

**Winston Churchill Middle School**

4900 Whitney Ave. Carmichael, CA 95608

School Office: ((916) 971-7324

24 Hour Attendance Line: (916) 971-7692

Website: www.sanjuan.edu/churchill

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Churchill Middle School

Student Planner Contract

This planner was prepared using information for a regular school year.
Churchill will communicate changes if needed.

This Student Planner is the property of Winston Churchill Middle School. Each student is provided with a Student Planner free of charge. There is a fee to replace a lost planner. The Student Planner is designed to assist students in developing positive organizational and academic planning. It is also designed as a tool for daily communication between teachers and parent/guardian(s).

Students are expected to:

- Bring Student Planner to class every day
- Write all assignments in Student Planner each day for all classes
- Show Student Planner to parent/guardian(s) each night
- Show teachers the comments parent/guardians(s) have made in the Student Planner
- Use their own planners for hall passes

Parents/Guardians are expected to:

- Check the Student Planner each night
- Read any comments made by teachers
- Write notes to teachers if you need more information or communication

Teachers are expected to:

- Provide time daily/weekly for students to write assignments in Student Planner
- Check Student Planners periodically
- Sign Student Planners when presented by student for signature
- Write comments to parent/guardian(s) when appropriate
- Read and respond to parent/guardian(s) questions and comments in Student Planner

It is the student's responsibility to maintain and keep the Student Planner in good condition. In the event the Student Planner is damaged or lost, a replacement planner will cost **\$5.00**.

I have read and understand the information on this page. I understand that the student is responsible for taking care of the Student Planner and showing the planner to parents/guardians and teachers as a source of communication.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

How to Use Your Student Planner

- Churchill students are required to use the Student Planner.
- This is a powerful organizational tool that will help you to plan and stay on top of your learning.
- Record what you do in class and what is for homework in the box for each class.
- Write down your assignments and check off or highlight them when completed. Cross them out once you have turned them in.

EXAMPLE:

ENGLISH:

*Define vocab words (C.W.) 

Write down C.W. or H.W. to distinguish between classwork (C.W.) and homework (H.W.). Use a check mark  or **highlight** to show that you have completed an assignment

*Five paragraph essay  rough draft (H.W.) due Monday

Use an arrow  if the assignment is due later in the week. Write the date next to the assignment

* ~~Chapter 5 Questions Worksheet~~

~~Cross out~~ assignments once you have turned them in

Progress Checks: Progress checks will be completed in homeroom. Use them each quarter to help you stay aware of your current grades. You will calculate your grade point average on the progress reports and make plans to reach your goal grades and grade point average.

These are guidelines and helpful hints on how to effectively use your student planner. If you have questions, please ask your teachers.



STUDENT CALENDAR

Looking for the [employee/staff calendars?](#)

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER

M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE

M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NON-INSTRUCTIONAL DAYS

Sept. 7 – Labor Day
Oct. 5 – No School
Nov. 11 – Veterans' Day
Nov. 12 – 13 – No School
Nov. 23 – 27 – Thanksgiving Break
• Nov. 26 – Thanksgiving Day
Dec. 21 – Jan. 4 – Winter Break
• Dec. 25 – Christmas Day
• Jan. 1 – New Year's Day
Jan. 18 – Martin Luther King Jr. Day
Feb. 15 – 19 – Presidents' Week Break
• Feb. 15 – Presidents' Day
• Feb. 16 – Lincoln's Birthday (Observed)
March 22 – 26 – Spring Break
April 23 – No School
May 31 – Memorial Day

First/Last Day of School
Federal or State Holiday (No School)
School Recess or Local Holidays (No School)
Summer Break



Winston Churchill Middle School Bell Schedule 2026-2027



Monday, Tuesday, Wednesday, Friday

LUNCH A		LUNCH B	
Halls Open	7:55	Halls Open	7:55
Homeroom/BTV	8:00 - 8:29	Homeroom/BTV	8:00 - 8:39
1st Period	8:33 - 9:26	1st Period	8:33 - 9:26
2nd Period	9:30 - 10:23	2nd Period	9:30 - 10:23
3rd Period	10:27 - 11:20	3rd Period	10:27 - 11:20
Lunch	11:24 - 11:54	4th Period	11:24 - 12:17
4th Period	11:58 - 12:51	Lunch	12:21 - 12:51
5th Period	12:56 - 1:49	5th Period	12:56 - 1:49
6th Period	1:53 - 2:45	6th Period	1:53 - 2:45

**0 Period (Band Only) 6:55 - 7:50*

Thursday (Early Dismissal)

LUNCH A		LUNCH B	
Halls Open	7:55	Halls Open	7:55
1st Period	8:00 - 8:48	1st Period	8:00 - 8:48
2nd Period	8:52 - 9:38	2nd Period	8:52 - 9:38
3rd Period	9:42 - 10:28	3rd Period	9:42 - 10:28
Lunch A	10:32 - 11:02	4th Period	10:32 - 11:18
4th Period	11:06 - 11:52	Lunch B	11:22 - 11:52
5th Period	11:57 - 12:43	5th Period	11:57 - 12:43
6th Period	12:47 - 1:33	6th Period	12:47 - 1:33

**0 Period (Band Only) 6:55 - 7:50*

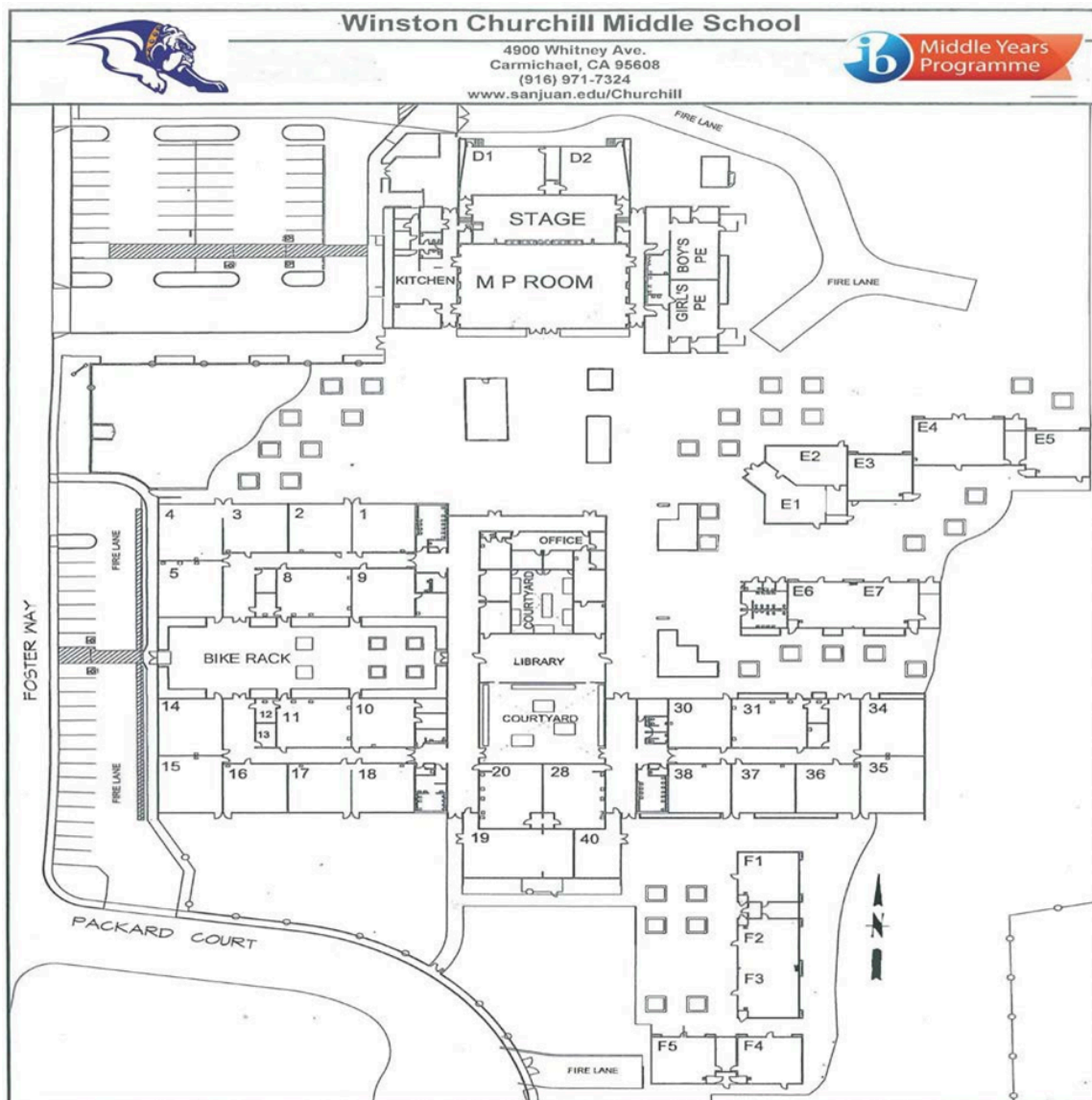
Minimum Days 2026-2027

(August 28; September 30; December 2; March 3; May 5; May 14; June 8)

Halls Open	7:55
1st Period w/BTV	8:00 - 8:35
2nd Period	8:39 - 9:10
3rd Period	9:14 - 9:45
4th Period	9:49 - 10:20
5th Period	10:24 - 10:55
6th Period	10:59 - 11:30

**0 Period (Band Only) 6:55 - 7:50*

****Finals for 2026-2027 are scheduled for June 1st, June 2nd, and June 3rd.
Finals dismissal will be 12:35 on each of these days.**



Period	Teacher	Room #
Homeroom		
1st Period		
2nd Period		
3rd Period		
4th Period		
5th Period		
6th Period		

Rights & Responsibilities

Rights of Students

- Attend a safe school environment where rules are clear and fair.
- Receive an equal educational opportunity.
- Be part of a school with high standards for learning and conduct.
- Learn in a school that respects both students and adults.
- Learn in an academic and social environment free from fear and violence.

Responsibilities of Students: Be Responsible

- Take ownership of your actions and how you respond to others.
- Always give your best effort
- Check your grades regularly on the Student Portal.
- Come prepared to school-on time and ready to learn.
- Contribute to a positive school environment.
- Use school technology safely, respectfully, and responsibly.
- Return borrowed items in the same condition to the right person.

Responsibilities of Students: Be Respectful/Kind

- Treat others the way you want to be treated.
- Show respect to all school staff and authority figures.
- Treat others fairly and honor their rights.
- Respect both public and private property.
- Be honest with yourself and others.
- Avoid spreading rumors or gossip-in person or online.
- Respect everyone's differences and look for the good in others.

Responsibilities of Students: Be Safe

- Follow school policies and rules at all times.
- Follow directions the first time.
- Report any known safety hazards or concerns.
- Help keep the campus clean and free of graffiti, weapons, or drugs/alcohol.
- Report any bullying or harassment
- Avoid conflict or violence, including verbal or physical altercations.

Due Process & Discipline

If you're involved in a situation that could lead to suspension or expulsion: You and your parent/guardian will be given clear information about your rights and the procedures that will be followed. If you disagree with a disciplinary action, you may challenge it with your principal. Students facing expulsion have the right to a hearing (EC 48900, 48915).

Rights of Parents:

- To be informed of District policy and school rules and regulations related to their children.
- To visit school and participate in conferences with teachers or counselors regarding academic and behavioral status of their children upon request.
- To inspect their child's school records with the assistance of a certificated staff member for proper explanation.
- To be informed of significant facts and school actions related to their student's behavior and academic progress.

Responsibilities of Parents:

- To make sure their children attend school regularly and on time, have adequate sleep and nutrition, practice proper personal hygiene and wear appropriate clothing.
- To be familiar with District policy and school rules and regulations.
- To provide the school with a current emergency telephone number and email address where a parent/guardian or a responsible adult may be reached at all times.
- To actively participate in efforts to improve student's behavior when necessary by assisting school personnel in planning and implementing a prescriptive program.
- To regularly check student progress on Parent Portal.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To make provisions for off-campus care for the student in case of suspension, illness or accident.
- To ensure all school materials (textbooks, electronic devices, supplies, etc) are used and cared for appropriately at home including but not limited to: charging devices, using devices for educational purposes only, monitored and returned to school each day).

Rights of Teachers and School Staff:

- To expect students to behave in a manner which will not interfere with education for themselves and for other students.
- To teach with interruptions held to a minimum.
- To teach in an environment that is conducive to learning.
- To receive parental support related to academic and social progress of students.
- To be informed of a student's record of behavior that may affect classroom teaching/safety.
- To receive administrative support when enforcing rules designed to provide appropriate school and classroom climate.

Responsibilities of Teachers and School Staff:

- To consider the personal worth of each individual student as a single, unique, important human being.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To engage students in learning and foster a growth mindset.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To set a positive role model for students to follow.
- To initiate, post, and enforce a set of classroom regulations consistent with school and District policy.
- To hold students accountable for their conduct while at school or school-sponsored activities beyond the regular school day for which the teacher has directed or assigned supervisory responsibility.
- To document in student database system and inform parents/guardians when behavior, attendance or academic problems arise that cannot be dealt with in a routine manner at school, including informing

parents/guardians when a student is in danger of failing by updating student grades in portal and issuing progress notices and report cards.

- To maintain a growth mindset through reflective practice that is responsive to student learning.

Rights of Administrators:

- To initiate such measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions regarding school issues based on what is best for the students.
- To expect that all school employees recognize and fulfill their responsibilities.
- To expect students to behave in a manner which will not interfere with the educational programs and related student activities offered by the school.
- To receive support from all school employees and parents/guardians in maintaining a positive school environment.
- To request assistance from the District's support services and community agencies.

Responsibilities of Administrators:

- To provide leadership that will establish, encourage, and promote good teaching and an effective learning environment.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.
- To grant access to pupil records by parent/guardian or others with proper authorization.
- To provide a positive role model and leadership in developing and implementing school rules and regulations including attendance reporting to parents/guardians.
- To hold students accountable for their conduct and attendance and to take prompt, appropriate, actions towards those students who misbehave, are excessively absent, or are truant.
- To hold teachers and staff accountable for their conduct.
- To support staff members in enforcing school and district rules and regulations including due process timelines.

NOTE: Nothing in this policy statement shall be construed to prohibit a teacher, administrator or other district employee from protecting himself/herself or others or school property by restraining a student, confiscating a weapon or turning over a lawbreaker to appropriate law enforcement agencies.

Student/Parent Handbook

The following Winston Churchill School Site and San Juan Unified district information is provided to ensure students and parents are aware of important information to promote student success. Our goal is to provide a safe and secure learning environment.

General School Information

School and Office Hours

(916) 971-7324

The Churchill office is open from 7:30AM to 3:30PM each school day. School begins at 8:00 AM and ends at 2:45 PM. All students should arrive on campus by 7:55 each day to ensure they are on time to class. Each Thursday, students will be released early in order to provide collaboration time for teachers to focus on instructional planning and articulation. On Thursdays, school begins at 8:00 AM and ends at 1:33 PM. Students are not allowed on campus before 7:45 AM and need to leave school promptly at the end of each school day. The only exceptions are students arriving early or leaving late to participate in school sponsored events, activities, interventions and/or discipline.

Closed Campus Policy

Once students arrive on campus, they are to remain on campus until school dismissal. If a student needs to leave school because of an appointment, illness, or any other reason, a parent or adult over the age of 18 listed on the emergency card must sign the student out in the office. All emergency card contacts must show valid picture I.D.

Visitors/Guests on Campus

Parents and other adults may visit campus. All visitors must register at the school office and wear a visitor's pass while on campus. Student visitors are not permitted except on specially arranged visitation days. A 24-hour notice is required prior to classroom visitations.

Student Messages and Deliveries

Urgent messages and items brought by parents should be brought to the office for delivery to the student. PE clothes and student work will not be delivered to students during class time. Students will be called out of class only in an emergency.

Gift items such as flowers or balloons and food should not be sent to the school. If these items are on campus they will remain in the office and the student may pick them up at the end of the day. No student may use a food delivery service during school hours. This includes, but is not limited to, Uber Eats, Door Dash, etc.

Academics

Textbooks

All students will be issued textbooks at the beginning of the school year or when enrolled. It is the student's responsibility to take proper care of their textbooks and to replace any books that are lost, stolen, or damaged. Obligation fees will be handled through the library and students will not be issued additional library books until the obligations are cleared.

Homework

In all classes, students may be assigned classwork, homework, long and short term projects, and both formative and summative assessments. These are all a necessary part of their educational program and help guide our teachers' lessons and instructions. Students will be expected to complete homework assigned. Accelerated classes may require additional homework time.

Grades

Churchill gives traditional A-F academic grades plus O-U citizenship grades, as well as IB Marks for the 3rd and 4th Quarter.

 Bulldogs Are Always	Citizenship Mark
<u>Responsible</u>  Be ready, bring materials; contribute, stay involved, show effort	O = Almost Always  (Expectations met almost every day)
<u>Respectful</u>  Be polite, listen, follow rules	S = Most of the Time  (Expectations met most days)
<u>Kind</u>  Be inclusive, encouraging, and thoughtful	NI = Usually Struggles  (Expectations not met most days; frequent reminders)
<u>Safe</u>  Stay calm, hands to self, uses material correctly	U = Rarely  (Expectations not met almost every day)

Report Cards & Progress Reports

- Report cards are generated at the end of each quarter. Report cards are available online through Parent Portal (See "Using Q Parent Connections page). Report cards will also printed and sent home .
- Mid-quarter progress reports are sent home with students, indicating if a student is in danger of failing any class.
- Parents may request more frequent communication when a student is in danger of failing or when the student is achieving below the level of expectation.

Final Exams

Students who are absent or miss a final will receive a zero on the test. Exams will not be given out before or after the assigned time in an effort to ensure the tests' validity and accuracy for all students. Students should always communicate with teachers ahead of time to discuss any questions about the final exams.

Student Recognition

The Churchill staff is proud to recognize our students for academic success, citizenship, and special accomplishments or efforts QUARTERLY.

- Principal's Honor Roll Award for students earning a 4.0 GPA
- High Academic Honor Roll Award for students earning a 3.5 – 3.9 GPA
- Academic Honor Roll Award for students earning a 3.0 – 3.4 GPA
- Outstanding Citizenship Award for students earning all O's

Attendance Information

Attendance

(916) 971-7692

Every absence from school must be verified with an email (churchillabsence@sanjuan.edu), call, parent or guardian note, and/or a doctor's note to the attendance office. Parents/guardians must clear the absence within 5 days, otherwise the absence will be considered an unexcused/cut/truancy. Parent notes and doctor notes must include the following:

- Student's full name and grade
- Date(s) of absence
- Reason for absence
- Signature of parent/guardian and relationship to student **After five (5) days, any unresolved absence will be considered an unexcused/truancy**

Tardies

It is important for all students to be at school and in each class on time. A tardy occurs when a student is not through the classroom door or in the locker room hallway when the bell rings. Tardiness to class interferes with class procedures, instructional time, and negatively impacts student achievement. Consequences will be assigned to students in violation. Parents may excuse an arrival tardy by calling the attendance line. Parents are not able to excuse tardies throughout the school day. **See Tardy Policy**

Period Truancies (Cutting Class)

Students are expected to attend each of their scheduled classes. Students who fail to attend a class for any unauthorized period of time will be considered truant and will be assigned a consequence.

Appointments

When arriving late to school due to an appointment, the student must check in at the office with documentation from the medical office or a parent note will be requested in order to excuse the absence. When leaving school early, parents must sign students out and present a valid ID.

Signing Students Out of School

To ensure student safety, when a student is being picked up during the school day, they will only be released to the following people:

- A parent/guardian
- An adult (at least 18 years of age) whose name is listed on the student's emergency card or the parent has notified the office of who will be picking the student up.

The adult must come to the office and show a form of photo identification before signing the child out of school. Students will not be released on their own. Thank you for your cooperation!

Absences and Make-Up Work

If you are absent, it is your responsibility to obtain the make-up work from the teacher and make sure it is completed within a reasonable time, not to exceed the number of days of the absence. There is one make-up day for each excused day of absence. Assignments due during an absence should be returned to the appropriate teacher the first day back to school.

Independent Study

Parents may request work when a student will be out for 5 or more days by calling the office 5 days or more in advance to set up short term independent study. Teachers are allowed 24 hours to prepare requested assignments. Independent study contracts are an agreement with the District and are scrutinized by SJUSD personnel. Students who properly complete the contract receive credit for being here. Churchill does not issue independent study contracts after May 19th (5 days max) or May 12th (10 days max). The maximum allowable days of Independent Study is 14 school days.

Campus Rules and Policies

General Campus Rules

- Students are expected to follow directions given by any member of the Churchill staff at any time. Disrespect or defiance toward any staff member will not be tolerated.
- Students are expected to refrain from using any obscene, profane, or insulting language or gestures when speaking, writing, or acting on campus.
- Students are expected to refrain from cheating, copying, forging, or plagiarism of any kind. See Academic Honesty Policy
- Students are expected to follow all guidelines established by the SJUSD and Churchill including, but not limited to dress code, cell phone, attendance/tardies, and health or safety related policies.
- Gum chewing is not allowed on the Churchill campus at any time.
- Students must attend school during the day to be eligible to attend afterschool activities.

General Classroom Rules

Every teacher will have guidelines for students to follow in the classroom, however the following guidelines apply in every class:

- Students will be through the door or in the hallway by the locker rooms when the bell rings.
- Students will be expected to promptly find their assigned seat or location.
- Students will be expected to come to every class prepared with the appropriate materials including binder/notebook, paper, pencils, pens and Student Planner.
- Students will keep their hands, feet and objects to themselves and not touch the property of others.
- Students will follow Churchill staff directions at all times.

Gum, candy, and food items are not allowed in classrooms.

Guest Teachers

Guest teachers are school district employees and must be treated with respect and courtesy. Guest teachers have the same authority as regular classroom teachers and students are expected to follow all directions given by a guest teacher.

Cell Phones and Electronic Devices

Cell phones and other electronic signaling devices (ex - Apple Watch) may not be used in any school building without prior approval. Cell phones must remain away and out of sight during the school day. Cell phones are not to be used for video or photographic purposes on campus at any time without prior administrative approval. Failure to follow the established guidelines will result in progressive disciplinary consequences. **See Cell Phone Policy.**

Cameras, toys, electronic games, laser pointers, and any other unauthorized items are not permitted at school. These items will be confiscated and turned over to an administrator. A parent will need to pick the item(s) up from the office. The Churchill staff strives to protect all personal property but is not responsible for any stolen, lost or damaged personal items. Should items go missing, the school will not spend time investigating the issue. The San Juan Unified School District is not responsible for lost, stolen, or damaged articles, and discourages students from bringing these items to school.

Lost and Found

Items found on campus should be brought to the office. Any lost items should be reported to the office and students should seek assistance in finding lost articles before school, during lunch, or after school. Any unclaimed "lost and found" items will be donated to a charity organization at the end of each quarter. The San Juan Unified School District is not responsible for lost, stolen, or damaged articles, and discourages students from bringing expensive items to school.

Passing Period

There are 4 minutes to pass from class to class. During this time, students are to be courteous and **respectful** of others and of school property. Students are also expected to be **responsible** and arrive to the next class on time. **Safety** is also a priority.

Running, pushing, walking through landscaped areas, linking arms, holding hands, hugging or other displays of affection, yelling, using profanity, spitting, eating, or drinking (other than water), stopping in the halls, etc. are inappropriate behaviors.

Public Displays of Affection

Hand holding, hugging, and kissing are not appropriate at school. Students are expected to refrain from these displays while on school grounds. Students should also be respectful of each other's personal space.

Sports Equipment

Sports equipment (basketballs, footballs, soccer balls, tennis balls, etc.) is not to be brought to school and should be left at home. Unless authorized for a particular occasion by school staff, any sports equipment brought on campus will be taken away from the student and returned to the parent. Churchill provides sports equipment for check out during lunch in exchange for a student ID card.

Hall Passes

(Student Planner is preferred)

For safety reasons, students are not permitted in the hallways during class time unless they are accompanied by a teacher or have a valid pass from an authorized staff member. Students are expected to have a pass when outside of the classroom during instructional time. Any student out of class without a pass will be stopped by the Campus Monitor and taken back to the appropriate classroom.

Restroom Passes

Restrooms should be used before school or during passing times, lunch, and after school. Students will not be allowed to use restrooms during the first and last 10 minutes of instructional time. If a student has to use the restroom during class time, the student will use a signed hall pass and must have that pass with them while out of the classroom.

PHYSICAL EDUCATION UNIFORM STANDARDS

- Clothes: IT IS SJUSD POLICY IN SECONDARY EDUCATION. STUDENTS ARE REQUIRED TO DRESS FOR PHYSICAL EDUCATION. Students need to have the following items: PE shirt, PE shorts, pillow case or cinch bag, tennis shoes and socks.
- Shirts: Purple Churchill Phys Ed shirt or solid white t-shirt (No V-necks or fitted tees)
- Shorts: Black Shorts or black spandex: Must be the length of school issued phys ed shorts
- Pants: Black sweatpants or black yoga pants. Must be black
- Sweatshirts: black, purple, or gray
- Shoes: tennis shoes with laces. NO Crocs, slides, boots or slip ons
- ALL CLOTHING must be labeled with the first name and last initial of the student. Tape with name on it is not acceptable
- Students may not wear their school clothing during PE or wear PE clothes during other classes

Physical Education issued lock:

The PE lock issued to students must be used in the PE locker room. No outside locks are allowed in the PE locker room. Any student lock that is lost, stolen, misplaced or damaged will result in a \$10.00 replacement fee.

Health Problems:

It is the policy at Winston Churchill that students dress and participate daily. To be excused from participation, you need to bring a signed note from your parent or guardian stating the reason and dates (1-3 successive days). You will be required to dress in your P.E. clothes and then be excused from activity. A physician's note will be needed if you need to be excused for more than three days.

Communication

Communication

Communication between parents and teachers is vital to student success. Email, Talking Points, newsletters, and the school website are all ways for staff and parents to communicate. **Parents, please attend Back-to-School Night to find out how to best contact your student's teachers and how they will be communicating with you.**

Process for Resolving School Issues

In elementary school when parents have issues regarding their student, they typically contact the school principal directly. However, in middle school this is not necessarily the best first step in resolving problems and parents will be directed to follow the steps below:

1. Contact the teacher (by email, Talking Points, or phone message) as there are usually two sides to every story and most issues are quickly and easily resolved at this level.
2. Contact the school counselor to mediate or arrange for a conference with all your student's teachers. Problems are rarely isolated to only one class.
3. Contact the vice principal.
4. Contact the principal if your concerns have still not been addressed.

For issues between two (or more) students, the student should contact a school counselor to help find a resolution.

Emergency Procedures

Disaster/Fire Drills/Emergency Plans

Fire and disaster drills are required by law and serve as an important safety precaution. It is essential that when the first signal is given, everyone on campus obey all orders promptly. Please be advised, that in the event of a lockdown situation or drill, students will not be released from school until the lockdown has concluded.

In the event a major disaster affecting the entire community occurs during school hours, students will be held at school for safety reasons unless notified otherwise. Students will be released to parents, adults over the age of 18 listed on emergency cards, or responsible family members upon their written signatures. Additionally, the individual signing out the student must indicate their expected destination to ensure that each student is safe and accounted for.

School Activities

Students' participation in any school related activity is based on good attendance and citizenship, satisfactory academic performance and a positive discipline history.

School activities, such as dances, field trips, school sponsored athletics, and other school-sponsored special events are privileges, which require satisfactory school performance and behavior of students, in order to attend. Students who have been suspended, truant, or placed on Social Probation will not be allowed to attend school-sponsored events during the academic "quarter" or "quarters" of their suspension.

Clubs/Extra-curricular activities:

Some of the student clubs and extra-curricular activities that may be offered on campus are: Art Club, BSU, Science Olympiad, Math Contest Club, Spelling Bee, Chinese Club, Quiz Bowl, Yearbook, Speech and Debate Team, Science Bowl, History Day, Hip-Hop Crew, BPA, and E-Sports. For more information on these clubs and activities please watch our morning news program or visit our website at www.sanjuan.edu/Churchill.

Dances:

Dances are some of the more popular social events of the year. Attending a dance is a privilege. Only Winston Churchill students may attend (no exceptions). The dress code will be enforced. You must present a signed dance bid and your picture ID. card for admission. Replacement ID cards can be purchased for \$5.00 in the library at least one full day before the dance. Students arriving to a dance without their ID card can have their attendance verified and a replacement ID card ordered for a \$5.00 fee. The cost of the dance includes the DJ, supervision, pizza, and beverages. Students must be picked up immediately after the dance to avoid being excluded from the next event.

Field trips:

Each year, students take field trips as an extension and enrichment of the instructional program. All students benefit from participation in these trips. No one will be denied participation in an academic field trip due to a financial reason. If you need assistance, please ask. You must have a positive attendance and discipline history. You may be excluded or required to have your parent attend the field trip with you. Students who do not meet school requirements or receive "U's" in citizenship may be denied participation in the field trip. You are expected to demonstrate appropriate behavior on each trip. Failure to do so may result in you being returned immediately to your parents and unable to attend future trips.

Rallies/Assemblies:

The student body will be privileged to participate in rallies/assemblies, which are theme-based and intended to enrich the educational experience of all students.

Sports:

We encourage our students to participate on an athletic team. These programs are offered through SJUSD and Mission Oaks Recreation and Park District. Often more than one team on each grade level is available, which allows more opportunity for students to play. Sports, for all students, include: flag football, cross country, and volleyball in the fall,

basketball in the winter and track in the spring. School rules and positive sportsmanship are expected from spectators and participants. Fliers will be made available in the front office.

Student Leadership:

All students are encouraged to be leaders on the Churchill campus. One way is to participate in the Student Leadership elective class. The cabinet officers are elected each spring for the upcoming school year. Any student interested in being a member of Student Leadership for the following year are encouraged to apply in the spring. There are opportunities for all students to get involved in student leadership activities both during lunch and after school.

WEB Leaders:

WEB (Welcome Every Bulldog) is a mentoring program on campus. 8th graders mentor incoming 6th graders to help make the transition to middle school easier. The goal is to make them feel welcome and comfortable on campus. 7th graders are encouraged to apply in the spring to be a WEB Leader.

8th Grade End-of-the-Year Celebration Activities

At Churchill we typically celebrate 8th grade promotion to high school with an 8th Grade field trip, a dance the last week of school, and an 8th Grade Celebration, where we, as a community, honor students who have made positive academic, attendance and social choices all year.

Transportation

Bicycles, Skateboards, Scooters

Students riding bicycles, skateboards or scooters to school will be fully responsible for adhering to traffic regulations and safe riding practices to and from school. In accordance with public law and for their personal safety, students are required by law to wear helmets when riding bicycles. Bicycle racks are provided for the convenience of students. Skateboards and scooters may not be carried with students to classes. All bicycles, skateboards, and scooters need to be stored and locked in the bike rack. The school is not responsible for theft or damage. Theft should be reported to the office and to the Police Department. Bicycles, skateboards, and scooters may not be left in the bike rack overnight. For everyone's safety, bicycles, skateboards and scooters are not to be ridden on school grounds. Do not ride motorized bicycles, scooters, or boards to school.

No Skateboards or scooters may be stored in teachers' classrooms or in the office.

Walkers, Riders, and Carpools

Students walking to school or receiving rides should be alert to heavy traffic around campus before and after school. For safety, students should cross the street in marked crosswalks only. Students walking to and from school are expected to respect the homeowner's property and walk only on sidewalks or paths. A drop-off and pick-up lane is available to parents at the front and side parking lots of the school.

Travel To and From School - School Rules Apply

Students are **responsible** for following school rules and policies on their way to and from school in addition to their time on campus (per CA State Ed. Code 44807). Students who violate school rules on their way (to or from) school will be subject to disciplinary action.

Miscellaneous Information

Cafeteria Place money on student accounts by visiting www.myschoolbucks.com

Breakfast is available before school each morning at 7:25 AM. Students are required to eat in the Multi-Purpose Room. The cafeteria offers students a well-balanced lunch. Lunches are to be eaten in the designated MPR or area. Students are to remain in the designated lunch areas for the entire lunch period and will not be admitted to classrooms unless a pass has been issued. Students are expected to dispose of all trash items.

Change of Address

Please inform the office immediately if your address or telephone number(s) change, and make sure all student emergency contact information is updated. The school must be able to contact the parent or guardian in the case of an emergency. When changing an address please provide a PG&E or SMUD bill; rental agreement or mortgage statement with correct address or update on the parent portal.

Counseling

Churchill has counselors available for students to assist with their academic, career and social-emotional needs. Students may be referred to a counselor by a staff member, a parent, another student, or themselves.

*****In Case of an emergency or crisis, student should seek the nearest adult or office for immediate help*****

If a student wishes to talk with a counselor, there are multiple ways they can make this request:

- Come to the Main Office and ask to speak to a counselor after obtaining permission from your teacher. If it is an emergency, students can proceed to the Main Office immediately.
- Email the counselors to request a meeting.
- Ask their teacher if they may leave class to see the counselor. Staff will reach out to the counselors to see if they are available.

Health Services and Medications

Students must notify a staff member immediately if an injury or illness occurs. Parents are requested to notify the school about any serious health concerns or conditions. The school nurse serves more than one school and is not available on a daily basis.

All medications taken at school, including any over-the-counter medications, must be prescribed by a physician and have a medical form on file.

Education Code 49423 requires an "Authorization for Medication Administration" completed by the physician and parent detailing the method, amount, and time schedules by which the medication is to be taken, before a student may take medication at school. Medication must be provided to the school in the container in which it was purchased, and must be clearly labeled with the student's name. Students are not allowed to carry any medication during the school day unless it is for emergency use, such as an inhaler or EpiPen. A medication form signed by the prescribing physician and parent MUST be on file with the school. Non-prescription medications may not be carried on campus. If a student is ill, he/she needs to report to the Office. Students should not contact parents using classroom or personal cell phones, the office will contact parent.

Media on Campus

Occasionally, local T.V. or newspaper media will be on campus interviewing students or taking pictures. If you prefer that your student not have contact with the media, please notify the office in writing.

PTO

The PTO (Parent Teacher Organization) plays a vital role in many programs and activities at Churchill. Our PTO assists with special campus events and activities, promotes student and staff recognition, and sponsors fund raising events to raise money for special student activities. We encourage all parents to become involved and support each PTO activity.

Student ID Cards

You will receive a picture ID within the first 2 weeks of school. As a part of our schoolwide safety plan, students MUST have their ID card with them at school every day. You will need to use it throughout the year for such things as lunch line order, admission to dances, checking out books in the library, checking out sports equipment at lunch, etc. Replacement ID cards can be ordered for a \$5.00 fee.

BRIDGES AFTER SCHOOL PROGRAM

The San Juan Unified School District's comprehensive Bridges After-School Program provides academic intervention and pro-social enrichment in a safe and positive environment. The Bridges After-School Program currently serves over 3,000 students grades K-12 at 32 sites. Students realize academic success through the implementation of each of the four components of the program: academic support, enrichment/disguised learning, pro-social skills/recreation, and parent support and empowerment. In order for a student to be successful in the program, strong relationships between program staff, school staff, parents and students are needed. Relationships are key!

- To apply for enrollment in the Bridges After-School Program, please complete the Bridges After-School Registration Form, Parent Partnership Agreement and Emergency Form. Send the forms to school with your child to give to the designated Bridges After-School Program Site Coordinator. Space is limited and is available on a first come, first served basis.

For more information regarding enrollment in Bridges After-School, please call the Carmichael regional office at (916) 575-2386 or download the application form at: <http://www.sanjuan.edu>

Meet Riley. Riley is a visual representation of the dress code intended to illustrate what students may wear.

EXPRESS YOURSELF

SAN JUAN UNIFIED SCHOOL DISTRICT DRESS CODE

FOR MORE DETAILED INFORMATION, PLEASE GO TO WWW.SANJUAN.EDU/DRRESSCODE



Tops: cover the front, back, and sides under the arms, covering the rib cage

Bottoms: pants, jeans, sweatpants, shorts, skirts, dresses, leggings, fitted pants, ripped jeans.

Headwear: Any headwear that does not cover the face



- Hate
- Discrimination
- Illegal Activity
- Profanity
- Violence
- Drugs or alcohol
- Threats





WINSTON CHURCHILL BEHAVIOR SUPPORT AND INTERVENTIONS

Our School-wide Character Development Program (PBIS) is designed to support students in making positive choices throughout their daily lives. There may be times during the school day when it is necessary for additional support of students who do not demonstrate behavior consistent with BARKS. These school consequences may include, and are not limited to, School Detentions, Class Suspension, and Home Suspension. Parents may also be asked to accompany students to school when further support is needed.

Discipline Information

Students learn best and feel a sense of pride when they are part of a positive school environment. Positive behavior will be rewarded and poor student behavior will receive consequences. Any disciplinary action taken will be in a fair, firm and consistent manner.

To promote a positive learning environment, the Winston Churchill Middle School discipline philosophy can be summarized as follows:

- All students can and will be expected to behave appropriately.
- All students will choose their behavior and accept responsibility for behavior choices made.
- No student shall prevent any teacher from teaching or any student(s) from learning.
- Winston Churchill Middle School provides a fair, firm and consistent discipline system for all students. Disciplinary consequences are progressive and increase in severity if offenses are repeated.

Lunch Detention

Students may be assigned to Lunch Detention as a disciplinary consequence or as an academic intervention. Lunch Detention is held during the student's regular daily lunch time. Lunch Detention should be served quietly and politely. Unsatisfactory behaviors during lunch detention will result in additional discipline.

After School Detention

Detention may be assigned by an administrator or designee. Students will be given 24-hour notice and must serve the detention when it is assigned or additional discipline will result. To reschedule an assigned detention, arrangements must be made prior to the date of the assigned detention. Extenuating circumstances must be present in order to reschedule a detention.

Class Suspension

Teachers have the right to class suspend a student. During a class suspension, the student will be supervised by an adult outside of any learning environment.

Home Suspension

A student will be suspended from school for violations of Education Code Section 48900, or if other means of disciplinary action have proven to be ineffective.

Social Probation

Students that do not meet academic, social, or behavioral expectations will be placed on social probation. This includes but is not limited to In-School Suspension, Home Suspension, Class Suspension (7+), After-School Detention (3+), Lunch Detention (7+), or Unsatisfactory (2+) marks for Citizenship

Dangerous Objects

- **Weapons: (Knives, Firearms, Explosives, etc...)**
- **Possession, sale or furnishing of any knife, explosive or other dangerous object, including but not limited to Swiss-army style knives, exacto-knives, box cutters, single-edged razor blades, pepper spray, aerosol cans, air soft guns, and imitation firearms; may result in suspension and expulsion**
- **Possession, sale or furnishing any firearm; Can result in suspension and expulsion**
- **OTHER PROHIBITED ITEMS:** Laser pointers, lighters, matches, tobacco or nicotine products, including but not limited to cigarettes, electronic cigarettes, snuff, smokeless tobacco, chew packets and betel, prescription and nonprescription drugs.

Controlled Substance

- Use or possession of any controlled substance (illegal drugs or alcohol) or being under the influence: First Offense: The student will be suspended. Second Offense: suspension and the student may be recommended for expulsion.
- Selling or furnishing a controlled substance (illegal drugs or alcohol): First Offense: The student will be recommended for expulsion.

Fights

Fighting, whether in anger or in play, is not allowed at school. Students that engage in physical aggression will be assigned consequences. Filming, inciting, sharing via social media platforms, and rushing to view fights is not allowed and will result in consequences.

Bullying and Harassment

Bullying and harassment, including sexual, can be anything from teasing to racial slurs and physically pushing someone around to intimidate them. The staff of Churchill MS is committed to do anything we can to discourage and stop this type of behavior. It is important for students to inform school personnel when this occurs. Administration will handle all complaints sternly and with confidentiality to protect students from being further harassed. Examples of specific harassments include, but are not limited to following:

- **Sexual Harassment is a violation of state and federal laws and disciplinary consequences will be applied.**
- **Verbal Harassment:** Offensive comments, jokes, name calling, or slurs of a racial or sexual nature.
- **Visual Harassment:** Offensive posters, cartoons, graffiti, drawings, objects or gestures.
- **Physical Harassment:** Offensive gestures or impeding or blocking of movement.
- **Sexual Battery/Assault:** Unlawful, unwanted or offensive touching of another, "panting", or sexual assault.
- **Cyber-Bullying:** The use of cell phones (and other electronic devices), instant messaging, e-mail, chat rooms or social networking sites and/or the internet to harass, threaten or intimidate someone.

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, bully, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student, school personnel or volunteer.

A student who has witnessed or been a victim of harassment of any kind is urged to bring the problem to the attention of school personnel so appropriate action may be taken to resolve the problem immediately.

School rules may be modified to support health and welfare guidelines as needed. Students and families will be notified as changes become necessary.



WCMS Behavior Matrix

B.A.R.K.S. Bulldogs Are:	Classroom	MP / Gym	Cafeteria	Hallways	Restrooms
Be Responsible	- Complete work on time - Materials are ready - Principled work	- Follow directions - Stay in supervised areas	- Have ID card ready - Eat in designated area - Clean our area	- Pass visible - Go directly to our destination	- Always have our pass - Return to class within 5 min.
Always Respectful	Value ideas of others	- Voice level 0-1 - Food, drink, and gum remain in backpack	- Voice level 2 - Gum in backpack	- Voice level 0-2 - Devices put away	Voice level 0-1
Kind	- Take care of materials - Be open-minded	- Encourage appropriately - Sit and face forward	Allow space for others	- Keep bodies & objects to self - Be aware of our surroundings	Give privacy
Safe	- Remain in assigned location - Use materials & supplies appropriately	Follow safety routines	- Only eat your food - Stay seated while eating	Walk on the right side	- Wash hands - Devices are put away



WCMS Behavior Matrix

B.A.R.K.S. Bulldogs Are:	Library	Locker Room	Bike Rack	Blacktop / Field	Office
Be Responsible	Use materials appropriately	- Lock belongings - Dress out daily	- Touch our own equipment - Follow adult direction	Return equipment	- Stay in assigned space - Check-in with staff immediately
Always Respectful	- Return materials to staff - Food, drink, & gum stay in backpack - Voice Level 0-1	- Give privacy - Devices off and away	Respect others property	- Food, drink, & Gum stay in backpack. - Ask permission to join activities	- Follow and respond to directions - Voice level 0-1
Kind	Gentle with materials	Use scented sprays outside	Keep walkway clear	- Show good sportsmanship - Use appropriate language	Give privacy
Safe	- Bodies & objects to self - Push in chairs	Report concerns to adults	- Lock equipment - Walk transportation on campus	- Report injuries/concerns to adults - Stay in supervised areas	- Cell phones used with permission - Hand in cell phones to adult staff when prompted



Universal Behaviors

B.A.R.K.S. Bulldogs Are:	In All Spaces
Responsible	• Be on time • Clean up our areas
Respectful	• Listen and follow staff instructions • Voices off while someone is speaking to a group • Use appropriate language • Food and drink come out at lunch
Kind	• Build up others • Be open-minded • Give privacy (cameras away at school)
Safe	• Bodies & objects to self • Be in a supervised space • Use materials & supplies appropriately • Report concerns to an adult • Walk

WINSTON CHURCHILL CELL PHONE POLICY

Board Policy 5131.8: *To support student learning and reduce harmful or disruptive acts, student use of mobile communication devices is prohibited, with limited exceptions. Should infractions occur on three or more school days during a single school year, the student may be prohibited from bringing a device on campus or required to turn their device in to a designated staff member each day.*

Policy Overview: Unless explicitly permitted by a school employee, students may **NOT USE smartphones, mobile communication devices, or headphones (airpods)** while on campus during school hours: 7:00am-2:45pm (From the time the student walks through Churchill's Black Gates until they leave Churchill's Black Gates). All such devices **must be powered off and kept in students' backpacks throughout the school day.**

Unauthorized Use: If a student uses a smartphone or mobile device in violation of this policy while on campus or under school supervision, school staff may confiscate the device and issue disciplinary action.

Confiscation & Storage: Any confiscated device will be turned into the main office, where it will be stored securely. Devices will be returned to the students or parent/guardian as appropriate.

Repeated Violations: Students may be prohibited from bringing devices to school after multiple infractions. **The escalation process is identified below.**

Liability: Winston Churchill Middle School is **not responsible** for lost, stolen or damaged devices.

CHURCHILL CELL PHONE/EARBUD POLICY

Board Policy 5131.8: To support student learning and reduce harmful or disruptive acts, student use of mobile communication devices is prohibited, with limited exceptions. Should infractions occur on three or more school days during a single school year, the student may be prohibited from bringing a device on campus or required to turn their device in to a designated staff member each day.

Unless explicitly permitted by a school employee, students may **NOT USE smartphones, mobile communication devices, or headphones (airpods)** while on campus during school hours: 7:00am-2:45pm (From the time the student walks through Churchill's Black Gates until they leave Churchill's Black Gates). All such devices **must be powered off and kept in students' backpacks throughout the school day.**

VIOLATION	CONSEQUENCE
1st	Referral to Office Device sent to office for student pick up
2nd	Referral to Office Device sent to office for parent pick up
3rd	Referral to Office Phone in Office Daily or Phone Stays Home



BE RESPONSIBLE, BULLDOGS!



CHURCHILL TARDY POLICY

Students are expected to be through the classroom door or have entered the PE hallway when the bell rings.

* Tardies reset each quarter *

TARDY	CONSEQUENCE PER TARDY
1 - 5	Warning & Email Home
6, 7, 8, & 9	Lunch Detention & Email Home
10, 11, & 12	After School Detention & Email Home
13	Social Probation & Email Home

SCHOOL ACTIVITY SOCIAL PROBATION

Students are encouraged to attend and enjoy WCMS events throughout the year. Each event is a time for students to participate and represent the school community. Students on the social probation list for listed violations will not be admitted to any school activities per quarter.

* Violations reset each quarter *

VIOLATION	Description
Lunch Detention	Students with 7+ Lunch Detentions
After School Detention	Students with 3+ After School Detention notices served
Classroom Suspension	Students 7+ Classroom Suspensions
In School Suspension	Students with 1+ days of In School Suspension
Home Suspension	Students with 1+ days of Home Suspension
Citizenship	Students with 2+ U's on quarter report card



Churchill Bulldog IB Learner Profile

The International Baccalaureate (IB) mission is to develop active, compassionate and lifelong learners. Churchill Middle School strives to motivate students to become the following:

Inquirers

They develop their natural curiosity and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for others. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to perspectives, values and traditions of other individuals and communities.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to making a positive difference in the lives of others and in the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

MYP GLOBAL CONTEXTS

Churchill teachers develop holistic learning and international mindedness in students by actively engaging students in each subject in the six Global Contexts. These areas serve as "lenses" through which students explore ideas, investigate connections across and between subject areas, and apply their knowledge to real world problems.

Identities and relationships	Who am I? Who are we? Students will explore identity; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; what it means to be human.
Orientation in space and time	What is the meaning of “when” and “where”? Students will explore personal histories; homes and journeys; turning points in humankind; discoveries; explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations, from personal, local and global perspectives.
Personal and cultural expression	What is the nature and purpose of creative expression? Students will explore the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.
Globalization and sustainability	How is everything connected? Students will explore the interconnectedness of human-made systems and communities; the relationship between local and global processes; how local experiences mediate the global; reflect on the opportunities and tensions provided by world interconnectedness; the impact of decision-making on humankind and the environment.
Fairness and development	What are the consequences of our common humanity? Students will explore rights and responsibilities; the relationship between communities; sharing finite resources with other people and with other living things; access to equal opportunities; peace and conflict resolution.
Scientific and Technical Innovation	How do we understand the worlds in which we live? Students will explore the natural world and its laws; the interaction between people and the natural world; how humans use their understanding of scientific principles; the impact of scientific and technological advances on communities and environments; the impact of environments on human activity; how humans adapt environments to their needs.

Winston Churchill IBMYP Marks

The following chart outlines the system of IB marks that will be assigned to both Diplomat and Ambassador students. These marks will be assigned by teachers at the end of each quarter only, not on progress reports. IB schools worldwide use this 1-7 marking system and the associated descriptors. Churchill will continue to assign the traditional A-F letter grades plus O-U citizenship grades. These new IB grades should be viewed as an additional piece of useful communication about a student's progress in their courses. Since these grades focus more on student proficiency instead of accumulation of points, it is possible that you could see a student earn a C for their letter grade but a 6 or 7 for their IB grade. The reverse is also possible. Also remember that the IBMYP program is a journey, the goal is to attain 6-7 marks by the end of year 5 (sophomore year).

1	Minimal achievement in terms of the objectives
2	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support
3	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
4	A good general understanding of the required knowledge and skills and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation
5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
7	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.

Academic Honesty Policy and Procedures

Introduction

Winston Churchill Middle School's academic honesty policy is based on the IB Learner Profile. We believe that IB students must strive to be principled: "act with integrity and honesty, with a strong sense of fairness and justice...[and] take responsibility for [their] actions and their consequences."

The purpose of an academic honesty policy is to promote the development of the skills and knowledge needed to be academically honest. It also serves to support students, staff, and parents in creating a learning community where academic honesty is taught, expected and practiced.

Academic Honesty

Academic honesty means more than simply following rules; it means acting with integrity. Integrity means respecting the work of other people. This happens mostly through the proper citing of sources in written work and class discussion. Students need to understand and implement skills and knowledge that will allow them, as a matter of practice, to present only work that is authentically their own.

Definitions

Paraphrasing:	Put text in your own words
Plagiarism:	The representation of the ideas or work of another person as your own • Copying what someone else has written without using quotation marks and appropriate citation is plagiarism • Using someone else's ideas and putting them in your own words (paraphrasing) without using appropriate citation is plagiarism • Just as with printed materials, all internet sources must be cited as well
Collaboration:	Working together on a common task • Copying another student's work is not collaboration.
Collusion:	Allowing someone to copy your work or copying someone else's work and presenting it as your own.
Duplication of work:	Submitting the same work to multiple classes
Intellectual Property	Material that results from the original, creative thought of a person, which includes forms of expression such as music, videos, photos
Malpractice:	Any behavior that gains an unfair advantage for a student or that affects the results of another student. This includes forgery of any kind

HOW TO LOG INTO Q / Student Portal

Your SJUSD Student UserID and Password

Students are assigned a SJUSD Student ID and password. As a student, you will use your Student ID/password in order to log onto Q (to see your grades), access your SJUSD email account, Google Drive, etc.

WHAT IS YOUR STUDENT EMAIL ADDRESS?

Student ID@student.sanjuan.edu

SJUSD assigns all students a Student ID number. There are a couple of ways you can find out your Student ID number.

1. Ask your parent to look on the Parent Portal for Q. When they click on "Student Identifiers," it will list your Student ID.
2. Ask a teacher to look up your Student ID.

WHAT IS YOUR PASSWORD?

SJUSD randomly assigned you a default password. There are a couple of ways you can find out your default password:

1. Ask your parent to look on the Parent Portal for Q. When they click on "Login Credentials," it will list your Student ID and default password.
2. Ask a teacher to look up your default password.

HOW DO YOU LOG ONTO SJUSD?

1. Go to www.sanjuan.edu
2. Click on "Students"
3. Select "Google Apps Login" if you want to access your email account or Google Drive
4. Select "Student Portal" if you want to access Q (to see grades)
5. Type in your Student ID and password in order to login