



Ingrid B. Lacy Middle School

Student Handbook 2024–2025

Cathy Alderson
Principal

Chido Garcia
Assistant Principal

Kelly McCarthy
School Counselor

1427 Palmetto Avenue
Pacifica, CA 94044
(650) 738-6665
Fax (650) 738-6669

Pacifica School District Board of Trustees 375 Reina del Mar
Avenue Elizabeth Bredall Pacifica, CA 94044 Lynda Brocchini
(650) 738-6600 Kai Doggett

Nidhi Patel
Laverne Villalobos

Superintendent Dr. Heather Olsen This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE _____ STUDENT NUMBER _____

Dear Families and Students,

Welcome to Ingrid B. Lacy Middle School, where we hold high expectations for all our students. Our goal is to challenge and support every student and create a community of leaders and learners. Specifically, our top three priorities are: To challenge and

improve the achievement of every student,
To build one school community,
To increase family engagement.

CLASSROOM AND SCHOOL CLIMATE

Ingrid B. Lacy Middle School believes every student has a right and responsibility to learn, every teacher has a right and responsibility to teach, and every family member has a right and responsibility to support a home/ school partnership for student learning.

STUDENT RESPONSIBILITIES

- Arrive to class on time every day prepared with appropriate materials and books.
- Maintain all necessary school supplies during the course of the year.
- Speak to everyone in an appropriate and respectful manner.
- Show courtesy and respect to any adult on school campus.
- Keep hands, feet, and objects to oneself at all times.
- Use school equipment properly and safely.
- Respect school materials and maintain texts in a good condition.
- Help keep the campus litter free.
- Keep chewing gum at home.
- Leave all valuables, collectibles, toys, stuffed animals, games, etc. at home.
- Leave all electronics devices at home.
- Listen to and follow directions the first time they are given.
- Plan ahead to provide necessary materials and equipment needed for school success.
- Complete their own work on homework, projects, tests, etc.

FAMILY RESPONSIBILITIES

- Be sure students arrive at school on time every day.
- Arrange medical appointments before or after school when possible.
- Provide your student with the necessary educational tools to be successful.
- Remind your students daily of the importance of respecting each other.
- Discuss with your students how to converse with adults.
- Reinforce the importance of proper care of school and personal property.
- Assist the school by making sure all valuables remain at home.
- Discuss appropriate behavior with your student and set an appropriate example.

SCHOOL PERSONNEL RESPONSIBILITIES

- Encourage daily attendance at school.
- Enforce and be consistent with policies.
- Be on time and prepared for class every day.
- Model respect for students through actions and words.
- Discuss with students how to converse with adults.
- Hold students accountable for their actions and words.
- Demonstrate proper usage of school and classroom equipment.
- Keep classrooms clean and organized and help keep the campus litter free.
- Refrain from asking students to bring valuable items to school.
- Set appropriate examples, discuss and support appropriate behavior.

POSITIVE SCHOOL CLIMATE AND CULTURE INITIATIVE

The Positive School Climate and Culture Initiative at Ingrid B. Lacy Middle School involves the entire school community and is comprised of three strategies, all of which fall under the umbrella of Restorative Practices or Restorative Justice: **Advisory Class** (Community Circles, Social/Emotional Learning or SEL), **Restorative Circles and Conflict Mediations**, and **Positive Behavior Interventions and Supports** (PBIS). Our goal is for every student and school community member to feel safe, honored, valued and respected at IBL.

1. **Advisory Class** - Advisory class takes place every Wednesday morning and is comprised of a certificated staff member and their Homeroom students. Students do not receive a letter grade for their Advisory class. The purpose of our advisory class is to ensure that at least one adult in the school is getting to know each student well, making sure their learning needs are being met, and encouraging them to make good academic choices and plan for their future. Advisories are designed to foster stronger adult-student relationships and a stronger sense of belonging and community among the students. In addition to one-on-one conversations with a designated advisor, students will also participate in group discussions and team-building exercises intended to build stronger peer relationships and teach students the value of collaboration, constructive feedback, and healthy peer interactions.

2. **Restorative Circles and Conflict Mediations** - At IBL, restorative circles and conflict mediations are facilitated by trained school staff who bring together members of the school community who were involved in the dispute or conflict. We know from our own life experiences that the opportunity to resolve a conflict and fix the damage that has been done builds trust and community. Restorative circles and conflict mediations in schools teach children to understand the impact of their behavior and take responsibility.

3. **Positive Behavior Interventions and Supports** - PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students. At IBL we recognize the importance of respecting ourselves, respecting others and respecting our school community. All students and staff members are encouraged to follow these behavior expectations on campus (SEE Behavior Matrix on page 6).

BULLYING

The Pacifica School District uses the following definition to describe bullying: "when someone says mean or does hurtful things repeatedly and on purpose to another person who is made to feel less powerful". The main ways bullying may happen are:

- **Physical Bullying**, when a student uses physical force to hurt another student by hitting, punching, pushing, pantsing, shoving, kicking, spitting, pinching, getting in their way, or holding them down. It is also bullying to interfere with another student's belongings, to take or break their possessions, and to demand or steal money.
- **Verbal Bullying**, when a student directs words at another student with the intention of putting them down or humiliating them. This includes threatening, taunting, intimidating, shouting, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student.
- **Relational Bullying** is when a student influences another student's friendships and relationships by deliberately leaving them out, spreading gossip. And rumors about them, whispering, giving them the silent treatment, ostracizing or scapegoating. This also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Cyber Bullying** refers to the use of cell phones, text messages, emails, instant messaging, chat rooms, blogs, and social networking sites to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages by phone and email, posting untrue information or embarrassing pictures about another student on message boards, blogs or social networking sites such as Snapchat or Instagram, using another student's e-mail address or IM name to send messages that make the student look bad, creating a web page devoted to putting down another student, forwarding a text message or e0mail that was meant for your eyes only.

Bullying in any form is not allowed and will not be tolerated at IBL. Students may report any incidents to teachers or school personnel. Parents are encouraged to contact any school personnel to report concerns about bullying or student conflicts including the school administrators or counselor. Students may anonymously report issues through the Bulldog Tip Line at (650)-282-4309.

ATTENDANCE POLICIES AND PROCEDURES

Regular attendance at school is the first step toward academic success. According to the law, it is the responsibility of the parent/guardian to see that their student attends school regularly. Attendance is taken and reported each class period.

ABSENCES

It is the responsibility of the parent/ guardian to notify the school within 3 days of their student's absence in the following manner:

- Call (preferably by 10:00 am) the Attendance Secretary at 738-6665 each day of the absence.
- Written note, fax, or e-mail to the Attendance Secretary from the parent/ guardian or parent representative. ● Physician's verification.

Parents/ guardians must make sure that they have called the school or provided their child with a note explaining each absence within three days of the absence. When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician (AR5113)

Under state law and California Education Code, the following are considered **EXCUSED ABSENCES**:

- Personal illness.
- Medical, dental, optometric, or chiropractic appointment. Families are strongly urged to make appointments during non-school hours.
- Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
- Personal reasons including, but not limited to, court appearance, observation of religious holiday or ceremony, emergency family matters.

The following examples are absences that are **UNEXCUSED**:

- Oversleeping (parent or student).
- "Traffic".

- Transportation problems.
- Work at home.
- Traveling.
- Participating in rehearsals/ practice/ performances for outside activities.

Consequences for Unexcused Absences:

By law, after three (3) unexcused absences, a student is considered truant. When a student is truant, parents/ guardians will be notified by letter and this will be the first step towards the process of being referred to the Student Attendance Review Board (SARB). After the third truancy letter, the student and parent/ guardian will be mandated to appear before the Student Attendance Review Board.

RECEIVING SCHOOL WORK WHILE ABSENT

Students are allowed to make up work from excused absences. Per Board Policy 6154, student **MAY** be permitted to make up any missed work for an unexcused absence. The decision to allow students to make up missed work is at the discretion of the teacher. Suspension is an unexcused absence.

When a student is ill for three or more days, parents should request assignments by e-mailing teachers directly or contacting the school office. Homework materials will available for pick up the following day at the end of school.

TARDINESS

Being punctual is an important personal habit to develop. At the 8:57 bell, all students should be on their way to class. Students will be considered tardy if they are not seated in their 1st period class by 9:00 am. Students who arrive after 9:00 am must get a tardy pass from the main office.

Excused Tardy

- Dental/ Doctor appointments, personal matters, illness.
- The student **MUST** have a note from the parent/ guardian or doctor when arriving to school late.

Unexcused Tardy

- Slept in, transportation problems, traffic, etc.

Consequences for Unexcused Tardy

Chronic offenders will be referred to the Counseling Office or School Administration.

- Detention time will be assigned beginning with the third unexcused tardy, or a tardy in excess of thirty minutes.

LEAVING CAMPUS DURING SCHOOL HOURS

If a student must leave during school hours, the parent/ guardian must:

- Write a note stating the reason and the time the student needs to leave school. Have your student bring the note to the office before first period class.
- The student will meet the parent in the office prior to leaving school and the parent will sign the student out.

DISCIPLINE POLICIES AND PROCEDURES

It is expected that all students behave in a manner appropriate to maintaining a safe and positive learning environment for all. When

students fail to do this, they will be held accountable for their behavior while on campus, going to and from campus and at all school related activities.

School Wide Progressive Discipline Steps:

1. Verbal warning.

2. Individual Student-Teacher conference.

Possibilities: conference after class, at lunch, restorative circle; request for assistance from counselor or administration.

3. Phone call home.

4. Referral to Office

When a student receives three referrals from the same adult, a Restorative Circle will be held to support the teacher and student in building or repairing a positive relationship. Any party can call a Restorative Circle at any time.

Administrative Referral Process:

When a student is referred to the office the following steps take place:

1. Conference between administrator/ counselor and student.

2. Conference between administrator/ counselor and the teacher as needed.

3. Assign consequences accordingly. Consequences may include but are not limited to:

- Restorative practices
- Reprimand/ conference with student
- Detention
- Parent/ Guardian Conference
- Confiscation of property
- Loss of privilege
- Suspension
- Suspension diversion
- Expulsion

CHRONICALLY REFERRED STUDENT CONSEQUENCES

Consequences for chronically referred students may include but are not limited to the following:

- Group conferences (parents/ guardians, teachers, students, administrators)
- Restorative practices
- Behavior contract
- School detention
- Suspension
- Cancellation of inter-district transfer
- Expulsion

(SEE CONSEQUENCE MATRIX ON PAGE 6)

ADDITIONAL DISCIPLINE POLICY

Infractions Consequences

1 suspension Exclusion from the next school activity

12 detentions/ referrals For 8th graders – Exclusion from all further school activities, including 8th grade end-of-year activities (Dinner Dance, Great America Trip, Assemblies), & possible exclusion from the promotion program.

For 6th and 7th graders - Exclusion from all further school activities.

1 suspension day is equivalent to 3 detentions/referrals regarding these disciplinary actions.

Each case shall be considered on an individual basis and reviewed by the administration team.

ROUTINE/SETTING	All Settings	Passing Periods	Before & After School	Bathrooms	Lunch (Inside & Out)	Transportation	Library/ Computer & Tech
Respect School Community	Keep our campus clean. Pick up trash and clean up after yourself.	Keep hands and feet to self. Walk to class.	Follow school rules.	Clean up after yourself and others.	Separate trash into appropriate bins.	Follow school rules. Pick up trash. Get off skateboards, bikes, and scooters while on campus.	Allow others to have access to computers - try not to change or alter settings.
Respect Others	Be kind to others. Respect our differences. Use respectful language.	Be respectful of other people's time.	Be Safe. Make good choices.	Use equipment properly.	Practice good manners. Return equipment to appropriate location.	Use a quiet voice. Stay in your seat	Use soft voices.
Respect Ourselves	Be on task. Always give your best. Take personal responsibility	Be prepared for class.	Remain in designated areas at all times.	Practice good hygiene.	Clean as you go.	Pay attention. Look out for bus stops, crosswalks & drop off zones. Wear protective gear.	Use appropriate language. Stay on task.

Ingrid B. Lacy Middle School Consequences Matrix

Inappropriate Behavior	Possible Consequences
Tardiness	Informal talk, parental involvement, detention, SARB letter/ referral
Defiance of authority	Formal conference, parental involvement, detention, suspension
Disorderly conduct	Informal talk, parental involvement, suspension
Dress code	Informal talk, formal conference, parent involvement, change of clothes, detention, suspension
Verbal abuse, bullying, cyber bullying	Informal talk formal conference, parent involvement, suspension, expulsion
Forgery, cheating on exams or academic tasks, plagiarism	Parental involvement, detention, suspension
Theft	Parental involvement, suspension, expulsion
Smoking or possession of tobacco products, matches, lighters, E-cigarettes/ vaporizers	Parental involvement, suspension
Destruction of property	Parental involvement, restitution for damages, suspension, expulsion
Fighting	Suspension, expulsion
Alcohol	Suspension, expulsion
Physical assault or battery	Suspension, expulsion
Arson	Suspension, expulsion
Drugs and look-a-likes	Suspension, expulsion
Any weapon, including any knife	Suspension, expulsion
Extortion or robbery	Suspension, expulsion

Explosive devices, including fireworks	Suspension, expulsion
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RULES AND RESPONSIBILITIES

OFFICE/ SUPERVISION HOURS

Office hours are from 7:30 am until 4:30 pm. Limited supervision of students begins at the basketball courts at 8:30 am. Students arriving before 8:30 am are expected to report to morning tutorial. School-wide supervision does not begin until 8:45 am. Supervision in front of IBL ends at 3:25 pm daily and at 2:20 pm on Wednesdays.

STUDENTS MUST LEAVE CAMPUS or REPORT TO THE BOYS AND GIRLS CLUB or TUTORIAL.

It is important that families have a plan for what their children are to do every day after school. With teachers engaged in collaboration, tutorials, and meetings after school, there is no supervision available.

The Boys and Girls Club is open every afternoon and early on Wednesdays to provide a safe place for students every day after school. Membership fees are minimal and scholarships are available for those in need. Enrollment forms can be picked up at the club or in the school office.

DELIVERED ITEMS

Birthday greetings, bouquets, balloons, cakes, cupcakes, and treats should NOT be brought to school as they cause a disruption in the classroom. If students bring such items to school, they will be held for them in the main office until the end of the school day.

ELECTRONIC DEVICES

Cellular phones are not to be used during regular school hours. **Such use will result in confiscation.** If your child brings a cell phone to school, it must be turned off (not on vibrate) and out of sight at all times when on campus until students are dismissed to home at the end of the day. IF A STUDENT IS IN AN AFTERSCHOOL PROGRAM ON THE IBL CAMPUS, THEN THE RULES FOR ELECTRONICS ON CAMPUS REMAIN IN EFFECT. If a student needs to make a call to their family, they may use a school phone.

Other electronics such as iPods, cameras, toys, etc. are not allowed at school or at school sponsored activities. If brought to school, the same policy applies as to cell phones. Violation of this policy will result in confiscation of the electronics and possible disciplinary action.

IBL is not responsible for these items if they are lost or stolen.

Confiscated electronics (including cell phones) will be returned to the owner as follows:

- 1st offense – return to the student at the end of the day.
- 2nd offense – return to parent at the end of the day.
- 3rd offense – student must turn device in to office upon arriving at school and pick up from office when leaving.

Subsequent offenses will be subject to disciplinary action including but not limited to detention or suspension.

WEAPONS

Students must not carry weapons or dangerous items or objects to school or school sponsored activities. It is a crime to bring and weapon onto school grounds. This includes clubs, toy guns, knives of any type or size, or any object than can be construed as a weapon. Failure to comply with this rule will result in police involvement and may include detention, suspension, and/ or expulsion.

UNLAWFUL HARASSMENT

Ingrid B. Lacy Middle School maintains a strict policy prohibiting harassment because of race, sex, color, national origin, ethnicity, religion, age, physical or mental disability, gender identity, or any other bias protected by federal, state, or local law ordinance or regulation. All such harassment is unlawful. Regardless of law, Ingrid B. Lacy Middle School believes that all such harassment is offensive and must be addressed. Violation of this policy by another student may result in discipline up to and including suspension or expulsion, depending on the nature and seriousness of the violation. Unlawful harassment includes, but is not limited to, verbal conduct, inappropriate pictures or drawings, physical conduct/ contact, cyber bullying, and retaliation for taking action.

FOOD

GUM CHEWING IS NOT ALLOWED ON CAMPUS AT ANY TIME.

Students are not to bring drinks in glass containers.

LITTER

It is the responsibility of everyone to keep this campus clean. All trash, including lunch garbage, must be placed in the provided containers. If students litter, they will be asked to pick up trash.

LUNCH TIME

Students are expected to WALK, not run, to the lunch area. While at lunch all students are expected to observe the following rules:

- Deposit all trash
- No shoving, running, or throwing items
- All food and drink remain in the designated areas inside the MPR and at the tables in the courtyard

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- Students may use the IBL Library once they are finished eating. No food or drinks are allowed in the Library.

PASSES

When classes are in session, a student is required to have a pass to be out of class.

ASSEMBLIES

Assemblies are a part of the curriculum and as such are designated to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students are expected to arrive and depart in an orderly manner. Students should remain seated until a staff member dismisses them.

RESTROOMS

Students will use the school restrooms for their intended purpose. Students are responsible for keeping the restrooms clean and free of graffiti. Restrooms are subject to supervised use if these rules are not followed.

DRESS CODE

The goal of Ingrid B. Lacy Middle School Dress Code is to instill in students the understanding that school is their place of business. The following dress code is to minimize distraction and ensure a safe and positive learning environment. We encourage each student to take their education seriously, beginning with the clothes they wear to school.

The dress code applies to the school day (coming to school and leaving school) and to all school-sponsored events.

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes that are considered safe for the given school activity must be worn at all times.
- Hats, caps, and hoods may be worn indoors. Student's eyes and ears must be visible and unobstructed.
- Clothes shall be sufficient to conceal undergarments.

In all instances, a student's appearance should not disrupt or distract from the learning atmosphere in the classroom or on campus. The school will exercise its responsibility to determine whether a student's appearance is disruptive or disturbing to the learning of others. Students in violation of the dress code will be sent to the office to change into their PE uniform and parents/ guardians will be contacted.

PEDESTRIANS, BICYCLE RIDERS, SKATEBOARDERS

For your safety always use crosswalks and obey traffic signals on the way to and from school. Students are to always walk their bikes in crosswalks and on school grounds. Skateboards are NOT to be ridden on school grounds at any time. Lock your bike/ skateboard and keep it in the designated storage area.

The school assumes no responsibility for the bikes/ skateboards or students riding them. State Law requires helmets.

BUS RIDERS

The San Mateo County Transit District (SamTrans) provides bus transportation. Students may purchase monthly bus passes from the school office. These are on sale the first and last week of each month. For the safety of all, strict bus-behavior guidelines must be followed.

- Remain seated throughout your bus trip.
- Refrain from loud or disruptive noises on the bus.
- Always keep all parts of your body inside the bus.

Remember that the bus driver is in complete charge and bus privileges will be withdrawn for improper behavior.

ACADEMIC STANDARDS AND POLICIES

HOMEWORK POLICY

There is always homework for students at Ingrid B. Lacy. Students are usually assigned homework Monday through Thursday in academic classes. They may also have homework in other subjects as needed. Occasionally students have make-up work or special projects to complete on the weekend. Families should expect to help students set aside a minimum of 90 minutes per night for homework. Students do not have time to complete homework during school. Students are encouraged to attend the morning or afternoon Tutorials for support.

HOMEWORK ASSIGNMENT BOOK

Knowing your assignments and what is expected is very important for school success. To help achieve that end, each student is issued this Binder Reminder. All students are required to always have this in their school binder. Families are strongly encouraged to keep themselves informed (at least weekly) of their child's progress and assignments via the Binder Reminder and our online grading program (Jupiter Grades). The Binder Reminder is paid for through the donations made by families to the PTO at the beginning of the school year.

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TUTORING

Free Tutoring is available both before and after school and is staffed by IBL Teachers. This is a great opportunity for students to get extra help and to have a quiet place to do homework. Tutoring schedules will be available within the first month of school and will be posted in the office and on our school website.

ACADEMIC INTEGRITY

Cheating, copying work, or plagiarism is unacceptable. Information copied and pasted from the Internet or copied from any text is considered plagiarism. Fundamental to a teacher being able to accurately evaluate a student's understanding and knowledge of the subject matter is being able to judge each student on their own performance. This ability is greatly compromised if a student submits work that is not entirely their own.

Students will have their papers confiscated and receive an F/zero grade on the assignment/test, a call home and face progressive disciplinary measures. This applies to the student who provided the answers as well as the student who copied the answers.

GRADE REPORTING

Report Cards are issued three times each year. Marks are earned in subject areas as well as in study habits and behavior. Progress reports are distributed during the middle of each trimester marking period. Check the yearly and monthly calendar for distribution dates for Report Cards and Progress Reports. Students bring Report Cards and Progress Reports home. Students must return the envelopes signed by parents.

JUPITER GRADES (ONLINE REPORTING)

IBL teachers utilize an online grade reporting system, accessible as a link from the IBL school website, www.pacificasd.org/Schools/ibl. Teachers are committed to posting assignments to the calendar as they are assigned and to updating grades a minimum of every three weeks. Parents will receive login information at the beginning of the school year.

PARENT CONFERENCES

Parents are always welcome to come to school and discuss a student's class work. If parents want to have a conference with a teacher, please call or write for an appointment. When visiting the school, parents should first check in at the office. Parents also have the opportunity to visit with teachers on the Back-to-School-Night and at Open House. Student Led Conferences are held mid-year.

MARKING SYSTEM

Ingrid B. Lacy Middle School uses a grading system consisting of the following letter grades and their point values:

Grade GPA Equivalents Grade Percentage

A+ 4.2 +100%

A 4.0 94-100%

A- 3.8 90-93%

B+ 3.2 87-89%

B 3.0 83-86%

B- 2.8 80-82%

C+ 2.2 77-79%

C 2.0 73-76%

C- 1.8 70-72%

D+ 1.2 67-69%

D 1.0 63-66%

D- 0.8 60-62%

F 0.0 0-59%

P not calculated

ELECTIVE CLASSES

All students enrolled in elective classes will receive a grade of P (pass) or F (fail). A grade of P indicates a student fulfilled their duties and will not be calculated as part of their GPA.

TEXTBOOKS

Students are assigned individual textbooks for each academic subject. These are the student's "home set" of books. A book card is filled out at the time the student is issued a book indicating the book number, the cost for replacement, and the current condition of the book. Textbooks generally cost between \$40 and \$100 each, and students are held accountable for any loss or damage. At the end of the school year, students will return their "home set." Teachers should be notified immediately of any textbook problems.

TECHNOLOGY USE

Ingrid B. Lacy Middle School is fortunate to offer students the opportunity to use technology in their daily learning. Students have access to a variety of tools including Chromebooks and desktop computers. Students are responsible for the appropriate use and maintenance of the issued device. Students will be liable for damage resulting from misuse or vandalism.

EIGHTH GRADE PROMOTION REQUIREMENTS

Promotion is a time to recognize students who achieve at the highest levels both academically and socially. IBL's criteria for promotion require students to maintain a minimum grade point average (GPA) of 1.8 over all three trimesters. The GPA is listed on the student report card.

Eighth grade students will be excluded from the Promotion Ceremony, all promotion activities (Dinner Dance, Great America, etc.) and will not be issued a promotion certificate if the minimum average GPA is not achieved.

The school administration will request a conference if a student falls below a 1.8 GPA. Special assistance through Tutorial and the Homework Center may be arranged for students at these conferences.

The following awards are presented at the Promotion Ceremony:

- **Ingrid B. Lacy Memorial Scholarship** – Awarded to the student whose life at school and in the community reflects a varied and expansive interest in living life fully and who supports and encourages others.
- **Academic Achievement Awards** – Students who have maintained the highest Grade Point Average throughout their years at Ingrid B. Lacy.
- **Spirit Award for Citizenship** – Students who have been actively involved in the community and school through service and activities.
- **Presidential Academic Achievement Award** – The top 10% of students over the three years of attendance at IBL will receive recognition from the President of the United States.

STUDENT RECOGNITION PROGRAMS

It is our goal to recognize students for their good work and to reinforce those behaviors, which reflect positively on them. We believe that students should also be recognized for their continued improvements in both academic performance and school-wide behavior.

ACADEMIC EXCELLENCE

Ingrid B. Lacy Middle School recognizes academic achievement each trimester. Students achieving a 3.0 GPA, without receiving a grade lower than a C- and who have a satisfactory behavior record, are named to the **Honor Roll**. Students achieving a 3.5 GPA, under the same conditions listed above, are named to the **High Honors**. Students achieving a 4.0 GPA with satisfactory behavior are named to the **Principal's List**. Honor Roll and High Honors students are recognized with award ribbons. Principal's List members will receive a pin. The Leadership class also sponsors an Academic Honors Breakfast for these students.

BULLDOG PAWS

We recognize the importance of continued improvement both academically and in behavior, and the performance of good deeds. Staff will recognize students that demonstrate these qualities by issuing Bulldog Paws, which qualify students for small prizes from the Leadership class.

HEALTH AND WELLNESS

The district policy prohibits schools from selling or providing unhealthy food in cafeterias, celebrations, or fundraisers on campus during school hours or within a half an hour before or after school. It allows for each school to hold up to four events per year in which banned items may be served for special occasions. The Pacifica School District policy seeks to ensure all food sold or served is of a higher nutritional quality and meets guidelines set in State Regulations. In support of this policy and to maximize the use of instructional time, Ingrid B. Lacy students and parents are to refrain from bringing snacks to share for birthdays or other celebrations. Thank you for your cooperation in supporting the healthy development of IBL students.

MEDICAL

School personnel cannot diagnose or treat illnesses or previous injuries. ONLY first-aid can be administered at school. When a sick or injured student is brought to the office, the school secretary will administer first-aid and notify parents of more serious problems. If a student is too ill to be in class, they are too ill to remain in school.

If it is necessary to take medication during school hours, written notification of this must be on file in the office. Provisions for storage of medication must be made with the school secretary. Our office does not administer aspirin, Tylenol or Motrin unless provided by the parent with a note. Medicine must be in the original bottle.

IMMUNIZATIONS

The California School Immunization Law requires that students be up to date on their immunizations to attend school. Written documentation must be presented to the school office.

Any incoming student not meeting immunization requirements will be excluded from school in the Fall until they have met the State's requirements for enrollment.

EMERGENCY FORMS

Every student must have an emergency form on file in the office. These forms should be updated every year. Students will be given an Emergency Form at the beginning of the school year. Please fill it out completely and return it to the student's first period teacher. If your address or telephone number has changed, please see that the proper corrections are made on your form through the office. Incomplete or wrong data could endanger a student's life if an emergency occurs.

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EXTRA-CURRICULAR ACTIVITIES

At no point in a student's formal academic years is there such a burst of energy from every direction as that which occurs in the life of an emerging adolescent. This energy needs to be directed into a wide variety of activities. To meet this need, the following extracurricular activities are provided:

Activity Days Assemblies
Spirit Days Peer Helpers
Fundraisers Student Council
Beach Clean-up Days After School Clubs
Marching/Jazz Bands

BOYS AND GIRLS CLUB PROGRAM

In partnership with the Boys and Girls Club of America, our school has a year-round program on campus available to our students. The Boys and Girls Club runs the after school athletic and league programs, a Homework Center and tutorial program, crafts programs and a Club House program with outstanding nationally recognized programming. All students need to become members at a nominal yearly fee so they can access these activities. The Boys and Girls Club program provides monthly information about league sports and clubhouse activities.

BELL SCHEDULES

Regular Schedule (Mon., Tues., Thurs., Fri.)

Opening Bell 8:57

Homeroom 9:00 – 9:06

Period 1 9:06 – 9:59 Period 2 10:02 – 10:55 **8th 10:55 – 11:25 7th 11:51 – 12:21 6th**
Period 3 (6/7) 10:58 – 11:51 Period 3 (8) 11:28 **12:47 – 1:17**
– 12:21 Period 4 (6) 11:54 – 12:47 Period 4
(7/8) 12:24 – 1:17 Period 5 1:20 – 2:13 Period
6 2:16 – 3:09

Advisory Schedule (Wednesday)

Opening Bell 8:57

Advisory 9:00 – 9:20 Period 1 9:20 – 10:00

Period 2 10:03 – 10:43 Period 3 (6/7) 10:46 – **Lunch Time**
11:26 Period 3 (8) 11:16 – 11:56 Period 4 (6) **8th 10:43 – 11:13 7th 11:26 – 11:56 6th**
11:29 – 12:09 Period 4 (7/8) 11:59 – 12:39 **12:09 – 12:39**
Period 5 12:42 – 1:22 Period 6 1:25 – 2:05

Minimum Day Schedule

Opening Bell 8:57

Period 1 9:00 – 9:40 Period 2 9:43 – 10:23

Period 3 (6/7) 10:26 – 11:06 Period 3 (8) 11:56

– 11:36 Period 4 (6) 11:09 – 11:49 Period 4

(7/8) 11:39 – 12:19 Period 5 12:22 – 1:02

Period 6 1:05 – 1:45

Lunch Time

8th 10:23 – 10:53 7th 11:06 – 11:36 6th

Lunch Time

11:49 – 12:19

