

INGRID B. LACY MIDDLE SCHOOL

STUDENT HANDBOOK 2026-2027

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Principal: Guillaume Gendre

Assistant Principals: Chido Garcia | TBD

Superintendent: Dr. Carisa Bowman, Pacifica School District

BULLDOGS POWERED BY **BARK**

Belonging
Accountability
Respect
Kindness



WELCOME TO THE BULLDOG COMMUNITY

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

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

General School Operations & Office Information

General School Operations & Health

- **Office & Supervision Hours:** Office hours are 7:30 am to 4:00 pm. School-wide supervision begins at 8:45 am. Afternoon supervision ends at 3:25 pm daily (2:20 pm on Wednesdays).
- **Emergency Forms:** Every student must have an updated emergency form on file. Students receive this form at the beginning of the school year to be completed and returned to their first-period teacher. If your address or phone number changes, please update your form through the office immediately. Incomplete or incorrect data could endanger a student's life in an emergency.
- **Immunizations:** California School Immunization Law requires students to be up to date on their immunizations to attend school. Written documentation must be presented to the office. Incoming students not meeting requirements will be excluded from school in the fall until requirements are met.
- **Medical Needs & Illness:** School personnel can only administer first-aid; we cannot diagnose or treat illnesses or previous injuries. If a student is too ill to be in class, they are too ill to remain in school. When a sick or injured student is brought to the office, the secretary will administer first-aid and notify parents of serious problems.
 - *Medications:* If a student must take medication during school hours, written notification must be on file. Provisions for storage must be made with the school secretary. We do not administer aspirin, Tylenol, or Motrin without a parent note. All medicine must be in its original bottle.
- **Leaving During School Hours:** Students may not leave school grounds during the day without authorization. If a student must leave, a parent/guardian (or an adult listed on the emergency card) must sign them out at the front office prior to taking them off campus (the parking lot is considered off-campus). Prior notification is helpful so the student is ready in the office. Students returning from appointments must check in at the office.

PBIS & THE BULLDOG WAY

Ingrid B. Lacy Middle School values diversity, ensuring that all students have access and opportunities to fully engage in all academics, programs, and our community. We believe every student has a right and responsibility to learn, every teacher has a right and responsibility to teach, and every family member has a right and responsibility to support a home/school partnership for student learning.

At Ingrid B. Lacy Middle School, we proudly uphold the **BARK** character traits: Bulldogs **B**elong, are **A**ccountable, **R**espect All, and are **K**ind. These principles guide our school community in fostering a positive and inclusive environment.

Positive School Climate and Culture Initiative

Our climate relies on three restorative strategies involving the entire school community. We aim for every student and school community member to feel safe, honored, valued, and respected at IBL.

1. **Advisory Class:** Takes place every Wednesday morning and consists of a certificated staff member and their homeroom students (students do not receive a letter grade). It ensures at least one adult knows each student well, ensures learning needs are met, and encourages good academic choices. Advisories are designed to foster stronger adult-student and peer-peer relationships, utilizing group discussions and team-building exercises.
2. **Restorative Practices:** IBL uses restorative practices to address and resolve conflicts by bringing individuals together in a safe, structured setting. Trained staff facilitate restorative circles where participants openly discuss the impact of the conflict to find a resolution, promoting accountability, empathy, and understanding.
3. **Positive Behavior Interventions and Supports (PBIS):** Importantly, PBIS does not mean that misbehavior goes without consequences. Rather, it pairs necessary accountability with a proactive approach: teaching and reinforcing appropriate behaviors, preventing issues before they start, and recognizing positive choices to help students develop essential social and emotional skills.

BULLDOG BEHAVIORAL MATRIX: MAKING WAVES OF POSITIVE CHOICES

Setting	Belonging	Accountability	Respect	Kindness
All Settings / Classrooms	- Use inclusive language. - Invite others to participate. - Celebrate different perspectives.	- Arrive prepared with materials. - Stay on task. - Use equipment for its intended purpose.	- Follow adult directions. - Listen when others speak. - Maintain personal space (arms length).	- Use affirming words. - Offer help to peers. - Share resources and space.
Passing Periods / Snack	- Greet peers with a smile. - Invite others into conversations.	- Walk at a safe pace. - Transition directly to your destination. - Manage time to arrive on time.	- Use conversational voices. - Keep hallways clean. - Keep hands/feet to self.	- Hold doors for others. - Be mindful of others' personal space in crowded areas.
Arrival & Departure Transit	- Represent our school community with pride. - Follow all boarding procedures.	- Have your pass/ID ready. - Follow all bus/school rules and expectations.	- Follow driver instructions. - Respect the property of neighbors and citizens.	- Use "Please" and "Thank You." - Give others adequate seating space. - Use polite manners.
Bathrooms	- Ensure access for everyone. - Respect the privacy of all students.	- Wash hands with soap. - Return to class promptly. - Report any issues to an adult.	- Flush after use. - Use fixtures gently. - Keep walls and mirrors clean/free of marks.	- Leave the space clean for the next person. - Conserve paper and water.
Lunch & Recess	- Invite others to join your table or game. - Look for those who are alone.	- Clean up your own space. - Stay in supervised areas. - Return equipment to its home.	- Use appropriate table manners. - Use a respectful tone with staff. - Treat equipment with care.	- Use "Please" and "Thank You" with staff. - Practice good sportsmanship. - Use food to nourish yourself.
Library & Technology	Maintain the library as a shared space for all students.	- Bring a fully charged device daily. - Use tech for its intended learning purpose. - Return books to the drop-box.	- Respect digital footprints and privacy. - Handle devices with care. - Take screenshots/pictures only for schoolwork and with permission.	- Support peers with tech troubleshooting. - Post positive comments. - Welcome others to the space.

Bulldogs BELONG

Bulldogs include others, celebrate diverse perspectives, and stand up against exclusion.

Creating an Inclusive Environment Every student deserves to feel safe, honored, valued, and respected. We expect all students to speak to and treat everyone respectfully.

Anti-Bullying Policy

Bullying in any form is not allowed and will not be tolerated at IBL. Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm, and involves repetition or potential repetition of a deliberate act.

- **Physical Bullying:** Using physical force to hurt another student (hitting, punching, pushing, pantsing, kicking, spitting, pinching), interfering with belongings, or demanding/stealing money.
- **Verbal Bullying:** Directing words at another student to put them down or humiliate them (threatening, taunting, intimidating, shouting, insulting, sarcasm, name-calling, teasing) or using hostile gestures.
- **Relational Bullying:** Influencing or harming friendships by deliberately leaving others out, spreading gossip/rumors, whispering, giving the silent treatment, ostracizing, scapegoating, or creating hurtful drawings/posters.
- **Cyber Bullying:** Electronically creating or transmitting harassing communications (via cell phones, texts, emails, social networking) including direct threats, spreading harmful texts/images, breaking into another person's electronic account, or assuming their online identity.

Reporting: Students should report incidents to teachers or school personnel. Parents are encouraged to contact administrators or the counselor. Students may also anonymously report issues through the **Bulldog STOPit App**.

Unlawful Harassment

IBL maintains a strict policy prohibiting harassment because of race, sex, color, national origin, ethnicity, religion, age, physical or mental disability, gender identity, or any other bias protected by law. Unlawful harassment includes verbal conduct, inappropriate pictures/drawings, physical conduct/contact, cyber bullying, and retaliation. All such harassment is unlawful, offensive, and must be addressed; violations may result in suspension or expulsion.

Bulldogs are ACCOUNTABLE

Student, Family and School Personnel Responsibilities

- **Students:** Bulldogs arrive on time, complete their own work, and take responsibility for their education and are accountable for their actions.
- **Families:** Ensure students arrive on time, arrange medical appointments outside school hours, encourage good study habits, communicate with teachers, and reinforce school values and proper care of property.
- **School Personnel:** Create a safe learning environment, deliver engaging instruction, model respect and positive behavior, communicate with families, and hold students accountable.

Attendance & Punctuality

Regular attendance and punctuality are the first steps toward academic success. By law, parents and guardians are responsible for ensuring their student attends school consistently. Arriving late creates a disruption not only for the tardy student but for the entire classroom, making on-time arrival essential to everyone's learning.

- **Reporting Absences:** Parents/guardians must notify the school within 3 days of an absence by calling the front office (preferably by 10:00 am) at 738-6665, providing a written note/email, or providing a physician's verification.
- **Excused Absences:** Personal illness, medical/dental appointments (try to schedule these outside school hours), attendance at immediate family funeral services, or specific personal reasons (court, religious holidays).
 - *14-Day Rule:* After 14 illness absences in a school year, any further illness absences must be verified by a physician.
- **Unexcused Absences:** Oversleeping, traffic, transportation problems, work at home, traveling, or outside activity practices.
 - *Truancy (SARB):* By law, 3 unexcused absences classify a student as truant. Parents will receive a letter. After the third letter, the student and family must appear before the Student Attendance Review Board (SARB).
- **Tardiness:** Students are tardy if not seated in their first-period class by 9:00 am. Arrivals after 9:00 am require a tardy pass from the office.
 - *Excused:* Medical appointments or illness (requires a note).
 - *Unexcused:* Oversleeping, traffic, etc. Chronic offenders face administrative referral. A lunch detention will be assigned beginning with the third unexcused tardy and every third tardy thereafter.
 - Students will receive lunch detention for being tardy to classes during the school day. (periods 2-6)

Academics, Homework & Integrity

- **Homework Policy:** Families should expect students to have roughly 60 minutes of homework per night (Monday–Thursday). Students are encouraged to use the Homework Center for support.
- **Make-Up Work:** Students have two days to make up work for every one day of either excused or unexcused absence. When absent, check Jupiter Ed or Google Classroom, and email the teacher with questions.
- **Binder Reminders:** All students must carry their school issued Binder Reminder in their backpacks to track assignments. Families should check this weekly. (Funded by PTO donations).
- **Academic Integrity:** Cheating, copying work, or plagiarism is unacceptable. This includes copying from the internet, a text, another student, or use of all AI tools. Violations result in an F/zero grade for the assignment/test, a call home, and progressive discipline for all students involved.

Grade Reporting & Recognition

- **Jupiter Grades:** Teachers update online grades at least every two weeks. Parents receive login info at the beginning of the year.
- **Report Cards & Conferences:** Report cards are issued three times a year, with progress reports mid-trimester. Students must return the envelopes signed by parents. Parents are always welcome to email/call teachers for conferences.
- **Marking System:** A+ (4.2/100%), A (4.0/94-100%), A- (3.8/90-93%), B+ (3.2/87-89%), B (3.0/83-86%), B- (2.8/80-82%), C+ (2.2/77-79%), C (2.0/73-76%), C- (1.8/70-72%), D+ (1.2/67-69%), D (1.0/63-66%), D- (0.8/60-62%), F (0.0/0-59%).
- **Academic Excellence:** Recognized each trimester.
 - *Merit Roll:* 3.0 GPA
 - *Honor Roll:* 3.5 GPA
 - *Principal's List:* 4.0 GPA
- **Parent-Teacher-Student Conferences:** Parent–teacher–student conferences are held three times a year. In the fall, all families meet with their student's homeroom teacher. In the winter and spring, families may meet with any teachers they feel would be helpful.
- Communication between teachers, students, and families is essential for academic success, and families are encouraged to reach out to teachers with any concerns or questions. Students who do not meet the **1.8 GPA cumulative requirement** will be excluded from end-of-year activities.
- **Promotion & 8th Grade Activities:** 8th graders falling below a cumulative 1.8 GPA will be excluded from end-of-year activities (Dinner Dance, Great America). Serious misconduct (acquiring 12+ behavior points) results in exclusion from all activities *and* may also result in exclusion from the promotion ceremony.
 - *Promotion Awards:* Recognitions include the Ingrid B. Lacy Memorial Scholarship, Academic Achievement Awards, Spirit Award for Citizenship, and the Presidential Academic Achievement Award.

Cell Phones, Smartwatches & The Yondr Pouch

To foster a positive, distraction-free learning environment, IBL is a **Phone/Smartwatch-Free School**. We use the Yondr pouch system to securely store cell phones and smartwatches, allowing students to keep their devices without the temptation to use them during class.

Daily Procedures

- **Arrival:** During homeroom, all devices (phones, smartwatches, earbuds) must be turned completely off, placed into the student's assigned Yondr pouch, and locked. The locked pouch stays in the student's backpack all day.
- **Dismissal:** Students will tap their pouches on the unlocking stations near the campus exits to retrieve their devices at the end of the day.
- **Student Phone Calls:** If a student needs to call their parent or guardian during the school day, they may go to the main office to unlock their pouch and access their phone.
- **Late Arrival / Early Dismissal:** Pouches can be locked or unlocked at the main office when checking in or signing out.

Pouch Accountability The pouch is school property. Students must bring it to school daily. If a student forgets their pouch, their phone must be turned into the main office for the day. **Lost or intentionally damaged pouches (ripped, bent pins, forced open) will result in a \$20 replacement fee.** **Violations & Consequences** Using a device during the day, having an unpouched device, or damaging the pouch to access a phone will result in the following progressive consequences:

- **1st Offense per trimester:** Device confiscated and sent to the office. The student may pick it up at the end of the day.
- **2nd Offense per trimester:** Device confiscated. A parent/guardian must come to the office to pick it up.
- **3rd Offense per trimester:** Parent/guardian pickup required. The student must turn their phone into the main office every morning for the remainder of the trimester. Additional discipline may apply.

Tip for Parents: If you need to reach your child during the school day, please do not text them. Call the main office at **(650) 738-6665**, and we will promptly relay the message!

Dress Code

School is a place of business, and the dress code minimizes distraction to ensure a safe learning environment. It applies to the school day and all school-sponsored events.

- Clothing, jewelry, and items must be free of writing/pictures that are vulgar, lewd, profane, sexually suggestive, or promote drugs, alcohol, tobacco, or illegal activity.
- Clothes shall be sufficient to conceal undergarments.
- Hats and caps may be worn indoors if the student's eyes and ears are visible and unobstructed.
- Appropriate, safe shoes must be worn at all times.
- Students in violation will change into a PE uniform in the office, and parents/guardians will be contacted.

After School Accountability

Families must have a plan for what their children do after school. Teachers are in meetings after school, so there is no general supervision. Students must leave campus or report to an approved program:

- **Homework Center:** A quiet space staffed by a certificated teacher, open Mondays, Tuesdays, and Thursdays from 3:15 to 4:00 pm.
- **Boys and Girls Club:** Open every afternoon and early on Wednesdays. Membership fees are minimal (scholarships available); forms are in the office.

Bulldogs RESPECT ALL

Bulldogs respect property, follow campus rules, and care for our shared environment.

Property & Technology

Textbooks: Students may be assigned "home sets" of textbooks costing \$40–\$100 each. Students are accountable for loss or damage (Board Policy 6161.2) and must return them at year's end.

Technology & Chromebook Use Ingrid B. Lacy Middle School is fortunate to offer students the opportunity to use technology in their daily learning.

- **Classroom Use:** Students will not be assigned a personal Chromebook to carry around campus. Instead, students will have access to class sets of Chromebooks to use during instructional time. Students must treat these shared classroom devices with respect and use them appropriately.
- **Take-Home Chromebooks:** If a student requires a computer to complete homework, the school will assign a dedicated Chromebook for the student to keep at home for the school year. To request a take-home device, parents or guardians must fill out a "**Take-Home Technology Request Form**," which is available in the main office.

- **Accountability:** Whether using a shared classroom device or an assigned take-home computer, students and families are responsible for its care and safekeeping. Per Board Policy 6161.2 and the Pacifica School District's Technology Agreement, students will be liable for damage and may be subject to disciplinary action resulting from misuse, neglect, or vandalism.

Campus Environment & Health Wellness

- **Health and Wellness Policy:** District policy prohibits selling or providing unhealthy food during school hours. To maximize instructional time and adhere to state nutritional guidelines, **students and parents may not bring snacks/treats to share for birthdays or celebrations.** Delivered balloons/bouquets will be held in the office until the end of the day.
- **Food & Gum:** Gum chewing is NEVER allowed on campus. Students may not eat in classrooms. Water bottles are encouraged, but glass containers are prohibited.
- **Energy Drinks:** Energy drinks such as Monster, Red Bull, Rockstar, and other highly caffeinated beverages are strictly prohibited. These items are unhealthy for adolescent development and negatively impact a student's ability to sit still, focus, and succeed academically. Any energy/caffeinated drinks brought onto campus will be confiscated and discarded.
- **Restrooms:** Use restrooms properly during passing periods. Keep them clean and free of graffiti.
- **Lunch Rules:** Walk to the lunch area. Deposit trash properly. Eat only inside the MPR or courtyard tables. Once finished, you may visit the Library (no food/drinks allowed inside).
- **Passes & Assemblies:** A pass is required to be out of class. During assemblies, practice formal audience behavior: listen respectfully and remain seated until dismissed.

Lunch Time & Passes

- **Lunch Rules:** Walk safely to the lunch area without your backpack (backpacks are not permitted during lunch). All food and drinks must be kept inside the MPR or at the courtyard tables. Observe all safety rules: clean up your trash, and do not shove, run, or throw items. Once finished eating, you may use the field, basketball courts, library (no food/drinks inside), or stay in the courtyard. Wandering the campus or hallways is not allowed.
- **Passes:** When classes are in session, a student is required to have a pass to be out of class.

Assemblies

Assemblies are educational experiences providing an opportunity to learn formal audience behavior. Students must be respectful and appreciative, arrive and depart in an orderly manner, and remain seated until dismissed by a staff member.

Bulldogs are KIND

Student Responsibilities: Bulldogs speak to and treat EVERYONE appropriately and respectfully. They keep hands, feet, and objects to themselves, use school equipment safely, and leave valuables/toys at home. Bulldogs offer help, use polite words, and treat others with empathy and compassion.

Commuting Safely

- **Pedestrians & Wheels:** Always use crosswalks and obey traffic signals. Walk bikes on school grounds and in crosswalks. Skateboards are NOT to be ridden on school grounds at any time. Lock bikes/skateboards/scooters in the designated storage area. State Law requires helmets for all riders (bicycles, scooters, skateboards).

Partnering with Families for E-Bike Safety: Student safety remains a top priority, and we are seeing an increase in the number of students using E-Bikes as transportation to and from school. We would like to partner with families to reinforce safe riding practices, review expectations, and help ensure all students arrive safely each day.

We would like to clarify the difference between an E-Bike and an E-Moto.

- **Legal E-Bikes**
 - Max Power 750 watts
 - Max Speed 20 mph for Class 1 & Class 2 (currently no age limit)
 - Max Speed 28 mph for Class 3 (**rider must be 16 years old**)
- **E-Motos (Electric Motorcycles)**
 - Throttle-activated electric two-wheelers **without** working pedals
 - Throttle-activated electric two-wheelers **with** working pedals that have motors larger than 750 watts, or if the motors work above 20 mph

*Companies are marketing these devices to teens and pre-teens, and are misleading the public into believing they are legal E-Bikes and appropriate for children. It is not legal for **anyone** without a driver's license and DMV plates to operate E-Motos on public streets, sidewalks, or school property.*

It is not legal for anyone under 16 to operate an E-Scooter (learner's permit or driver's license required, helmet required under 18).

Prioritize safety when your student is riding an E-Bike to school. Remember:

- E-Bikes are heavier and faster than conventional bikes, and are harder to control and stop, especially for inexperienced riders. It is important to practice before riding on streets or trails.
- E-Bike riders (and all bicyclists) must understand and follow the same rules as vehicles, including stop signs, lane use, and signaling. Speeding and reckless riding are prohibited.
- Wearing a properly fitted helmet is important and required for those under 18, including passengers.
- Riding double on e-bikes is not safe and is prohibited unless the bike is specifically designed with a second seat with footpegs. Standard e-bikes are built for a single rider, even if they have an elongated seat.
- Using headphones or earbuds when riding is dangerous; riders need to be able to hear what is going on around them.
- All electric bicycles must now be equipped with a red reflector or a red light (solid or flashing) that is visible from about 500 feet at all times, not just at night.
- Per AB1096, all electric bicycles must have a manufacturer produced permanent classification sticker visible.

Bus Riders (SamTrans):

Bus riders must follow SamTrans Code of Conduct at all times. A person who violates the Code of Conduct or commits another public offense on a SamTrans vehicle may be excluded from SamTrans for a defined or indefinite period of time.

Sam Trans Code of Conduct:

1. Harassment against SamTrans bus operators or other staff or passengers is not tolerated on the bus, paratransit, microtransit, or at bus stops and stations. "Harassment" includes physical harm, intimidation, verbal threats, name-calling, and sexual harassment.
2. Avoid disruptive conduct, horseplay, unnecessary conversation, and close contact with District vehicle and bus operators. Let drivers focus on the road.
3. The District does not tolerate discrimination towards any passenger or SamTrans employee based on their race, color, national origin, religion, marital status, sex, sexual orientation, gender identity, pregnancy, ancestry, age, military status, disability, genetic information, or any other protected status.
4. Paying the correct fare is required to ride the bus.
5. Sexual harassment, sexual conduct, and indecent exposure towards a fellow passenger or SamTrans employee are strictly prohibited.
6. Fighting, pushing, unwanted physical contact, spitting, throwing objects, vulgar language, yelling, shouting, and excessive noise are prohibited on buses, and at bus stops and stations.
7. Opening or tampering with emergency windows and doors is prohibited, except during an emergency.
8. The use of alcohol, marijuana, tobacco, e-cigarettes, vaporizers, and illegal drugs is prohibited on buses, paratransit, and microtransit, and at bus stops and stations. Open containers of alcohol are not allowed on buses, paratransit, and microtransit.
9. For safety reasons, congregating or loitering on a bus near the doorways and in aisles, or at a bus stop in a way that blocks entry and exit to a bus, or intentionally delaying a bus, is prohibited. All aisles must be kept clear of personal items throughout a bus.
10. Weapons, firearms, projectiles, knives, replica weapons, explosives, and containers including flammable materials are not allowed onboard District vehicles.
11. Riders must always comply with the instructions of the driver regarding operating of the vehicle and matters of safety to avoid an accident.

Maintaining a Safe Community

- **Hands to Yourself:** We resolve conflicts with words. Fighting or physical altercations are not tolerated and will result in a suspension.
- **Weapons:** Weapons, knives, explosives, laser pointers, or look-alike dangerous objects are strictly prohibited. Students must not carry weapons or dangerous items to school or school-sponsored activities. It is a crime to bring a weapon onto school grounds. This includes clubs, toy guns, knives of any type/size, or any object construed as a weapon. Failure to comply results in police involvement, detention, suspension, and/or expulsion.

Discipline Policies, Procedures AND Consequences

The Governing Board believes all students have the right to be educated in a safe and positive learning environment free from disruptions. We use Progressive Discipline and restorative practices to help students interact appropriately. Discipline is firm, fair, and consistent. Minor problems are handled by teachers/yard supervisors; repeated or serious problems are referred to the principal.

School Wide Progressive Discipline Steps

1. Verbal warning.
2. Individual Student-Teacher conference (email home or request for counselor assistance).
3. Phone call or email home.
4. Administrative Referral. (Note: When a student receives three referrals from the same adult, a restorative circle is held to repair the relationship).

Administrative Referral Process

When referred to the office, the administrator/counselor conferences with the student and teacher. Consequences are assigned and may include restorative practices, reprimand, lunch detention, after-school detention, parent conferences, confiscation of property, loss of privileges, suspension, or expulsion. Chronically referred students may face group conferences, behavior contracts, or cancellation of inter-district transfers.

Behavior Point Policy & Loss of Privileges: IBL tracks conduct using a point system. Accumulating points leads to consequences and loss of privileges:

- **1 point:** Lunch Detention
- **2 points:** After School Detention
- **4 points:** Suspension (+1 point for each additional day of multi-day suspension).
- **Loss of Privileges:**
 - **Accumulating 4 Points:** Earning 4 points in a single trimester will result in exclusion from the next school activity or assembly.
 - **Community Service Option:** Limited community service opportunities will be offered each trimester. Students may complete school-based community service to regain their eligibility for the next activity or assembly.
 - **12 points total:** Exclusion from ALL further school activities for the year (dances, field trips, 8th-grade Dinner Dance, Great America Trip).

Conduct Code Violations Overview (PSD Policy 5131)

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

Prohibited student conduct and consequences include, but are not limited to:

Ingrid B. Lacy Middle School Consequences Matrix

Inappropriate Behavior	Possible Consequences
Tardiness or unexcused absence from school.	Informal talk, parental involvement, lunch detention, detention, SARB letter/ referral
Willful defiance of staff's authority.	Formal conference, parental involvement, lunch detention, detention
Conduct that disrupts the orderly classroom or school environment.	Informal talk, parental involvement, lunch detention, detention
Obscene acts or use of profane, vulgar, or abusive language.	Informal talk, parental involvement, lunch detention, detention, suspension 48900i
Wearing of any attire that violates district or school dress codes, including gang-related apparel.	Informal talk, formal conference, parent involvement, change of clothes, lunch detention, detention
Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy.	Confiscation, parental involvement, lunch detention, detention (please see below for IBL's policy on cell phones and smart watches)
Discrimination, harassment, intimidation, or bullying of students or staff.	Formal conference, parental involvement, lunch detention, detention, suspension, expulsion 48900.4
Plagiarism, use of AI or dishonesty on school work or tests.	Parental involvement, failing grade on assignment or test, lunch detention, detention
Theft of property belonging to students, staff, or the district.	Parental involvement, suspension, 48900.g
Possession, use, or being under the influence of tobacco, alcohol, selling or other prohibited substances.	Parental involvement, suspension, expulsion 48900.c 48900.d
Damage to or destruction of property belonging to students, staff, or the district.	Parental involvement, restitution for damages, suspension 48900.4
Damage to district issued Chromebooks, textbooks or Yondr Pouches	Parental involvement, restitution for damages, detention, suspension 48900.f
Conduct that endangers students, staff or others by fighting	Parental involvement, detention, suspension, expulsion 48900.a.1
Conduct that endangers students, staff or others by physical assault or battery	Parental involvement, suspension, expulsion
Conduct that endangers students, staff, or others by possession of a firearm or other weapon, including knives or imitation firearms	Parental involvement, suspension, expulsion 48900.m 48900.a.1.(B)
Attempted or committed sexual assault, committed a sexual battery or committed sexual harassment	Parental involvement, detention, suspension, expulsion 48900.n 48900.2
Engaged in act of bullying	Parental involvement, detention, suspension 48900.r
Attempted, threatened, caused or participated in hate violence	Parental involvement, detention, suspension 48900.3
Harassment, threats or intimidation creating an intimidating or hostile educational environment	Parental involvement, detention, suspension 48900.4
Conduct that endangers students, staff, or others by possession of explosive devices, including fireworks.	Parental involvement, suspension, expulsion 48900.b 48900.a.1 (B)
Failure to remain on school premises in accordance with school rules	Parental involvement, detention
Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)	Confiscation, parental involvement, lunch detention, detention



2026-2027

Ingrid B. Lacy Bell Schedule



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

Opening Bell	8:57
Homeroom	9:00 – 9:06
Period 1	9:06 – 9:59
Period 2	10:02 – 10:55
Period 3 (6/7)	10:58 – 11:51
Period 3 (8)	11:33 – 12:26
Period 4 (6)	11:54 – 12:47
Period 4 (7/8)	12:29 – 1:22
Period 5	1:25 – 2:18
Period 6	2:21 – 3:14

Lunch Time

8th 10:55 - 11:30

7th 11:51 - 12:26

6th 12:47 - 1:22

Advisory Schedule (Wednesday)

Opening Bell	8:57
Advisory	9:00 – 9:20
Period 1	9:20 – 10:00
Period 2	10:03 – 10:43
Period 3 (6/7)	10:46 – 11:26
Period 3 (8)	11:16 – 11:56
Period 4 (6)	11:29 – 12:09
Period 4 (7/8)	11:59 – 12:39
Period 5	12:42 – 1:22
Period 6	1:25 – 2:05

Lunch Time

8th 10:43 – 11:13

7th 11:26 – 11:56

6th 12:09 – 12:39

Minimum Day Schedule

Opening Bell	8:57
Period 1	9:00 – 9:40
Period 2	9:43 – 10:23
Period 3 (6/7)	10:26 – 11:06
Period 3 (8)	10:56 – 11:36
Period 4 (6)	11:09 – 11:49
Period 4 (7/8)	11:39 – 12:19
Period 5	12:22 – 1:02
Period 6	1:05 – 1:45

Lunch Time

8th 10:23 – 10:53

7th 11:06 – 11:36

6th 11:49 – 12:19