



GREENE

Respectful
Open-minded
Community of
Kind and
Safe students

Frank S. Greene Jr. Middle School

Greene Middle School is a collaborative community of students, families, and staff dedicated to a supportive and safe learning environment which fosters a sense of belonging, academic growth, personal enrichment, resilience, and independence.

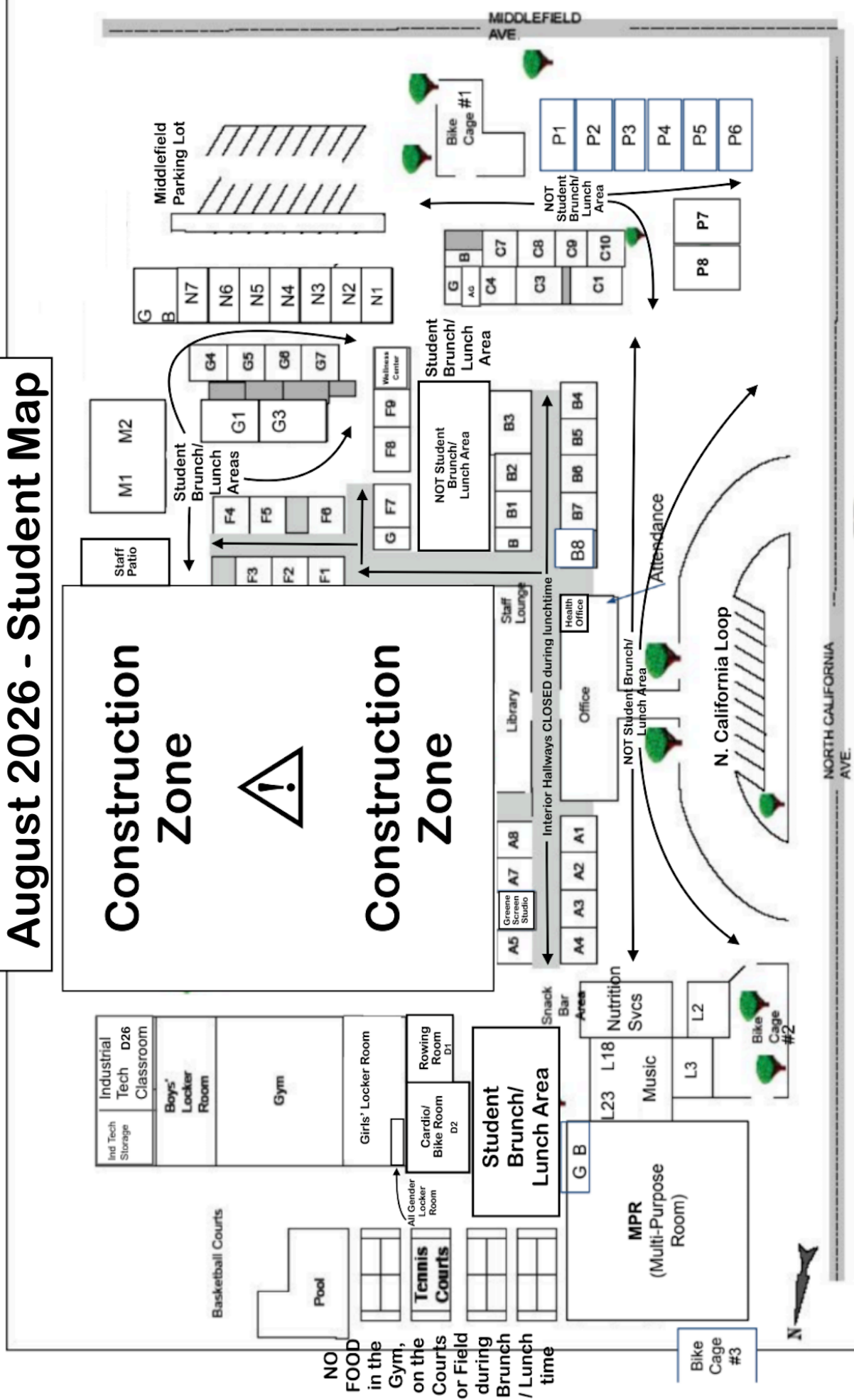
This Binder Reminder Belongs to:

Student Name: _____

Grade: _____ **Advisory:** _____

Greene Middle School

August 2026 - Student Map





Greene Middle School

Daily Bell Schedule

2026-2027



STUDENTS: Fill in your schedule for each class period and any lunch clubs below

Monday		Tuesday		Wednesday		Thursday		Friday	
8:30-9:15 Period 1 & Announcements		8:30-10:00 Period 1 & Announcements		8:30-10:00 Period 5 & Announcements		8:30-10:00 Period 1 & Announcements		8:30-10:00 Period 5 & Announcements	
9:20-10:00 Period 2									
10:00-10:10 Brunch		10:00-10:10 Brunch		10:00-10:10 Brunch		10:00-10:10 Brunch		10:00-10:10 Brunch	
10:15-10:55 Period 3		10:15-11:40 Period 2		10:15-11:40 Period 6		10:15-11:40 Period 2		10:15-11:40 Period 6	
11:00-11:40 Period 4									
11:40-12:15 Lunch 12:10 Clean-up Bell		11:40-12:15 Lunch 12:10 Clean-up Bell		11:40-12:15 Lunch 12:10 Clean-up Bell		11:40-12:15 Lunch 12:10 Clean-up Bell		11:40-12:15 Lunch 12:10 Clean-up Bell	
12:20-1:00 Period 5		12:20-1:45 Period 3		12:20-1:45 Period 7		12:20-1:45 Period 3		12:20-1:45 Period 7	
1:05-1:45 Period 6									
1:50-2:30 Period 7		1:50-3:15 Period 4		1:50-2:30 PRIME (SSR/Advisory)		1:50-3:15 Period 4			
2:30-2:40 Office Hours				2:30-2:40 Office Hours					

Check your class schedule in IC or Schoology through Classlink Launchpad

(launchpad.classlink.com/pausd)

PAUSD Middle School Daily Bell Schedule (5-day week)

Monday 7-Period Day	Tuesday A-Day	Wednesday B-Day	Thursday A-Day	Friday B-Day
8:30-9:15 Period 1 & Announcements	8:30-10:00 Period 1 & Announcements	8:30-10:00 Period 5 & Announcements	8:30-10:00 Period 1 & Announcements	8:30-10:00 Period 5 & Announcements
9:20-10:00 Period 2				
10:00-10:10 Brunch	10:00-10:10 Brunch	10:00-10:10 Brunch	10:00-10:10 Brunch	10:00-10:10 Brunch
10:15-10:55 Period 3	10:15-11:40 Period 2	10:15-11:40 Period 6	10:15-11:40 Period 2	10:15-11:40 Period 6
11:00-11:40 Period 4				
11:40-12:15 Lunch 12:10 Clean-up Bell	11:40-12:15 Lunch 12:10 Clean-up Bell	11:40-12:15 Lunch 12:10 Clean-up Bell	11:40-12:15 Lunch 12:10 Clean-up Bell	11:40-12:15 Lunch 12:10 Clean-up Bell
12:20-1:00 Period 5	12:20-1:45 Period 3	12:20-1:45 Period 7	12:20-1:45 Period 3	12:20-1:45 Period 7
1:05-1:45 Period 6				
1:50-2:30 Period 7	1:50-3:15 Period 4	1:50-2:30 PRIME (Advisory)	1:50-3:15 Period 4	
2:30-2:40 Office Hours		2:30-2:40 Office Hours		

Special schedules will be posted when applicable on the Greene website, Schoology, and Parent Square.

HELPFUL TIPS

OFFICE HOURS

Teachers are available in their classrooms to provide extra student support during Office Hours.

Homework Habitat – Homework Center

Check the Greene website for a schedule and additional information on Homework Habitat, our Homework Center.

Questions to Ask Your Teacher at Office Hours

1. Can you help me remember what our homework is for tonight?
2. I have a question about tonight's homework, can you please help me with it?
3. Can you help me understand what we did in class today?
4. Can you help me "chunk" a big assignment?
5. Can I redo an assignment for a better grade?
6. Can I talk to you about getting an extension on an assignment?
7. I've been absent.... What did I miss?
8. I have some assignments to turn in because I've been late or absent.
9. Could I please get another copy of...? Could I borrow....?
10. What can I do to improve my grade?
11. I feel really behind, what can I do to get caught up?
12. Can you help me organize my binder?
13. Can you help me use Schoology and/or Infinite Campus?
14. Can I talk to you about....?
15. You asked me to come to Office Hours, here I am!

Palo Alto Unified School District

SCHOOL YEAR CALENDAR FOR 2026-2027

JULY 2026							Important Dates							JANUARY 2027 18 days							
S	M	T	W	T	F	S	Aug 11	K-8 Teacher Work Day						S	M	T	W	T	F	S	
			1	2	LH	4	Aug 13	9-12 Staff Development Day											H	2	
5	6	7	8	9	10	11								3	SD K-8	WD 9-12	5	6	7	8	9
12	13	14	15	16	17	18	Oct 19	First Day of School						10	11	12	13	14	15	16	
19	20	21	22	23	24	25	Jan 4	First Day of Full-Day Kindergarten						17	H	19	20	21	22	23	
26	27	28	29	30	31		Jan 5	K-8 Staff Development Day						24 31	25	26	27	28	29	30	
								9-12 Teacher Work Day													
AUGUST 2026 13 days							Jan 5	Students Return to School						FEBRUARY 2027 18 days							
S	M	T	W	T	F	S	June 3	Early Release/Last Day of School						S	M	T	W	T	F	S	
						1	No School Days							1	2	3	4	5	6		
2	3	4	5	6	7	8	Sept 7	Labor Day						7	8	9	10	11	LH	13	
9	DD	SD 9-12 K-8	WD	13	14	15	Oct 2	Staff Development Day						14	H	16	17	18	19	20	
16	17	18	19	20	21	22	Nov 11	Veterans' Day						21	22	23	24	25	26	27	
23 30	24 31	25	26	27	28	29	Nov 23-27	Thanksgiving Break						28							
SEPTEMBER 2026 21 days							Dec 19 - Jan 5	Winter Break						MARCH 2027 21 days							
S	M	T	W	T	F	S	Jan 18	Martin Luther King Jr. Day						S	M	T	W	T	F	S	
		1	2	3	4	5	Feb 11	Local Holiday							1	2	3	4	5	6	
6	H	8	9	10	11	12	Feb 12	Local Holiday						7	8	9	10	11	12	13	
13	14	15	16	17	18	19	Feb 15	Washington's Birthday observed						14	LH	SD	17	18	19	20	
20	21	22	23	24	25	26	Mar 15	Local Holiday						21	22	23	24	25	26	27	
27	28	29	30				Mar 16	Staff Development Day						28	29	30	31				
OCTOBER 2026 21 days							Apr 5-9	Spring Break						APRIL 2027 16 days							
S	M	T	W	T	F	S	May 31	Memorial Day						S	M	T	W	T	F	S	
				1	SD	3	Quarters/Semesters											1	2	3	
4	5	6	7	8	9	10	Oct	End of 1 st Quarter						4	LH	LH	LH	LH	LH	10	
11	12	13	14	15	16	17	Nov	End of 1 st Trimester						11	12	13	14	15	16	17	
18	K	20	21	22	23	24	Dec 18	End of 1 st Semester 84 days - secondary						18	19	20	21	22	23	24	
25	26	27	28	29	30	31		End of 2 nd Quarter						25	26	27	28	29	LH		
NOVEMBER 2026 15 days							Feb	End of 2 nd Trimester						MAY 2027 20 days							
S	M	T	W	T	F	S	Mar	End of 3 rd Quarter						S	M	T	W	T	F	S	
1	2	3	4	5	6	7		End of 2 nd Semester 96 days - secondary												1	
8	9	10	11	12	13	14	Jun 4	End of 3 rd Trimester						2	3	4	5	6	7	8	
15	16	17	18	19	20	21		End of 4 th Quarter						9	10	11	12	13	14	15	
22	LH	LH	LH	H	LH	28	Legend						16	17	18	19	20	21	22		
29	30						H	Federal/State Holiday						23 30	24 H	25	26	27	28	29	
DECEMBER 2026 14 days							LH	Local Holiday						JUNE 2027 3 days							
S	M	T	W	T	F	S	DD	District Day						S	M	T	W	T	F	S	
		1	2	3	4	5	WD	Teacher Work Day								1	2	3	WD	5	
6	7	8	9	10	11	12	SD	Staff Professional Development Day						6	7	8	9	10	11	12	
13	14	15	16	17	18	19		All Schools Minimum Day						13	14	15	16	17	18	19	
20	LH	LH	H	LH	LH	26		Last day of School & Minimum Day						20	21	22	23	24	25	26	
27	LH	LH	LH	LH			K	First day of Full-Day Kindergarten						27	28	29	30				



PAUSD Middle School eResource Logins

Password Protected

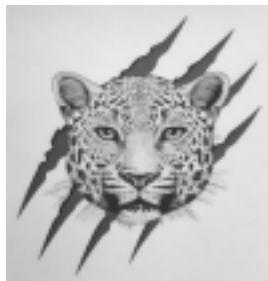
Find everything on: <https://libguides.pausd.org/middleschoolresearch>

Online Source	Username and Password
<u>SORA eBooks</u>- These are our novels and nonfiction books available for students and staff to check out on their personal devices (iPad, smartphone, Kindles, Nook) or to read online.	Access through your PAUSD (pausd.org) • Click on ClassLink • Username: Student ID # (950...) • Click on SORA • Choose Palo Alto USD (Middle Schools) • Add + library: Northern California Digital Library
MOST-USED RESOURCES: *<u>Brain Pop</u> (English & Spanish versions) (educational videos, games & more) *<u>NoodleTools</u>- Excellent citation, notetaking, & research skills tool. *<u>SIRS Discoverer</u>- General research database with articles, videos, pictures, maps, ebooks, and more. *<u>EBSCO Host Databases</u>-includes Student Research Center, Points of View, and more *<u>World Book Online Encyclopedia</u> (English or Spanish)- includes World Book eReference books ADDITIONAL GREAT RESOURCES: Britannica School (Encyclopedia), CultureGrams, Gale in Context (Environmental Studies), Gale Interactive Science, & National Geographic Kids (Geography)	Access all through your Classlink (pausd.org)
Palo Alto Library Databases including <i>Biography in Context</i>, <i>Britannica School</i>, <i>Historical Newspaper Collection</i>, <i>Libby (ebooks, online magazines, & audiobooks)</i>, <i>Newsbank</i>, <i>NY Times (1851-1922 & 1981-present)</i>, <i>Opposing Viewpoints</i>, <i>Qello Concerts</i> (full-length concerts & music documentaries), <i>Science in Context</i>, <i>History Resource Center</i>, and <i>Student Resource Center</i>, <i>U.S. & World History in Context</i>, <i>U.S. Newsstream</i>, <i>Novelist Plus (K-8 Book Recommendations)</i>	https://library.cityofpaloalto.org/resource/ • Use your PAUSD library # (on your student ID card)

Questions? Contact Ms. Hull via Schoology

FRANK S. GREENE JR. MIDDLE SCHOOL STUDENT HANDBOOK

(This handbook is revised and updated on a yearly basis. For most up to date information, you can visit greene.pausd.org/about-us/handbook)



ACADEMIC HONESTY POLICY

Definition

Cheating/Plagiarism is taking (or lending) at inappropriate times a person's work, information, ideas, research, or documentation, without properly identifying the originator. It includes using unauthorized materials when testing or other acts specified in advance by the teacher. Students need to cite outside sources appropriately. Students shall not copy and use as their own any information taken directly from outside resources (i.e. internet, textbooks, magazines, newspapers, and/or other students, etc.).

The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

To avoid inadvertent dishonesty the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating:

- Letting someone else see one's own or another's paper during an examination, test, or quiz, or looking at someone else's paper during an examination, test, or quiz.
- Using any kind of "cheat" notes.
- Talking with another student during an examination, test, or quiz.
- Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs.
- Forging a signature
- Using a cell phone or electronic device to capture or share information.
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research.
- Giving test information to other students in other class periods of the same teacher/same course.
- Submitting individual projects not wholly one's own.
- Fabricating or altering laboratory data.
- Using a chatbot or other digital AI tool to create responses for assignments and/or assessments.

Since individual teachers hold different expectations with regard to homework (i.e. some teachers encourage students to work together while other teachers may expect an assignment to be completed independently at home), it is the responsibility of the individual teacher to clarify to the student his/her expectations regarding individual assignments.

Consequences for Academic Dishonesty are Determined on a Case by Case Basis and May Include, But Are Not Limited to the Following:

- Zero on the assignment or assessment. This may affect the overall grade for the class.
- Student may be required to redo the assignment(s).
- Redo previously graded work while in the presence of a teacher and be reassessed.
- Conference with parents and teacher, counselor, and/or administrator.
- Referral to counselor, psychologist, or other school support service personnel.
- Student may receive an intervention created by an administrator/counselor based on the misconduct.
- Incident(s) are logged into Infinite Campus.

* To view the full presentation of the District policy, see the Student Handbook at <http://greene.pausd.org>

LOCKER GUIDELINES

Expectation: There will be no cell phones, no smartwatches, and no backpacks in the classrooms.

- Class sets of books are in the classrooms.
- Students have books at home; therefore, books do not have to be carried to and from home to class.
- Each student will be assigned a locker. According to our bell schedule, students can go to their locker before school and take items for the first class(es); they can go again at brunch for the class(es) between brunch and lunch; after lunch, the students can go to their lockers to get items for the last class(es) of the day. Backpacks are NOT allowed in Advisory class.

Locker Guidelines:

- Lockers are Greene/PAUSD property on loan to students
- Lockers may be decorated with removable items.
- Any locker decorations for timely occasions (birthdays, etc.) must be removed by the end of the week. Staff reserves the right to remove these decorations after a week.
- Students must use locks provided by the school (or be cleared by special circumstances). Students are responsible for locking their lockers, and keeping it locked at all times..
- The school staff reserves the right to search lockers at any time.
- Students may use only their assigned locks and lockers, and not those of other students. Students should not share lock combinations. If they do, they risk loss of personal property, or being held accountable for items someone else may have put in their lockers. Students are responsible for items in their lockers.
- Students may not switch lockers. Please contact your grade level administrator if there are any special circumstances or challenges with your assigned locker.

CELL PHONE & ELECTRONIC DEVICE USAGE

Expectations: Students may not use or carry a cell phone during the school day for any purpose including, but not limited to, phone calls, texting, games, apps or camera use. The same is true for other electronic devices such as smartwatches and AI smart glasses.

- Students need to keep cell phones in their lockers during the school day.
- Cellphones must be turned off during school hours and can be used only before school or after dismissal. Leaving a phone on vibrate or in silent mode does not comply with this expectation. Phones seen in students' possession during the school day will be confiscated.
- Our school and PAUSD are not liable for the loss or damage of cell phones or other personal electronic devices. Students are responsible for their own personal electronic devices.
- Students have access to a school telephone and may use it (with staff permission) during the school day. See Student Behavior No. 11 for more details and a list of consequences for violation of these rules.
- *Smartwatches are not permitted in classrooms. Students must silence/disable their smartwatch and place them in their lockers during the school day.

INTERNET INFORMATION

The Palo Alto Unified School District believes in the educational value of the Internet and recognizes its potential in supporting and enriching student learning and enhancing curriculum. PAUSD's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. PAUSD will make every effort to protect its students from any misuses or abuses as a result of their experiences with the Internet. However, PAUSD does not control information found on the Internet and cannot guarantee that students will not access inappropriate material. Ultimately, parent(s) and/or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow.

The Palo Alto Unified School District has formulated a contract, Internet Information and Use Guidelines for Students. This contract will be made available to all students. Any student wishing to use the Internet must read and discuss the guidelines with his/ her parents. A signed contract is part of each year's Back to School documentation. When signed, the contract becomes a legally binding document. Without the appropriate signatures of the student and parent/guardian, the school cannot provide access to the Internet.

HOMework POLICY FOR MIDDLE SCHOOL

- At the middle school grades, homework should primarily consist of reading, practice and application of key skills and concepts, application of writing skills, preparation for future classes and beginning research. At this level, homework should continue to build independent study habits.
- Long-term assignments at the middle grades should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion.
- With support of administration and staff, teachers should make efforts to coordinate with one another to establish deadlines, due dates for projects/assignments, and tests in an effort to minimize student over-extension.
- As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to nightly homework, including time devoted to long-term projects and test review:
 - 6th Grade 60 minutes average Mon.-Fri.
 - 7-8th Grade 70-80 minutes average Mon.-Fri.

Note: Students who elect to study music, world language or advanced math can be expected to be assigned practice time or homework that exceeds these time suggestions.

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

To view the full District Homework policy, go to <http://pausd.org>.

CONDUCT AND DISCIPLINE

The discipline policy of the Palo Alto Unified School District (PAUSD) complies with the California Education Code, Title V of the California Administrative Code, and the California Penal Code.

- Academic and disciplinary concerns should first be directed to your teacher. Please email or phone the teacher to make appointments. Please do not interrupt their teaching time or Office Hours.
- School counselors are available to assist parents/guardians and students in all aspects of school life and should be contacted whenever there is a question regarding adjustment to school, student/teacher relationship, or peer interaction. They are also available to discuss course offerings and academic programs. They set up Student Study Teams (SSTs) and confer with other staff.
- Administrators are available to students and families for any questions. Administrators usually assign disciplinary consequences for infractions of the school rules. Consequences may include parent conferences, counseling, restriction of privileges, community/school service, detention, loss of next dance/party, suspension, referral to district committee, and/or referral to the police. Students shall have the opportunity to respond to any accusations made about them. All information regarding counseling and discipline is kept strictly confidential.
- At the end of the school year, a grade level may coordinate an event or take a recreational class trip that is intended to celebrate their year of work. As with school dances and other special school-sponsored activities, staff will establish clear guidelines for student behavior that will determine eligibility for participating in these activities or field trips. Guidelines will address chronic tardiness, failing grades, and disciplinary consequences such as suspension or numerous referrals within a specified period.

EXPECTATIONS AND CONSEQUENCES

Our approach to student discipline is intended to maintain safety, promote common values, protect the learning environment, and encourage students to learn from their mistakes. While we have many school rules, they all support the shared values of SAFETY, RESPECT, and RESPONSIBILITY. If students act safely, respectfully, and responsibly, they will be following our expectations for behavior at school. With regard to disciplinary consequences, our primary goal is to maintain a safe environment and ensure that students learn from their mistakes. Consequences will depend upon the severity of the misbehavior, previous behavior and interventions, and the circumstances surrounding an incident. Generally, staff apply the principle of progressive discipline in which disciplinary consequences escalate with repeated incidents. However, if the initial incident is dangerous or a serious breach of expectations, the initial consequence will be significant (i.e. suspension and/or expulsion).

Students are informed of school discipline policies through classroom visits by counselors and/or administrators at the beginning of the school year. In addition, this information is contained in the Student Handbook on the Greene Middle School website. These visits and the written information constitute formal notice about the school expectations for behavior.

STUDENT BEHAVIOR

- 1. It is expected that students will treat other people with respect, follow the directions of the adults in charge, and follow through with their responsibilities.**

Students are not to disrupt school activities or otherwise defy the authority of campus supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This includes appropriate behavior at assemblies, performances, dances, and other school-sponsored activities.

Possible Consequences:

- Parent notification by teacher, school counselor, or administrator. (May include a parent meeting.)
- Referral to an administrator for appropriate consequence (may range from detention to suspension).

- 2. It is expected that students will be prepared for class with appropriate materials and completed classwork and homework.** *Students are expected to be prepared for class and follow each teacher's classroom rules and procedures.*

Possible Consequences:

- Parents may be contacted by the teacher(s) when students do not have materials or work.
- Teachers may assign office hours attendance or lunch or afterschool work time in classrooms for students to complete work. Parents will be contacted if students do not comply with these arrangements.
- Repeated difficulty in meeting this expectation will result in referrals to the grade level counselor and/or administrator.
- Parent meetings may be arranged to discuss appropriate interventions and/or consequences.

- 3. It is expected that students will not ride/use bikes, e-bikes, scooters, e-scooters, skateboards or other vehicles on campus during school hours or the dismissal process.** *Bikes, e-bikes, e-scooters must be locked in the bike cages with the rider's own lock to the bike racks. Students must walk bikes into and outside of the bike cages. Students are expected to walk their bikes on campus, including all campus sidewalks. Bike cages are locked during school hours. Bikes should not be left in the cages overnight or on weekends. Smaller vehicles such as skateboards, skates, and scooters must be locked in the skate shack. The school does not assume any responsibility for any vehicle while on school grounds. *(See page xv for additional information regarding e-bikes/e-scooters)*

Possible Consequences:

- Failure to follow the recommended procedures will result in student conferences with an administrator to discuss safety.
- Parents may be notified.
- Referral to an administrator may take place if a student continues to defy or ignore safety measures.
- Item/vehicle may be confiscated and returned only to parent/guardian.

- 4. It is expected that the student's behavior will be acceptable at all times in the hallways and classrooms.** **There is to be no teasing, roughhousing, or bullying at any time.**

Students need to be aware of using respectful and responsible behavior in the hallways, keeping voices down and making sure there is adequate room for others to pass by. There is to be no teasing, bullying, intimidation, or harassment of any kind. Swearing, obscene or inappropriate language, spitting, littering, or rude and disrespectful behavior towards people or property will not be tolerated.

Possible Consequences:

- Warnings, which may include a conference with a teacher, counselor, or administrator.
- Parent notification.
- Referral to an administrator that may result in consequences ranging from detention to suspension.

- 5. Students may not sell items on campus and/or at school sponsored events for personal gain. Gambling is illegal.** *Students are only allowed to sell items for school teams, clubs and activities with an administrator's approval.*

Possible Consequences:

- Warnings, which may include a conference with a teacher, counselor, or administrator.
- Parent notification.
- Referral to an administrator that may result in consequences ranging from detention to suspension.

- 6. It is expected that students will act with honesty and integrity.**

Students are expected to follow the Academic Honesty Policy outlined in this planner and the Student Handbook.

- 7. Our school does not allow the following: intimidation, bullying, verbal (e.g., racial, gender-based, sexual, and/or ethnic slurs), physical (e.g., grabbing or pantsing), sexual (e.g., touching or fondling) or cyber harassment.** *Harassment is defined as any unwanted behavior from one individual or group toward another individual or group*

Possible Consequences:

- Parent contact and referral to a counselor and/or administrator (consequences ranging from detention to suspension).
- May involve law enforcement.

***Refer to the Harassment Policy, Title IX and Uniform Complaint Procedures for more information.**

- 8. Ours is a hands-off school. Hitting, poking, shoving, punching, fighting, wrestling, or roughhousing is not allowed, even among friends. Unnecessary aggressive physical contact will not be tolerated. Fighting, inciting, or encouraging a fight will not be tolerated.**

Possible Consequences:

- Referral to an administrator, notification to parent/guardian, and consequences ranging from detention to suspension.
- Suspension, if said behavior is a fight, assault, and/or battery. May involve law enforcement or Site Disciplinary Hearing.

- 9. It is expected that students dress in a style that is conducive to learning.**

Our Dress for Success Code encourages students to keep their focus on learning and maintaining age-appropriate expectations to provide environments that allow students to feel comfortable and safe to express their individuality appropriately. The Dress for Success Code includes, but is not limited to, school activities, dances, field trips, and other school sponsored activities.

- All students must be covered appropriately.
- Clothing must be free of obscene or offensive words and/or logos.
- Jewelry and accessories must be safe and appropriate for school.
- Shoes must be worn at all times.

When a student's outfit does not meet these norms, the student will be asked politely to address the issue. Staff will enforce this in a professional, respectful, fair, balanced, and gender-neutral manner, attempting to not shame individual students for their wardrobe choices.

- 10. It is expected that students will bring only appropriate items to school.**

Examples of inappropriate items include, but are not limited to, laser pointers, matches, lighters, pocket knives, pepper spray, firecrackers, spray cans of any type, vaping paraphernalia, any weapons or items resembling weapons. Possession of these items may result in suspension.

Possible Consequences:

- Item(s) may be confiscated and returned only to a parent/guardian.
 - o Administrative consequences ranging from detention to suspension will be applied.

CELL PHONES

- 11. The use of cell phones, smartwatches, AI smart glasses or any other electronic devices shall not interfere with teaching, learning, or maintaining a positive school community. Cell phones must be turned off, silenced, and placed in assigned lockers throughout the school day. These rules apply to the use of smartwatches, which should not be used during the school day, except for time-keeping purposes. Additionally, airpods/earbuds/headphones, unless authorized for classroom use with school devices by an instructor, are also prohibited. And should not be used in hallways during the school day.**

First Violation

If an item is in sight or is used in class or in the hallway or anywhere on the school campus during the school day, it will be confiscated and returned to the student at dismissal.

Second Violation

The item will be confiscated and returned only to a parent/guardian.

Third and Repeated Violations

The item will be confiscated for one week. Arrangements will be made with the parent/guardian to ban the cell phone or device for an extended period. Alternate arrangements may include surrendering the phone to school personnel during the school day for an extended period.

- 12. If a student is found to be harassing, teasing, bullying, or interacting negatively with other students through online chats, social media posts, email messages, or other electronic communication, arrangements will be made with parent/guardian to ban the student from possession of a cellphone or device on campus, possibly for the duration of the school year.**

TARDIES AND ABSENCES

- 13. It is expected that students are on time every day to every period. Students who are late miss valuable instructional time. The first bell rings at 8:25 a.m. The late bell rings at 8:30 a.m.**

A student is considered tardy if he/she is not in the classroom or designated place at the beginning of the period. If a student is absent for half of the day or more, s/he may NOT attend a sport practice/game, drama practice/performance, dance, or any other school activity for the day or evening. Parents will be notified as students accumulate tardies. To encourage prompt attendance, excessive unexcused tardies to class may result in loss of privileges and/or detentions. In addition, students may be referred to the district School Attendance Review Board.

- 14. It is expected that students will attend school every day.**

Student absences are excused for the following only: illness; doctor or dental appointment (verified); court mandated appearance (verified); bereavement, religious purposes. Contact greeneattendance@pausd.org to report absences.

- In all cases, parents must contact the Attendance Office to report the absence. Absences not cleared by a note or contact within 72 hours will count as cuts/unexcused permanently.
- If a student is absent for half of a day or more, s/he/they will NOT attend any school activity after school.
- Absences are noted in the student's permanent record.

Students with excessive absences may be summoned to a Site Attendance Review Task Force or a district School Attendance Review Board.

SUSPENSIONS & EXPULSIONS

A student may be suspended for the following behaviors. A suspension is defined as the removal of a student from ongoing instruction for disciplinary purposes. An administrator will confer with parents/guardians concerning a student's suspension. Expulsion, if indicated, is determined exclusively by the Palo Alto Unified School District and not by the school site administration. The following is taken from the Education Code of the State of California: # 48900:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.**
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.**
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.**
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 (commencing with §11053) of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.**
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.**
- (e) Committed or attempted to commit robbery or extortion**

TEASING AND BULLYING

Verbal Bullying: name-calling, insulting remarks and put-downs, repeated teasing, racist comments, threats, intimidation, and talking about someone behind their back.

Physical Bullying: hitting, slapping, elbowing, shouldering, shoving, kicking, restraining, pinching, taking, stealing, damaging belongings or other property.

Social Bullying: manipulating relationships, humiliation, embarrassment, intimidation, gossiping, spreading rumors or lies, hurtful graffiti, excluding someone from a group, negative body language, threatening gestures, and dirty looks.

Cyber Bullying: harassment/negativity on cell phones, email, voicemail, web pages, and discussion boards.

If you are being bullied... Reach Out!

- Do not keep it a secret. Report the bullying to a trusted adult who is responsible for everyone's safety.
- Find friends to support you and help you problem-solve.
- Ignore the bully and walk away. Don't respond and create space between you and the aggressor.
- Remember: You are not alone. Everyone has the right to come to school and feel safe.

If you witness bullying... Interrupt It!

- Speak up for the person being bullied (Just say, "That's not cool" or "Let's go" and walk away or change the subject and deflate the tension by telling a joke or refer to something funny.)
- Stand next to the person being bullied or walk closer to the bully with a few friends.
- Ask the bully to stop.
- Report the incident and get help from an adult who can intervene.
- Be kind to the person being bullied by including them and offering support, wisdom, or encouragement. (Tell the person being bullied that what you saw or heard was cruel, ask if they are okay, share how you would feel if it had been you who was bullied).
- Remember: It takes courage to stand up for another person. If it were you... what would you want others to say or do?

****An Anonymous Reporting Box is located in the front office for anyone to report and seek help.****

CYBERBULLYING

Cyber bullying is bullying and includes all forms of harassment in cyberspace. Cyberbullying is being intentionally cruel to others by sending or posting harmful material or engaging in other forms of cruelty using the Internet or other digital technologies. It includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, instant messages, text messages, digital pictures or images, website postings, or postings on social media platforms.

Like bullying, cyberbullying is unacceptable. Students who feel that they have been the victims of such misuse of technology should not erase the offending materials. Instead, they should print a copy of the material and immediately report the incident to a teacher, counselor, or administrator. All reports of harassment in cyberspace will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, loss of ability to possess a phone or device on campus, detention, suspension, and expulsion from school.

School rules and regulations may be applied to incidents occurring off campus if a student's misconduct in the community disrupts the school learning environment or activities. To view the full presentation of the District policy, go to <http://pausd.org>.

HARASSMENT POLICY

Any actions that may impair a student's ability to function or negatively impact the emotional well-being of a student at school are unacceptable. Harassment or discrimination may include acts such as the following:

- Use of swearing, putdowns, or unwanted sexual advances, invitations or comments
- Telling of "dirty" jokes
- Leaving harassing messages on email, text messages, social media passing notes of a sexual nature, or illegal use of chat room.
- Slurs of any kind (racial, ethnic, religious, sexual, gender-based, physical, etc.)
- Threats and demands to submit to sexual requests for any purpose
- Threatening or doing harm to someone who refuses to cooperate or reports on you (bullying)
- Any intimidating comments and/or physical gestures or interactions
- Gestures that are in poor taste or indicate gang affiliation
- Touching, grabbing, fondling, pantsing, etc.
- Possession or display of derogatory posters, photographs, cartoons, or drawings;
- Communicating such in writing, by verbalizing; by computer, etc.
- "Cyber" bullying
- Cruelty, mocking or teasing of an individual based on a perceived or real disability

The PAUSD Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. Updated board policies and administrative regulations are posted on the district website under Board Policies. The Board prohibits sexual harassment against students in the educational setting by an employee, student or third party. Under federal and state law, the term sexual harassment includes sexual violence. The Board also prohibits retaliatory behavior or action against any person who reports, testifies about, files a complaint, or otherwise participates in a District complaint, investigation or grievance process.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting (Education Code 212.5; 5 CCR 4916). Sexual harassment is also defined as conduct of a sexual nature which affects an individual's employment, academic status or progress; which has a negative impact on an individual's work or academic performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the educational setting.

How to File a Complaint

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq. (Title IX) prohibits discrimination on the basis of sex in educational programs and activities that receive or benefit from Federal financial assistance. Generally, a school district may not excuse, deny or provide different or lesser services to applicants or beneficiaries on the basis of sex. Sex discrimination includes a hostile environment created by sexual harassment or sexual violence in the educational setting.

Title IX complaints may be pursued in several ways:

- Report an incident to a school district employee or Principal
- Send an email to complianceofficer@pausd.org
- Follow the Title IX Grievance Procedures explained in Section I of the District's Administrative Regulation 1312.3 – Uniform Complaint Procedures
- If you want to file an anonymous complaint, complete and submit the anonymous Title IX complaint form available online.

The contact information for the district Title IX Compliance Officer is:

Title IX Coordinator and Compliance Officer, (650) 833-4248, TitleIXCoordinator@pausd.org
Palo Alto Unified School District, 25 Churchill Ave., Palo Alto, CA 94306

UCP Complaints

The Uniform Complaint Procedures (UCP) apply to complaints alleging a violation of applicable state and federal laws and regulations governing educational programs. The UCP shall be used to investigate and resolve allegations involving unlawful discrimination, including discriminatory harassment, (such as sexual harassment, sexual violence or harassment based on a protected characteristic), intimidation, or bullying. A full list of complaints covered by the UCP can be found under Board Policy 1312.3. UCP complaints can be filed by completing the complaint form and returning it to:

Title IX Compliance Officer, (650) 833-4248, ComplianceOfficer@pausd.org
Palo Alto Unified School District, 25 Churchill Ave., Palo Alto, CA 94306

EXTRA ITEMS TO REMEMBER ABOUT LIFE AT OUR SCHOOL

ATTENDANCE

- It is the student's responsibility to be in school and in class on time and to attend all classes and assigned activities. • Students may not leave the school premises during the school day without checking out with the Attendance Office. Students need a written note from a parent/guardian for dismissal during the school day. The student must turn in the note to the Attendance Office in order to receive a "Permit to Leave". A parent/guardian must sign out for a student before they are permitted to leave campus. • When medical or dental appointments are scheduled during school hours, students must bring a note from the doctor's office when returning to school. This note must be taken to the Attendance Office.
- **Students who are absent on a school day will not be able to attend after-school and evening activities on that particular day, including dances, movie nights, or concerts.**

BIKES, SCOOTERS, SKATEBOARDS, SKATES

If your parents allow you to ride your bike, scooter, skateboard, or skate to school, they must assume responsibility that you will travel safely to and from school. This is a privilege that has responsibilities for your own safety and the safety of others. The school cannot assume responsibility for bikes, scooters, skateboards, and skates while on school grounds. **Bikes, scooters, skateboards, and skates are not allowed in any of the buildings on campus.** Additionally, students should not ride their bike, scooter, skateboard, or skates while on property at any time of the day. *Any person under the age of eighteen operating a bike or being a passenger on a bike must by state law wear a helmet.* Bike cages are locked only during school hours.

**(See page xv for additional information regarding e-bikes/e-scooters)*

BEFORE & AFTER SCHOOL SUPERVISION

The District provides limited before and after school supervision of students. Unless accompanied by an adult, students should not be on campus until 15 minutes prior to the opening of school. **Once school is dismissed, all students not accompanied by an adult or not involved in an activity supervised by an authorized adult are to leave campus within 15 minutes.**

EMERGENCY DRILLS

For the student's safety, emergency drills (fire, earthquake, and lockdowns) will be conducted throughout the school year. A fire route is posted in each room. When the fire drill sounds, follow your teacher's instructions and leave the building as quickly as possible – walk in a quiet and orderly manner. Report to your current teacher out on the field (or next teacher if evacuating at brunch or lunch or before school). There must be NO running, talking or horsing around. We take these drills seriously, as they prepare us for any real emergency. There will be consequences for those who do not act accordingly.

FORGOTTEN ITEMS

Forgotten items can include, but are not limited to, lunches, PE clothes, homework and musical instruments. Forgotten items will not be delivered to classrooms. Parents are welcome to drop these items off in the "Forgotten Items" bin in the Front Office. Students may stop by the Front Office during brunch, lunch, or between classes to see if a forgotten item is in the "Forgotten Items" bin. As available, school service students will deliver notices indicating that a student has something in the Forgotten Items bin. It is the student's responsibility to check for these items. Unclaimed items will be thrown out (if perishable) or moved to the lost and found after three school days.

COUNSELORS

We are fortunate to have Counselors who serve as case managers for our students. Counselors provide short-term individual and small group counseling for students experiencing difficulties with school adjustment, academic success and other social/emotional concerns. They serve as a resource to teachers and parents and make referrals to the school psychologist and wellness therapists as well as interns, when appropriate. They provide articulation links between elementary and middle school teachers along with school staff. They orient new students and their families and facilitate grade level Student Study Team meetings. Additionally, they oversee class placements and handle schedule change requests.

LUNCH

Students may eat in any of the following areas: the snack bar area, open area between F-Wing, G-Wing, & N-Wing and also the area between the Gym & the snack bar. Students **may not eat** on the tennis courts, fields or bleachers. OFF LIMIT areas during lunch are the following: Far east side of the fields, Middlefield Parking Lot, behind the M & N Wings, between B & F Wings, the lawns on Middlefield Road and/or North California Ave, in front of the office and **ALL inside hallways**. Students should be in a supervised area at all times.

RAINY DAY PROCEDURES: *Please listen for special announcements with instructions before lunch.*

NOT FEELING WELL?

If you are feeling ill, your teacher will give you a pass to go directly to the Health Office. A student must go to the Health Office to get permission to go home because he/she is sick. Parents will be contacted and the student will be given a Permit to Leave if necessary.

Electric Cycles, Scooters, and E-Motos: Rules and Regulations

To ensure the safety of our community, all students operating electric cycles (e-cycles), scooters, and e-motos must adhere to the following California State Laws and PAUSD campus regulations.

Campus Operations

- **Walk Only Zone:** All motorized and electric vehicles must be **walked** at all times while on campus. Riding these devices on school grounds is strictly prohibited due to safety concerns and pedestrian traffic.
- **Storage:** Vehicles must be parked in designated areas. Improperly operated or unauthorized vehicles may be restricted from campus use.

State Law & Age Requirements

Per the California Vehicle Code (as of January 2025), the following age and license requirements apply:

Vehicle Type	Age/License Requirement	Helmet Requirement
Class 1 & 2 E-Bikes (Max 20 mph)	Under 16 allowed	Required for riders under 18
Class 3 E-Bikes (Max 28 mph)	Must be 16+ years old	Required for all riders
E-Motos / Motorized Bikes	Requires valid Driver's License/Permit	Required (Motorcycle-rated)

Note on E-Motos: Vehicles with throttles exceeding 20 mph or those that can be mechanically altered to reach moped/motorcycle speeds are **not** classified as bicycles. Minors under 15 operating these vehicles may receive citations or have the vehicle impounded.

Safety & Helmet Standards

Students are required to wear helmets that match the speed and class of their vehicle. Standard bike helmets are only designed for impacts up to 15 mph.

- **Class 1 & 2 E-Bikes:** Standard helmets are legal, but **NTA 8776** rated e-bike helmets are strongly recommended for better temple and back-of-head protection.
- **Class 3 E-Bikes:** Requires robust, e-bike-specific (NTA 8776) or lightweight motorcycle helmets.
- **E-Motos:** Full-face, DOT-rated motorcycle helmets are required to protect against high-speed injuries.

Enforcement

Students who do not meet legal age requirements or who operate vehicles unsafely are subject to:

1. Law enforcement citations and fines.
2. Towing or impoundment of the vehicle.
3. Loss of privilege to bring the vehicle onto school property.

STUDY SKILLS FOR SUCCESS!

ORGANIZATION AND TIME MANAGEMENT

- Develop a personal daily routine
- Record homework assignments on a daily basis
- Use this Binder Reminder to plan and prioritize and complete long-term assignments
- Access online homework resources
- Organize digital materials both at home and school such as creating folders for documents
- Learn to prioritize multiple assignments
- Learn how to manage long-term planning
- Meet short-term and long-term deadlines or due dates
- Prioritize and balance school work and extracurricular activities
- Monitor and maintain your own grade records
- Reflect on organization and time management strategies
- Be prepared for class
- Maintain supplies
- Maintain organization of materials
- Routinely clean and organize your locker
- Finish and turn in class work assignments on time
- Learn to organize materials to and from school

STUDYING AND TEST-TAKING

- Learn the purpose of, create, and use a study guide.
- Organize information in preparation for a test.
- Anticipate and practice potential test questions.
- Develop personal routines for studying, including budgeting time.
- Use appropriate study strategies for taking different types of tests, such as note cards, flashcards, mnemonics, memorization techniques, games, color-coding, proofreading, rechecking answers, study buddies, chunking data, reviewing past quizzes and tests, and creating sample questions.
- Use strategies appropriate to the type of tests, such as matching tests, true-false tests, multiple choice, fill in the blank, or essay.
- Understand test-taking academic vocabulary, such as cause/effect, compare/contrast, identify, etc.
- Reflect on study strategies that worked and those that did not work independently.
- Determine success and challenges of taking tests.
- Strategize how to improve future study and test taking.