



STELLA SCHOLA MIDDLE SCHOOL

FAMILY HANDBOOK 2011-2012

**13505 NE 75th Street
Redmond, WA 98052
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<http://schools.lwsd.org/SS>**

Site Administrator: Laurynn Evans
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Stella Schola:

"Where every child shines!"



STELLA SCHOLA
OPERATING PRINCIPLES

School Hours

The building at RHJH is open to students at 7:15 am. Stella Schola classrooms open at 7:30am, with the exception of 6th grade elementary orchestra students who may enter at 7:15am. ***Class begins at 7:45am, and releases at 2:15pm.***

Choice schools release students early on ***Wednesdays*** to make time for teacher planning, conferencing, and meetings. Stella students are ***released at 11:40am*** and ***are expected to be off campus by 11:45*** unless they are in Chess Club. Stella Schola parents are responsible for their child's transportation.

Students may make appointments to get extra help from a teacher after school (except on Wednesdays). Appointments need to be made at least one day in advance. Any student on the campus after school hours must be under the direct supervision of a staff member or coach. The library and office are not available to students after school on Wednesdays.

Attendance

School attendance is mandatory. Due to the nature of the hands-on curriculum at Stella Schola, many activities/lessons simply cannot be made up on an individual basis. Therefore student learning is severely impacted when students are not at school. Please try to schedule appointments after school hours or on Wednesday afternoons when students are not in school.

The parent/legal guardian of any student who is absent from school is requested to contact the school *within 24 hours to verify or excuse the absence (425-936-2475)* or parents can email the school. The Stella Schola office has the authority to determine the legitimacy of any absence or

tardy. The Stella Schola office will issue admit slips which must be presented by the student to the classroom teacher upon arrival to class.

Parents/guardians of students who exceed 10 unexcused absences in a semester will be contacted by the district Becca Bill Specialist (828-3410) to provide documentation verifying the absences as per RCW 28A.225.010 and RCW 28A.225.020.

School begins at 7:45am. Students arriving at school after 7:45am will be marked tardy and are expected to check in at the Stella Schola office to obtain a tardy slip before they can be admitted to class. Discipline will be assigned after every three unexcused tardies as follows (after school and lunch detentions must be consecutive regardless of after school activities):

- 3 unexcused tardies = 1 lunch detention
- 4 unexcused tardies = 2 lunch detentions
- 5 unexcused tardies = 3 lunch detentions
- 6 unexcused tardies = 4 lunch detentions
- 7 unexcused tardies = 5 lunch detentions
- 8 unexcused tardies = 1 week lunch detention plus 30 minutes after school
- 9 unexcused tardies = 1 week lunch detention + two 30 min after-school
- 10 unexcused tardies = 1 week lunch detention + three 30 min after school
- 11 unexcused tardies = 1 week lunch detention + four 30 min after school
- 12 unexcused tardies = 1 week lunch detention + five 30 min after school
- 13 unexcused tardies = 1 week lunch detention + 1 week 30min after school + miss next dance party
- Severe Clause = to be determined by staff

Phase 1

Phase 2

Phase 3

Students may not leave campus during the school day. Should a parent/legal guardian require the early dismissal of their child, a written request from the parent must be presented to the office *before* school (or earlier in the week if possible). A release slip will be issued to the classroom teacher, who will then excuse the student from class at the appropriate time. Parents may sign their child out at the office. *Please do not go directly to the classroom to collect your child as it is disruptive to the learning process.*

Homework and Absent Work Policy

Stella Schola students have homework to reinforce lessons which have been taught in class. Sixth graders should expect about 60 minutes of homework a night; seventh graders should expect about 70 minutes of homework a night; and eighth graders should expect about 80-90 minutes of homework a night.

Late assignments are accepted until Friday of the week they were due, with a five point deduction. Late assignments turned in after the Friday grace period, are not accepted for credit.

In the event that a student is absent from school, a “We Missed You” form will be on the student’s desk upon his/her return to school. Make up work is the responsibility of the student and, after his/her return, is due the same number of school days that the student was absent. (For example, if a student was absent for two school days, the work is due two school days after his/her return.)

Please do not come to school on the morning of your child’s absence to collect work as teachers are preparing lessons for the day and do not have time to gather materials for your child at that time. Feel free to gather work for your child after school lets out at 2:20.

Stella Schola expects students to take vacations during the district designated vacation times. If however, parents

anticipate a rare occasion when their child will miss school due to unalterable plans, teachers may choose to give some homework prior to the absence. However, since learning is fluid, this may not be possible, and the student may simply need to wait until his/her return to obtain the missed work.

Academic Honesty Policy

One of our goals at Stella Schola Middle School is to create a compelling learning experience where our students acquire skills, knowledge, and wisdom for a lifetime of learning. It is the responsibility of students and staff to help maintain scholastic integrity at Stella Schola Middle School by refusing to participate in or tolerate academic dishonesty and to promote the true spirit of learning.

Academic Honesty is not just a matter of ‘following the rules’, but also a matter of participating in an intellectual community in a way that fosters the values of that community. Students are accountable for their academic honesty in any form, whether their actions are explicitly listed below or not. Confusion about the policy is not a valid excuse for violating it, so students should seek clarification from a staff member if they need it.

Academic Honesty means that students submit their own work (no plagiarism), do not falsify or invent information, and use authorized information & technology on tests, quizzes, homework, in class assignments, and on labs.

Examples of violating the policy include (but are not limited to):

- Using unauthorized notes or books during a quiz or test
- Having someone tell you the test questions/answers before the test

- Looking at another student's test during the exam
- Looking at a student's test from a previous year
- Collaborating on assignments/homework when the expectation is that they are done individually
- Not citing sources appropriately (this means you cannot copy from a book or other source without giving written credit to the source)
- Falsifying lab results
- Copying other student's assignments

Consequences for violations of academic honesty can be severe. Consequences, depending on the severity of a student's failure to demonstrate academic honesty, could include a zero on the assignment, a zero on the test, academic probation if the student is in honor society, and notification of the incident to the parents and site administrator.

Reporting Periods

Stella Schola reports on a semester basis, although report cards are mailed at the end of each quarter. Parents and students may, however, request a progress report at any time. Parents are asked to meet with the teacher for an academic conference twice a year (November & March), and can sign up for an individual conference time at Curriculum Night in the fall. Additional conferences may be arranged as needed.

Grading Standard:

- A = 3.6 - 4.0
- B = 3.2 - 3.5
- C = 2.8 - 3.1
- D = 2.4 - 2.7
- F = 2.3 and below

Severe Clause: principal's office, phone call to parents, detention, parent conference, written referral
Detentions are to be completed at next lunch period or the immediately after school. It is the student's responsibility to complete the detention, otherwise the time shall double for each day detention is not owed.

Weapons

Knives, firearms, sand clubs, throwing stars, sling shots, metal knuckles, 'nun-sha-ka' sticks, air guns, BB guns, and any item capable of producing bodily harm are considered weapons (RCW 9.41.270). Students found to have a dangerous weapon or replica of a weapon in his/her possession or on any school premises or at any school event will be subject to immediate expulsion from school and police intervention will be necessary.

Harassment

Harassment can take many forms and can include bullying, intimidation, slurs, comments, rumors, "put-downs", sarcasm, jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which (1) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance or education; (3) has the purpose or effect of substantially disrupting the orderly operation of the school or workplace; or (4) otherwise unreasonably affects an individual's employment or educational opportunities. Sexual harassment is a form of harassment and occurs when the types of verbal and physical conduct described above are sexual in nature.

Disruptive Items

Since school is for learning, there are some items which students really do not need to bring on campus. Please

refrain from bringing; portable CD players, stereos, skateboards, rollerblades, scooters, Gameboys, cameras, iPods, and electronic games.

We understand that many families use cell phones/pagers for emergency purposes. The school has telephones therefore cell phones/pagers are not to be used during school hours. This includes class time, lunch time, and on field trips. Please assist the Stella Schola staff in enforcing this policy by encouraging your child *not to bring a cell phone to school or by keeping it turned off and in his/her backpack during the school day*. Cell phones will be confiscated and kept in the June Box if they go off or a student is using one during school time.

Dress Code

Stella Schola students should dress appropriately for school. The goal of school is learning, so clothing should not distract from that process.

- ★ Shirts/tops must extend to the beltline when arms are down (no bare midriffs)
- ★ Pants/skirts must be worn no lower than the top of the hipbone
- ★ No undergarments shall be showing or substituted as outerwear
- ★ No revealing/see-through clothing (including bra straps/boxers)
- ★ No halter tops, tank tops, or tube tops unless a shirt is worn under it (shoulder straps must be at least 3 teacher-fingers wide)
- ★ No spandex or tight-fitting clothing
- ★ No holes in pants when the hole is above the knee, or large holes in shirts
- ★ Shorts/skirts must be the length of the top of the middle finger when the arm is extended downward
- ★ Shirts/pants and shoes must be worn at all times
- ★ Clothing that promotes alcohol, tobacco, drugs, sexist/racist themes, profanity, violence,

illegal/dangerous weapons, sexual connotations, or gang-related slogans is not permitted

- ★ Head wear is not to be worn in the classroom (hats, headphones, caps, do rags, scarves, sunglasses, sweatbands)



Health Room

There is no nurse on duty. If a student feels ill during the school day, the teacher may give permission for the student to go to the office to lay down for a short time or to call a parent to arrange for transportation home.

Medication

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. *Students may not medicate themselves.* If your child is currently taking daily medication, please arrange to have your child take it before school begins.

Should medication *need* to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least *two days* prior to administration; and must pick up any unused medication (i.e. Epi-pens, inhalers, etc) by the last day of school.

Telephones/Cell Phones

Students may **ask** a teacher to use the school phone to call a parent/guardian at lunch, before school, and after school. Students need to have *cell phones turned off and in backpacks during school hours and on school field trips.*

that they will be an official chaperone, may drive/chaperone on trips.

General Chaperone Guidelines

1. Please *do not* bring or stop for extra food as treats for students on a field trip. This sets up problems between car groups, chaperones, and students.
2. Do not bring cameras as it interferes with the learning process because students want to perform for the camera. Teachers do take pictures during all trips. Students are used to the teachers taking pictures and continue with their work and learning without much ado. It is important to respect the privacy rights of children (child disclosure).
3. Be a role model of proper respect and behavior for the students ~ please don't talk to other parents while a teacher/instructor is giving directions as this makes it difficult for students to focus. [Do not talk on your cell phone while in a supervisory role on a field trip, please!]
4. Remember that you are on the trip not to be a buddy, you are a chaperone.
5. Help students be safe by following school rules and by using common sense.
6. Refrain from interfering in the learning process during classes: do not answer questions for students when the instructor is teaching --- we know YOU know the answer, but the students need to learn it!
7. Allow & encourage students to solve problems inherent in each activity without adult interference.

Field trip costs, as outlined on our website, are additional. You can get an idea of how much the field trips will cost at your child's Curriculum Night/Afternoon in the fall. Payment

is expected before each trip, however, we do not wish any child to be denied a field experience due to financial difficulties, so a limited number of scholarships are available (if your family is having a great financial year and you would like to donate to the scholarship fund, your donation would be much appreciated). Scholarship request forms can be picked up from Mrs. Tennis (P-7). All scholarship information is kept confidential.

Please note the following guidelines for field trips:

- ★ payment is required *one week before* the trip
- ★ checks made out to Stella Schola PTO
 - payment, clearly labeled, turned in to classroom teacher
 - teacher records payment in Standard Score online
- ★ no refunds are given for students who are ill on the day of the trip (the school still has to pay in advance whether a student is ill or not)
- ★ if a student cannot go on a trip due to a prior commitment, the parent must notify the classroom teacher at *least one month prior* to the trip (otherwise the student is still responsible for the trip fee) and an alternative make-up assignment will be completed by the student
- ★ if a parent wishes to exclude their child from a field trip, the parent needs to notify the teacher at least one month prior to the trip and make other arrangements for their child during that school day

Mentoring Program

Learning to assist others and empathize with others is an essential skill in today's world. The school setting is an

excellent place to teach our young people the art of kindness, consideration, & cooperation.

Eighth graders begin their formal mentoring program in the spring, building skills which include how to be a good role model and how to make friends. Each sixth grader has an individual eighth grade mentor upon entrance to Stella Schola. Mentors and mentees participate in monthly thematic activities led by Stella Schola staff, especially designed to promote topics such as; acceptance, team-building, maturity, problem solving, academic responsibility, conflict management and negotiation, community service, and leadership.

Annual Tax-Deductible Donation

Stella Schola is a choice school and is funded differently than other district supported schools. Many of the costs you will see below are found in every public secondary school program, but there are also some optional items.

The PTO asks Stella Schola families to make an annual, non-refundable, tax-deductible contribution of \$200.00. The Stella Schola PTO has decided to make this contribution in lieu of fund raising activities and lab fee charges. (Some of the extra curricular clubs may still participate in fund raising to support their activities, however these are *extra activities*.) Costs in addition to your contribution might include field trips, ID cards, dance admission, Chess Club, Ski Club, and school pictures.

Volunteer Service

Stella Schola families are required to perform 20 service hours every year for the school (subject to change). This time can be fulfilled in various ways. There are many committee opportunities, phone calling, field trip chaperoning, grant writing, occasional in-classroom teacher assistance, and Wednesday early dismissal activities (study hall, chess club, ski club, etc). Parents will

receive a description of committee responsibilities and a checklist to indicate their desire to serve on a committee for Stella Schola. Parents can sign up to help in the classroom and to chaperone for field trips at Stella Schola Curriculum Night in the fall.

Each family is responsible for keeping track of their hours. *The sheet can be sent in to the classroom teacher as soon as you have completed the 20 hours or at the end of the school year.*

We understand that life can be busy, so if your family does not have time to volunteer, you can send a \$160.00 contribution in lieu of your volunteer hours (\$8.00 per hour x 20 hours = \$160). Simply staple your check (made out to Stella Schola) to the Volunteer Hour Tracking Sheet and send both in to the classroom teacher.

Student Dance Parties

Several opportunities for students to socialize via a dance party will occur during the year. These events are extra-curricular, however, school rules and the dress code still apply during these events. In order to attend a Stella Schola dance party, the student must have been in attendance at school that day and not be on academic probation at the time of the event. Parents are responsible for transporting their children to and from the event. Students will not be allowed to leave a social event until the designated end time unless under the supervision of their parent/legal guardian.

Stella Schola PTO

All parents of Stella Schola students are automatically members of the PTO. The PTO is organized exclusively for educational purposes under section 501c (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The PTO is the only committee of the whole for the school community and is made up of parents and all staff. *Its mission is to support the staff with respect to the school mission.* The Parent Advisory Committee (known from here forward as the PAC),

made up of parent representatives and all staff, is to represent the families of Stella Schola by advising in matters of policy and goals, and to serve as an information resource to the community in its quest to support the staff with respect to the school mission. PAC board meetings occur once a month on a Wednesday afternoon – all welcome!

Family Resource Numbers

24-hour Crisis Clinic.....206-461-3222
Drug & Alcohol Helpline1-800-562-1240
206-722-3700
Domestic Violence Hotline1-800-562-6025
Eastside Domestic Violence(24 hr) ...425-746-1940
EDAP (Eating Disorders)206-382-3587

Other Important Info:

Stella Schola Website: <http://schools.lwsd.org/SS>
Stella Office Line: 425-936-2475
Stella Schola Attendance: 425-936-2475



