

STELLA SCHOLA MIDDLE SCHOOL

FAMILY HANDBOOK 2019-2020

**13505 NE 75th Street
Redmond, WA 98052
PH: 425.936.2475
www.lwsd.org/ss**

Principal: Erin Bowser
Headmistress: Brigitte Tennis
Office Manager: Susan Jensen
Instructional Assistant: Nancy Yim



Stella Schola:

"Where every child shines!"

STELLA SCHOLA STAFF

- Sixth Grade:** Ms. Hattie Midboe
hmidboe@lwsd.org
Room 234
- Seventh Grade:** Ms. Carrie Peterson
cpeterson@lwsd.org
Room 235
- Eighth Grade:** Mrs. Brigitte Tennis
Headmistress btennis@lwsd.org
Room 236
- Office Manager:** Mrs. Susan Jensen
sjensen@lwsd.org
Stella Schola Office

Instructional Assist: Nancy Yim

**PARENT TEACHER
ORGANIZATION PAC BOARD
(2019-2020)**

- President:** Evelyn Bundesmann
- Vice-President:**
- Treasurer:** Cengiz Aydin
- Vice-Treasurer:**
- Secretary:** Mark Jensen
- Public Relations:** Mark Jensen and Lili Cheng
- Futures Ad Hoc:** Jamie Gower
Nan Cleveland
Chip Cahill
- Senior Scholarship:** Brandi Comstock



Parents/guardians of students who exceed 10 excused absences in a semester might be contacted by the district Becca Bill Specialist to provide documentation verifying the absences per RCW 28A.225.010 and RCW 28A.225.020.

Students must be in attendance for a minimum of $\frac{1}{2}$ the school day in order to be eligible for participation in any after school and evening events (i.e. band/orchestra concert, sports event, dance, club, etc.).

School begins promptly at 8:00am. Students arriving after 8:00am will be marked tardy and are expected to obtain a tardy slip before they can be admitted to class. Discipline will be assigned after every three unexcused tardies as follows (after school and lunch detentions must be consecutive regardless of after school activities).

3 unexcused tardies = 1 lunch detention	}	Phase 1
4 unexcused tardies = 2 lunch detentions		
5 unexcused tardies = 3 lunch detentions		
6 unexcused tardies = 4 lunch detentions		
7 unexcused tardies = 5 lunch detentions		

8 unexcused tardies = 1 week lunch detention + 30 minutes after school	}	Phase 2
9 unexcused tardies = 1 week lunch detention + two 30 min after school		
10 unexcused tardies = 1 week lunch detention + three 30 min after school		
11 unexcused tardies = 1 week lunch detention + four 30 min after school		
12 unexcused tardies = 1 week lunch detention + five 30 min after school		

13 unexcused tardies = 1 week lunch detention + 1 week 30 min after school + miss next dance party	}	Phase 3
Severe Clause = to be determined by staff		

Students may not leave campus during the school day. Should a parent/legal guardian require the early dismissal of their child, a written request from the parent must be presented to the office *before* school (or earlier in the week if possible). A release slip will be issued to the classroom teacher, who will then excuse the student from class at the requested time. Parents may sign their child out at the office, or the student may sign himself/herself out as well. Please do not go directly to the classroom to collect your child as it is disruptive to the learning process.

Homework and Absent Work Policy

Stella Schola students have homework to reinforce lessons which have been taught in class. Sixth graders should expect about 60 minutes of homework a night; seventh graders should expect about 70 minutes of homework a night; and eighth graders should expect about 80-90 minutes of homework a night.

Late assignments are accepted until Friday of the week they were due, with a five point deduction. Late assignments turned in after the Friday grace period, are not accepted for credit.

In the event that a student is absent from school, a “We Missed You” form will be on the student’s desk upon his/her return to school. Make up work is the responsibility of the student and, after his/her return, is due the same number of school days that the student was absent. (For example, if a student was absent for two school days, the work is due two school days after his/her return.)

Please do not come to school on the morning of your child’s absence to collect work as teachers are preparing lessons for the day and do not have time to gather materials for your child at that time. Feel free to gather work for your child after school lets out at 2:30.

Stella Schola expects students to take vacations during the district designated vacation times. If however, parents anticipate a rare occasion when their child will miss school due to unalterable plans, teachers may choose to give some homework prior to the absence. However, since learning is fluid, this may not be possible, and the student may simply need to wait until his/her return to obtain the missed work.

Academic Honesty Policy



One of our goals at Stella Schola Middle School is to create a compelling learning experience where our students acquire skills, knowledge, and wisdom for a lifetime of learning. It is the responsibility of students and staff to help maintain scholastic integrity at Stella Schola Middle School by refusing to participate in or tolerate academic dishonesty and to promote the true spirit of learning.

Academic Honesty is not just a matter of ‘following the rules’, but also a matter of participating in an intellectual community in a way that fosters the values of that community. Students are accountable for their academic honesty in any form, whether their actions are explicitly listed below or not. Confusion about the policy is not a valid excuse for violating it, so students should seek clarification from a staff member if they need it.

Academic Honesty means that students submit their own work (no plagiarism), do not falsify or invent information, and use authorized information & technology on tests, quizzes, homework, in class assignments, and on labs.

Examples of violating the policy include (but are not limited to):

- Using unauthorized notes or books during a quiz or test

- Having someone tell you the test questions/answers before the test
- Looking at another student's test during the exam
- Looking at a student's test from a previous year
- Collaborating on assignments/homework when the expectation is that they are done individually
- Not citing sources appropriately (this means you cannot copy from a book or other source without giving written credit to the source)
- Falsifying lab results
- Copying other student's assignments

Consequences for violations of academic honesty can be severe. Consequences, depending on the severity of a student's failure to demonstrate academic honesty, could include a zero on the assignment, a zero on the test, academic probation if the student is in honor society, and notification of the incident to the parents and site administrator.

Reporting Periods

Stella Schola reports on a semester basis, although report cards are printed at the end of each quarter. Parents and students may, however, view their child's progress on Skyward at any time. Parents are asked to meet with the teacher for an academic conference twice a year (November & March) and can sign up for an individual conference time at Curriculum Night in the fall. Additional conferences may be arranged as needed.

Grading Standard:

- 4 (above standard)
- 3 (at standard)
- 2 (progressing towards standard)
- 1 not at standard
- 0 did not even try (or turn in work)

Severe Clause: principal's office, phone call to parents, detention, parent conference, written referral.

Detentions are to be completed at next lunch period or the immediately after school. It is the student's responsibility to complete the detention; otherwise the time shall double for each day detention is not owed.

Weapons

Knives, firearms, sand clubs, throwing stars, sling shots, metal knuckles, 'nun-sha-ka' sticks, air guns, BB guns, and any item capable of producing bodily harm are considered weapons (RCW 9.41.270). Students found to have a dangerous weapon or replica of a weapon in his/her possession or on any school premises or at any school event will be subject to immediate expulsion from school and police intervention will be necessary.

Harassment

Harassment can take many forms and can include bullying, intimidation, slurs, comments, rumors, "put-downs", sarcasm, jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which (1) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance or education; (3) has the purpose or effect of substantially disrupting the orderly operation of the school or workplace; or (4) otherwise unreasonably affects an individual's employment or educational opportunities. Sexual harassment is a form of harassment and occurs when the types of verbal and physical conduct described above are sexual in nature.

Disruptive Items

Since school is for learning, there are some items which students really do not need to bring on campus. Please refrain from bringing; skateboards, rollerblades, scooters,

Gameboys, cameras, iPods, phones, MP3 players, and electronic games. Kindle/Nook/E-readers are acceptable if Internet access is turned off, books being read are appropriate for school, and if the classroom teacher approves.

We understand that many families use cell phones for emergency purposes. The school has telephones therefore cell phones/pagers are not to be used during school hours. This includes class time, lunch time, and on field trips. Please assist the Stella Schola staff in enforcing this policy by encouraging your child *not to bring a cell phone to school or by keeping it turned off and in his/her backpack during the school day*. Cell phones will be confiscated and kept in the June Box if they go off or if a student is using one during the school day (including after hours field trips).

Dress Code

Stella Schola students should dress appropriately for school. The goal of school is learning, so clothing should not distract from that process.

- ★ Shirts/tops must extend to the beltline when arms are down (no bare midriffs)
- ★ Pants/skirts must be worn no lower than the top of the hipbone
- ★ No undergarments shall be showing or substituted as outerwear
- ★ No revealing/see-through clothing (including bra straps/boxers)
- ★ No halter tops, tank tops, or tube tops unless a shirt is worn under it (shoulder straps must be at least 3 teacher-fingers wide)
- ★ No spandex or tight-fitting clothing
- ★ No holes in pants when the hole is above the knee, or large holes in shirts
- ★ Shorts/skirts must be the length of the top of the middle finger when the arm is extended downward
- ★ Shirts/pants and shoes must be worn at all times

- ★ Clothing that promotes alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations, or gang-related slogans is not permitted
- ★ Head wear is not to be worn in the classroom (hats, headphones, caps, do rags, scarves, sunglasses, sweatbands) [Exception is religiously mandated headwear.]
- ★ No large chains



Health Room

There is no nurse on duty. If a student feels ill during the school day, the teacher may give permission for the student to go to the office to lay down for a short time or to call a parent to arrange for transportation home. If a student is sleeping in class, the parent will be called to pick up the child as well.

Medication

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. *Students may not medicate themselves.* If your child is currently taking daily medication, please arrange to have your child take it before school begins.

Should medication *need* to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least *two days* prior to administration; and must pick up any unused medication (i.e. Epi-pens, inhalers, etc) by the last day of school.



Telephones/Cell Phones

Students may **ask** a teacher to use the school phone to call a parent/guardian at lunch, before school, and after school. Student need to have *cell phones turned off & on back counter during school hours and on school field trips.*

Communication from the School

Teachers send home corrected weekly papers *every Friday*. (Extra copies of flyers are available for students who have two homes which would like information.) Please spend some time with your child reviewing his/her progress. A classroom newsletter is sent home on the first school day of every month to keep parents updated, and parents can access the parent intranet on the website for school-wide news and events. Teachers are committed to answering parent emails within 48 hours (please do not have your children email teachers as they have access to the staff all day long) and are more than happy to set up conferences.

Lunch (Subject to change)

Students eat lunch in the cafeteria. Student lunches cost \$3.25 each (does not include the cost of ala carte items). Money can be deposited into a student account using a credit card by calling 425-936-1393 or by adding money to the account online through the district website. The bar code on the Stella student ID card serves as the 'lunch card', and as the student makes purchases, the amount will be deducted using that bar code. Free and reduced lunch applications are available upon request (applications need to be renewed each year).



Field Trips/Experiences

Field trips at Stella Schola are an important part of the learning process and are part of the academic programming at Stella. These experiences allow

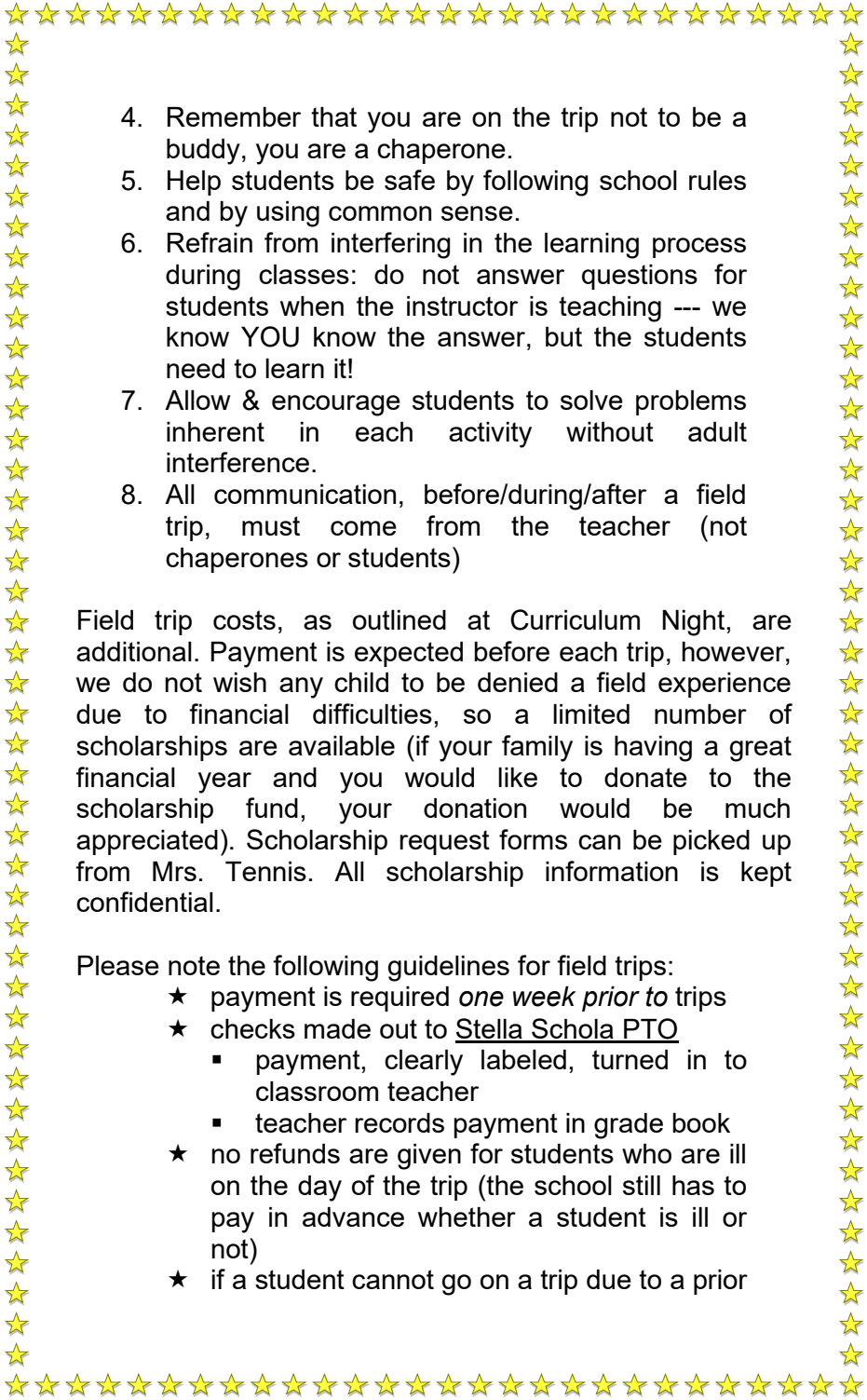
students to apply the knowledge they have learned in class in a real-life situation which assists in the retention process. All students who have completed the necessary assignments need to participate in field trips when they have been planned as a part of the school experience.

If a student is missing assignments that affect his/her learning and the student is not actively and continuously working to improve his/her skills, the student will not be permitted to participate in the field trip adventure. The student will, instead, spend the time at school, completing the missing work. The student will also be responsible for completing an alternative assignment to gain the same knowledge that other students are gaining on the trip.

Only when parents are notified by the teacher, will they be an official chaperone and drive/chaperone on trips.

General Chaperone Guidelines

1. Please *do not* bring extra food as treats for students on a field trip. This sets up problems between car groups, chaperones, and students.
2. **Do not take pictures of students** as it interferes with the learning process. Teachers take pictures during all trips. Students are used to the teachers taking pictures and continue with their work and learning without much ado. It is important to respect the privacy rights of children (child disclosure) by not taking pictures of students on our trips.
3. Be a role model of proper respect and behavior for the students ~ please don't talk to other parents while a teacher/instructor is giving directions as this makes it difficult for students to focus. [Do not talk on your cell phone or do other work while in a supervisory role on a field trip, please!]

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4. Remember that you are on the trip not to be a buddy, you are a chaperone.
 5. Help students be safe by following school rules and by using common sense.
 6. Refrain from interfering in the learning process during classes: do not answer questions for students when the instructor is teaching --- we know YOU know the answer, but the students need to learn it!
 7. Allow & encourage students to solve problems inherent in each activity without adult interference.
 8. All communication, before/during/after a field trip, must come from the teacher (not chaperones or students)

Field trip costs, as outlined at Curriculum Night, are additional. Payment is expected before each trip, however, we do not wish any child to be denied a field experience due to financial difficulties, so a limited number of scholarships are available (if your family is having a great financial year and you would like to donate to the scholarship fund, your donation would be much appreciated). Scholarship request forms can be picked up from Mrs. Tennis. All scholarship information is kept confidential.

Please note the following guidelines for field trips:

- ★ payment is required *one week prior to* trips
- ★ checks made out to Stella Schola PTO
 - payment, clearly labeled, turned in to classroom teacher
 - teacher records payment in grade book
- ★ no refunds are given for students who are ill on the day of the trip (the school still has to pay in advance whether a student is ill or not)
- ★ if a student cannot go on a trip due to a prior

commitment, the parent must notify the classroom teacher at *least one month prior* to the trip (otherwise students are still responsible for the trip fee) and an alternative assignment is completed by the student

- ★ if a parent wishes to exclude their child from a field trip, the parent needs to notify the teacher at least one month prior to the trip and make other arrangements for their child during that school day

Mentoring Program

Learning to assist others and empathize with others is an essential skill in today's world. The school setting is an excellent place to teach our young people the art of kindness, consideration, & cooperation.

Eighth graders begin their formal mentoring program in the spring, building skills which include how to be a good role model and how to make friends. Each sixth grader has an individual eighth grade mentor upon entrance to Stella Schola. Mentors and mentees participate in monthly thematic activities led by Stella Schola staff, especially designed to promote topics such as; acceptance, team-building, maturity, problem solving, academic responsibility, conflict management and negotiation, community service, and leadership.

Laptops at Stella Schola MS

Teachers incorporate laptops in the following ways:

- Typing lessons to promote proficiency (6th)
- Used as tool to enhance learning
- Research
- Formal Papers

- Use monitoring system to oversee all student computer screens at all times

Student Usage Agreements

- Printing is done at home
- Should be charged at home (if not, student will do work in class by hand)
- Only have laptop open if asked or told by designated adult
- Only use email outside of school
- No games
- No laptops at lunch
- Do not take them on fieldtrips
- No laptop usage on PTO activities/events
- On mute, if sound required, student should bring headphones (monitored by teacher at any time)
- Appropriate stickers should be affixed to laptop and power cord so student can identify your device (N.B. Student is responsible for removing these when the district upgrades laptops)
- Student will be issued a laptop when the LWSD User Agreement is signed by student and legal guardian



activities (study hall, chess club, ski club, etc). Parents will receive a description of committee responsibilities and a checklist to indicate their desire to serve on a committee for Stella Schola. Parents can sign up to help in the classroom and to chaperone for field trips at Stella Schola Curriculum Night in the fall.

Each family is responsible for keeping track of their hours. *The sheet can be sent in to the classroom teacher as soon as you have completed the 20 hours or at the end of the school year.*

We understand that life can be busy, so if your family does not have time to volunteer, you can send a \$350.00 contribution in lieu of your volunteer hours (\$17.50 per hour x 20 hours = \$350). Simply staple your check (made out to Stella Schola PTO) to the Volunteer Hour Tracking Sheet and send both in to the classroom teacher. Matching funds also appreciated! ☺

After Hours Activities

Students may participate in sports at their home school or at Rose Hill Middle School, provided they have purchased a sticker for the ID card (also called ASB card) and paid for their activity (“pay for play”). Students have these options because all students in LWSD are allowed to play a sport after hours and Stella Schola does not have an athletic team.

Stella Schola students may participate in Stella Schola Clubs which are extra-curricular. Stella offers various after school clubs to enrich the curriculum such as Chess Club, Math Club, Ski Club, Yoga Club, Book Club, and so forth. These clubs are open to all Stella students and may vary from year to year. *Stella students may not participate in clubs at schools other than Stella Schola.*

Band/Orchestra may have lab fees which students are expected to pay to Rose Hill.

NEDA (Eating Disorders) 1-866-931-2237
National Suicide Prevention1-800-273-8255
LifeWire (24 hr, domestic violence)....425-746-1940

Other Important Info:

Stella Schola Website: www.lwsd.org/SS
Stella Office Phone: 425-936-2475
Stella Schola Attendance: 425-936-2475

