Joe Michell TK-8 IB World School
Middle School Student Handbook
2026-2027

1001 Elaine Avenue, Livermore, CA 94550
Telephone: (925) 606-4738
Joe Michell's website: www.livermoreschools.org/michell
School Colors: Royal Blue, Gray & White Mascot: Eagle

Student Name:

Grade:

****

Dear Students and Parents/Guardians:
Please read this booklet in its entirety, and then tear off the last page, sign and date it, and return it to your 1st period teacher.

There are new revisions made to this booklet each year, so even if you read last year's, please take the time to look over this current version.

This booklet contains important information that will assist you in having a successful school year. Our entire staff is here to guide you both personally and academically. We look forward to a productive year.

Thank you,

Donielle Machi, Principal
Michelle Seugling, Vice Principal

What does it mean to be a student at an International Baccalaureate (IB) School?

Joe Michell is an International Baccalaureate (IB) School, offering two IB programs:
Grades TK- 5 **Primary Years Program (PYP)**
Grades 6-8 **Middle Years Program (MYP)**

In both programs, students will:

- learn through play, inquiry, and critical thinking
- take assessments judged against clearly outlined criteria
- reflect deeply and frequently on their learning
- develop international-mindedness, and take action as global citizens
- mindfully use their choice, voice, and agency (the capacity to act intentionally)
- learn a second language in a culture where multilingualism is valued
- develop understanding of concepts, skills, and approaches to learning
- demonstrate behavior that shows the IB Attributes (listed below):

Knowledgeable	Reflective	Balanced	Inquirers
Caring	Thinkers	Principled	Risk-Takers
Open-Minded	Communicators		

IB Mission Statement: The IB aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. At IB schools around the world, students are encouraged to become active, compassionate, lifelong learners who understand that other people, with their differences, can also be right.

Asking Questions, Sharing Concerns

To communicate questions or concerns, please use the following steps:

1. **Anytime you have a question or concern, it is best to make the teacher your first point of contact.**
2. When possible, the student should speak with the teacher to express their question or concern. Our teachers are always willing to help students.
3. Students or parents may email teachers through district email: first initial of first name, last name@lvjusd.org) or call the teacher at school: 925-606-4738.
4. Please allow two work days for the teacher to respond. If you receive no response, please call the main office and ask to leave a written message for the teacher.
5. Make an appointment to meet in person with the teacher.
6. If the issue is still unresolved after speaking and working with the teacher, call the office to set up an appointment with the Principal or Vice Principal

We are all members of the same team - parents, students, and teachers.

Grades/Report Cards:

Parents are encouraged to use **Schoology**, our on-line communication system, to review homework, grades and missing assignments, and to communicate with staff. Progress report grades are updated on Schoology at the midpoint of each trimester for all students. Students and parents who are concerned about the student's grades are encouraged to contact the teachers and administrators so that plans for student improvement may be made.

Report cards are emailed to the parent(s) at the end of each trimester.

Homework in The Middle Years Program:

Our middle school staff is dedicated to preparing students for high school while maintaining a focus on the joy of learning, inquiring and investigating. Students can expect most teachers to assign homework. Many teachers post their homework daily on **Schoology**.

Due to Joe Michell's schedule of alternating days (students take 4 classes one day, 4 classes the next day), students can balance their homework assignments; as they don't necessarily have homework for every class every night.

In some classes, long-term projects may be assigned, in others homework is whatever one does not complete in class that day, and in others, homework may be to study for an upcoming test. Some teachers also offer credit if students take on optional inquiry investigations related to the IB Global Contexts they're studying in class. This variety of homework across classes provides our middle schoolers the opportunity to move toward taking ownership and responsibility for managing homework assignments.

Types of assignments by subject:

English/History Core: School District recommends that 6th-8th graders do daily reading at home, 60 minutes a day, Monday - Thursday.
Math: Daily short, focused practice assignments to solidify skills learned in class. Sometimes students will need to complete unfinished classwork. Studying for tests and quizzes. Occasional projects and take-home assessments.
Science: Reading current events articles related to scientific area of study in IB unit, reading textbook pages related to current area of study, student-choice projects such as 3D models, completing laboratory reports based on experiments conducted in class.
Spanish: Study vocabulary, practice verb conjugations, projects where all language skills are used for inquiring, writing & presenting.
STEM: Completing written components of in-class projects, such as writing reflections, designing briefs or completing unfinished sketches and 3D computer models. Practicing new skills such as programming
Visual Arts: Optional: spending extra time working on a project, or finding resources to share with the class.
PE: Occasionally, practicing new skills learned in class. 6th graders will do a small inquiry project.

As a matter of school policy, late work is not accepted unless the student has had an **excused** absence. In that case, it is the student's responsibility to find out what she/he has missed and to get the work turned in as soon as possible.

For every day absent, students have the same number of days to make up work; for example, 2 days absent = 2 days to turn in missing work.

School Hours:

Please arrange transportation for your child to reflect the following:

- Students should not arrive at school earlier than 15 minutes before their start time, unless they are attending zero period classes or eating breakfast in the cafeteria.
- Students are expected to leave school grounds within 15 minutes of the final bell at 2:36pm, unless they are inside a classroom or participating in an organized after-school program. **After 3:05pm (1:45pm on Wednesdays), students are expected to wait for their parents in front of the school.**
- **As a reminder, school rules apply to students on their way to and from school, even off campus.**

Academic Honesty Policy:

At Joe Michell, we respect the work of others; we do not cheat or plagiarize; we use citations to represent the work of others, and we do not aid another with academic dishonesty. We expect all members of the school community to use technology in a responsible manner, as our actions online affect ourselves, our peers, and the entire Joe Michell community.

Academic Dishonesty Definitions:

- Cheating – behavior that creates an unfair advantage or impacts the results of another student. This can include copying from another's paper, using notes or other materials when they are not allowed on a test or quiz, receiving unauthorized help from another during an assignment or test, using someone's notes as your own, or using artificial intelligence (AI) tools in a manner not permitted by the teacher or assignment guidelines.
- Plagiarism – representing the ideas or work of another person as your own and not giving the original author or source proper credit. This includes copying content from print or digital sources, submitting AI-generated work as one's own, and the improper use of online translating software.
- Copying – reproduction of an original.
- Collusion – supporting or communicating inappropriately with another; allowing one's work or tests to be copied or submitted by another.
- Falsification – passing on incorrect information.

If it is determined by the teacher that academic dishonesty has occurred, the following consequences will be used:

1. The student will be issued an "F", no credit given for the assignment and make-up work will not be allowed.
2. The teacher will document the incident with a letter to the parents and a copy to the Vice Principal.
3. Repeated offenses of cheating in the same class may result in a grade of "F" for the class.

Computer Use:

Some of our students' assignments require the use of computers and the internet. Students who use school computers inappropriately may be prohibited from using the school computer systems. Inappropriate use is defined as anything that is non-education related. Unacceptable use of the school computer systems by students includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or through the district's email service
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Damaging computers including but not limited to breaking screens or removing keys
- Hacking into unauthorized website

Electronic Device Use:

California's Phone-Free Schools Act (AB 3216) requires all school districts, county offices of education, and charter schools to adopt a policy limiting or prohibiting student smartphone use during the school day by July 1, 2026. Required exceptions include emergencies, staff-authorized use, medical needs, and use specified in a student's IEP. (California Education Code § 48901.7)

- If your student carries an electronic device to school, it must be turned off and out of sight during school hours unless instructed by a teacher for educational use in the classroom. This includes cell phones, Airpods, headphones and Smart Watches (ie: Apple Watch) **If a student needs to use a phone, he/she may go to the office and inform the office of the emergency.**
- At no time are students permitted to use electronic devices in violation of relevant State and Federal laws or inappropriately on campus. The use of electronic devices to threaten, harass, ridicule, or cyber-bully in other ways are prohibited and may result in suspension or expulsion per the Elementary or Secondary

Electronic Devices Discipline Guidelines.

- Due to privacy laws regarding minors, **cell phone cameras or cameras built into electronic communication devices are not to be used to photograph, image-capture or record students at school or school activities without the prior consent of parents/guardians and approval of school staff,** unless sanctioned by the principal for particular school events such as parades, awards assemblies, sporting events or other performances.

The school will not be responsible for the damage or loss of electronic devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or a school official.

Discipline: Violations of these standards and relevant State and federal laws will result in consequences that are consistent with the Discipline Policy (BP 5144) as outlined in the Elementary and Secondary Discipline Guidelines. (AR 5131.2(b))

Please do not bring to school:

- **Gum** - NOT allowed anywhere at school, at any time.
- **Balloons on Campus** - We appreciate the excitement that birthdays bring. However, balloon bouquets cannot be carried on campus or stored in the classrooms. Please bring your balloon bouquet to the office until the end of the school day.
- **Items to sell on campus** - Students are not permitted to bring items on campus to sell.
- **Personal Property** - The school cannot be responsible for the loss, theft, or destruction of a student's property. For this reason, sports equipment, valuable items, and money should not be brought to school. Jewelry must be removed during PE classes and could possibly be stolen.
- **Dangerous or distracting items,** including sharp objects (other than pens and pencils), sprays, vitamins or medication (either prescription or over the counter) which would be a distraction at school, any items which appear to be illicit drugs (i.e., "look-alike" drugs), toy knives, pocket knives, water pistols, toy guns or ammunition, radios, cameras, laser pointers, permanent pens (such as Sharpies), glass containers, or any objects or substance that could be unsafe or disrupt school activities.

Drop Off/Pickup Zone:

Parents/guardians are asked to use the drop-off/pick-up lane in front of the school by moving as far forward as possible in the lane. Students needing to cross Elaine Ave should use the crosswalk at Wagner Drive for safety reasons. Please do not use the circle drive to drop off or pick up students, this is reserved for LVJUSD Transportation and childcare vans.

Closed Campus:

Joe Michell School is a closed campus. Students may not leave the school grounds before dismissal time without checking out through the office. Parents may check out their child in the main office at any time for lunch, medical or other appointments. **All visitors must check in at the office and be issued a visitor pass before visiting any part of the school (Penal Code 627.2).** Prior arrangements must be made with the principal to visit any classrooms. Student visitors are not allowed.

Attendance:

Students at Joe Michell are expected to be on time to school every day. If students are absent from school for any reason, a parent/guardian must call the ATTENDANCE Line at 606-4738 ext. 2 by 9:00 am on the day of the absence.

The ATTENDANCE line is available 24 hours/7 days a week. Absences must be called in daily. If students are absent for three or more days due to illness/injury, a doctor's note may be required for verification purposes. **Absences must be cleared within three days or they will be considered unexcused.**

Cuts: If a student leaves the school grounds without the permission of the office or does not report to class, it will be considered CUTTING class and the student will receive a disciplinary action.

Tardies: Students are considered tardy if they are not in their scheduled class and in their seat when the tardy bell rings. A student tardy to any period after their first class will receive consequences, including possible detention.

TARDY POLICY

Per Trimester:

3 tardies: email or phone call will be sent to notify parents/guardians about the student's excessive tardiness

4th tardy: 30-minute detention after school on Wednesday. (Lunch detention is available as an alternative.)

After 4 tardies: administrator's discretion

Withdrawal From School: Should a student dis-enroll from school before the end of the school year, he/she must get a clearance slip from the office. All property must be returned and all fines paid before a clearance slip is issued.

Student ID Cards:

All students will receive an ID card when they have their school picture taken. Students will use their ID

cards in the library for checking out items, and at school events, such as dances and athletic games.

Safety Drills:
During all drills we expect students to be serious and silent. If we need to exit the classroom, such as during fire drills, students are expected to walk in a single-file, silent line to the designated spot in the field. Once there, they need to wait silently in their line and await further instruction until the bell rings to return to class. Students should stay in the line and walk quietly back to class.

Associated Student Body (ASB):
The Associated Student Body (ASB) is composed of all students enrolled in the school. Students from the leadership class are elected to represent the ASB. (Please note: our Leadership class takes place after school, during 8th period.) ASB officers and representatives meet regularly to plan activities and discuss school concerns. Some of the activities that ASB officers and the leadership class sponsor include: Dances, School-Spirit activities, Assemblies, Noon-time Activities, Dress Up Days, Fundraisers, and School Projects.

Library:
- The library will be open Monday through Friday. The Library Media Specialist is available for assistance.
- Students are responsible for all materials they check out.
- Lost or damaged books must be paid for at their replacement cost.
- The technology use agreement applies to students' use of the library computers and also for use of the internet.
- Students need their student ID to check out books, including textbooks. All other books (not textbooks) may be borrowed for a four-week period and may be renewed once.
- Students who do not conform to the standards of thoughtfulness of others and adhere to the rules of the library will not be permitted to remain in the library.
- Student yearbooks, promotion activities, and end of the year activities may be withheld until all library books and textbooks are returned at the end of the school year.

Student Activities:
Students who are involved with Joe Michell Middle School feel more connected to our school. We encourage students to be part of our Activities Program. These activities require students to be responsible and self-disciplined. Students whose behavior shows a lack of these qualities may be excluded from activities.

School Dances:
School dances sponsored by the ASB are held throughout the year. Dances are held on Friday evenings. Tickets are sold during the week at lunch time with a current year ID card. Students who plan on attending the dances at Joe Michell need to be aware of the rules for attending them. Students will not be allowed in if they:
- Have one or more suspensions since the last dance
- Do not attend a full day of school the day of the dance

If students behave in an inappropriate way, their parents will be contacted, and the students will be asked to leave. Students are encouraged to make good choices so that everyone can have a good time. Students are not permitted to leave before the dance ends unless a parent has talked to an administrator, and suitable arrangements have been made for transportation home.

Academic Eligibility for Sports Activities:
Joe Michell offers a variety of after school sports activities for all interested students. As per Livermore School Board Policy (BP.5302), a student must maintain at least a 2.0 GPA to participate in extracurricular activities. **In addition, a current "Sports Physical School Form" must be on file for students to participate in any after school sports activity (including team tryouts and practices)**. Physical Cards are valid for one year from the date of the physician's signature (BP 5405).

Athletic Physical Cards:
Students are required to have an athletic physical card on file at the school **prior** to trying out for a team. A physical card must be renewed every year. Visit our website for more information.

School Lunch:
Students may bring lunch from home or receive lunch from the cafeteria. Students may eat lunch in the cafeteria or in the outdoor covered eating area only. Students are responsible for cleaning up after themselves and putting their trash in garbage cans. Aluminum and plastic should be recycled. Students must go directly to the blacktop area when directed to do so by a Yard Duty Supervisor. These Supervisors oversee both lunch and blacktop areas and must be treated with respect. Failure to comply with their directives will result in a behavioral referral.

Comprehensive School Wellness Policy:
The Livermore School District's Comprehensive School Wellness Policy BP 5030 incorporates eight components, one of which is Nutrition. Helping kids make Healthy Choices in the meals and snacks they enjoy is our commitment. Our goal is to partner with parents and families in teaching students to make healthy food choices. Research demonstrates that good nutrition is linked to better behavior and academic performance.

Snack Guidelines:
Please help us in our goal to limit the number of calories consumed from fat, saturated fat, and sugar while students are at school. Snacks served during the school day, and in before/after school programs must also follow state nutritional guidelines.

Snack Items:
- Not more than 35% of total calories from fat (nuts, seeds, individually packaged cheese exempt)
- Not more than 10% of total calories from saturated fat (individually packaged cheese exempt)
- Not more than 35% of total weight from sugar, including naturally occurring and added sugar (fruits and vegetables exempt)
- Not more than 175 calories per individual snack item for ***elementary schools***
- Not more than 250 calories per individual snack item for ***middle and high schools***

Beverage Items:
- 100% fruit/vegetable-based juice; no added sweetener
- Drinking water with no added sweetener
- 2%, 1%, nonfat, soy, rice or other non dairy milk
- No beverage > 12 ounces except water

Bicycle, Skateboard, Scooter Parking and Safety:
Bikes must be parked and locked in the bike cage. The bike cage will be locked during school hours in an additional effort to help secure student bikes. It does not guarantee safety, and the school can give no assurance or warranty that bicycles will be protected from harm.

In the absolute interest of safety, the following rules must be followed:
- Skateboards, scooters and bicycles **must be** walked on campus **at all times**!
- Students are to **walk their** mode of transportation as soon as they enter Joe Michell campus.
- Students will directly put away their mode of transportation upon arrival at school campus.
- **Skateboards, scooters or bicycles may not be used for recreation at any time on campus**.
- School administration reserves the right to prohibit from the school any skateboards, scooters or bicycles, should the use of these items be abused by students.
- Students are expected to follow the law regarding the use of a helmet while riding skateboards, scooters or bicycles. Riders are asked to walk their bike on campus, especially in congested areas such as the sidewalks before and after school.

School Property:
Student-issued textbooks, library books, classroom books, chrome books, STEM laptops, classroom supplies, and locks for PE lockers are loaned to students to use while they are enrolled at Joe Michell School. Students are responsible for keeping these items clean, intact and returning them when due. Students who lose or damage any school items such as these are expected to pay reimbursement costs.

BEHAVIOR STANDARDS
As a part of the IB community, all students, staff, parents, and visitors to our school have the right to be respected in an environment free from abusive statements, written or verbal, which in any way degrade their unique qualities, such as ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such disrespect, intimidation, and abusive language have no place in an educational institution and are not tolerated at Joe Michell School.

DEALING WITH CONFLICT:

How students deal with conflict is one of the most important aspects of learning to get along with others. Conflict is natural, even between friends. Being able to resolve that conflict is a major focus in middle school. There are acceptable and unacceptable ways to resolve conflicts:

Examples of Acceptable Behaviors:

- Talking with others for help
- Asking staff for help
- Asking for an adult conflict manager

Examples of Unacceptable Behaviors:

- Confronting a person in a large group
- Talking about the conflict to people not involved in it (spreading rumors)
- Verbal, physical, or cyber threats to others

At Joe Michell, students are expected to keep their hands (and feet) to themselves. While conflict between peers is part of middle school life, using hands, fists, etc., to resolve conflicts can result in serious consequences. We truly want to ensure that students feel safe and secure at school. We handle each incident independently and work with students on an individual basis. If a student clearly crosses the line, consequences will be assigned.

Physical Education Classes:

Physical Education in the middle school grades requires students to change into a PE uniform. Dressing out takes care of their personal hygiene, allows students to experience movement through a full range of motion and prevents injuries that may result when inappropriate clothing is worn for physical activity. Our PE uniform consists of a t-shirt, shorts, and appropriate footwear. Although we offer PE clothing with our school logo for purchase, this is not mandatory. Our school colors are royal blue, gray, and white. Questions regarding dressing out or school PE uniform may be directed to your students' PE teacher.

Student Dress Code:

The dress code applies to **all** school activities and is based upon the LVJUSD Dress Code.

Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process.

1. Shoes shall be worn at all times, unless not required as part of an instructional activity
2. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols, or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing accessories, or jewelry that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol, or any unlawful acts are prohibited.
3. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
4. Clothes shall be sufficient to conceal undergarments. See-through tops are prohibited.
5. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. School officials shall consider student history and information obtained from community agencies and resources when making these judgements.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Sexual Harassment:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Forms of sexual harassment include but are not limited to the following:

- Verbal harassment such as derogatory comments, jokes or slurs;
- Physical harassment such as unnecessary, unwelcome, or offensive touching, or impeding or blocking movement.
- Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures
- Unwelcome sexual advances

Suspension From School:

For serious disciplinary infractions, students may be suspended from school. Such home suspension means the student will not attend school for the length of the suspension (maximum of five days at any one time). The student is to remain at home during school hours and may not attend any school-sponsored activities such as sporting events, dances, or plays, and may not be on or near any school campus. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. Parents are notified.

Eighth Grade Promotion & Activities:

Eighth graders who are passing all of their classes and meeting behavior requirements are invited to attend the 8th grade activities. An eighth-grade student may advance to high school with one failing grade on his or her report card at the end of the third trimester, two or more summer school may be recommended

Bullying and Cyberbullying:

Students and parents can easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you are concerned about through **SafeSchool Alert.**
Report tips on bullying, harassment, drugs, vandalism, or any safety issue of concern in four different ways:

1. Phone: 1-855-4ALERT1, ext. 1180
2. Text: Text#1180@tip + your tip to ALERT1 or 253781
3. Email: 1180@alert1.us
4. Web: http:1180.alert1.us

How to Deal with Being Bullied

If you have been bullied, it may affect you in many ways. You may not want to go to school or may find it hard to do your homework. You may be losing sleep, eating more or less than usual, having headaches or stomach aches, or getting sick more often. **Know that you do not have to feel this way.**

Your Feelings are Important

- **Do not blame yourself.** It is easy to question whether you are the problem. But no matter what someone says or does, you should not be ashamed of who you are or what you feel.
- **Be proud of who you are**. No matter what they say, there are wonderful things about you. Keep those in mind instead of the disrespectful messages you get from the people who are bullying you.
- **Do not be afraid to get help**. Sometimes it helps to just talk to someone who is not personally involved. Teachers, counselors, and others are there to help. Seeing a counselor or other professional does not mean there is something wrong with you.

What to Do When You Are Being Bullied

The first priority is always your safety. Here are some strategies for you to consider:

- **Tell them to stop**.
- **Walk away**. Do not let them get to you. If you walk away or ignore them, they will not get that satisfaction.
- **Protect yoursel**f. Sometimes you cannot walk away. If you are being physically hurt, protect yourself so that you can get away.
- **Tell an adult you trust**. Talking to someone could help you figure out the best ways to deal with the problem. In some cases, adults need to get involved for the bullying to stop.
- **Find a safe place**. Go somewhere that you feel safe and secure like the library, a favorite teacher's classroom, or the office.
- **Stick together**. Stay with a group or individual that you trust.
- **Find opportunities to make new friends.** Explore your interest and join school or community activities such as sports or art. Volunteer or participate in community service.

Get Help

- **Talk with an adult**. They may have good ideas about what you can do to change how you treat others.
- **Ask for help**. Seeing a counselor or a health professional may be helpful. Sometimes it is good to talk with someone who is not personally involved to help you find solutions

PBIS

	Classrooms	Play Area/ Blacktops	Walkways, Red Tops, Hallways	Bathrooms	Lunch Area	Electronics	Library
We are Principled	Use material responsibly. Follow directions.	Enjoy playground safely and return equipment responsibly. Freeze at the bell and wait for the whistle. Keep food in eating areas.	Walking feet. Respect other's space and property.	Indoor voices. Throw away trash. Flush and wash hands.	Clean up and respect school property. Sort recycling, compost, and trash appropriately. Stay seated until dismissed.	Phone is silenced and stored in backpack. Access and cite online resources appropriately.	Treat all library materials with care and consideration. Maintain a peaceful environment.
We are Open - Minded	Respect different. opinions. Listen to other's ideas and approaches	Apologize and forgive. Invite and welcome others.	Only share positivity about posted materials. Be respectful of student work.		Respect other's food choices.		Explore diverse perspectives. Don't judge a book by it's cover. Be open to discovering new information and ideas.
We are Inquirers	Be prepared to learn. Ask questions.	Be a problem-solver. Be curious and try new activities.				Check on assignments on a regular basis.	
We are Communicators	Listen when others are speaking. Communicate concerns.	See something, say something. Use kind, respectful language.	Use quiet voices. Use appropriate language and topics. Acknowledge and	Have a bathroom pass or permission. Sign in/out if required.	Use polite conversation voices. Raise hand for help. All are welcome.	See something, say something. Interact with teachers and peers in a respectful way	

PLEASE SIGN & RETURN TO YOUR CORE TEACHER

After you have read and discussed this Joe Michell Policies & Procedures Booklet with your parent(s), please have your **parent initial** next to each statement below, then sign and return this page to your **CORE teacher**.

_____Our family has read and discussed the Joe Michell Middle School handbook and all of the school rules and expectations.

_____We understand all books and school materials must be returned in good condition or we will be responsible for their replacement.

_____We have specifically read and understand the cheating and plagiarism policy and the computer use policy.

I, THE STUDENT, AGREE TO THE FOLLOWING:

- I will be responsible if my personally owned student devices are lost, damaged, or stolen. The District assumes no responsibility for loss, theft or damage to any personally owned student device.
- I will keep personally owned student devices secure at all times and not share them with or loan them to others.
- I will keep all personally owned student devices on silent mode or on off mode in my backpack, unless otherwise directed by school personnel.
- While on school property, I will not take photos, audio recordings, or videos with my personally owned student devices or authorized or directed by school personnel.
- I understand that all personally owned student devices may be subject to investigation in accordance with District policy, state law, and federal law.
- I understand that transmission of any material in violation of any federal or state law, or District policy or regulation, is prohibited.

WE, THE STUDENT AND PARENT/GUARDIAN, AGREE TO THE FOLLOWING:

- We understand that any student-owned devices brought to school are the responsibility of the student.
- We understand that violating this agreement may result in disciplinary actions in accordance with district Acceptable Use Policy and regulations, state law and federal law.
- We understand the expectations and responsibilities associated with the proper care and handling of personally owned student electronic devices while at school.
- We will be responsible for the setup, repair, and maintenance of personally owned student devices.
- We understand that teachers will not store personally owned student devices.

Print Student Name: _____ Student Signature: _____

Print Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ Date: _____

8/2025