

SOUTH PASADENA MIDDLE SCHOOL



STUDENT AGENDA 2011-2012

Mr. David Kubela
PRINCIPAL

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ASSISTANT PRINCIPAL

1500 Fair Oaks Avenue
South Pasadena, California 91030

Phone: (626) 441-5830
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To Report a Student Absence Call Attendance Office at:
(626) 441-5830 ext. 3901

This middle school Student Agenda belongs to:

Name _____

Student ID _____ Grade _____

South Pasadena Middle School

BELL SCHEDULE

Monday - "All" Day

Period 1	8:00 - 8:55
Period 2	9:00 - 9:50
Brunch	9:50 - 10:05
Period 3	10:10 - 11:00
Period 4	11:05 - 11:55
Lunch	12:00 - 12:30
Period 5	12:35 - 1:25
Period 6	1:30 - 2:20

Tuesday/Thursday - "Odd" Days

Period 1	8:00 - 9:45
Brunch	9:45 - 10:00
Period 3	10:05 - 11:45
Lunch	11:50 - 12:20
Homeroom	12:25 - 12:55
Period 5	1:00 - 2:40

Wednesday/Friday - "Even" Days

Period 2	8:00 - 9:45
Brunch	9:45 - 10:00
Period 4	10:05 - 11:45
Lunch	11:50 - 12:20
Homeroom	12:25 - 12:55
Period 6	1:00 - 2:40

SPMS School Rules

Skateboards, Scooters, Bikes, Roller Blades

- All wheeled transportation must be placed in student's lockers or locked on the racks in the alley behind the cafeteria and cannot be carried during the school day.
- All wheeled transportation is **never** to be ridden on campus. This includes the evenings and weekends. Students must hold onto their skateboard on Rollin Street, Fair Oaks Blvd., and Oak Street near the campus before and after school. There is no riding of skateboards near the campus before, during, or after school.

Backpacks

- No backpacks in the classrooms/hallways.
- Backpacks and other personal items are the responsibility of the student. They are not to be left unattended (for example: hidden in the bushes). Unattended backpacks will be taken to the office. Repeated violations will result in consequences.

Food and beverages

- Food and beverages may only be consumed or eaten in the quad area. There is to be no food or beverages consumed anywhere else on campus.
- No food deliveries from business are allowed on campus (for example Pizza Hut). Parents may drop off forgotten lunches on the benches outside the office only.
- Clear water bottles (which contain only water) are allowed, except in the computer lab/library/art room.

Morning Rules

- Students must start reporting to class at 7:55 A.M. in order to be in class on time.
- Food or beverage consumption is only allowed at the benches next to the cafeteria. There is to be no food or beverage consumption anywhere else on campus.
- Students may not walk through the staff parking lot. Please use the sidewalks.

Brunch and Lunch

- All students must report to the quad for brunch/lunch within 5 minutes.
- Lockers and all areas outside of the quad are off limits five minutes after the start of brunch/lunch.
- Food and beverages may only be consumed or eaten in the quad area. There is to be no food or beverages consumed anywhere else on campus.
- Students are responsible for their own trash and must place it in the proper containers when they are finished.
- Students must keep their hands and feet to themselves.
- There is no running, chasing, or horseplay (including "play" fighting) in the quad during brunch/lunch/after school. Students may use the grass fields (when open) for exercise during lunch.

After School

- Students must leave campus fifteen minutes after the end of school. On Mondays this is 2:35, on Tuesdays through Fridays, this is 2:55. All students on campus after this time must have a pass or be part of a school authorized activity (Tiger Club, after school sports, Chess Club, etc). Any students remaining on campus will be sent to the office and must wait quietly on the benches outside the school office.

I have read and discussed the SPMS School Rules and the contents of the Agenda with my child.

Parent Signature: _____

South Pasadena Middle School

Created by: Rules Committee
Revised on: 6/11

South Pasadena Middle School Consequence Matrix

	Infraction	1st Offense Consequence	2nd Offense Consequence	3rd Offense Consequence	4th Offense Consequence
MINOR	-Disruption -Defiance -Disrespect -Disorderly Conduct -Inappropriate language -Gum chewing -Eating in class -Passing notes in class -Foul language -Gossiping/Rumoring -Horse-play/Play-fighting -Littering -Public Displays of Affection -Teasing/Name calling -Unprepared for class	-Verbal Warning by teacher	-Benching or -Teacher Discretion	-After School Detention w/o Referral or -Teacher Discretion	-Referral for After School Detention or -Saturday School
	Infraction	1st Offense Consequence	2nd Offense Consequence	3rd Offense Consequence	Subsequent Offenses
SERIOUS	-Bullying (verbal/written) -Defiance -Disrespect -Disorderly conduct -Disruption -Texting -Foul language -Forgery	-Referral for After School Detention or -Saturday School or -Suspension	-Referral for After School Detention or -Saturday School or -Suspension	-Suspension from school (multiple days)	-Suspension from school (multiple days)
	Infraction			1st Offense Consequence	
SEVERE	-Assault -Battery -Bullying (physical) -Cyber-bullying -Discriminatory Language/Behavior (hate crime) -Drug Use or Possession (includes alcohol and tobacco) -Extortion/Harassment -Fighting -Hazing -Pantsing -Prohibited Items (high-level) -Sexual Harassment, Battery or Assault -Theft -Threat to staff member/student -Vandalism/Tagging -Threats (verbal/written)/Intimidation			-Immediate referral to Asst. Principal for immediate suspension -There are some violations that merit mandatory expulsion not listed here, i.e. weapons, selling drugs, etc.	
	Infraction			1st Offense Consequence	
Teacher Action	-Cheating/Plagiarism			-Teacher Discretion or -Refer to Dept. Policy	
	Infraction	1st Offense Consequence	2nd Offense Consequence	3rd Offense Consequence	
Miscellaneous	-Cell phones -Backpacks (in class, hallways, left behind) -Dress Code	-Sent to office (written warning)	-After School Detention (Parents Contacted)	-Saturday School	

Student, Parent, Teacher, School Agreement

At South Pasadena Middle School we strive to be a positive and supportive community that encourages individuals to become capable, contributing, and confident life-long learners. In order to achieve this goal we have established the following agreement for all stakeholders in the community. This agreement builds on our school wide core values of Fairness, Trust, Responsibility, Respect, and Integrity.

Students will practice **fairness** doing their own work and asking for help from teachers when needed.
Students will promote **trust** by observing and following parents', teachers' and school rules
Students will demonstrate **responsibility** by keeping their parents, teachers, and school informed.
Students will **respect** others by treating others, as they want to be treated.
Students will act with **integrity** by accurately reporting to their parents, teachers, and peers factual information.

Parents will practice **fairness** by gathering information from student, teacher, and school before judging.
Parents will promote **trust** by working with teachers, school, and students to solve problems collaboratively.
Parents will demonstrate **responsibility** by supporting and reinforcing the school's rules and policies.
Parents will **respect** others by working with the teacher and school to resolve problems and promote student success.
Parents will act with **integrity** by modeling the behavior you want to see in your child.

Teachers will practice **fairness** by treating each student in an equitable manner.
Teachers will promote **trust** by being open to communication with parents.
Teachers will demonstrate **responsibility** by keeping current on educational methods, assessments, and communications.
Teachers will **respect** others by listening to parents' and students' point of view.
Teachers will act with **integrity** by accurately measuring and reporting on student progress in classes.

The school will practice **fairness** by enforcing school policies in an equitable manner.
The school will promote **trust** by being clear in the reasons for decisions when possible.
The school will demonstrate **responsibility** by ensuring that the school is well maintained.
The school will **respect** others by maintaining confidentiality for all students, parents, and teachers.
The school will act with **integrity** by being honest and impartial in working with all parents, teachers, and students.

This document was created through a collaborative process between representatives of parents, teachers, students, and staff on the School Site Council. It is our hope that by all stakeholders following these guidelines we will enhance our school community.

OUR LIBRARY AND COMPUTERS

Library/ASB/Student ID Card

The student's photo identification (ID) card is also the ASB card and will be used for admission into SPMS functions (dances, etc.), as well as for checking out materials from the SPMS LMC. Report to the office immediately if you lose your ID card.

Library Policies

TEXTBOOKS/LIBRARY BOOKS: Students should take good care of their school textbooks and library books. Textbooks are checked out to students using a unique bar code number. Students are to write their name in the space provided on the inside front cover of their textbook so it can be easily identified. If a textbook is misplaced students should check in the LMC to see if it has been returned.

- Library hours are from 7:45am to 3:00 pm Tuesday through Friday. The library closes immediately after school on Mondays.
- Students may check out three books at a time for a three week duration.
- A fine of \$0.05 a day will be charged for overdue materials.
- No additional books may be checked out if others are over due or fines are owed.
- If a book is lost, the replacement fees are \$10 for paperbacks, and \$20 for hardbacks.
- The rules of the library are: respect others and respect the materials.
- Textbooks checked out to students should stay at home until the end of the school year (unless the teacher instructs otherwise). Classrooms have class sets of textbooks for most classes.
- If you misplace a book, first check all your classrooms and then come to the LMC to see if the book was returned.
- A lost textbook must be replaced; the average cost is \$65.00.
- A vandalism fine will be charged for damage to book covers, pages, barcode or spine for damaged books.
- All library and textbook fines must be paid/cleared before the end of the school year.

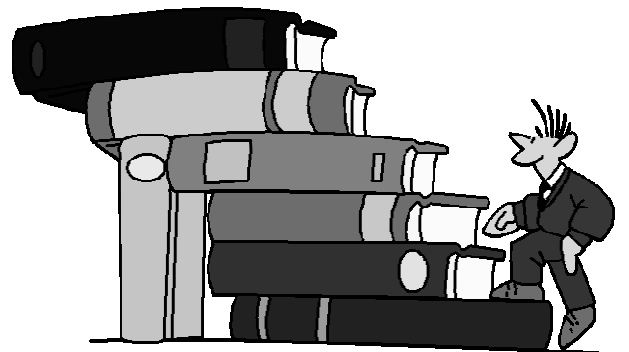
School Computers

There is a computer lab at SPMS that students use with their classes. Classrooms have computers with internet connections.

Students may use the computers at SPMS for school work and personal use, provided they adhere to the Acceptable Use Policy and follow the Computer Use Policy outlined below.

Computer Use Policy:

- User must have a signed Acceptable Use Policy on file in the office to use any computer on campus.
- User may use computers for school assignments, for email, for personal technology enrichment.
- We do NOT allow IM, games, downloading of software, or music.
- There is a \$0.10 per page charge for printing in the LMC and computer lab. Color prints are \$0.25.
- Students may save work to the school server, but it is recommended that they also have a flash drive. Floppy disks are NOT encouraged. Emailing files is also a secondary method of transferring data.
- School computers run Microsoft Office 2003; documents must be saved to run in that version.
- Malicious use of computers will result in loss of privileges and further disciplinary action.



ATTENDANCE

Independent Study

Independent Study is for those students who will be absent from school for **five (5)** or more consecutive days. This is a way for students to keep up on their work and for the school to keep its funding. Notice of five to seven days **prior** to the student's departure is needed to collect Independent Study materials from teachers. Parents may request Independent Study materials from Attendance. Each day a student misses class costs the school more than \$40.00 in State funding. Parents are asked to limit the number of days of school students miss by choice as each day of instruction is essential for student success.

How do I get homework if I am sick?

If you are sick, it is important that you rest and get well. You can make up your work after you are feeling better. At least **3 days** absence is necessary before teachers can be asked to provide homework materials for ill students. Homework requests are at the discretion of the teacher. If a teacher is contacted for homework and the student has **not** been absent 3 consecutive days, then it is the teacher's decision if they would like to provide the student with homework or not. Parents may contact the teacher(s) directly for homework assignments or check the teachers' websites. Most teachers post weekly assignments on their web pages. Email is the recommended method of contact with teachers. Teachers may also be contacted by voicemail. For those teachers that do not use email, Attendance will forward the request to the teacher in a hard copy.

For students who are going out-of-town at the last minute and cannot complete the **Independent Study Contract**, that student will be responsible for requesting work directly from the teachers.

What do I do if I have to leave school during school hours?

Have your parent send a signed note with you to school in the morning. Be sure the note specifies the date, time and purpose for you being off campus. Bring the note to the office before school starts. The office staff will complete an **Admittance/Grounds Permit Form** and give it to you. When it is time for you to leave school, show the Admittance/Grounds Permit Form to your teacher to be excused from class. If you **don't bring a note**, your parent must come to the office and request you be called out of your class. This interrupts the classroom learning. Your parent must wait for you to come to the office and then sign you out. Please note students will NOT be called out of class until your parent arrives to pick you up.

Excused Absence

An absence due to a student's illness, injury or quarantine under the direction of a county or city health office; or having a medical, dental, or optometrical or chiropractic services; or failure to present evidence of immunizations (Education Code 46010); for personal counseling, or absence due to attendance at a funeral of a member of the immediate family is considered excusable by the State of California. Students will be allowed to make up work for an excused absence. Although an absence is excused, it will still result in a loss of state funding for our school.

Parents, please call the Attendance Office at **626-441-5830, ext. 3901** before 9:00 am for **EACH** day the student is absent. If you are unable to make contact with the school by phone, your son or daughter **MUST** bring a signed note from you verifying the absence. Note must include: 1) student's full name, 2) date(s) of absence, 3) specific reason for the absence, 4) a full signature of the parent or guardian.

ANY ABSENCE NOT CLEARED WITHIN THREE (3) SCHOOL DAYS WILL BE RECORDED AS A TRUANCY.

Unexcused Absence

School absence caused by a trip, oversleeping, car problems, missing the bus, babysitting, or working is NOT considered by the State of California as a valid reason for being out of school. It is to every student's advantage to avoid these unexcused absences. Each day of absence costs the school more than \$40.00.

Tardies

Particular attention should be given to getting to class on time. Students should be seated in class **BEFORE** class starts. Students arriving after 8:00 am **MUST** have a note excusing the tardy and must check into the office **BEFORE** going to class. Detention will be assigned on the 5th tardy. A "**U**" may be assigned for multiple tardies.

Tardy Policy

UNEXCUSED (per Quarter)

Tardy # 1-3 = Handled by teacher (detention, etc.).

Tardy # 4 = Warning Phone call to parent by student.

Tardy # 5-9 = After school detention for each tardy.

Tardy # 9 = Intervention meeting with counselor

Every 10th Tardy = Saturday School

Tardy # 11-19 = Detention for each tardy

15 plus Tardies = SART and Saturday School on the 20th tardy.

Truancy Policy

Truancies will result in Saturday School and/or a citation by a School Resource Officer resulting in fines and a court appearance.

HEALTH

SAFETY

Administrators and teachers are on campus supervision each day watching for any problems. They take a proactive approach in order to diffuse situations before there is a problem. They also “check in” with kids to see how they are doing. Many staff members have been trained in emergency evacuation and CPR.

Bikes

Bikes are to be walked on the concrete areas in the vicinity of the bike racks and within the bike rack enclosure. Bikes are NOT to be ridden through the campus nor are they to be ridden through the parking lot. Each student who brings a bike to school must have a lock and chain/cable.

IPods, CD/MP3 Players, portable games, radios, skateboards and other items that may cause a class/campus disturbance are NOT to be used on campus at any time during the school day. We want you to fully participate with your peers at school. Some of these items may limit your interactions with others. If these items are found, they may be confiscated and returned to your parent.



If you are sick, the Health Clerk can send you home or help you rest. Do NOT come to school if you have a fever, diarrhea, pink eye, lice, or are vomiting. You will be sent home if you have any of these conditions. Your parents, or an authorized adult, must pick you up.

By law, if a student needs to bring medication to school, he/she needs a note from the doctor AND an **“Administration of Medication During School Hours”** form from the parent requesting it. This form can be picked up from the Health Office. The medicine must be in an original prescription container and kept in the Health Office. Even over-the-counter medication needs to be checked into the Health Office and should only be brought with written permission from a doctor.

Written Releases needed for:

- Students returning to school with crutches, casts, or orthopedic devices must have administrative approval and a written release from the attending physician.
- Obtain verification that a student on crutches has been instructed in proper crutch usage.
- Students returning from surgery or long-term illness of 10 days or more must have a written release from the attending physician.
- The releases should also indicate any limitations for PE.

MORE INFORMATION!

Our Dress Code

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupts or detracts from the educational program and may be a potential safety hazard.

Dress Code Violations:

- No visible underwear (including sleeveless undershirts)
- No tube tops/off the shoulder tops
- Tank top blouses should be 1.5" wide on the shoulder (No spaghetti straps).
- No bare midriffs, backs or see-through tops.
- Skirts, shorts, and dresses must be long enough to reach where the middle finger connects to the palm, even when worn over tights/leggings.
- Leggings/tights must be worn with a shirt, skirt, shorts, or dress that is appropriate in length.
- No tattered/ripped/cutoff shorts or pants.
- No flip-flops or open-toed shoes.
- No Sagging. Pants must fit and be worn to cover underwear.
- No Pajamas
- No hats or hoods over the head inside the classroom or school buildings.
- No alcohol/cigarette advertising on clothing, notebooks, or backpacks.
- No slogans, emblems or advertising on clothing which by their controversial or obscene nature disrupt the educational setting.
- No facial jewelry (nose, eyebrow, etc.).
- No bandanas.
- Earrings (hoops) must be smaller than two and a half inches in diameter.

Guidance Counselors

If you are having difficulties in school, with your friends or family, speak with your guidance counselor. The Counselors will help by offering you a safe and confidential environment in which to talk to someone, and can help you:

- work out personal issues.
- get used to the middle school.
- set and achieve goals.
- if you or someone you know are being bullied.
- understand yourself better so you make good choices.
- find ways to improve your grades and attitude.
- mediate conflict.
- think about your future in school, and what careers you might enjoy.

Promotion Requirements

(To participate in the ceremony and other activities)

1. A student must meet appropriate curriculum content standards and be recommended for promotion to the 9th grade at the completion of 8th grade or they will not participate in the promotion exercises.
2. A student may not participate in promotion activities if he or she has more than four (4) "F" marks in the 8th grade with no more than one earned in the fourth quarter.
3. A student may not have more than four (4) unsatisfactory ratings (U's) in 8th grade for behavior with no more than one (1) of the U's earned during the fourth quarter of the 8th grade.

Teams

Teams are groups of teachers (English, Science, and History) who work together to plan lessons and focus on a particular group of students. These teachers discuss the needs of students and help to provide them with a sense of belonging at school.

Items Not Allowed on Campus

No permanent markers (with the exception of fine-tipped permanent markers), liquid white-out, or laser pointers are allowed on campus. If these items are found, they will be confiscated and NOT returned.

Electronic equipment should be left at home. We are NOT responsible for recovering lost or stolen electronic equipment. (Mp3 players, cell phones, games, etc.).



GROUNDS FOR SUSPENSION

SUSPENSIONS: A pupil may be suspended from school or recommended for expulsion if the Superintendent or the Principal/Designee of the school in which the pupil is enrolled determines that the pupil has:

- (a) Caused, attempted to cause or threatened to cause physical injury to another person.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal or Designee of the Principal. (Includes possession of an imitation or replica of a firearm or other weapon.)
- (c) Unlawfully possessed, used, sold or otherwise furnished or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an Alcoholic beverage or an intoxicant of any kind, and the neither sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, except as provided in Section 48901.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to any of the following: 1) While on school grounds 2) While going to or coming from school 3) During the lunch period whether on or off the campus. 4) During, or while going to or coming from, a school sponsored activity.
- (.2) Sexual harassment [E.C. Section 48900.2]
- (.3) Causing, threatening to cause, or participating in an act of hate violence [E.C. Section 48900.0]
- (.7) Terrorist threats against school officials or school property, or both, may be grounds for suspension or expulsion. As per E.C. Section 48900.