**ALEXANDER GRAHAM BELL**

**MIDDLE SCHOOL**



**2021-2022**

**STUDENT HANDBOOK**

**Important DATES:**

**Back to School Night** - September 16th

**Parent/Teacher Conferences** - January 19th, 20th, & 21st and May, 11th, 12, & 13th

**2nd to Last Day and Last Day of school** - June 13th and 14th

***This planner belongs to:***

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| --- | --- | --- | --- | --- |
| PERIOD | SUBJECT | TEACHERNAME | PHONEEXT | TEACHEREMAIL |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
|  | COUNSELOR NAME |  |  |  |

ATTENDANCE RECORDING HOTLINE **619-430-1111**

SCHOOL NURSE **619-430-1003**

**SCHOOL PHONE: (619) 430-1000**

**SCHOOL FAX: (619) 430-1010**

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| **Regular Day** |
|  7:30 | Late Warning Bell |
| 7:35 - 8:35 | Period One |
| 8:39 - 9:39 | Period Two |
| 9:39 - 9:44 | Grab and Go Nutrition Break |
| 9:44 - 10:44 | Period Three |
| 10:48 - 11:47 | Period Four |
| 11:52 - 12:22 | Lunch |
| 12:27 - 1:26 | Period Five |
| 1:30 - 2:30 | Period Six |

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| --- |
| **Modified Day** |
|  7:30 | Late Warning Bell |
| 07:35 - 8:22 | Period One |
| 8:26 - 9:13 | Period Two |
| 9:13 - 9:18 | Grab and Go Nutrition Break |
| 9:18 - 10:05 | Period Three |
| 10:09 - 10:56 | Period Four |
| 11:01 - 11:31 | Lunch |
| 11:36 - 12:23 | Period Five |
| 12:27 - 1:14 | Period Six |

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| **Progress Reporting Dates** |
| **Semester One** |
| August 30th - October 15th |
| October 18th - December 3rd |
| December 6th - January 28th |
| **Semester Two** |
| January 31st - March 11th |
| March 14th - April 29th |
| May 2nd - June 14th |
| June 14 - Last Day of School, Promotion  |

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| --- |
| **Modified Days for Staff Professional Learning and Planning****Students will be dismissed at 1:14 p.m.** |
| September 2th, 9th, 16th, 23rd, 30th |
| October 7th, 14th, 21st, 28th |
| November 4th, ***10th***,18th |
| December 2nd, 9th, 16th |
| January 6th, 13th, 19th, 20th, 21st, 27th |
| February 3rd, 10th, 17th, 24th |
| March 3rd, 10th, 17th, 24th |
| April 7th, 14th, 21st, 28th |
| May 5th, 12th, 19th, 26th |
| June 2nd, 9th, 13th, 14th |

**WELCOME!**

The staff at Bell Middle School welcomes you to the 2021-2022 school year. At Bell, our commitment is to offer an equitable, culturally relevant and inclusive education for all students. We believe that each student has the ability to achieve at high levels and that it is our responsibility to provide a diverse and challenging curriculum, in a safe and nurturing environment. We pledge to work in partnership with you and your family to make your experience at Bell a productive and positive one.

You are encouraged to join and become actively involved in the many clubs and school activities that we provide. These opportunities include elective classes, clubs, events, Associated Student Body (ASB) and Yearbook and other special activities. Your participation will enrich your educational experience, provide you with an opportunity to make new friends, and contribute to our growing Bell culture.

Students and staff have carefully prepared the policies and procedures contained in this planner. It is expected that you will read them carefully and follow them as they are presented to help you experience a rewarding and successful year!

***We are so excited to have you here at Bell***

**STUDENT PLANNER**

You are expected to have this planner with you at all times. In addition, you must have your Bell Middle School student identification card with you at all times. If lost or stolen, you must replace the planner or the student identification card as soon as possible. These organizational and safety items are critical and IDs are required to attend school sponsored events. Replacement ID cards and lanyards are $2.00 each and can be purchased at the finance office or ASB store.

**SCHOOL DRESS CODE**

All students at Bell Middle School must abide by our school dress code. The dress code is designed to promote school safety, improve discipline, enhance a professional learning environment, while maintaining student independence.

All students must enter and exit campus in compliance with the school dress code policy. All students who stay after school to participate in after-school programs must follow the dress code.

**Dress Code Requirements**

**Garments, Backpacks and other Accessories MUST NOT display:**

* Drugs, alcohol, and/or tobacco related messages
* Racial, ethnic, homophobic, and/or sexist slurs
* Gang-related symbols and/or insignias, images depicting violence/weapons, vulgar gestures, profanity, sexually suggestive, obscene language, and/or pictures

**The following garments and accessories are NOT allowed:**

* Pajamas and/or pajama bottoms, sleepwear or blankets
* Midriff and/or half shirts, crop, halter, strapless and/or tube tops; clothing with spaghetti straps; muscle shirts
* Racer-back tank tops less than 4-inches wide in the back or not close to the armpit
* Showing bra straps
* Clothing that expose cleavage
* Excessively short bottoms (clothing should be mid-thigh, closer to the knee)
* Large hoop earrings, larger than the size of a quarter
* Distinctive modes of dress representing gang affiliation, and gang related behavior (throwing signs)
* Items hanging out of clothing, such as bandanas, scarves, electronics, wires, etc.
* Clothing that exposes undergarments

**Shoes**

* No heels
* All shoes must be closed toe

**Friday Spirit Days**

* Every Friday we encourage school club shirts and/or college gear

**OTHER IMPORTANT DRESS REQUIREMENTS**

* Clothing required for religious reasons is acceptable
* Your School ID and lanyard is part of your dress code. School identification cards are provided and students must have the ID card with them the entire time they are on school campus. Lanyards are provided to every student at the start of the year to help keep IDs visible. Students who require replacement IDs will be expected to pay or do school service to get a new one from the library

**School Response**

**First Offense**: Warning. The student will be asked to change or adjust clothing for the school day.

**Second Offense:** The student will be asked to change or adjust for the school day and a parent will be contacted.

**Third Offense:** The student will be asked to change or adjust clothing, given a consequence, and a guardian will be contacted to discuss the issue and possible solutions and support.

Continual defiance of the dress code may result in documented referrals.

**ACADEMIC GRADING**

**Academic Grading Policy**

The scholarship grade indicates the level of proficiency and competency achieved in the specific subject. Scholarship grades are determined by the teacher of record. Grades for each progress report period will be reflected on a progress report that will be printed and provided to students at the site, as well as provided to families via parent portal. Guardians can access their parent portal at any time and all questions regarding grades should be directed to the teacher of record. The semester scholarship grade will reflect the entire semester’s academic work and that grade will remain officially on the student’s academic record. The following marks are used:

 A = Superior, exceeds standards

 B = Above Average

 C = Satisfactory completion of standards

 D = Standards not met

 F = Failure, credit not granted

 NG = No Grade

**WHEN ABSENT FROM A CLASS, RESPONSIBILITY FOR MAKING UP MISSED ASSIGNMENTS RESTS WITH THE STUDENT.**

Responsibility for making up work rests with the student, yet teachers should make an effort to provide an opportunity for the work to be made up and to give the student needed assistance.

Incomplete assignments that are not turned in will result in a final academic grade of an “F.”. The following comment will be printed on progress reports if the teacher of record has any concern that a student may fail the course “Any grade of D or F may fail at the semester.”

**Citizenship Grades**

Good citizens demonstrate attitudes of caring, concern, and respect for others, and respect for personal and school property. The guidelines for citizenship grades at Bell Middle School are based on our P.A.R.R. behavior expectations.

 E = Excellent (*Outstanding student who exceeds citizenship standards.)*

 G = Good (*Exceeds citizenship standards.)*

 S = Satisfactory (*Meets citizenship standards.)*

 N = Needs to Improve *(Needs help in meeting citizenship standards.)*

 U = Unsatisfactory (*Fails to meet citizenship standards.)*

**Recognition for Academic Achievement**

Students are rewarded at the end of each six-week progress reporting period for academic achievement and outstanding citizenship. Students who earn an academic GPA of 3.5 and above, as well as those who earn a citizenship GPA of 4.0, will receive some sort of recognition at the end of each grading period.

**Ethics Policies**

**1. Academic Ethics**

Honesty and integrity are essential to a successful education. Cheating undermines the academic process, shatters students’ integrity, and destroys the trust required for an honest, productive teacher and student relationship. To instill in students the importance of honesty and integrity, the staff at Bell Middle School will enforce the Academic Honesty Policy to promote academic honesty.

***Academic Ethics Violations:***

* + 1. Allowing other students to copy your tests, assignments, or homework.
		2. Copying from another student’s homework, test, or assignment.
		3. Using notes or materials during a test without permission.
		4. Committing plagiarism by using materials from other students, printed materials, or on-line sources.
		5. Stealing, exchanging, or altering materials.
		6. Developing a pattern of being absent when tests are scheduled.
		7. Applying pressure for grade changes
		8. Using computers or computer networks inappropriately.

***Consequences:*** Any violation will result in one or more of the following consequences:

a. Students will receive a zero on the assignment or test.

b. The citizenship grade may be lowered on full level on that six-week progress report.

c. The parent(s) will be notified.

d. The offense will be reported to the counselor and kept in the student’s permanent file.

e. Referral.

It is the goal of the Academic Honesty Policy to create an atmosphere of academic honesty by all participants.

**2. Technology Ethics**

Bell Middle School provides technology for instruction and access to the Internet for all students who have a signed *Student Network Responsibility Contract* on file. Students are expected to access the Internet only for instructional purposes. Class time and equipment are not to be used for unethical or unauthorized information searches. Students not meeting ethical standards will lose their privilege of using computers on campus.

***(Ref: District Administrative Procedure 4580 of 4/7/05)***

In order to utilize technology and access the Internet at Bell, these rules must be followed:

a. In accordance with District policy (4580), the student and parent must sign and submit a *Student Network Responsibility Contract*.

b. Students will only use computers under SDUSD technology guidelines.

c. One student at a time will use each computer, unless otherwise specified by a teacher.

d. Students must not access, search, display or print inappropriate or profane material.

e. There can be no advertisements or political lobbying of any kind.

f. Students must conform to netiquette.

**Course Syllabus**

A written homework policy for each class, including the course syllabus and discipline policy, will be sent home with every student. This policy must be signed by both the student and parent and placed in the student’s school binder.

**Honor Roll**

Students who meet the following academic grade point average (GPA) requirements at the end of each semester will be placed on the Honor Roll and will receive recognition at a ceremony deemed appropriate by school staff.

Highest Honors: 4.00+

High Honors: 3.50 - 3.99

**Progress Reports and Report Cards**

Report cards are issued at the end of each semester. These grades are part of each student’s permanent record. Progress reports are issued twice each semester and are an indication of the student’s classroom performance. Progress reports are a tool used to inform parents of a student’s progress. Students and parents/guardians should pay close attention to progress reports and work toward achieving their goals. Progress Reports are distributed one week after the reporting period ends. (Reporting dates and semester ending dates are announced at the beginning of each school year.) Semester report cards and end-of-year grades are mailed by the district office two weeks after of the end of the semester.

**Participation in Promotion Ceremony and Activities**

Certificates are awarded during Eighth-Grade Promotion to students who are in “good standing.” “Good Standing” is indicated by:

* D’s or better and N’s or better (No F’s or U’s in ANY class)
* No Truancies, no unexcused absences, no obsessive tardies
* No suspensions for the last 12 weeks of school
* Return All Library Books in Good Condition
* No library fines for damaged or missing books
* No outstanding debts including fundraising

**ATTENDANCE POLICY**

Attendance plays a major role in the overall success of every student. Academic success can be achieved only by daily class participation. If a student arrives after the tardy bell, they will be marked tardy unless they have a pass excusing them. **Students are expected to follow individual teacher attendance policies.**

**Parents’ Responsibilities**

**1. Absence Reporting**

Please call Bell’s attendance office as early as possible on the day of absence at **619-430-1111**. The **main office is open between 7:15 AM and 3:00 PM dail**y. **Parents may leave a message on the attendance voice mail system at any time.**

**2. Absence Clearance**

Absence clearances should be made by telephone; notes will be accepted in special circumstances only. Notes must be signed by a legal guardian and have contact information included.

**3. Appointments**

Please make every effort to schedule medical or dental appointments after school hours. If you are picking a student up for an appointment, please give time for staff to get the student from class to the office. We recommend 10 minutes.

**Passes**

To request permission to leave the classroom during class, a student must have a pass from the teacher. Teachers have pre-printed passes with designated destinations. Some teachers also keep logs of when students leave the class. This system promotes student and staff accountability, communication between the home and school, and ensures that the focus remains on classroom instruction.

**Tardy Policy**

Punctuality is a crucial element in academic and life-long success. Students are expected to be in their seats and ready to work when the tardy bell sounds. Repeated tardiness will lead to disciplinary action, including school consequences, Saturday school, referral to counselor or vice principal, parent notification, and parent conferences. It should be noted that after 30 minutes, an unexcused tardy becomes a truancy.

**Truancy Policy**

Truancy, “absence from school or class without prior knowledge of parent or school,” is a serious matter. Truancy may impact citizenship grades. Because truancy will result in lost class time, repeated truancies will result in a lower academic grade. Students with a chronic truancy problem may be referred to the site’s School Attendance Review Team (SART); assigned after school detention; be assigned to Saturday School; or considered for placement in another comprehensive school or alternative program. For each grading period, the following guidelines will be in effect:

***Unexcused Absences:*** An unexcused absence by a student will be recorded as truancy.

***Uncleared Absences:*** A period absence that is not cleared within five school days will be recorded as truancy.

**Tardy Detention & Written Reflection**

When applicable, the school attendance clerk will run weekly attendance reports of students with 3+ tardies and those students will have detention with an administrator or campus security and write an essay about the importance of being on time to school and on time to all classes.

**Student Attendance Review Team (SART)**

The site’s Student Attendance Review Team (SART) has been established for the express purpose of helping students to resolve chronic attendance problems. When a referral is made to the SART team, a consultation meeting is arranged with the parent and student. A plan of action is developed at this meeting to improve the student’s attendance and all parties sign a contract agreeing to take specific steps to achieve this goal. If improvement does not occur, the school team will consult with district level support for possible next steps, including home visits.

**BEHAVIOR EXPECTATIONS**

**Behavior to and from School**

Students are expected to display safe and courteous behavior to and from school and in the classroom. Students must not trespass on private property en-route to school or home. Violations may result in school consequences as well as consequences from the San Diego Police Department.

**Classroom Expectations**

At Bell we believe that every student has a right to learn, and every teacher has a right to teach. A positive school climate is essential to creating a learning environment where students can achieve their full potential. To this end, students will:

a. Be present, on time, and prepared to work.

b. Follow classroom rules and expectations.

c. Conduct themselves in a responsible and respectful manner with no exceptions.

**Lunch**

Students are expected to throw away their trash and be respectful of the campus and others when at lunch. Use the opportunity to socialize and build positive relationships. Lunch time sports are offered when supervision is available. Students have an option of playing lunchtime sports, but no food or drinks are allowed in the sports area. Students may only be in the sports area if they are actually playing a sport.

**Campus Cleanliness and Beautification**

**1. Litter Disposal**

Keep our campus clean! Place discarded paper goods in the blue recycling bins in classrooms and place trash in the trash cans. Students are responsible for putting their trash in the trash cans at lunch and at other times during the day. Students that deliberately litter the campus will be given a consequence.

**2. Gum**

In order to maintain a strong educational focus, as well as a clean and orderly campus, gum chewing is not recommended. Disposal of gum must be done using the many trash cans on campus.

**3. Permanent Markers**

Permanent markers, including fine-point “Sharpies” are not allowed on campus. Formal consequences will be given to students who bring permanent markers to school.

**4. Vandalism Consequences**

Acts involving graffiti, vandalism, and lack of proper trash disposal, may result in parental notification, a referral, the lowering of citizenship grades, campus cleanup, a tailored school consequence, and possible suspension/arrest for damage to school property. In addition the parent/guardian is liable for all damages caused by the minor up to $10,000. ***(Education Code 48904)***

**DISTRICT POLICIES**

**Juvenile Loitering**

According to California law, all persons between the ages of six and eighteen must attend school. A few exceptions exist for special circumstances. Juveniles are not permitted to loiter in public places when school is in session.

Under the Daytime Loitering Ordinance a truant juvenile can be cited with an infraction, and both the juvenile and the parent will be required to appear in Juvenile Court. The court may set fines up to $250 and require community service. On the third offense, the court may set fines up to $1,000 and require the parents to spend up to six months in jail.

**Sexual Harassment**

SAN DIEGO UNIFIED SCHOOL DISTRICT

Student Sexual Harassment & Nondiscrimination Policies (4th-8th Grades)

**STUDENTS:**

The adults at your school want you to be and feel safe and protected at school. School is supposed to be a place where you should be treated with respect and dignity every day by other students, your teachers, the principal, the vice principal, and all other adults you see each day. Students and adults do not have the right to make you feel uncomfortable or unsafe at school or during any school activity. IT IS IMPORTANT NONE OF THE FOLLOWING THINGS HAPPEN TO YOU AT SCHOOL OR DURING ANY SCHOOL-SPONSORED EVENT OR ACTIVITY.

**NO ONE SHOULD:**

· touch your private parts (genitals, buttocks, chest), or ask you to or make you touch them or someone else’s private parts. Private parts are the areas covered by your swimsuit and are off limits;

· ask you or tell you to engage in sexual activity, children under the age of 18 cannot legally consent to any sexual activity;

· talk to you about your private parts or anyone else’s private parts; tell you to talk about your private parts or anyone else’s private parts; or to write about or search for private parts on the internet;

· tease you about your gender (being a boy, girl, both, neither, transgender, or non-binary) or what they think about your gender identity or expression. Nobody should pick on you for the clothes you wear, the colors you wear, how you wear your hair, jewelry, makeup, etc. You should not be teased about whether or not your expression fits into a certain gender stereotype or idea. For example, no one should tell you that you should or should not wear a certain color or that your hair should be long or short so that you should look a certain way.

· talk to you using cuss words or foul language to demean your gender, or tell you to use that language when talking to someone else;

· tease you or pick on you because of the color of your skin, or where you come from, or because you look different than they do.

**IF ANY OF THESE THINGS HAPPEN TO YOU:** Tell your teacher or any adult working at your school. These adults MUST tell your principal or vice principal right away. **-OR-** Tell your parent or guardian, who can tell any adult working at your school.

**VIOLATIONS:** *Students* who violate these policies may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. *Adults (Employees)* who violate these policies shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreement.

**Substance Abuse**

The district’s Substance Abuse policy prohibits a student from possessing, using, furnishing, and selling alcohol, tobacco, and other drugs at school. It is important that parents as well as students are aware of rigorous consequences related to this policy. For instance, violations are cumulative during a student's four years in high school, and cigarettes and tobacco are included. A student in violation of this policy will be subject to disciplinary action at school and possibly referred to a designated support and/or school police.

We believe that this policy and enforcement of its consequences, along with parent and community support, are essential for student well being. If you have questions regarding this policy, please contact your student’s counselor or a school administrator at Bell Middle School.

**Student Nondiscrimination Policy**

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability, or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action. Any employee who permits or engages in discrimination may be subject to disciplinary action. Any student or parent who feels that discrimination has occurred should immediately contact a teacher or principal for resolution. If the matter is not resolved satisfactorily at the site level, contact the district’s legal office.

**Other Offenses that require school response**

**1. Defiance/Verbal Abuse:** Defiance refers to the refusal by a student to follow the directions of any school employee. This includes refusal to give legal name; to accompany the employee to the office; to give accurate, truthful information; or failure to attend disciplinary assignments. Verbal abuse refers to the use of vulgar words or phrases or other types of language which are considered uncomplimentary or demeaning when used toward another person. ***Consequences:*** The penalties for defiance will range from a school consequence to a recommendation for outside support (external to the campus).

**2. Displays of Affection:**

No public display of affection in any way is allowed on and around campus.

***Consequences:*** Students involved will be warned about their behavior. A parent conference may be required if the behavior continues and becomes repetitive.

**3. Gang Affiliation:** No student will use any words or nonverbal gestures, hand-signs, writings, etc., showing gang membership, affiliation or support. ***Consequences:*** Incidents may lead to suspension, consultation with school police, and/or removal from school.

**4. Hate Crimes:** No student may injure, intimidate, interfere with, oppress, or threaten any student because of that student's race, color, religion, ancestry, national origin, disability, gender or sexual orientation. ***Consequences:*** Any student found guilty of an act of hate violence may be suspended from school and school police may be contacted to take further action.

**5. Intimidation:** Intimidation is defined as threatening, harassing or frightening another student to the extent that the student's learning environment is disrupted. ***Consequences:*** A student who is found guilty of using intimidating behavior may be suspended from school.

**6. Technology Misuse/Abuse:** Bell Middle School uses a District-mandated *Student Network Responsibility Contract* which students and parents must sign. This contract supports the use of technology for instructional purposes. ***Consequences:*** Inappropriate use may result in a cancellation of user privileges.

**7. Vandalism:** Vandalism is the intentional damage or destruction of property. This act includes, yet is not limited to, writing on, defacing, breaking or damaging any school, public, or private property. Graffiti is vandalism. ***Consequences:*** Vandalizing the school may lead to cleanup, possible suspension or consultation with school police. In addition, the student, parent, or guardian may be liable for damages.

**District Discipline Policy**

Bell Middle School adheres to the provisions of the district's discipline policy. The district's discipline policy defines a weapon as a firearm, pistol replica, starter pistol, stun, BB or pellet gun, knife of any size/type, dirk, dagger, razor, slingshot, explosive, and all fireworks. Any object used in a threatening manner, and not usually considered a weapon, i.e., pants’ chains, will be considered a weapon under the district discipline policy.

The first offense for possession or use of a weapon and the third offense for fighting that inflicts injury within one year are district discipline offenses. The district discipline policy applies to trespassing on school grounds by non-enrolled students who have not obtained clearance from the school office and will result in a district discipline policy action on the third offense. Students who violate the district discipline policy are subject to a police investigation and a five-day suspension pending a district expulsion hearing.

**1. Explosive Devices**

In San Diego County the possession or lighting of explosive devices is illegal without an official permit. The use or possession of any explosive device, **regardless of size**, on campus or at a school-sponsored activity will not be tolerated. A threat to use an explosive device is considered to be just as serious an offense as the actual use of such a device. ***Consequences:*** A student may be suspended, referred to an alternative educational program, or recommended for expulsion. The police may be contacted. In addition, students and their parents/guardians will be held liable for any damages caused by the explosion of said devices.

**2. Fighting**

Students who participate in fighting and/or threatening and intimidating behavior will be sent to a school administrator. Students who fight off campus before or after school may be subject to the same consequences as those who fight on school grounds. ***Consequences:*** Students caught fighting may be assigned a consequence, suspension, or an alternative educational program at another site, and possible expulsion. In each event the parents of the student involved will be notified and appropriate conferences held. School Police may be contacted. Students who encourage others to fight are subject to similar consequences.

**3. Robbery and Extortion**

Robbery or extortion is an automatic district discipline offense. Attempting to steal an item or being found in possession of stolen property may result in serious consequences and possible legal action. ***Consequences:*** Any student who commits robbery or extortion may be suspended and school police may be contacted.

**4. Weapons**

It is a misdemeanor to have a weapon on any school campus or school-sponsored activity. Any item classified as a weapon by a law enforcement agency is considered to be such by the school. This includes, yet is not limited to, knives, clubs, guns, nunchaku sticks, metal knuckles, chains, screwdrivers, or any other item that might be used as a weapon.

The district discipline policy of City Schools specifies that weapons, violent acts, and repeated fighting on campus will not be tolerated. Any student who possesses a firearm, knife, explosive, or any other dangerous object, or who uses an object of any type in a threatening manner, is considered in violation of this policy. ***Consequences:*** Any student, regardless of age or reason, who possesses a weapon on campus, coming to or from school, or attending school activities, shall be considered for expulsion and district discipline procedures. The student may be arrested by a law enforcement agency, recommended for placement in an educational program at another site, or expelled. Any weapons will be confiscated and held by the school police pending a parent contact and subsequent suspension. Any imitation firearms, including water guns, fall under the category of weapons.

**Cell Phones**

ALL CELL PHONES MUST BE POWERED OFF WHILE ON CAMPUS, DURING SCHOOL HOURS. TO AVOID LOSS, DAMAGE, OR THEFT, WE RECOMMEND THEY STAY STORED AWAY AND OUT OF SIGHT.

Students are not allowed to use cell on campus devices during school hours, unless used as part of a teacher-assigned curriculum-related activity.

Cell phones and other electronic devices are brought to school AT YOUR OWN RISK. The school and district are NOT responsible for lost, stolen, or damaged items. In the event that a device is used in an incident that incites violence or requires an investigation, the cell phone may be confiscated and returned to the student’s legal guardian only. It is against school policy to use your electronic device to record illegal activity on school property.

Please refer to Board of Education Policy H-6980, which outlines the rules for student possession and use of electronics on school campuses, on school buses and at school-sponsored activities.

**The number to School Police is 619-291-7678**

**GENERAL INFORMATION**

**Lost and Found**

Please check the following locations for lost and found items:

Books: Library

P.E. Equipment/Clothing: Locker Rooms

Other Items: Main Office

**School Telephones**

Students must ask permission from an office staff member to use a telephone in the main office at the discretion of the office staff. Teachers may authorize students to make calls to parents from the classroom, but the main office does not track those outgoing calls.

**Nursing Services**

Bell Middle School is fortunate to have a full-time nurse available daily. The school nurse has developed a program of health services that includes screening tests and examinations. The nurse cares for students who become ill or injured. Students must have a pass to go to the health office except in emergency situations.

**Medication**

Prescription and non-prescription medication must be brought to the health office by a parent in the original container with a note from the doctor and parent requesting the directions be followed as prescribed. All medication must be taken in the health office and may not be kept on the student. This applies to all medication, even if the medicine is required for one day only.

**LIBRARY/MEDIA SERVICES**

**Hours of Operation**

The Library/Media Center is an excellent resource for research and leisure reading. Our professional staff is available to help students locate materials Monday through Friday from 7:35 AM until 3:00 PM. Passes to use the library are required during regular school hours and during lunch periods. The library is closed after school on modified days.

**Books and Reference Materials**

Books may be checked out for a two-week period and can be renewed. Books borrowed from the library are the sole responsibility of the students. Please cover your textbooks and do not loan them or leave them in the classroom. Students may not check out books for other students. Students must have a planner or school ID to check out library books.

**Computer Use**

Bell is very proud to be a fully networked school. In addition to each student having an individually assigned device, there are a few desktops available in the library media center. Students are encouraged to use the Media Center computers for research and homework. In order to use these computers, students must display their Student Photo Identification Card and have a signed *Student Network Responsibility Contract* on file, and sign in on the clipboard at the circulation desk for the computer they are using. Guidelines for use are posted on the computers.

**PARENT INVOLVEMENT**

Parents are welcome, and encouraged, to become involved in a multitude of opportunities at Bell Middle School. Parents may participate in the School Site Council/School Governance Team (SSC/SGT), English Learner Advisory Committee (ELAC), Bell Middle School Foundation, and volunteer in a number of capacities.

For instance, we are always seeking parents who are willing and available to supervise students during lunch periods or assist with end of the year promotion. If you are interested in becoming more involved in your student’s education, and our school, please contact our main office at (619) 430-1000.

**Electronic Communications**

***Web Site:*** You are encouraged to browse Bell Middle School’s Web site to learn more about the programs and opportunities available to students. Bell’s Web site address is currently <https://sandiegounifiedbell.ss18.sharpschool.com/home>

**PHYSICAL EDUCATION**

The physical education program is directed towards the attainment of physical fitness and the development of motor abilities and skills leading to a lifetime commitment of physical activity and individual excellence. All physical education classes are co-ed. All students are required to participate in daily class activities. The required P.E. uniform is a gray t-shirt and navy blue or black shorts and/or sweats. You can purchase these items from your preferred stores, or purchase attire from Bell with our Bell logo on it. Shirts are $8, shorts are $10 and sweatpants are $14. In addition to the Bell P.E. uniform, it is suggested that every student have a gray, white, dark navy blue, or black sweatshirt and sweatpants for cold days. For theft prevention and identification, uniforms must be marked with the owner's last name somewhere on the uniform. Locks are not needed as our PE lockers have built in combination locks. **DO NOT** share your locker combination with anyone.

All personal problems or medical excuses must be brought to the P.E. teacher's attention before roll call. Students with asthma should discuss any limitations with their coaches and are expected to participate fully. A parent's note to the teacher excusing a student from P. E. is limited to three days or less. Anything more than that requires a doctor’s note.

**SAFETY AND SECURITY**

**Emergency Messages for Students**

Emergency messages for students will be taken only in a life/death situation or when an unfortunate situation has risen. This policy was established to diminish interruptions to classroom instruction.

**Emergency Preparedness**

An Emergency Preparedness Plan has been prepared by staff and is on file in the Main Office. If you are interested in reviewing this plan, please come to the school office.

**Safety Drills**

Numerous safety drills, including evacuation and lockdowns, will be conducted throughout the school year so that students and staff will respond in a safe and efficient manner if faced with a true emergency.

Follow the general guidelines described below when the warning sounds:

a. Do not treat any alarm as a false alarm.

b. Check the instructions in each room on how to evacuate the building and what procedures to follow.

c. Move quickly and quietly to the designated area.

d. Follow the directions of all staff members.

**VISITORS**

***\*For security purposes, and in compliance with district policy and California state law, ALL visitors must report to the Main Office first to sign in and be given a visitor’s badge.***

***\*Students who are not enrolled and attending Bell Middle School are not allowed to come to school with Bell students at any time.***

Parents and guardians are welcome to visit Bell classrooms. Please pre-arrange this with the teacher(s) 24 hours beforehand to make appropriate arrangements.

Classroom visits are opportunities to observe your student’s education in progress. Because instruction is of the highest priority, this is not the time to address concerns with a teacher. If you would like to meet with a teacher, please call (619) 430-1000 and leave a message in the teacher's voice mailbox indicating the best time to reach you. After your classroom visit, please return to the Main Office and sign out.

**Security Guidelines**

a. Do not leave valuables of any kind in your P.E. locker.

b. Always check your lock before walking away from your P.E. locker.

c. DO NOT share lock combinations.

d. Know where your possessions are at all times.

e. Do not bring excessive amounts of money to school.

h. Report any theft or suspected theft to a teacher, vice-principal, or security agent immediately.

I. If students ride bicycles, skateboards or scooters to and from school, the student must have, and wear, a helmet while riding to and from school.

j. Bicycles should be locked in the bicycle racks located outside the Main Office.

k. **Do not ride bicycles, skateboards or scooters on campus**.