



Ingrid B. Lacy Middle School

Student Handbook 2025–2026

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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 values diversity, ensuring that all students have access and opportunities to fully engage in all academics, programs, and our community. We believe 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.

At Ingrid B. Lacy Middle School, we proudly uphold the BARK character traits: Bulldogs **Belong**, are **Accountable**, **Respect All**, and are **Kind**. These principles guide our school community in fostering a positive and inclusive environment.

STUDENT RESPONSIBILITIES

IBL Bulldogs:

Belong

- Include others in activities
- Celebrate diverse perspectives
- Stand up against exclusion and bullying

Are Accountable

- Arrive to class on time every day prepared with appropriate materials and books.
- Respect school materials and maintain their Chromebook and textbooks in good condition.
- Help keep the campus litter free.
- Complete their own work on homework, projects, tests, etc.

Respect All

- Speak to and treat EVERYONE in an appropriate and respectful manner.
- Keep hands, feet, and objects to oneself at all times.
- Use school equipment properly and safely.
- Listen to and follow directions the first time they are given.
- Leave all valuables, collectibles, toys, stuffed animals, games, etc. at home.

Are Kind

- Offer help when needed
- Use polite and encouraging words
- Treat others with empathy and compassion

FAMILY RESPONSIBILITIES

- Ensure students arrive at school on time every day.
- Arrange medical appointments before or after school when possible.
- Encourage good study habits.
- Maintaining open communication with teachers.
- Reinforcing the school's values, rules, and expectations.
- Remind your students daily of the importance of being respectful and inclusive.
- Reinforce the importance of proper care of school and personal property.

SCHOOL PERSONNEL RESPONSIBILITIES

- Create a safe and inclusive learning environment.
- Deliver engaging and effective instruction.
- Model respect through actions and words.
- Model positive behavior.
- Communicate regularly with parents and guardians.
- Hold students accountable for their actions and words.

IBL Mission: Through all of its programs, IBL provides a safe, nurturing and positive atmosphere for children to become young

adults.

POSITIVE SCHOOL CLIMATE AND CULTURE INITIATIVE

The Positive School Climate and Culture Initiative at Ingrid B. Lacy Middle School involves the entire school community. It 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 Practices**, and **Positive Behavior Interventions and Supports** (PBIS). We aim for every student and school community member to feel safe, honored, valued, and respected at IBL.

1. **Advisory Class** - The advisory class takes place every Wednesday morning and consists of a certificated staff member and their homeroom students. Students do not receive a letter grade for their advisory class. Our advisory class aims to ensure that at least one adult in the school gets to know each student well, makes sure their learning needs are being met, and encourages them to make good academic choices and plan for their future. Advisories are designed to foster stronger adult-student and peer-peer relationships and a stronger sense of belonging and community among the students. Students will participate in group discussions and team-building exercises to build stronger peer relationships and teach students the value of collaboration, constructive feedback, and healthy peer interactions.

2. **Restorative Practices** - IBL uses restorative practices to address and resolve conflicts by bringing together the individuals involved in a safe, structured setting. Trained staff members facilitate restorative circles where participants openly discuss the impact of the conflict, share their feelings, and work collaboratively to find a resolution. These practices promote accountability, empathy, and understanding, helping to repair relationships and strengthen the school community.

3. **Positive Behavior Interventions and Supports** - Positive Behavior Interventions and Supports (PBIS) is a framework used in schools to promote positive behavior and enhance the overall school climate. This proactive approach involves teaching and reinforcing appropriate behaviors, preventing behavioral issues, and providing support to students who need it. PBIS aims to create a safe and inclusive environment by recognizing and rewarding positive behavior, helping students develop essential social and emotional skills for lifelong success.

Ingrid B. Lacy Middle School Positive Behavior Matrix

ROUTINE/ SETTING	All Settings	Passing Periods	Before & After School	Bathrooms	Lunch (Inside & Out)	Transportation	Library/ Computer & Technology
Respect School Community	Keep our campus clean. Pick up trash and clean up after yourself.	Keep hands and feet to yourself. 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 technology and other equipment in the Library.
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.

SCHOOL RULES AND BEHAVIOR

OFFICE/SUPERVISION HOURS

Office hours are from 7:30 am until 4:00 pm. Limited supervision of students begins at the basketball courts at 8:30 am. 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 AFTER SCHOOL HOMEWORK CENTER

Families must have a plan for what their children are to do every day after school. Teachers are engaged in collaboration, tutorials, and meetings after school, and there is no supervision available.

The Homework Center provides a quiet space for students and is staffed by a certificated IBL teacher. Hours are from 3:15 to 4:00pm on Mondays, Tuesdays, and Thursdays.

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.

LEAVING DURING SCHOOL HOURS

Students may not leave school grounds after being dropped off in the morning, or during school hours. Students returning from appointments must report to the office to check in. If a student becomes ill at school they will be sent to the office for care. A student that needs to leave campus for an appointment or illness will only be released to a parent, guardian or a person listed on the emergency form. **PLEASE BE SURE TO INCLUDE PERSONS ON THE EMERGENCY FORM WHO CAN EASILY BE REACHED DURING SCHOOL HOURS.**

Parents/guardians MUST report to the school office and sign-out their child prior to taking student(s) off campus. The parking lot is considered off campus.

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.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cellular phones and smart watches are not to be used during regular school hours. (8:45 am - 3:09 pm) **Such use will result in confiscation.** If your child brings a cell phone to school, it must be turned off (not on vibrate) and placed in their backpack when on campus until students are dismissed to home at the end of the day. **Since students are not allowed to use their cell phones during the school day, parents are reminded not to text them. If you need to get in touch with your child, please call the office. If students need to contact their parents, students may use their cell phones ONLY in the office or they may use the office 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 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 cell phones and other electronics will be returned to the owner as follows:

- 1st offense – returned to the student at the end of the day and potential lunch detention.
- 2nd offense – detention, returned to student at the end of the day.
- 3rd offense – students must turn devices into the office upon arriving at school and pick up from the office when leaving. Subsequent offenses will be subject to disciplinary action including but not limited to lunch detention, detention or suspension.

FOOD AND GUM

GUM CHEWING IS NOT ALLOWED ON CAMPUS AT ANY TIME. Students are not permitted to eat in classrooms. Students are encouraged to bring water bottles to drink in class, passing period, or lunch. Other beverages brought to school are not permitted in the classroom, and will be stored in the office until afterschool.

Students are not to bring drinks in glass containers.

LITTER

It is the responsibility of everyone to keep our 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.
- 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 are encouraged to use the restrooms during passing periods rather than during class time. 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. (BP 5132)

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 everyone's 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. Students must wear helmets when riding bicycles, electric bicycles, scooters, electric scooters and skateboards.

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.

BULLYING

The Pacifica School District Administrative Regulation 5131.2 defines bullying as an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

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, making crude or rude hand gestures, 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:** when a student influences or harms 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:** when a student electronically creates or transmits harassing communications through various platforms, such as cell phones, text messages, emails, instant messaging, chat rooms, blogs, and social networking sites, aimed at bullying another student. This behavior may include direct threats or the spreading of harmful texts, sounds, or images. Additionally, cyberbullying extends to actions such as breaking into another person's electronic account or assuming that person's online identity to damage that person's reputation.

Bullying in any form is not allowed and will not be tolerated at IBL. Students should 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 STOPit App.

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 that 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.

DISCIPLINE POLICIES, PROCEDURES AND CONSEQUENCES

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. Progressive Discipline policies and restorative practices are used at IBL. Every effort is made to help students learn how to interact appropriately and positively with other students and with staff. Discipline will be firm, fair, and consistent. All students will be made aware of the school rules. Minor problems will be handled in the classroom by the teacher or on the yard by the yard duty supervisor. Repeated problems or problems that are more serious will be referred to the principal. Parents will be notified of major problems or a series of minor problems, and will be kept informed of any serious discipline issues involving their child.

Disciplinary action may include conflict resolution, loss of recess, school service/clean up, office detention, suspension, or expulsion.

School Wide Progressive Discipline Steps:

1. Verbal warning.
2. Individual Student-Teacher conference.
Possibilities: email home, conference after class, at lunch, restorative circle; request for assistance from counselor or administration.
3. Phone call or email home.
4. Administrative Referral (see Administrative Referral Process).
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 and/or counselor and student.
2. Conference between administrator and/or counselor and the teacher as needed.
3. Assign consequences accordingly. Consequences may include but are not limited to:
 - Restorative practices
 - Reprimand/conference with student
 - Lunch Detention/Detention - may be in a classroom, at lunch (office) or after school (office)
 - Parent/Guardian Conference
 - Confiscation of property
 - Loss of privilege
 - Suspension - may be from a class period, in house, partial/full day or at home
 - 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
- Lunch Detention/Detention - may be in a classroom, at lunch (office) or after school (office)
- Suspension - may be from a class period, in house, partial/full day or at home
- Cancellation of inter-district transfer
- Expulsion

INGRID B. LACY MIDDLE SCHOOL CONSEQUENCES FOR PROHIBITED STUDENT CONDUCT

Board Policy 5131: The Governing Board believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

Prohibited student conduct and consequences includes, but is not limited to:

Ingrid B. Lacy Middle School Consequences Matrix

Inappropriate Behavior	Possible Consequences
Tardiness or unexcused absence from school.	Informal talk, parental involvement, lunch detention, detention, SARB letter/ referral
Willful defiance of staff's authority.	Formal conference, parental involvement, lunch detention, detention, suspension
Conduct that disrupts the orderly classroom or school environment.	Informal talk, parental involvement, lunch detention, detention, suspension
Obscene acts or use of profane, vulgar, or abusive language.	Informal talk, parental involvement, lunch detention, detention, suspension
Wearing of any attire that violates district or school dress codes, including gang-related apparel.	Informal talk, formal conference, parent involvement, change of clothes, lunch detention, detention, suspension
Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy.	Confiscation, parental involvement, lunch detention, detention (please see below for IBL's policy on electronic devices)
Discrimination, harassment, intimidation, or bullying of students or staff.	Formal conference, parental involvement, lunch detention, detention, suspension, expulsion
Plagiarism, use of AI or dishonesty on school work or tests.	Parental involvement, failing grade on assignment or test, lunch detention, detention, suspension
Theft of property belonging to students, staff, or the district.	Parental involvement, suspension, expulsion
Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances or look-alikes.	Parental involvement, suspension, expulsion
Damage to or destruction of property belonging to students, staff, or the district.	Parental involvement, restitution for damages, suspension, expulsion
Damage to district issued Chromebooks or textbooks	Parental involvement, restitution for damages, detention, suspension
Conduct that endangers students, staff or others by fighting	Parental involvement, detention, suspension, expulsion
Conduct that endangers students, staff or others by physical assault or battery	Parental involvement, suspension, expulsion
Conduct that endangers students, staff, or others by possession of a firearm or other weapon, including knives.	Parental involvement, suspension, expulsion
Conduct that endangers students, staff, or others by possession of explosive devices, including fireworks.	Parental involvement, suspension, expulsion
Conduct that endangers students, staff, or others by arson.	Parental involvement, suspension, expulsion
Failure to remain on school premises in accordance with school rules	Parental involvement, suspension, expulsion
Possession or use of a laser pointer, unless for a valid	Confiscation, parental involvement, lunch detention,

BEHAVIOR POINT POLICY

At IBL, we have implemented a behavior point system to track and evaluate student conduct. This system assigns specific consequences to different point values, and accumulation of these points may lead to the loss of certain privileges.

Lunch Detention:	1 behavior point
After School Detention (Detention):	2 behavior points
Suspension:	4 behavior points: If a student is suspended, they will be excluded from the next school activity during the trimester they received the suspension.
Multi-day Suspension:	4 behavior points plus 1 point for each additional day of suspension.
4 behavior points within 1 trimester:	If a student accumulates 4 or more behavior points within one trimester, they will be excluded from the next school activity/assembly during the trimester.
12 behavior points:	Students that accumulate 12 behavior points at any point during are excluded from all further school activities.

Eighth graders who have accumulated 12 or more behavior points are excluded from the end-of-the-year activities including the Dinner Dance, Great America trip, assemblies, and potentially the promotion ceremony. Sixth and seventh graders who receive 12 or more behavior points are also excluded from all further school activities, including end-of-the-year activities (Beach Day and Fun Day,) and assemblies.

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

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 front office at 738-6665 each day of the absence.
- Written note or email 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. Students shall be given two days for every one day of excused absence to make up work. Per Board Policy 6154, students **MAY** be permitted to make up any missed work for an unexcused absence. The decision to allow students to make up missed work for an unexcused absence is at the discretion of the teacher. Suspension is an unexcused absence.

When a student is ill, students or parents should refer to Jupiter Ed or a teacher's Google Classroom for assignments. Students or parents should reach out to the teacher via email or Jupiter Message with any questions regarding required classwork or homework due to absence.

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 first ^{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 at school late.

Unexcused Tardy

- Slept in, transportation problems, traffic, etc.

Consequences for Unexcused Tardy

Chronic offenders will be referred to the School Administration.

- A lunch detention may be assigned beginning with the third unexcused tardy, or the third tardy in excess of thirty minutes.

LEAVING CAMPUS DURING SCHOOL HOURS

If a student must leave during school hours, the parent/guardian must sign their student out at the front office. Prior notification is helpful and will allow the student to be in the office ready to go when the parent/guardian arrives. No student may leave school during school hours without a parent/guardian or an adult listed on the student's emergency contact card.

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 60 minutes per night for homework. Students do not have time to complete homework during school. Students are encouraged to attend the morning or afternoon homework center for support.

BINDER REMINDERS

Knowing 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 carry their binder reminder in their backpacks. 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.

HOMEWORK CENTER

A homework center 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, the use of AI, or plagiarism is unacceptable. Information copied and pasted from the Internet or copied from any text is considered plagiarism. Plagiarism also includes the unauthorized use of generative artificial intelligence to create content that is submitted as one's own. 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, 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, <https://www.pacificasd.org/IBLMS/>. 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 school work. If parents want to have a conference with a teacher, please call or email 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	Grade	Percentage
	Equivalents		
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		0-72%
D+	1.2		67-69%
D	1.0		63-66%
D-	0.8		60-62%
F	0.0		0-59%
P			not calculated

SIXTH AND SEVENTH GRADE GRADE POINT AVERAGE REQUIREMENTS

Ingrid B. Lacy students must have a minimum cumulative GPA of 1.8 for the entire school year in order to avoid a provisional placement in the next grade. The GPA is listed on the student report card. A student whose GPA is near or below the minimum 1.8 GPA will meet with their teacher for an "At Risk" conference. Conferences occur twice a year and offer an opportunity for the student, their guardians and teacher(s) to brainstorm additional support to assist the student.

Students will be excluded from the end of the year activities if the minimum average GPA is not achieved. Students will also be excluded from the end of the year activities if they have accumulated 12 or more behavioral points.

PROMOTION AND EIGHTH GRADE ACTIVITIES REQUIREMENTS

EIGHTH GRADE ACTIVITIES AND PROMOTION CEREMONY

Eighth-grade students who do not achieve the minimum average GPA will be excluded from all end-of-year activities, such as the Dinner Dance and Great America trip. Students will also be excluded from all end-of-the-year activities and the promotion ceremony for serious misconduct. Serious misconduct includes, but is not limited to, acquiring 12 or more behavior points.

The school administration may also request a conference if a student's GPA falls below 1.8.

PROMOTION CEREMONY AWARDS

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

We aim to recognize students for their excellent work and reinforce those behaviors which reflect positively on them. Students should also be recognized for their academic performance and school-wide behavior improvements.

ACADEMIC EXCELLENCE

Ingrid B. Lacy Middle School recognizes academic achievement each trimester. Students achieving a 3.0 GPA without a grade lower than a C- and with a satisfactory behavior record are named to the **Honor Roll**. Students earning 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.

TEXTBOOKS

Students may be assigned individual textbooks for their academic subjects. 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 per Board Policy 6161.2, 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. Students are responsible for the appropriate use and maintenance of the issued device. Students **will be liable for damage and may be subject to detention or suspension** resulting from misuse or vandalism, per Board Policy 6161.2.

OTHER SCHOOL POLICIES

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 updated emergency form on file in the office. Students will receive an Emergency Form at the beginning of the school year. Please complete it and return it to the student's first-period teacher. If your address or telephone number has changed, please ensure the necessary corrections are made on your form through the office. Incomplete or incorrect data could endanger a student's life in an emergency.

BOYS AND GIRLS CLUB PROGRAM

Our school is proud to partner with the Boys and Girls Club of America, offering a year-round program right on our campus. This program, managed by the Boys and Girls Club, includes after-school athletics, a homework center, crafts, and a clubhouse with nationally recognized activities. By becoming a member for a nominal yearly fee, students gain access to these enriching activities. The Boys and Girls Club program also provides monthly updates on league sports and clubhouse activities, ensuring a well-rounded experience for our students.

Ingrid B. Lacy Bell Schedule

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

Opening Bell	8:57	
Homeroom	9:00 – 9:06	
Period 1	9:06 – 9:59	<u>Lunch Time</u>
Period 2	10:02 – 10:55	
Snack Break	10:55 - 10:58 (only Regular Schedule Days)	8th 10:58 - 11:28
Period 3 (6/7)	11:01 – 11:54	7th 11:54 - 12:24
Period 3 (8)	11:31 – 12:24	6th 12:50 - 1:20
Period 4 (6)	11:57 – 12:50	
Period 4 (7/8)	12:27 – 1:20	
Snack Break	1:20 - 1:23 (only Regular Schedule Days)	
Period 5	1:26 – 2:19	
Period 6	2:22 – 3:15	

Advisory Schedule (Wednesday)

Opening Bell	8:57	
Advisory	9:00 – 9:20	
Period 1	9:20 – 10:00	<u>Lunch Time</u>
Period 2	10:03 – 10:43	8th 10:43 – 11:13
Period 3 (6/7)	10:46 – 11:26	7th 11:26 – 11:56
Period 3 (8)	11:16 – 11:56	6th 12:09 – 12:39
Period 4 (6)	11:29 – 12:09	
Period 4 (7/8)	11:59 – 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	<u>Lunch Time</u>
Period 2	9:43 – 10:23	8th 10:23 – 10:53
Period 3 (6/7)	10:26 – 11:06	7th 11:06 – 11:36
Period 3 (8)	10:56 – 11:36	6th 11:49 – 12:19
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	