

Language Academy
MIDDLE SCHOOL DISCIPLINE INFORMATION

Anti-Bullying Policy

President Obama signed a law regarding Anti-Bullying. We take bullying seriously and students will receive strong consequences if they are involved in this behavior.

It happens when someone continues hurting, frightening, threatening, or leaving someone out on purpose. Bullying behaviors include, but not limited to the following:

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Spreading rumors or untruths about someone.
- Using put-downs- i.e. insulting someone’s race; making fun of someone being a boy/girl.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Touching or showing private body parts. (Sexual Harassment).

Our Commitment

Students at Language Academy will do the following things to prevent bullying:

Treat each other respectfully.	Refuse to watch, laugh, or join in when someone is being bullied.
Refuse to bully others.	Try to include everyone in play, especially those who are left out.
Refuse to let others be bullied.	Report bullying to an adult.

• **First Offense**

An adult (teacher or other staff member) can & will:

1. Send you to the principal, vice principal, or designee to discuss the misbehavior,
2. Assist you with problem solving & issue appropriate consequences.
3. Students will lose campus privileges and/or receive other consequence.
4. Parents/Guardians will be contacted.

• **Second Offense**

1. You will be sent to the office, the principal, vice principal, or designee will contact your parent/guardian, and a meeting will be held to develop a plan to change the behavior.
2. Possible short-term suspension or other consequences will be given at administrator’s discretion.
3. We will:
 - a. Provide immediate consequences for retaliation against students who report bullying
 - b. Provide immediate consequences for any act of sexual harassment
 - c. Any egregious act of bullying, sexual harassment or intimidation can lead to immediate suspension and/or expulsion.

Zero Tolerance Policy

The Board of Education has adopted a Zero Tolerance Policy on weapons, violent acts, & repeated fighting. This policy applies to middle level, junior high and high school students. *Secondary students who violate this policy will be suspended and recommended for expulsion.* Students are subject to arrest if they have or use weapons & violate the law. (Admin. Procedure 6295 is available at: www.sandi.net)

Sexual Harassment Policy

Sexual Harassment can be verbal, visual or physical. **No form of Sexual Harassment will be tolerated at any time at school.** Students who sexually harass a student or employee of the school will be suspended and may be recommended for expulsion or arrest.

Possession & Use of Cellular Telephones & Other Electronic Signaling Devices

Student possession & use of cellular phones, pagers & other electronic signaling devices on school campuses & school buses, at school-sponsored activities & *while under the supervision & control of school district employees is permitted under the circumstances described herein.*

All students may use these devices on-campus **before** school begins and **after** school ends-only! These devices must be kept out of sight & turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action. (Approved 12-03. Related Procedures 6270; Emergency Procedure 15)

Bicycles, Skates, Skateboards, Baseballs, & Footballs

- Bicycles, skates and skateboards are **not** allowed on the school grounds at any time.
- For safety reason, baseballs, softballs (and other hardballs), and footballs are not to be played on the school campus unless it is under the supervision of a P.E. teacher during P.E. class.
- Students should not bring any kind of balls to school.

Student/Parent Communication/Grades On-Line

Language Academy Middle School uses two websites to communicate with students & parents. One website we use is found at <http://language.grouppfusion.net>. This website serves to host a webpage for each middle school class, where assignments, announcements, discussion boards, and web links may be found, among other information. The second website we will be using is found at <http://www.TeacherEase.com> which serves to host your student's grades. **Please check both sites regularly. Group fusion will have current and upcoming assignments. Teacher Ease will have access to your child's grades.**

You may join <http://language.grouppfusion.net> and request to receive email digests of your child's assignments. To do this, just click on "New to this website?" and follow the instructions on the screen. Please remember to register as a "Parent". Accounts that are registered as students who are not recognized by the website administrator as a student are periodically deleted. To receive communication through <http://www.TeacherEase.com>, you must give us a valid email address. Your valid email address must be sent to your child's teacher with a request to be added to TeacherEase. We will do the rest. Once you are entered into that database, you will receive an email notifying you of your username (usually your email address) and password. Teachers are able to email parents with notable events in class (i.e. your child does outstanding work, makes good effort, misses assignments, etc.). It also enables parent to view student grades, check behavior logs, and send emails to the Middle School teachers. There is a link to <http://www.TeacherEase.com> on grouppfusion's homepage.

Student Dress Standard

The students and staff at Language Academy expect everyone to have high standards of conduct & appearance. Clothing should be suitable & comfortable for normal school activities & should reflect respect, pride, and good standards of the student's home and community.

Students' clothing and appearance should not be of such extreme that it draws undue attention to the student, nor should his/her clothing and appearance detract or interfere with the teaching and learning in the classroom. General clothing standards for all children require that **closed-toed** shoes be worn all times. Sneaker type shoes **must** be worn for P.E.

The following items are considered **objectionable** clothing for reasons of health & safety & will require a change of clothing. ***Students may be asked to wear school available shorts or T-shirts over their clothing if they break the dress standard.***

- Open toe shoes or sandals	-Sagging/oversized	-Midriff shirts/blouses
- Shoes with wheels	-unfastened overalls	-tight fitting tops
- Cosmetics/make up	-Dangling earrings	-tops with a low neckline
- Chain belts/wallet chains	-Caps in the building*	-Spaghetti straps
	-clothes with inappropriate words/symbols or adult themes	
<i>NO FACIAL PIERCINGS - only ear piercings allowed.</i>		

(*caps may be worn outside with bill forward; no bandanas or knit caps may be worn)

Attendance Policy

- Attendance Clerk- Mrs. Johnson can be reached 24/7 at: [619.287-1182 ext.123](tel:619.287.1182).
- Parents/Guardians **must report all student absences to the office with a phone call.**
- Parents can leave a message the night before, if a child will be out.
- We request that you make Dr. Appointments on Thursday afternoons (our Min. Day)
- It is advisable to request a Dr.'s note for your records & ours- keep a copy of the note for your records.
- Parents who will require an Independent Study contract for absences more than 5 days must provide the teachers at least 7-10 days to prepare homework material for their student.

Truancies will not be tolerated. In order to participate in extra-curricular activities, students must have all un-cleared absences, cleared. It is important to note that for middle school students, when one class is missed, it is the equivalent of two classes due to our block schedule. It is the responsibility of the student to meet with the teacher & make up work when this occurs.

PLEASE NOTE: The group fusion website can be accessed from home while the student is away from school to keep track of assignments due: <http://language.groupfusion.net>

Academic Honesty Policy

A classroom is a place where all students have the right to an education, the right to feel comfortable, and the right to be treated with respect. Academic honesty is an extremely important factor in maintaining an educational environment which is fair and open and which preserves the dignity of all students. Each student is responsible for helping to keep this environment intact. Academic honesty does not simply involve "not cheating", and it is not merely a personal matter. It involves the trust and respect of the teacher as well as that of every student in the class. A violation of the trust and respect of the teacher and fellow classmates is a very serious matter and will not be treated lightly.

- **Cheating on Tests & Assignments**

Any intentional giving, or using, of outside assistance related to an examination, test, or quiz without permission from the teacher (including misuse of any form of technology- including internet translators). A student guilty of dishonesty such as requesting, giving, or receiving information on an examination, quiz, or assignment designed as an individual rather than collaborative effort will receive a zero on that work. That

zero will be averaged into the student's academic grade. Citizenship grade will be lowered, as determined by the teacher.

- **Fabrication:** Any falsification or intentional invention of data, sources, or other authority in an academic exercise. If a student falsifies data or sources, the student will receive a zero on the assignment. Citizenship grade will be lowered as determined by the teacher.
- **Unauthorized Collaboration:** Any collaboration between a student and another person at times or in ways which are not permitted. Students involved will be subject to lowered academic and citizenship grades as determined by the teacher. Any student who contributes to an incident of Academic dishonesty may have their academic grade lowered and may have their citizenship grade lowered.
- **Plagiarism:** Any intentional use of another person's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, material generated by technology, or the work of another student. A student guilty of plagiarism will receive a zero grade on the assignment. That zero grade will be averaged with the other course grades for the academic grading period and the citizenship grade will be lowered as determined by the teacher. Staff members observing an act of plagiarism will confiscate the work and notify the appropriate teachers.
- **Theft or Alteration of Materials:** Any theft, concealment, alteration, or distribution of student, staff, or library material. A student guilty of stealing or using stolen materials may face suspension, and/or a failing grade of F/U for the term.
- **Pressure for unsubstantiated Grade Change:** Any student or parent/guardian request for a grade change other than a change to correct an averaging, recording, or other clerical error.

Citizenship Marks are recorded on a student's cumulative grade history but are *not* reported on transcripts.

- **Citizenship Marks**

- ✓ E Excellent -Is an outstanding citizen
- ✓ G Good -Is an above-average citizen
- ✓ S Satisfactory -Meets citizenship standards
- ✓ N Needs to improve - Needs help to meet citizenship standards
- ✓ U Unsatisfactory- Fails to meet school citizenship requirements

- **Knowledge of Academic Dishonesty**

Any student who has personal knowledge of a violation of the district policy of academic honesty is to report it to school authorities. Being a party to cheating subjects students to disciplinary action.

Handling of Medicine

All medications, including over-the-counter remedies and medications prescribed by your doctor must be administered by the school nurse and / or Administrator, once parents have completed the Nursing and Wellness Program's Form: **PHYSICIAN'S RECOMMENDATIONS FOR MEDICATION**

An adult – not the student- must bring the medication to the nurse's office to be stored in a locked cabinet in the Health Office.

Students may not carry any medication with them unless it has been specifically discussed with the school nurse and is in keeping with current district policy. The other student's safety and the districts zero tolerance policy makes it very important for every student to follow these guidelines at all times.

Grounds Supervision

Supervision is provided on the school campus from 8:30-4:00 on regular days and 8:30-1:00 on minimum days. If students are left at the school before or after these times, the students will be unsupervised and the police may be called to handle the matter.

Network Use Policy

The purpose of schools having access to sandi.net and the Internet is to support research and education in the academic setting of the school by providing access to unique resources and opportunity for collaborative work. The use of sandi.net must be in support of education and research and consistent with the educational objectives of San Diego Unified School District. **The use of sandi.net and the Internet is a privilege, not a right, and inappropriate use that does not support the above goals will result in a cancellation of those privileges.**

8th Grade Exit Exhibition

Starting in middle school, students will maintain a portfolio of written work that meets grade level literacy standards in the two languages of study. At the end of the 8th grade, student will prepare an exit exhibition which will consist of an oral presentation and an exit portfolio containing:

1. The students four best samples of written assignments
2. A written reflection for each assignment demonstrating understanding and competence of the literacy standards,
3. An introduction to the student and a reflection of his or her overall academic growth as a bi-literate student.

Failure to submit portfolio Exhibition pieces *on time* can be a cause for a failing grade & other serious academic consequences. Students are encouraged to speak to their teachers immediately, if they begin to experience any problems with these assignments.