced in the Main Office for a fee.**

## **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 DO 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.** Students are expected to promptly leave campus, and their parent/guardian might be notified and required to make arrangements for their students to

leave school on time. Students who do not promptly leave campus may remain on campus in front of the Main Office or the cafetorium. If students do not comply with directions to leave campus or wait in designated areas, they will be considered defiant, which may result in disciplinary action, including suspension from school. Students should **not** enter classrooms unless directed to by a staff member.

## **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 Agreement**.

Actions that 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.

### **Responsible Chromebook/Laptop Use**

Upon entry to JLS, students are issued a device (Chromebooks/laptops) to use for the duration of their middle school years. Students are expected to keep devices secure and in good condition while they are at school and at home. Bring all technology concerns to the technology support office. Students are responsible for protecting issued Chromebooks and chargers from loss and/or damage at all times. Families may be asked to cover the cost of a replacement if a device is lost or damaged beyond repair.

Technologies and their acceptable uses expand and change on a continual basis. Please refer to the JLS Website for the most current policies as they pertain to the use of and expectations around technology.

PAUSD provided digital devices must be used at the direction of the JLS staff during the school hours. All devices are expected to be put away and off during Brunch and Lunch time passing periods. Misuse, abuse, and neglect may result in consequences for each infraction.

## 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 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 the 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 <https://www.pausd.org/school-life/education-technology>.

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 (650) 856-5188. ***The student phones located in the Main Office and the Counseling Office are to be used only for school business, or in case of an emergency. Students cannot be given messages, except in an emergency.*** Students do not have permission to use cell phones during the academic school day. The phone should be **turned off** and in the student's locker while on campus.

## WALKING TO SCHOOL

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

**Be alert.** Everything else on the road is bigger and moving faster than you are. Do not use your cell phone when crossing the street!

**Don't assume drivers see you.** Make eye contact – especially at intersections!

**Obey crossing guards.** They are there to help you safely cross congested intersections.

**Be predictable.** Do not jump off the curb for a fast start or make any other sudden moves that place you in the path of oncoming traffic.

**Cross at corners.** Although you generally have the right of way at intersections, use caution and look both ways. Crossing mid-block is risky as well as illegal near traffic signals. If you cross between intersections or outside of designated crosswalks, you must yield to motorists.

**Do not start to cross an intersection when a flashing red hand appears.** If it is flashing, wait for the next light cycle and cross when the white signal appears.

## 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 guidelines.

## YEARLY STUDENT EXPECTATION ACKNOWLEDGEMENT

At the start of each year, students will review and sign the JLS Expectation Acknowledgement Form. This agreement includes information about student technology use. See below for a **draft** of the student form.

### **JLS GENERAL BEHAVIOR EXPECTATIONS**

*Three fundamental concepts “I take care of myself / I take care of others / I take care of this place” serve as the foundation for the following expectations for all students:*

- *I will be on time, prepared for class, and follow each teacher's individual classroom rules and procedures.*
- *I will show respect for others and all staff members, as well as for school property and the property of others.*
- *I will use school-appropriate language, avoid being loud and/or foul. This includes no screaming in the hallways or disrespectful shouting. I understand hate speech is never tolerated. I understand that comments that are racist, sexist, and otherwise offensive will be met with consequences.*
- *I will conduct myself in a safe and orderly manner. (JLS is a "hands-off school") I will run only on the basketball courts and grassy areas; tackling is not permitted. Roughhousing and horseplay are not appropriate or safe at school.*
- *I will keep my Student ID with me every day and use my Student ID for Tech Help, Food Services, library book check out, playground equipment check out, and admission to JLS events (Dances, etc.)*
- *I will bring only safe and appropriate items to school. (See Personal Technology and Prohibited Items)*
- *I will use my locker to store my backpack and cell phone (powered off) and smartwatch (powered off) during each school day.*
- *I will dress appropriately for school. Everyone at school must wear tops, bottoms, and shoes. Individual classes may recommend/require specific clothing and/or attire for safety reasons.*
- *I will “walk my wheels” in designated areas between 8:00 AM and 4:00 PM, and observe all bicycle and other wheel rules.*
- *I understand that JLS is a “closed campus” and I am not allowed to leave campus during the school day without permission.*

### **Brunch and Lunch Expectations**

- *I understand that I have the choice of receiving a provided (free) Brunch and Lunch. I will eat what I want and prevent waste by returning unused items.*
- *I will keep the campus clean by always throwing away my trash in the recycle, compost or landfill bins. I will not litter. I will leave the eating areas clean when finished.*

*Additional information about expectations is detailed in the student Binder Reminder.*

## **JLS TECHNOLOGY EXPECTATIONS**

*Use of PAUSD's technology resources is a privilege that the District extends to students in order to support and enrich their learning experiences. In return for the privilege of using school devices and networks, students are expected to take good care of them and use them responsibly.*

### **Care of School Devices and Equipment**

- *Students are expected to bring their district-issued device to school fully charged each day.*
- *Chromebooks, chargers, and other tools for learning are expensive. Students must take care not to damage them, accidentally or otherwise.*
- *Students who damage their devices will be asked to provide a donation towards repair or replacement.*
- *At JLS students are not allowed to use devices outdoors during Brunch and Lunch times. Students may use their devices indoors (in JLS classrooms and in the JLS Library.)*

### **Responsible Device Use**

*Students are provided access to PAUSD technology primarily for educational purposes. Incidental personal use of District technology is acceptable, but students should not use District technology for personal activities that violate school policy or law. These include but are not limited to:*

- *Engaging in any activity that is harmful to other student(s), including cyberbullying.*
- *Accessing social media platforms (e.g., SnapChat and TikTok) during instructional time, unless approved by a teacher.*
- *Playing games during instructional time, unless approved by a teacher.*
- *Downloading music, images, videos, or other content in violation of licensing requirements, copyright, or other intellectual property rights.*
- *Installing software, extensions, applications, etc., on District equipment without the permission of a teacher.*
- *Downloading, viewing, or sharing inappropriate content, including pornographic, defamatory, or otherwise offensive material.*
- *Accessing or attempting to access material or systems on the network that the student is not authorized to access.*
- *Using hacking tools on the network or intentionally introducing malicious code into the District's network.*
- *Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.*
- *Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering, or other security measures.*
- *Conducting for-profit business*

*Full PAUSD technology policy available at:*

<https://go.boarddocs.com/ca/pausd/Board.nsf/goto?open&id=BLNSXQ72EA7C>

## **LOCKER AND LOCKER ROOM EXPECTATIONS**

*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.*

### **General Locker Expectations**

- *I have read and will abide by the locker expectations as outlined in the Binder Reminder.*
- *I will receive a clean locker to use at the start of the year. Lockers need to be left at the end of the year as they are found at the beginning.*
- *I will use a school-issued lock to keep my locker secure at all times, double checking that it is fully secured.*
- *I will not share my lock combinations with anyone.*
- *I will not allow others to store their belongings in my locker.*
- *I will only store school-appropriate items in my locker (e.g. musical instruments stored in the music room).*
- *I will store only PE clothing in my PE locker outside of the PE period. School clothes and binders are permitted to be stored during PE class only.*
- *I will keep my lockers free of opened food, open food containers, or food wrappers.*
- *I will keep my phone, wireless earphones, and smart watches in my locker for the entire school day.*
- *I will keep my backpack in my locker. Backpacks in unauthorized places will be confiscated and brought to the office.*
- *I will report locker or lock damage to the office immediately.*
- *I understand that I may be charged a replacement fee for lost or damaged locks.*

### **Hallway Locker Behavior Expectations**

- *I understand that visiting my locker does not excuse tardiness to class.*
- *I will wait my turn to use my locker if the space is blocked by another student.*

### **PE Locker Room Behavior Expectations**

- *I understand that the only reason to be in the locker room is to change for PE class. Hanging out or waiting for friends is not permitted.*
- *I understand that loud, bullying, or rough-housing behavior is not permitted in the locker room.*
- *I will not play with the showers or water in the locker room.*
- *I will respect other changing students at all times.*
- *I understand that using photographic or recording devices is prohibited in the locker room at all times.*
- *I will only use the locker room when given permission during class time.*
- *I will only use and store the following personal items in the PE Locker room: stick deodorant, sun block, PE apparel, and other essential items for class. The following items and use of items is prohibited in the locker room and may be confiscated and returned to your parent: glass, fragrance spray or aerosol spray such as deodorant or perfume or cologne.*
- *I understand no food or drink, except water, is allowed in the locker room.*



## S.M.A.R.T. GOAL ([https://www.youtube.com/watch?v=3PA-O\\_u2BIk](https://www.youtube.com/watch?v=3PA-O_u2BIk))

*"I don't focus on what I'm up against. I focus on my goals and try to ignore the rest."* - Venus Williams

	My Academic/Study Skill Goal	My Character Goal
<b>Specific</b>	What is my <i>specific</i> goal?	What is a <i>specific</i> goal for me?
<b>Measurable</b>	How will I <i>measure</i> my growth?	How will I <i>measure</i> my growth?
<b>Attainable &amp; Attainable</b>	Is this something I can achieve? <b>Yes or No</b> *If not, change the goal.	Is this something I can achieve? <b>Yes or No</b> *If not, change the goal.
<b>Results</b>	Steps I will need to take to see <i>results</i> :  •  •  •  •  •	Steps I will need to take to see <i>results</i> :  •  •  •  •  •
<b>Time Bound</b>	___Weeks - Final Check in at ___ Quarter	___Weeks - Final Check in at ___ Quarter
Short Term _____	•	•
Mid-Term _____	•	•
Long Term _____	•	•