



Student and Parent/Caregiver Handbook 2022-23

**750 Dartmouth Ave
San Carlos, CA 94070
650-508-7370**

<https://tierralinda.scsdk8.org>

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CONTACT INFORMATION

Main Office: 650-508-7370
Attendance Line: 650-632-8855 x1
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OUR MISSION

With the support of our teaching staff, families, and community, Tierra Linda Middle School is committed to providing a safe, nurturing, and academically challenging environment.

Through an innovative, rigorous, and standards-based curriculum, we foster intellectual curiosity, collaborative and critical thinking, and effective communication. Instruction is aimed at supporting each student's ability to achieve at the highest levels. We encourage all members of the community to contribute to the support of student learning. We work together to prepare our students academically, emotionally, physically, and socially for meeting the challenges of the future with confidence and compassion.

Health and Safety

The San Carlos School District [Health and Safety Plan](#) is available on the [SCSD website](#). It details California Department of Public Health guidance as it relates to SCSD. The San Mateo County Office of Education's Pandemic Recovery Framework continues to be a model for us when developing our plans.

Attendance Policies & Guidelines

- Punctual and regular attendance is extremely important for a student to be successful at school. Additionally, current funding laws cause schools to lose funding for all absences, excused or unexcused.
- If your child will be absent from school, please call the school's attendance line at 650-508-7370 x1 or email Ms. Carpenter, ccarpenter@scsdk8.org. Leave the name of your child and reason for their absence.
- Excused absences are those resulting from illness, injury, medical appointments or family emergencies. Vacations and Sports events count as Unexcused absences.
- If possible, it is best to plan appointments that don't interfere with school.
- A student who misses school entirely or a class without appropriate permission is considered truant. Truancy is a serious offense: if three or more days are missed and not excused, a letter will be sent home explaining the next steps in the process.
- It is also important for students to be on time to school as well as each individual class. Tardies create a distraction for the student, the teacher, and the rest of the class. After a student has been tardy twice to class, they will receive a warning that

the third tardy and each subsequent tardy will result in contact with the family and an improvement plan will be established.

- If a student must leave school during the day for any reason, a parent/guardian will need to make this request and inform the school office. When leaving school, a parent/ guardian must sign the student out in the office. If the student returns to school after the appointment, they will need to be signed in and the student will receive an admit slip to return to class.

Academic Integrity

Honesty and integrity are vital components of the education process. Tierra Linda Middle School expects students to abide by ethical academic standards. Academic dishonesty- including plagiarism, cheating, or copying work of others, shall be subject to classroom and/ or school site consequences.

Behavior Expectations

At TL we continually strive to create a positive and inclusive learning community. We will continue to use a system of Positive Behavior Intervention and Supports (PBIS), a research based framework that has proven to improve school climate, reduce problem behaviors that interfere with learning and increase instructional time.

PBIS at Tierra Linda includes:

- Clearly defined behavior expectations
 - At TL, students are expected to **PAWS: Practice Safety, Accept Responsibility, Work Ethically and Show Respect.**
- Explicit teaching of behavior expectations
 - Students will be explicitly taught and regularly reminded of the expectations and what they look like in various settings around the school.
 - Including the rationale or “why” and scenarios that demonstrate expected behavior.
- Acknowledgement of appropriate behavior
 - Students will be recognized for following the behavior expectations.
 - This includes acknowledging students who are kind and inclusive citizens.
 - Students earn Wolf Paws and are recognized school-wide at the Weekly Announcement Assembly every Thursday.
- Progressive Discipline Approach to shaping behavior: *Progressive Discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions,*

supports, positive recognition, and consequences to address inappropriate student behavior and builds upon strategies that promote both positive student behaviors and positive school climate.

- Students not following the behavior expectations will be provided with fair and consistent consequences that focus on teaching appropriate behavior.
- Students will have the opportunity to reflect on the situation and to learn strategies that can help with future decision-making. Additionally, we use restorative practices to support learning when students break expectations.
- Disciplinary action and communication with parents/caregivers
 - Students are reminded of expectations, redirected, and/or offered to take a break.
 - When more support is warranted, the student is removed from the space to a quiet area on campus. The student will speak with the principal and/or school counselor. Parents/caregivers are notified.
 - Teacher/Principal/Parent/Caregiver Conference – when the initial offense is serious enough or once a student receives three Office Referrals, a meeting of all involved parties will occur. The required parental support in addressing the behavioral issues will be outlined, and either a formal or informal plan of action will be developed.
 - When behaviors result in a suspension, a reentry plan will be created by student, parent/caregiver, and principal to ensure a safe return to school.

DEIB

Tierra Linda Middle School and the San Carlos School District are committed to practices and attitudes reflecting **Diversity, Equity, Inclusion, and Belonging (DEIB)**. We promote these values inside and outside the classroom, and do not tolerate behaviors inconsistent with DEIB, including but not limited to bullying, insults, racist or homophobic remarks, or student practices that deliberately target or exclude other students for any reason.

The Administration requests that all families review the school behavior expectations at the start of the school year

Please contact us with any questions you have about the information.

PAWS Behavior Expectations:

	Quad	Blacktop	Classroom	Bathroom	Library
Practice Safety	<ul style="list-style-type: none"> ● Keep hands, feet and belongings to yourself ● Walk ● Watch out for other students when playing games ● Use materials, supplies and equipment appropriately 				

	<ul style="list-style-type: none"> • Report any necessary clean ups • Report unsafe situations 				
Act Responsibly	<ul style="list-style-type: none"> • Sit on the benches and eat lunch at tables the first 10 mins. • Throw away garbage in appropriate bins • Raise hand to be excused • Take all your belongings with you • Pick up hot lunch order • Keep it clean 	<ul style="list-style-type: none"> • Use Student ID to check-out and return equipment to the cart • Walk to class when the whistle blows and break is over • Take all belongings with you when you leave • Share space • Keep the Blacktop/Field a Food/Drink-Free Zone 	<ul style="list-style-type: none"> • Be on time • Be prepared • Complete and turn in all assigned work • Use bathroom during breaks 	<ul style="list-style-type: none"> • Get in and get out quickly • Use bathroom for intended purpose • Flush the toilet after use • Use only what you need (soap, water, paper towels) • Keep it clean 	<ul style="list-style-type: none"> • Keep backpacks in designated areas • Use an inside voice • Keep the library organized. • Keep the library a Food/Drink Free Zone
have a strong Work Ethic	<ul style="list-style-type: none"> • Remove hoods and hats in the classroom. • No gum chewing • Keep cell phones off and out of sight from beginning to end of school 				
	<ul style="list-style-type: none"> • Be mindful and find ways to include others • Clean up and recycle • Conserve resources 	<ul style="list-style-type: none"> • Be mindful and find ways include others 	<ul style="list-style-type: none"> • Be an active listener • Do your own work • Make an effort • Practice perseverance 	<ul style="list-style-type: none"> • Use bathroom during breaks • Use bathroom for intended purpose 	<ul style="list-style-type: none"> • Respect others and their belongings • Encourage and assist those that need help
Show Respect	<ul style="list-style-type: none"> • Be polite and use school appropriate language • Use appropriate tone, especially when conflict arises • Follow directions the first time given 				

Another basic expectation includes students to follow all the safety guidelines regarding COVID- 19. **Currently, masks are optional but recommended.** We will continue to follow the State and County guidelines if things change.

Bullying Policy

Tierra Linda middle school endeavors to maintain a safe learning environment where all students feel safe and free from harassment of any kind. Bullying of any form is NOT tolerated. Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause disruption at school, shall be subjected to discipline, which may include conflict resolution/ mediation, discussion with the counselor, teacher or administrator, parent contact, restorative practice, or suspension.

The bullying policy applies to Cyber Bullying behavior as well. Cyber Bullying is the

transmission of harassing communication, threats, or other harmful texts, sounds, or images on the Internet, social media, or other technology using various devices. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to spread false information.

Personal Electronic Devices

Personal items such as cell phones, airpods, smart watches, tablets, cameras, etc. are not the responsibility of the school and we recommend leaving them at home. **Students do not need to bring cellphones to school as we provide devices for learning.** If they are brought to school, they are required to be **turned off**, and out of sight from the start of school day, 8:35 a.m. until the end of the day 3:10 on Monday, Tuesday, Thursday, Friday and 1:00 p.m. on Wednesday. Smart watches should be in airplane mode during the day. Phones may not be used for any reason in the bathrooms. If a personal electronic device is needed for a class project, permission must be obtained from the teacher in advance. Devices being used during the school day (whether during class, a passing period, recess, or lunch) will follow the following progressive discipline will be applied:

- First Violation: Warning-phone/device stored in the office until the end of the day. Students must speak with the administrator to review rules and future consequences before the phone is returned.
- Second Violation: Same consequences as above and the parent/guardian is contacted.
- Third Violation: Same consequences as above and the parent/guardian is contacted. Students are no longer permitted to have a cell phone at school, or must turn the device into the office each morning.

Phone Calls

The telephones at school are available for students to contact parents or guardians with permission from school staff. Cell phones may only be used with permission or after school.

Valuables/personal items

Personal items of value and large sums of cash should not be brought to school. The school is not responsible for loss or theft, but we will of course address the issue if it arises and apply the appropriate consequences. Toys/items that distract from the classroom learning may be confiscated. Please note: Students are not permitted to sell anything at school.

Discipline and Consequences

Tierra Linda teachers and staff will post specific class rules and/or procedures in their

classrooms for students to reference. Teachers or administrators may assign detention for disciplinary reasons and students are expected to comply with this request. Consequences are selected from a variety of options based on teacher/administrator discretion. Detention typically occurs during the lunch period. Students may be assigned detention for multiple days depending on the severity of the action. Parents are always informed in advance if a student is expected to stay after school for longer than 10 minutes. Additional disciplinary actions may include (but are not limited to): Teacher/counselor/administrator conference, parent contact, campus cleanup (if relevant to infraction), community/school service, behavior contract, loss of privileges/activities, suspension, referral to our School Resource Officer or expulsion from school and/or district.

Dress Etiquette

At Tierra Linda Middle School, we expect our students to dress in a manner that supports our mission of creating a safe & inclusive learning environment for all students. Students do not change for PE so they should wear comfortable clothing and shoes to participate in physical education class activities.

Dress for school and be ready to learn:

- Shirts or tops, with bottoms (pants, shorts, skirts, or skorts) or dresses must be worn at all times.
- Hats and hoods must be removed in class.
- Hoodies (when worn outdoors) must allow the face to be visible to school staff.
- Head coverings may need to be removed at the request of any staff, unless worn for religious purposes.

We do not allow articles of clothing that include references to and promotion of (whether overt or innuendo):

- drugs, alcohol, e-cigarettes, or vaping
- profanity, obscenity, sex
- hate speech or violence including accessories that are dangerous or may be used as a weapon
- images or language that create a hostile or intimidating environment based on any protected class (defined as gender, race, ethnicity, country of origin, religion)

TL staff will address non-compliance with articles of clothing not allowed in a respectful, professional manner. We appreciate parent/guardian support and student cooperation.

Health Services

All injuries should be reported to a teacher. If a student becomes ill at school, they should report to the office after obtaining a pass from the teacher. The office will assess if a parent needs to be contacted. If it is necessary to take any form of medication at school a signed authorization from the physician and medication in the original prescription container must be provided to the office. The office does not provide any over-the-counter medications.

Technology Code of Conduct

TL provides devices and internet access to enrich learning experiences for the students. Students are expected to adhere to the following code of conduct acceptable use of technology.

- I will use the computers as directed by the teacher.
- I will use the computers for school-related topics only.
- If inappropriate pop-ups occur on my computer, I will report it to the teacher immediately.
- I will use one of the avatars included for my profile picture or use one that I have appropriate legal permission to use (i.e. in the public domain) or a school appropriate picture of myself.
- I will use posts or emails to discuss school-related content only.
- I will use a respectful tone of voice when posting. All school rules and consequences related to harassment apply.
- I will limit my use of sarcasm to avoid misinterpretations.
- I will use appropriate grammar instead of texting language.
- I will not use my posts to promote personal websites or social media “follows” or “likes”.
- I will not reveal any personal information on any websites. This includes telephone numbers, addresses, emails, etc.
- I will not post, share, email photos or videos showing myself or classmates.
- I will respectfully sign other students out if needed.

If this code of conduct is not being followed the following progressive discipline will be applied.

- First Violation: Students may no longer work on the device until the student has spoken with an administrator/teacher to review rules and future consequences.
- Second Violation: Same consequences as above and the parent is contacted, and a plan will be developed to address the inappropriate use of school technology. Parents and students will need to review and agree to the plan before the student is allowed to

use school technology again.

- Third Violation: A parent meeting will be scheduled. Student use of school devices will be limited and this plan will be discussed at the meeting.
- Administrator/parent contact.
- Referrals and conferences involving various support staff or agencies.
- Behavioral contracts.
- Confiscation of inappropriate items.
- Restitution/restoration.
- Denial of participation in class and/or school activities.
- Denial of access to the Internet for a specified period of time.
- Denial of access to computer equipment and other technology resources.

Closed Campus

TL is a closed campus. Once students are on campus, they may not leave without direct communication between parents/guardians and the school office. Anyone coming onto the campus for any reason must check in with the office and receive a visitor's badge.

Cubbies/Hooks

Backpacks and other materials should be kept in/on cubbies/hooks so as not to create a safety hazard in the hallways or in the classroom. Valuables should be left at home, not in a cubby/hook. Items, especially food, should not be stored in a cubby/hook overnight.

Disclaimer: The information within this handbook is for general reference. Administration reserves the right to change, edit, adjust, update, delete and/or add information at any time as needed and as directed by the San Carlos School District.



Parent Student Handbook

2022-23

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to the Front Office.

We, the parent(s)/guardians of _____, grade _____ have read and understand the contents of the Student/Parent Handbook. We agree to follow the policies outlined in the Student/Parent Handbook. We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be shared by the school.

Signature of Parent/Guardian: _____

Signature of Student: _____

Dated: _____