

Lee Middle School

A proud member of the Woodland Joint Unified School District

STUDENT-PARENT HANDBOOK 2023-24



520 West Street • Woodland, CA 95695
530-662-0251 (Phone)

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LEE MIDDLE SCHOOL



STUDENT/PARENT HANDBOOK 2023-2024

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Property of: _____

Grade: _____

520 West Street, Woodland, CA 95695
(530) 662-0251, fax (530) 662-9423
24 hour Attendance Line (530) 406-7354
Visit us at <http://www.lms.wjUSD.org>

WELCOME, LEE WILDCATS!!!



The Wildcat Way (WCW) – Be Respectful to Self and Others, Use Self-Control, Be Self-Directed, Be Involved – is a program for supporting positive behaviors and citizenship at Lee Middle School. Students may earn Wildcat Way tickets for displaying the use of any of the four parts of the WCW. These tickets may be used to obtain items at the Student Store and for access to some school activities. Throughout the year, students participate in activities and lessons supporting the WCW.

Principal's Message

Dear Parents and Students,

Welcome to Lee Middle School! It is an honor to serve as the Principal of Lee Middle School, and be part of a school culture that emphasizes excellence in academics and citizenship. Our faculty, staff, and administration team are committed to providing a rigorous learning experience for all students through quality classroom instruction. We look forward to working with all of our students and their families in providing a safe, supportive, and nurturing learning environment in which our students grow as scholars and citizens. Your feedback and support are essential to our efforts of continual improvement. I look forward to working with you to ensure a successful experience for all students. Go Wildcats!

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STUDENT/PARENT INFORMATION

About the Handbook

STUDENTS

This handbook is available to you to help better understand the school rules and guidelines, and you should refer to it if you are unsure of our expectations. It is the students' responsibility to:

1. Read, understand and follow the policies and procedures contained in this handbook at all times.
2. Develop an organizational system and complete work as assigned.
3. Bring concerns to the attention of your teachers to resolve them as quickly as possible.

PARENTS

This handbook is for keeping students aware of expectations, and increasing communication with our parents. Having our parents know the rules and guidelines allows you to better support our students, stay on course, and be more successful:

1. Read and refer to the policies and procedures contained in this handbook as needed.
2. Help your student develop an organizational system and check student work for completion.
3. Discuss any concerns with your student, and school (staff, teachers, and admin).



SCHOOL YEAR CALENDAR

FIRST/LAST DAY	STUDENT ATTENDANCE DAY
LEGAL HOLIDAY	LOCAL HOLIDAY
TEACHER WORK/GRADING	CONFERENCE DAY
NEW TEACHER WORK DAY	9-12 FINALS/MINIMUM DAY
RECESS DAY	MINIMUM DAY



2023-2024

First Day of School: August 14

Last Day of School: June 7

JULY	S	M	T	W	T	F	S
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Teacher Work/Grading Day:
November 9
January 8

Minimum Days:
October 27
December 15
March 29
June 7

Student/Parent Conferences: (7-8)
October 11-12
January 24-25

High School Finals:
December 12-15
June 4-7

Parent Conferences: (K-6)
November 13-17
March 4-8

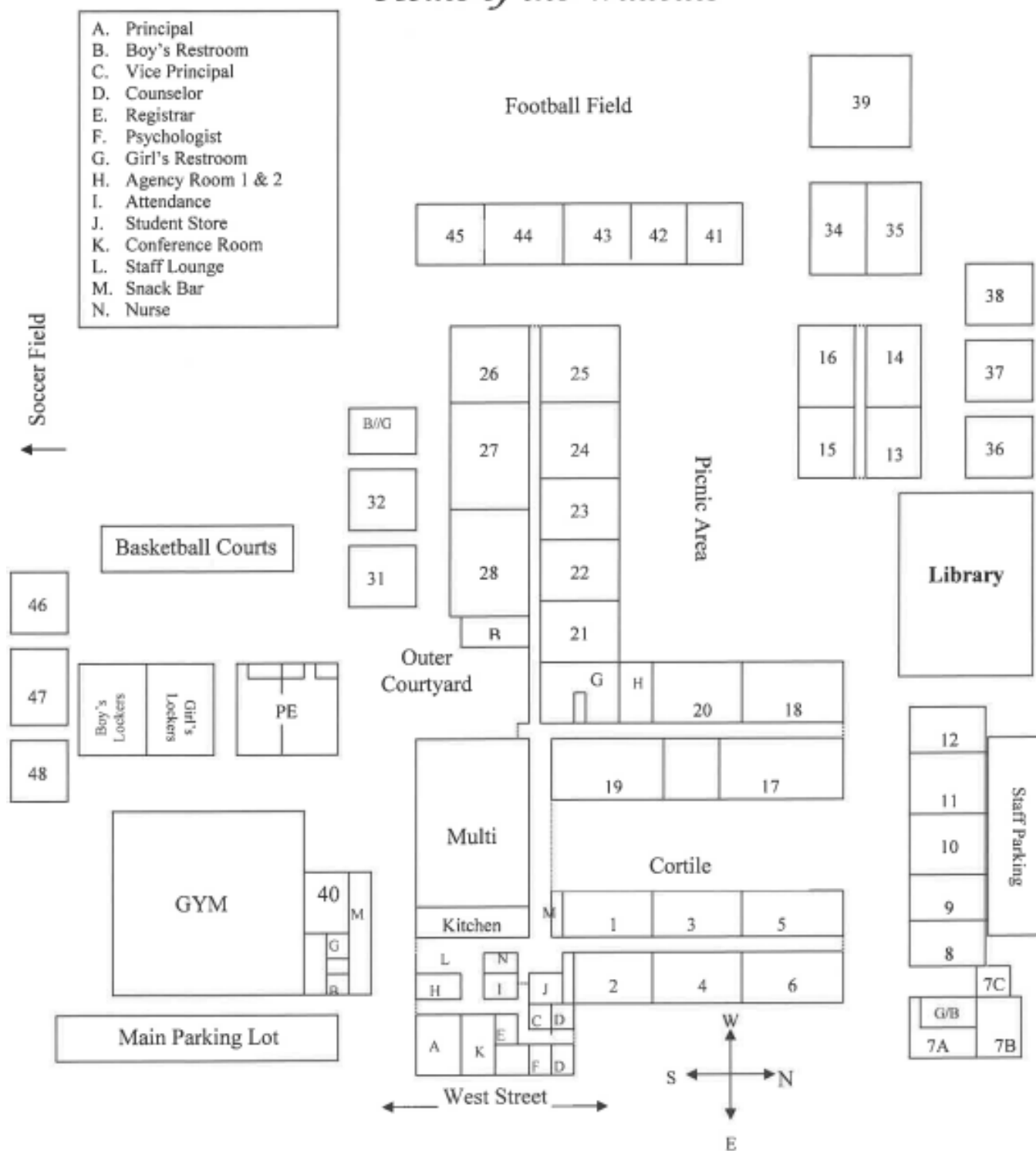
Holidays
September 4 - Labor Day
November 10 - Veterans' Day
November 20-24 - Thanksgiving Break
December 18-January 8 - Winter Break
January 15 - Martin Luther King's Birthday
February 12 - Lincoln's Birthday
February 19 - Presidents' Birthday
April 1-5 - Spring Break
May 27 - Memorial Day

LEE MIDDLE SCHOOL BELL SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY	MINIMUM DAY
Period 0: 7:30-8:25	Period 0: 7:30-8:25	Period 0: 7:30-8:25
Period 1: 8:30-9:26	Period 1: 8:30-9:15	Period 1: 8:30-9:06
Period 2: 9:30-10:26	Period 2: 9:19-10:04	Period 2: 9:10-9:46
Period 3: 10:30-11:26	Period 3: 10:08-10:53	Period 3: 9:50-10:26
Period 4: 11:30-12:26	Period 4: 10:57-11:42	Period 4 : 10:30-11:06
Lunch 12:26-1:00	Lunch 11:42-12:16	Period 5: 11:10-11:46
Period 5: 1:04-2:00	Period 5: 12:20 – 1:05	Period 6: 11:50-12:26
Period 6: 2:04-3:00	Period 6: 1:09-1:54	

LEE MIDDLE SCHOOL

Home of the Wildcats



General Information, Policies and Procedures at Lee Middle School

ACADEMIC HELP

Academic help is available to students before and after school and during lunch according to the Wildcat Worktime Help! Schedule published in CANVAS and on our website. Teachers are also available to students 15 minutes before and after school to help students. Students should reach out to their teachers as soon as help is needed.

ACADEMIC INTEGRITY

It is our expectation that students complete assignments with academic integrity. Students who cheat, copy, plagiarize (to steal and pass off the ideas, work, or words of another as one's own), or use forgery or any unauthorized use of artificial intelligence (ex: Chat GPT) in connection with academics or school procedures are subject to loss of credit and/or disciplinary action.

ADDRESSING CLASSROOM CONCERNS

Please use the following progressive process to address classroom situations involving homework, tests, academic and citizenship grades and behavioral issues:

1. The student should make arrangements to discuss the matter at a time convenient for both the student and the teacher. Class time does not allow adequate time and privacy for such a meeting.
2. If the student feels that the issue has not been resolved, the next step would be for the parent to schedule a meeting directly with the teacher.
3. If the meeting with the teacher, parent, and student does not resolve the issue, the next step is to have a meeting that includes the student's vice-principal.
4. The last step in the process would be a meeting with the parent, student, teacher and principal.

ADVANCED CLASSES

Students at Lee Middle School who desire an additional challenge in their academic classes and who meet certain criteria may be enrolled in advanced classes. Advanced classes are offered in Language Arts and Math.

AERIES

Aeries is the system our district uses to manage student information including attendance, grades, and behavior. **It is recommended for parents and students to check Aeries at least once a week to stay on top of student progress.** To register and create an account, use the parent portal link on our school website (lms.wjUSD.org) or download the app. The student's ID number and a code that can be given to you by our Registrar is necessary to register. Please reach out to our Registrar or CAFE Specialist if you need assistance with getting access to Aeries.

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, SKATES, ETC.

All wheeled forms of manual transportation may be ridden to and from school by students with the understanding they will be operated in a safe manner. **Students must walk/carry all wheeled items while on the Lee campus, including the sidewalk in front of the school.** Bikes must be stored in the locked bike racks and Skateboards and Scooters must be stored in the office during school hours and must be taken home each day. **The school is not responsible for stolen or damaged bikes, skateboards, rollerblades, scooters, or skates.** Riders must wear a helmet (State Law). Failure to follow these policies affects student and staff safety, and therefore students who fail to follow this policy may have their wheels taken away for a period of time (maximum for one school year).

CAMPUS ARRIVAL AND DEPARTURE - California Education Code Requirement

Students are expected to remain on campus once they arrive and stay in the multipurpose room/snack area until the first-period bell. Students may only leave campus with an off-campus permit approved by parents and the school. **To ensure the safety of our students/drivers and to improve the flow of traffic, parents/guardians are asked to use the designated student drop-off/pick-up zones.** The front gate to the campus will open at 8:10 and only students with zero period should be on campus prior to then. All students should be off campus by 3:15 pm unless they are attending a school-sanctioned event (i.e. Homework Club, teacher appointment, sports, or clubs).

CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal electronic devices of **any** kind (ex. cell phones, earphones, earbuds, AirPods, smart watches, laptops, etc.) should not be brought to school. **The school is not responsible for lost or stolen electronic devices, and will not**

interrupt classes to investigate. The school-wide expectation is that cellphones and other electronic devices, if they are brought to school, will be turned off and kept in backpacks from the first bell to last bell except during lunch. Students found using cell phones and/or electronic devices during class time will be given a tech time-out box to put their phone in until the end of the period. Thereafter, devices may be confiscated, held in the office, and require parents to pick them up. Further disciplinary consequences may be issued.

CHANGE OF ADDRESS/PHONE NUMBERS/EMERGENCY INFORMATION

Please notify the Attendance Office if there is a change to a student's address, phone number, or emergency contact information. This becomes especially important if we need to contact a parent or guardian during an emergency. Proof of residency (e.g. PG&E bill) must be brought into the office to change an address.

CLASSROOM VISITATIONS

Lee Middle School encourages our parents/guardians to visit and observe their students' classrooms during the school day. It is required that the desire to visit is communicated with the administration and teachers 24 hours prior to your visit. For the purpose of school safety, all visitors-must check-in at the front office upon arrival and receive a visitor badge. We ask our visitors to hold off discussions with teachers for a time outside of instruction. This ensures we use instructional time effectively and our teachers have an opportunity to provide visitors with their undivided attention while discussing academic achievement. Appointments can be made through the individual teacher or administration by phone or email. From time to time it may be necessary for administrators to request parents to shadow students for disciplinary reasons.

COMPUTER USE

We are pleased to offer students access to the district technology equipment, network resources, email and the internet. Parents, please review the document *WJUSD Secondary Student Technology Use Agreement* for more information. Secondary Student Guidelines for Responsible Network and Internet Use

The activities listed below are not permitted on computers:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Sending or displaying offensive messages or pictures
- Using obscene language
- Posting anonymous messages
- Placing unlawful information on a system
- Accessing knowingly objectionable material, such as pornography
- Giving personal information, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems, or computer networks
- Attempting to bypass the district filter
- Using others' passwords, and work, with or without permission
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud

Violation may result in a loss of access as well as other disciplinary or legal action (Board Policy 5000: Student Rights and Responsibilities).

COUNSELING AND GUIDANCE SERVICES

Our counselor(s) work closely with students, parents, and staff with the goal of maximizing the opportunities for success for all of Lee's students. The staff may meet with students individually or provide support to students in the form of group counseling. Groups including bereavement, divorce, conflict/anger, peer relationships, social skills, study skills, etc. will be offered depending on student needs. The counselors are available on a drop-in basis for students in crisis. Parents and/or students may complete a **Counselor Check-In Request** or **Request for Assistance** for any academic, behavior, social, or emotional need. Forms are located on our website. Community counseling services on campus may also be available. This may include counseling for conflict/anger management, gang involvement, drugs/tobacco/alcohol, or personal issues.

COMMUNITY HEALTH RESOURCES

A variety of Community Health Services are available in the Woodland Community. Referrals to Mental Health providers are available to all WJUSD families through Care Solace by calling 888-515-0595 24 hours a day, 7 days a week.

The following groups offer confidential support to teens in crisis:

Allied Services for Kids (Teen Crisis Line).....	530-668-8445
Suicide Prevention.....	530-.666-7778

National Suicide Prevention Lifeline	988
Yolo Family Resource Center	530-406-7221
Youth Crisis Hotline, calyouth.org.....	1-800-843-5200
National Child Abuse Hotline.....	1-800-422-4453
Victor Services.....	916-462-3100
Yolo County Mental Health.....	530-666-8630
Teen Clinic.....	530-666-8960

DELIVERIES AND GIFTS AT SCHOOL

Any items dropped off at school, must be delivered to the front office, and will be held there for student pickup. **Outside food deliveries of any kind (Parent Drop-off, Uber Eats, Postmates, etc.) are not allowed.** If a child brings gifts (balloons, etc.) on campus or is given by a friend on campus, the items must be placed in the office until the end of the day if it becomes a distraction in class.

DRUG-FREE ZONE

The use of alcohol, tobacco, electronic cigarettes/vapes, or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious legal and social consequences. Therefore, all schools and district facilities are alcohol, tobacco, and drug-free sites at all times and for all ages. Disciplinary consequences will be issued to students found under the influence or in possession of these substances.

EMERGENCY INFORMATION

Emergency information is gathered during the data confirmation process prior to schedule pickup. Health conditions marked will be shared with appropriate staff. It is of utmost importance to keep health information and emergency contacts current at all times. Sick or injured students are released only to parents or people listed as emergency contacts on the Emergency Card. Emergency contacts must be over the age of 18.

FOOD, DRINKS, AND GUM

Gum is not allowed on the Lee campus. Food and drinks (except water) are only allowed in the cafeteria and the outer courtyard unless with special permission or for special events. Water passes will not be given during class time; students should bring a water bottle with them to refill at the filling stations during passing periods if they wish to drink water during class time. Dutch Bros/Starbucks and Energy Drinks are not allowed on campus at any time. **Outside food deliveries of any kind (Parent Drop-off, Uber Eats, Postmates, etc.) are not allowed.**

FUNDRAISERS

Only approved student-body organizations may conduct fundraisers by selling items on campus. Fundraiser approval forms must be filled out by the organization, and need to go through the process to acquire ASB, and principal approval.

HEALTH ASSESSMENTS

The state requires that vision, hearing, and scoliosis testing be done at the middle school level.

- All 8th graders will be given a hearing and vision test

Medical referrals will be given as needed. If financial assistance is needed for vision exams or glasses, contact the school nurse to access community resources. Students or parents may request screening, as needed.

ID CARDS

Students will be given an ID card after picture day. Students must carry their school ID with them at all times, and surrender it to any staff member upon request. These cards provide a quick method of entrance to dances and other school events, purchasing event tickets, and identification. Only one card will be issued for free. Duplicate cards are available to order from the Student Store for a fee. This year, ASB stickers will be provided to all students free of charge which includes free admission to all home athletic games and discounted admission to all dances/school wide events.

INDEPENDENT STUDY

It is very important for students to be in school as much as possible since no amount or type of independent work can replace classroom instruction. Short term independent study is offered to students who will be out of school for a minimum of five days and a yearly maximum of twenty days. Families are required to contact the Registrar to schedule an appointment with an administrator at least two weeks prior to the student leaving to sign an independent study contract.

Since this is a legal document, the dates listed must be exact and the student must return on the due date, or they will lose all attendance credit. The Registrar will contact the teachers and work for the student will be provided electronically in CANVAS. Work must be completed by the due date listed on the contract.

LIBRARY

The library is open before and after school and during lunch every day. Students may access the library during class time with a pass from their teacher if space is available. Repair fees will be charged for any books or chromebooks returned with damage or graffiti. Students will be charged the replacement cost of any time lost or damaged beyond repair.

LOCKER ROOM AND PHYSICAL EDUCATION

All students will be issued a combination lock and a locker. Students will be responsible for the lock as well as the contents of the locker for the entire school year. Students **MUST** replace locks that are lost. Following are some important guidelines:

- Always lock the padlock, even when the locker is empty, and check to ensure that it is securely closed at all times.
- If the lock is missing, see the teacher.
- Do not bring locks from home.
- Guard the combination when using your lock and do not share the combination with anyone.
- Do not share locker space with anyone
- Valuables should be left at home.
- No horseplay or running.
- Items that are not allowed in the locker room include gum, candy, food, drinks, glass containers, or aerosol sprays.

The school is not responsible for stolen items, and will not conduct investigations into missing items--all valuables should be left at home. Students are only allowed in the locker room with permission from staff members.

Approved PE clothing must be worn at all times by Lee students during PE classes. No street clothing may be worn under PE clothes. PE uniforms must be neat, clean, and marked properly with the student's name (this will be done by the teacher and no other writing is allowed on the PE clothes). If students write on clothes, they will be required to acquire a new set within one week. Uniforms will be sold through the PE Department for \$25. Students must provide their own tennis shoes with laces. When the weather turns cold, students may wear navy, gray, or white sweatpants or sweatshirts (no zippers allowed). All students will participate in class unless physically unable to do so. Any student who is excused from physical activity must bring a note from parent/guardian or doctor, and the student must still dress in PE clothes. If a student needs to be excused for more than three days, a verification note from a medical doctor is necessary. If a student is excused from PE, they may not participate in after school sports (tryouts or practice).

LUNCH

Lee is a closed campus during lunch and food is provided to all students free of charge. Students must eat in the cafeteria and snack bar areas. After eating, they may stay in the cafeteria/snack bar areas or go to the blacktop or athletic fields.

To visit a classroom, permission from the teacher is required. Students found in out-of-bounds areas during lunch will face disciplinary consequences. Lunch is provided free of charge to students and **no food deliveries will be allowed during the school day.**

MEDICATION

Please administer medication before or after school hours if at all possible. When this is not possible, a signed release form from the parent and the doctor must be on file at the school by California law (forms are available from the school nurse). All medication must be kept in the office in their original containers. Students may carry inhalers and epi-pens if the consent form specifies that. The school does not provide any over-the-counter medication, Students may not carry medication on them or provide any medication to other students. These rules apply to all field trips.

NEIGHBORHOOD POLICY

It is important to remember to show courtesy and consideration for our school neighbors. Students will be held accountable for their actions (littering, loitering, fighting or vandalism) in the school neighborhood on the way to or from school.

PASSES FOR THE RESTROOM, LIBRARY, OFFICE, ETC.

Passes to access the restroom, library, office or nurse during class time will be allowed only in emergency situations. Students **MUST** check into class first and obtain permission AND a pass from their teacher. Students must show their

pass any time it is requested by any school employee. Students who abuse passes may be placed on “escort” only status. No water passes will be given; students should bring a water bottle from home if they need access to water during class time.

PROMOTION CEREMONY CRITERIA

Pupils who satisfactorily complete the course of study, as required by the governing School Board, and whose work is satisfactory in relation to the pupil’s ability, shall be promoted. Please see the WJUSD Parent Handbook for information about retention. A student may be promoted to the ninth grade, but due to certain circumstances, may not be allowed to participate in the Promotion Ceremony. The 8th Grade Promotion Ceremony is a privilege, not a right. **The current promotion criteria will be reviewed with all 8th grade students at the beginning of the school year and communicated to families multiple times throughout the year..**

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection, including holding hands, kissing, extended hugging, etc., are not allowed at school. The administration and staff reserve the right to address students who are engaging in inappropriate physical contact. Students in violation will receive a warning, and if the behavior continues, parents will be notified and discipline may be issued.

REPORT CARDS/PROGRESS REPORTS

In an effort to provide additional feedback to students, Lee has a six- week grading sequence at all grade levels. All students will receive a progress report every six weeks throughout the year. These progress reports are given to the students to take home. It is the student’s responsibility to bring progress reports home. Only semester grades are a part of the student’s permanent record (transcript). The progress reports are NOT averaged together to arrive at a semester grade but are merely indications of student progress. Permanent semester grades are given in January and June.

STUDENT STORE

The Student Store is open and available at lunch for the following services:

- Using Wildcat Way points and/or cash to purchase school supplies
- Using Wildcat Way points for prizes, advertised activities, etc.
- Lost and found items
- Payment of a student bill
- Athletic forms

TELEPHONE AND MESSAGES

In order to provide the most effective learning environment students are expected to keep their cell phones off/silent during school hours, except for during lunch. If parents/guardians need to contact their children during the day, they can call the office to have a message delivered.

WILDCAT WELLNESS CENTER

The Wildcat Wellness Center is open to students during lunch every day. There, students can check in with their counselors, play a variety of games and participate in special wellness and mindfulness activities.

WORK PERMITS

Work permits are issued by the counselor. Students must be 14-1/2 years or older to obtain an application. Students can be denied a work permit for excessive absences, behavioral problems, and/or a 2.0 GPA is not maintained. Students requesting a work permit must be enrolled at Lee Middle School. Work permits can be revoked if a student's GPA falls below a 2.0 or behavior or attendance issues arise. Work permits are issued at the school’s discretion. The permit will be issued after the student has received an offer of employment.

Attendance Policies and Procedures

Success in school and regular attendance go hand in hand. By law, children must attend school until age 18 or have graduated from high school. Classes begin on time and students are expected to be in their assigned seats when the tardy bell rings.

ABSENCES

Parents/Guardians must notify the Attendance Office anytime a child is late or absent. Please do so while the student is absent or immediately after the absence. You may call **406-7354** (day or night) or write and sign a note to send with your child explaining the reason for the absence. In either case, please provide the following:

- Your child's first and last name
- Your first and last name and your relationship to the child
- The date(s) of the absence(s) and time (if partial day or late)
- The reason for the absence(s) - please explain if ill (i.e. stomach ache, headache, etc.)

School attendance state laws require accurate accounting of student attendance. Notes written by the child and signed by the parent are not acceptable. Students who are absent for more than three consecutive days are encouraged to bring a doctor's note. If the school is not contacted within three days of return from an absence, the absence will be considered unexcused. Students must come to the Attendance Office after any absence to get a re-admit slip.

Students should keep up with assignments when they are absent by accessing the work in CANVAS, and reaching out to teachers if they have questions via email.

Excused Absences – Examples <i>Education Code 46010 and 48205</i>	Unexcused Absences – Examples	Truant – Examples
Personal illness	Overslept	Absent without parent permission
Personal medical, dental, optometric appointment	Out of town	Came to school and left without school and parent's permission (cutting school)
Funeral service of an immediate family member (limit one day in the state, three days out of state)	Personal or family business	
Personal court appearance	Transportation problems	

Regular school attendance is vital to a student's success in school. Students are considered to be "chronically absent" when the number of days they have missed school exceeds 10% of the number of school days **for any reason**. Our school attendance team will follow up with families of chronically absent students to offer support and resources. If students continue to be absent, the Vice Principal will refer families to the SARB process.

EARLY DISMISSALS

Students who need to leave campus early for any reason during the school day must obtain an off-campus pass and must be picked up by someone listed on the emergency card who is 18 or older. Off-campus passes may be obtained by bringing a note signed by the parent/guardian or by calling the attendance office **before** leaving school on that day. The note must contain the time the student is to leave school and the reason.

ILLNESS

If an illness or injury occurs after arriving at school, students should report it to a teacher, and then to the school nurse or attendance office. Parents/Guardians may be called while students are in the office. For the safety of our students and staff, anyone infected with a contagious disease is required to stay home and recover prior to returning to school. It will be up to the school nurse, doctor, and parents/guardians to determine when it's appropriate to return to school.

MEDICAL APPOINTMENTS

If a student has an appointment or needs to be excused during the school day, they should bring a note to the attendance office before school from a parent or guardian explaining the reason for the request. The student will then be given an off-campus pass. For the child's safety, it is district policy that students may not walk home or to appointments during school hours. Students will only be released to an adult on the student's emergency card.

TARDIES

If a student arrives at school after the tardy bell rings (either zero period or first period), they should report to the Attendance Office for a re-admit slip. Students will need a note written and signed by a parent/guardian or a phone call to the attendance office explaining the reason for being late. Students arriving without a note/call clearing tardiness will be considered unexcused. Zero/First-period tardies of less than ten minutes or tardies for any subsequent classes will have consequences assigned by teachers for the first 6 tardies. After that, students will be assigned consequences for tardies by the Vice-Principal including from detention up to parent shadowing. Regular tardy sweeps will also be conducted, and any student caught tardy during the sweeps will be assigned disciplinary consequences.

TRUANCY (ABSENT FROM SCHOOL WITHOUT PERMISSION)

Any absence that is not cleared with a note or a phone call after 3 days will be considered unexcused. School support services will be offered if needed. If a student has four or more trancies, a conference, or a home visit from the school resource officer or a Lee/WJUSD staff member may occur. Students may also be referred to the School Attendance Review Board (SARB) - a cooperative group from the district, law enforcement, probation, social services, Child Protective Services (CPS), and the District Attorney's Office. Three unexcused absences will be one truancy and will generate a truancy letter.

WITHDRAWING FROM SCHOOL

If a student will be moving or changing schools, please come to the registrar's office or call 530-406-7356 to request a drop and give the new address. Please request a withdrawal at least one day in advance because the following will need to be completed:

- Return library books, Chromebook and textbooks
- Sign out of classes
- Pay for any debts
- Return PE lock

School Climate and Behavior Expectations

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity. A student who has committed the following acts is subject to discipline by suspension or expulsion:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold or otherwise furnished a weapon or other dangerous object.
- Possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance or an alcoholic beverage, or an intoxicant of any kind.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- Harassed, threatened, or intimidated another student or staff member.
- Sufficiently severe or pervasive inappropriate behavior that causes the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment as defined in Section 48900.4.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- And those acts otherwise defined by California State Education Code 48900 and 48915.

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

WJUSD Bullying Information

Bullying means, "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil as defined, in fear of harm to that pupil's or those pupil's person or property, causing a reasonable pupil to experience a substantial detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the school."

- Any student who engages in bullying may be subject to corrective and/or disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee (Bully Buster forms available in office).
- Administration will promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the principal of their school site to discuss the matter. If the student or the parent/guardian of the student still feels that the investigation or complaint has not been addressed adequately, they may contact the Director of Student Services at 530-406-3150. The District and school sites prohibit retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

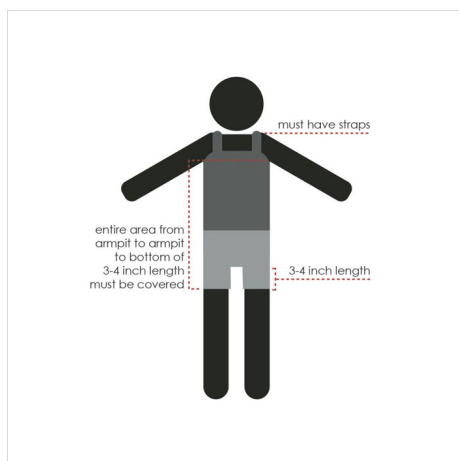
- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of Annual Notification to Parents/Guardians, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make all reasonable efforts to keep a report of bullying and the results of an investigation confidential.
- Staff members are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident. The District and school sites will take steps to ensure that a report will not result in retaliation, a negative reputation or any other negative consequence. A student could, however, be disciplined for making a knowingly false report or complaint.

WJUSD Dress Code and Grooming Policy

In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review district regulations and may establish additional school rules governing dress and grooming which are in compliance with district regulations and the following guidelines. Such proposed school rules must be reviewed and approved by the Superintendent. To accomplish the consistency of this message, this item will be shared at least annually with the school site staff, both certificated and classified, as it is the entire school's responsibility to enforce these standards.

The following guidelines shall apply to all regular school activities (WJUSD Board Policy 5132):

- All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed. **Clothes shall be sufficient to conceal undergarments at all times and conceal all parts of the torso.**



- Footwear must be worn at all times. Footwear must be worn with a heel strap. Footwear without heel straps (sandals, flip flops, slides) is prohibited.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Jewelry, accessories, or ornaments that may be considered dangerous objects are prohibited.
- Sun-protective clothing, not limited to hats (Ed. Code 35183.5), shall be allowed. Hats, hoodies and other head coverings shall not be worn indoors unless in observance of one's religion. Bandanas, scarves, hair rags, etc. are prohibited on campus.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066). The principal, staff, students and parents/guardians

at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. Additional provisions are in place specific to gang-related apparel; See the complete version of the WJUSD Dress Code for additional information.

The Wildcat Way (WCW) – Be Respectful of Self and Others, Use Self-Control, Be Self-Directed, Be Involved – is a program for supporting positive behaviors and citizenship at Lee Middle School. Students may earn Wildcat Way points for displaying the use of any of the four parts of the WCW. These points may be used to obtain items at the Student Store and for access to some school activities. Throughout the year, students participate in activities and lessons supporting the Wildcat Way at Lee.

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Classroom & Office Managed Behaviors & Interventions/Consequences

These interventions aim to correct behavior so that students may learn and demonstrate Self-Control, Respect for Self and Others, Self-Direction and positive school involvement. Teachers are encouraged to try a variety of teaching and classroom management strategies.

<u>Low Level Violations</u>		<u>Universal Interventions for all students</u>	
<ul style="list-style-type: none">● Failure to follow directions● Disruptive behavior● Annoying behavior negative gestures● Minor physical aggression● Aggressive language towards student● Spreading rumors/excluding others● Dress Code● Public display of affection● Electronic device (cell phone)● Minor damage to property● Habitual Tardy● Cutting● Inappropriate Language		<ul style="list-style-type: none">● A private, positive conference with students. (Build positive relationship)● Seat change● Pre-correction & Redirection: Re-state expectations in a short and positive manner● Role-play replacement behavior (practice)● Buddy Classroom: student reflects in another classroom and is allowed extended time away● Parent/Guardian accompanies student in class● Daily progress report for behavior (with parent signature)● Increase positive acknowledgements/ recognition● Goal-setting (& reflection) with student● Provide student with breaks● Develop and use cueing systems to prompt student to engage in proper behavior● Positive greetings/encouragement at the door daily● Other	
<u>High Level Violations</u>	<u>Possible Interventions</u>	<u>Possible Consequences</u>	
<ul style="list-style-type: none">● Fighting● Possess Weapon● Alcohol / Intoxication / Controlled Substance● Damage School Property● Stealing● Habitual Profanity● On-going Defiance / Disruption● Bullying● Harassment/Engaged in Intimidation	<ul style="list-style-type: none">● Restorative Conversation● Conflict Mediation● Conference with Student● Referral to Counselor● Parent Contact / Conference● SST (Student Study Team)● SART (School Attendance Review Team) Referral● Tier II Referral● Restorative / Community Service● Other	<ul style="list-style-type: none">● Held in Office● Contacted Parent● Detention● Privilege Revoked● Confiscated● In School Suspension● Class Suspension● Suspension● Behavior Contract	

Student Activities and Recognition

To make the experience at Lee Middle School the best that it can be, there are many opportunities to get involved. These activities include, but are not limited to sports, lunchtime intramurals, ASB/Leadership, yearbook, various clubs, and much more.

ASSOCIATED STUDENT BODY (ASB)/LEADERSHIP

Students may choose to participate in ASB/Leadership class which is offered during the school day. Students in this class plan assemblies, rallies, dances, school spirit activities, socials, etc. ASB officers are elected from the students in the class.

ASSEMBLIES/RALLIES

Assemblies and rallies will be scheduled throughout the school year. At all times, the students' behavior should be courteous and students should follow the Wildcat Way Behavior Expectations. The privilege of attending an assembly or rally is limited to those students who behave appropriately.

DANCES/EVENTS

Chaperoned dances and other events are scheduled during the school year and are considered a privilege. All students must have their own ID card, return a signed permission slip, and demonstrate appropriate behavior in order to participate, which includes having no more than 2 Fs, no more than 15 tardies in the current semester, and current attendance percentage higher than 90%. **Students must follow WJUSD/Lee dress code policy and behavior guidelines (such as no dirty dancing).** Students must stay for the entire event unless it has been pre-arranged for parents to pick up students, and parents must do so in person. Students will not be admitted to a dance more than 30 minutes after the dance begins.. Students must be in attendance at school the day of the event and may not be currently suspended or serving In-school Suspension.

SPORTS

Academic Eligibility – All students shall be eligible for extracurricular activities entering seventh grade. Students participating in activities at the seventh and eighth grade levels must achieve a 2.0 grade point average with no F's.

Code of Conduct for Student Athletes:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Good Citizenship

Fall	Winter	Spring
Volleyball – girls only	Basketball	Soccer
Cross Country	Wrestling	Track

CLUBS AND ACTIVITIES

Clubs and activities change yearly The following clubs and activities have been offered in the past:

Intramurals	Early Academic Outreach Program (EAOP)	Educational Talent Search (ETS)
Ocean Conservation Club	Book Club	Giving Tree
Red Cross Club	Robot Club	National Junior Honor Society
Gay, Straight Alliance	Project SAFE	Gaming Club

RECOGNITION

7th & 8th Grade Awards

Wildcat Way Points
Student of the Month Awards
Awards Assemblies
Award cards (lunch/homework pass, etc.)
Attendance Awards
Honor Roll – 3.0-3.49 G.P.A.
Principal's Honor Roll- 3.5-3.99 G.P.A.
4.0 Honor Roll
Citizenship Award
Excellence in Academics Awards

8th Grade Awards

Barbara Gray Achievement Award
Margaret Parker NJHS Award
The American Legion Award
Wildcat Athlete-Scholar Award
Wildcat Outstanding Service Award
High Academic Achievement Award
Academic Improvement Award
President's Award for Academic Excellence
President's Award for Education Improvement

DAY ON THE GREEN

It has become a tradition at Lee Middle School to celebrate the end of the year by having Day on the Green. In order to participate in this activity, students meet the following criteria as of the beginning of the final grading period:

- Have no more than 5 total days of suspension for the year
- Eligible for Promotion if in 8th Grade
- Grades from the 5th grading period going forward must include no more than two Fs
- Greater than 90% attendance
- Any no-go recommendations from teachers will be reviewed by administration
- If a student has extenuating circumstances or has made significant academic or behavioral progress in the weeks leading up to Day on the Green, he or she may be allowed to participate.

Sound Like a Scholar – AVID Academic Language Scripts

Suena como un Académico--Guiones de Lenguaje Académico AVID

Requesting Assistance/ Cómo pedir ayuda

- Could you please help me? *¿Me podría ayudar?*

Interrupting / Interrumpiendo

- Excuse me, but . . . (I don't understand.) *Discúlpame pero no entiendo...*

Asking for Clarification / Pidiendo una aclaración

- Could you repeat that? *¿Podrías repetir por favor?*
- Could you give us an example of that? *¿Nos podrías dar un ejemplo?*

Probing for Higher-Level Thinking / El sondeo de orden superior de pensamiento

- What examples do you have of . . . ? *¿Cuáles ejemplos tienes de...?*
- Where in the text can we find...? *¿Dónde en el texto podemos encontrar...?*

Expressing an Opinion / Expresando una opinion

- I think/believe/predict/imagine that . . . What do you think? *Pienso/creo/predigo/imagino que... ¿Qué piensa/s?*

Building on What Others Say / Sobre la base de lo que otros dicen

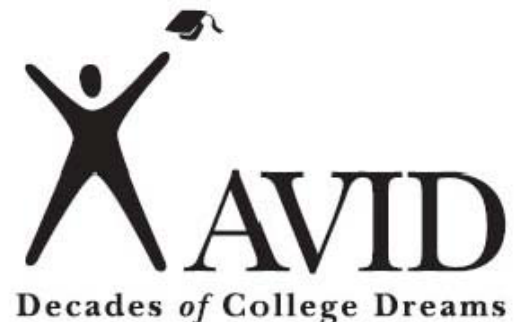
- I agree with what said because . . . *Estoy de acuerdo/a con lo que dijo _____ porque...*
- You bring up an interesting point and I also think . . . *Mencionaste un punto interesante y también pienso...*

Soliciting a Response / Solicitar una respuesta

- Does anyone agree/disagree? *¿Alguien está de acuerdo o en desacuerdo?*

Disagreeing / En desacuerdo

- I don't really agree with you because . . . *Realmente no estoy de acuerdo con usted/contigo porque...*



Academic Language Scripts

Requesting Assistance

- Could you please help me?
- I'm having trouble with this. Would you mind helping me?
- Could you please show me how to do this... , write this... , draw this... , pronounce this... , solve this?

Interrupting

- Excuse me, but... (I don't understand.)
- Sorry for interrupting, but... (I missed what you said.)
- May I interrupt for a moment?
- May I add something here?

Asking for Clarification

- Could you repeat that?
- Could you give me an example of that?
- I have a question about that: ...?
- Could you please explain what _____ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- So, do you mean...?

Probing for Higher Level Thinking

- What examples do you have of ...?
- Where in the text can we find...?
- I understand ... , but I wonder about. ...
- How does this idea connect to ...?
- If _____ is true, then ...?
- What would happen if ...?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are _____ and _____ similar?
- Why is _____ important?
- How do you know that? Can you give an example?
- Is there another way to look at this?

Expressing an Opinion

- I think/believe/predict/imagine that ...
- In my opinion ...
- It seems to me that ...
- Not everyone will agree with me, but ...

Building on What Others Say

- I agree with what _____ said because ...
- You bring up an interesting point, and I also think ...
- That's an interesting idea. I wonder ...? I think ...
Do you think ...?
- I thought about that also, and I'm wondering why ...?
- I hadn't thought of that before. You make me wonder if ...? Do you think ...?
- _____ said that. ... I agree and also think ...
- Based on the ideas from _____, _____, and _____, it seems like we all think that. ..."
- That's an excellent point, and I would add...

Soliciting a Response

- Do you agree?
- _____ (name), what do you think?
- Can someone else ask a question or offer an opinion?
- _____ (name), what did you understand from that answer?

Disagreeing

- I don't really agree with you because ...
- I see it another way. I think ...
- My idea is slightly different from yours. I believe that ...
I think that ...
- I have a different answer than you ...

Offering a Suggestion

- Maybe you/we could ...
- Here's something you/we might try.
- What if you/we ...?

Classroom Reporting

- _____ explained to me that ...
- _____ pointed out that ...
- _____ mentioned that ...
- _____ shared with me that ...
- _____ brought to my attention that ...
- _____ pointed out something (interesting, intriguing, surprising).

Mullen, M., Ramers, L., Elia, S., Casey, S., & Wheaton, L. (2014). *AVID Excel volume 1: Academic language acquisition* (p. 299). San Diego, CA: AVID Press.

Lee Middle School Compact

(Please keep this form in your handbook for reference)

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet the state standards.
- Endeavor to motivate my students to learn.
- Be available and willing to provide students with support and mentoring.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily assignments to reinforce and extend learning..
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Equip students with the skills necessary for high school, college, and career readiness.
- Encourage students to become positive and active community members.
- Communicate upcoming assignments and student progress regularly with students and families.
- Respect the school, students, staff and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school on time, maintain not being tardy, and ready to learn..
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it on my own time before, in class, or after school.
- Communicate regularly with my parents/guardians and teachers about school experiences so that they can help me to be successful in school.
- Check my grades weekly.
- Use social media and other technology responsibly and not engage in cyberbullying.
- Respect the school, classmates, staff and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- At home, provide a quiet time and place for assignments. At school, encourage students to join homework clubs or visit the library for help or quiet places to complete work.
- Monitor and limit time my child's TV viewing, Chromebook use and video game playing.
- Encourage my child to read every day for 30 minutes or more.
- Communicate with the teacher or the school when I have a concern.
- Ensure my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school by using school resources such as Aries and Canvas.
- Participate in school activities, school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Student

Teacher

Parent/Guardian

Title I, Part A School-Level Parent and Family Engagement Policy

To involve parents in the Title I, Part A programs, the following practices have been established:

- Information is provided through our school and district handbooks on Title I and Parent Involvement.
- Family Events (AVID Family Night, Back to School Night, Incoming 7th Grade Parent Night, Dual Immersion Parent Night, Open House, Parent Information Sessions and Science Nights)
- English Language Advisory Committee (ELAC)
- School Site Council
- Awards Assemblies
- Parent Conferences twice a year

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

- August 30th, 2022 - Parent Title 1 Meeting @ 6:00-7:30pm at Back to School Night
- November 9th, 202s-School Site Council Meeting at 4:00pm via Zoom
- May 3rd, 2022 - Open House / Parent Title I Meeting for the 2022-23 school year.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

- For the 2022-23 school year, we schedule our meetings at 5:00-7:30pm in the evening on August 30th and May 3rd. Recordings are also available after the meetings to watch on demand.
- Parents are also allowed to attend our open School Site Council meeting held each month to learn more about our school and its involvement as a Title I School.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

- Title I information and parent feedback is solicited through shared our School Site Council meetings.
- Title I information and feedback is provided through our English Language Advisory Committee meetings

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]).

- Title I information is currently provided at our Back to School Night and Open House.
- Information is also shared in an open School Site Council meeting.
- School academic progress is provided via the website link to California Dashboard

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4)[B]).

- Information regarding curriculum, assessments used to measure student progress and the proficiency levels are discussed in our open School Site Council meetings as well as our beginning of the year Back to School Night, Open House Night, AVID Parent Nights, Dual Immersion Parent Night and Teen Talk Parent Night.

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

- Parents and community are welcome and invited to all School Site Council meetings throughout the year.
- Parents and community are welcome and invited to all ELAC meetings throughout the year.
- A parent survey is provided through the CHKS.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- Classroom communication with parents via newsletters and online applications (Parent Square, Canvas, AERIES, email, text, Remind, ...)
- School-wide phone/text messages, a weekly video and emails regarding meetings, activities, and workshops.
- School-wide social media posts on Twitter, Instagram and Facebook.
- School web page and information about parent involvement

The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

- Information on content standards and curriculum is provided through the district website
- Information on content standards, assessments, and how to improve student achievement is provided at Back to School Night, IEP Meetings and at Parent Conferences.

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

- During student led conferences teachers disseminate materials and information on how parents can help with student achievement.
- Throughout the year we provide Parent Academy Workshops, newsletters, videos, etc. to support parents in helping their students to succeed.
- Woodland Joint Unified School District provides a variety of training and workshops to assist parents.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children (ESSA Section 1116[e][4]).

- Volunteer information and procedures for soliciting parent involvement.
- Variety of family-school events to promote parent involvement.
- Established system of parent request for student support (academically as well as social-emotional).

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

- All-call messages/texts are provided in both English and Spanish.
- School marquee is updated periodically in both English and Spanish.
- All written communication (flyers, handouts, social media posts, etc.) is provided in both English and Spanish.

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

- Numerous family events including: Science Night, Teen Talk Parent Nights, Awards Assemblies, School Site Council, ELAC, DELAC, Beautification Day, Dual Immersion Family Night and AVID FamilyNight.

The school provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand (ESSA Section 1116[f]).

- Monthly English Language Advisory Committee (ELAC) meetings
- Quarterly District English Language Advisory Committee (DELAC) meetings
- School Site Council meetings at least 5 times per year

This policy was adopted by the Lee Middle School Site Council on 11/9/22 and will be in effect for the period of 2022-23 school year.