



# South Pasadena Middle School

"A California Distinguished School"

• David T. Kubela  
Principal

• Robert Yim  
Assistant Principal

1500 Fair Oaks Avenue • South Pasadena, CA 91030  
Phone: (626) 441-5830 • Fax: (626) 441-5835 • [www.Tigerstripe.org](http://www.Tigerstripe.org)

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## General Counseling Information

**As professional school counselors, we follow the American School Counselor Association (ASCA) Model.**

**Counseling:** We are here to help students develop social skills and succeed in school and to help prepare them for a bright future.

- 3 Components to Counseling:
  - Academic: Grades, scheduling and all things school
  - Career: Introduce paths for the future and to encourage their interests.
  - Personal/Social: Friendship issues, family situations, & personal struggles.

### How Students Contact Us:

- Blue Request Form (respond to within 2 days depending on request)
  - Why? All the reasons above...personal, friendship, missing classes on schedule, mistakes—no teacher request or period changes.
- Counselor sends out form (type of hall pass) to have student come to the counselors office—not in trouble.
- How Do You Contact Us?
  - 1<sup>st</sup> and most efficient way is through Email... fast response time.
  - 2<sup>nd</sup>: Phone...leave voicemail
- Walk-ins are difficult as we have our appointments already set up for the day and also are continuously with students.

### How Parents Contact Us:

- Set up a meeting to discuss questions or concerns about student struggles.
- Let us know about family situations that may be occurring and could potentially distract your student from being successful and happy at school.
  - Death in the family
  - Change of family dynamic
  - Serious situations that may have occurred

### Specific Questions about a Class:

- If you have any questions or concerns about a specific class, please contact the teacher directly (best through email), as they are more than happy to discuss your child's progress and also answer any specific questions you have about the class itself.

- **You and your student will find out who your middle school counselor will be on the first day of school, on his/her locator card.**
- **Students with IEP's will get more details about their placement in the transitional IEP this spring.**
- **Student's with 504's will be contacted by their SPMS counselor within the first 5 weeks of the school year.**
- **All questions/concerns you have this year (5<sup>th</sup> grade) can be directed to your elementary school counselor until the fall.**
- **More information & resources are on our school website under counseling.**

- <http://spms.spusd.net/counseling>



# S P M S

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March 15, 2018

Dear Parent(s) and/or Guardian(s):

As we prepare for the 2018-2019 school year, we would like to provide you with some FAQ information that might be helpful on the scheduling process.

Please review the sample locator card below. The locator card is given in first period on the first day of each quarter. The evening before the 1st quarter, a full list of students by grade and last name will be posted on the cafeterias outside walls, for your student to find their 1<sup>st</sup> period class the following morning. Your child may come to the campus the evening before or early on the first day of school, before classes begin.

Each student will receive a paper with 4 locator cards printed on it (all are identical but we provide multiple copies). You can find most of the students' information on this card, including their counselors' last name for all 3 years of middle school. On the locator card, you can see their current quarter/semester elective, depending on grade level. We only place the current elective of that specific quarter and will not show any other quarter/elective due to unknown scheduling during the year.

## SAMPLE LOCATOR CARD

Student Name		Student#	Student ID	Birthdate	Sex	Grade	
		1121	3199	01/20/	F	8	
School						Enter Date	
South Pasadena Middle School						08/22/2013	
Class Schedule				Counselor Oliveira			
Per	SM	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	1204	388202	Physical Sci B	Hoffman	210
2	F	MTWTF	2231	388678	PE B Fall	Lai	Gym
2	S	MTWTF	1200	388007	Art BS	Tanaka	102
3	Y	MTWTF	8165	388101	English Honor B	Jenkins	205
4	Y	MTWTF	8420	388302	US History B	Pearson	208
5	F	MTWTF	1576	388012	Office Aide Fall	Yim	Off
5	Y	MTWTF	8236	388482	Math B	Hong	100
6	S	MTWTF	8260	388088	PE B Spring	Barragan	GYM
7	Y	MTWTF	1780	387000	Homeroom	Pearson	208
Parent/Guardian		Telephone		Fathers Work		(626)	
Robert				Mothers Work		(626)	
Home Address			City		Zip Code	Date	
Oxley St			South Pasadena		91030	8/12/2016	

### LEGEND

PER = Class Period Number  
SM = Semester/Quarter

#### Under SM:

Y = Yearlong

1 = 1<sup>st</sup> Quarter

2 = 2<sup>nd</sup> Quarter

3 = 3<sup>rd</sup> Quarter

4 = 4<sup>th</sup> Quarter

F = Fall Semester (1<sup>st</sup> & 2<sup>nd</sup> qtr. combined)

S = Spring Semester (3<sup>rd</sup> & 4<sup>th</sup> qtr. combined)

### Reasons to contact your counselor about schedule:

- Missing period (must have 1-7)
- Double periods (i.e. two 4<sup>th</sup> periods)
- Double Class name (i.e. 2 science classes)
- Personal information is incorrect or missing (please see registrar: Mr. Parkhill)
- My 'counselor' section says 'unassigned'

## **SOUTH PASADENA MIDDLE SCHOOL OFFICE INFORMATION**

### **Attendance – Patti Luna – Extension 3901**

- **Reporting absences** – Please call on the day of the absence or send a note with your child on the following school day. Any absences not verified within 3 days will be recorded as truant. It takes several days to update information in Aeries.
- **Tardies** - Students must check in to the office after 8 AM to receive an Admit Slip.
- Assigns after school detention for students with 5 or more tardies in a quarter
- **Free/Reduced Lunch Program** – Collects and forward applications
- **Independent Study** – For students that will be absent from school for 5 or more school days.
- **Lockers** – Assigns lockers which are randomly assigned, not by preference
- **Detention** – Assigns after school detention for tardies
- **Saturday School** – Assigns Saturday school for students with attendance truancies or have reach 10 tardies within a quarter

### **Health Office – Judy Morgan – Extension 3903**

- Ill and minor injuries – 10 minutes in office and then return to class or call parents
- Notes required: medications, special medical conditions, crutches (including notes to exclude from PE participation) must have doctor note.
- Proof of a Tdap (Tetanus, Diptheria, acellular Pertussis) booster shot must be presented prior to school starting in August for all 7<sup>th</sup> graders.
- Students with a fever, must be picked up as soon as possible and may not return to school until the student's temperature is normal w/o medication for 24 hrs.

### **Clerk – Julie Castillo Kennedy – Extension 3905**

- Handles all documentation for parents who volunteer as drivers for sports and academic events that are not held at SPMS
- ASB & other school club business
- PE clothes, locks and Agendas, Spiritwear- handles purchases of these items year round
- PAWsitve Awards – coordinates activities with staff and Principal and distributes certificates each month
- Overseas school website and Instagram

### **Secretary - Cynthia Holiday – Extension 3902**

- Principal appointments
- Facilities use reservations

### **Registrar – Larry Parkhill – Extension 3908**

- Student school folders
- Computer Records – maintain and update information in system including address changes, email addresses, etc.
- Registration of new students
- Report Cards (4) and Progress Reports(4) – Report cards are mailed one week after the last day of each quarter (there are 4 quarters for the school year)

- Parent portal assistance

## **SELECTED INFO**

### **What do I do if I my child must leave school during school hours?**

Send your student with a signed note to school in the morning. Be sure the note specifies the date, time and purpose for your child leaving the campus. Students must bring the note to the office before classes begin. The office staff will complete a **Grounds Permit Form** and give it to the student. When it is time for the student to leave school, they will show the Grounds Permit Form to their teacher to be excused from class. If your child does not provide a note, the parent must come to the office to pick up their student. Parents are to provide a photo identification and sign out their student. By providing a note ahead of time, it will save time as your student will be waiting for you at the designated time. Please note students will NOT be called out of class until the parent is present in the office. If someone is picking up your student other than the parent or guardian, please include their name in your note.

**If students leave anything at home** (lunch, book, homework, etc) parents can bring it to the office, and it will be placed at a table inside the office for students to pick up. It will not be delivered to class, nor will the student be contacted during class. All incoming 6<sup>th</sup> graders during class orientations in the office are instructed to check the office at brunch or lunch if they forgot anything at. If it's not at the table in the office, they may call their parents to bring it into the office. **IMPORTANT NOTE**: The office staff does not accept money or valuable items (such as a cell phone) to pass on to students under **any** circumstances.

All parents must report to the office before entering the campus and sign in during school hours. Please enter the office through the front entrance.

**The middle school website** ([spms.spusd.net](http://spms.spusd.net)) contains updated information regarding activities at the school. Also on our website is the Daily Bulletin which is read daily to the entire school at the beginning of the school day. It contains specific information about upcoming events (dances, club meetings, sports tryouts) etc. Please visit the website often to be updated on the latest events and activities.

The website also has the email addresses of every teacher, administrator, and staff person.

**New students will need** – PE clothes, 2 locks (*one for their book locker and one for their gym locker*), and an Agenda (planner). These items can be purchased at the beginning of the school year.

**Agenda** (planner) - contains school rules, daily class schedule, a planning calendar and more. A sample of some of the rules: no backpacks are allowed in class, cellphones must be out of sight and must be off during the school day.