

Richard L. Graves Middle School

2011-2012



Dr. Matthew C. Fraijo, Principal
Jaime A. Martinez, Asst. Principal
Carmen Garcia, School Site Counselor

Richard L. Graves Middle School- 13243 Los Nietos Road – Whittier Ca. 90605
Phone Number: 562-944-0135 – Attendance 562-944-0135 ext. 3184
South Whittier School District 562-944-6231

Spanish translation of this document can be provided upon request
Si gustaría una copia en español, por favor hable a la escuela Graves.

Name: _____

Graves Middle School Calendar Dates 2011-12

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| First Day of School | Thursday, September 1 st |
| Labor Day (No School) | Monday, September 5th |
| LifeTouch Fall Pictures | Wednesday, September 14 th |
| Back-To-School Night | Thursday, September 22 nd |
| Back-To-School Dance | Friday, September 30 th |
| Cherrydale Fundraiser Assembly | Friday, September 30 th |
| Halloween Dance | Monday, October 31 st |
| LifeTouch Make-up Pictures | Wednesday, November 2 nd |
| End of Quarter 1 | Wednesday, November 2 nd |
| Veteran's Day (No School) | Friday, November, 11th |
| Parent-Teacher Conferences Week | November 14 th thru November 18 th |
| Non-Work Days (No School) | November 21st thru November 23rd |
| Thanksgiving Holidays (No School) | Thurs., Nov. 24th and Fri. Nov. 25th |
| Winter Dance | Monday, December 19 th |
| Non-Work Days (No School) | Thurs., Dec. 22nd and Fri. Dec. 23rd |
| Winter Break (No School) | December 26th thru January 6th |
| Martin Luther King, Jr. Day (No School) | Monday, January 16th |
| End of Quarter 2 | Monday, January 30 th |
| Valentine's Dance | Friday, February 10 th |
| Lincoln's Day (No School) | Monday, February 13th |
| President's Day (No School) | Monday, February 20th |
| Parent-Teacher Conferences Week | February 14 th thru February 17 th |
| Non-Work Day (No School) | Friday, March 9th |
| Spring Dance | Monday, April 2 nd |
| End of Quarter 3 | Wednesday, April 4 th |
| LifeTouch Spring Pictures | Wednesday, April 4 th |
| 8 th Grade Panoramic Picture | Wednesday, April 4 th |
| 8 th Grade Promotion Picture | Thursday, April 5 th |
| Non-Work Day (No School) | Friday, April 6th |
| Spring Break (No School) | April 9 thru April 13th |
| CST Testing | May 1 st thru May 18 th |
| Open House | Wednesday, May 23 rd |
| Memorial Day (No School) | Monday, May 28th |
| 8 th Grade Promotion Ceremony | Tuesday, June 12 th |
| Last Day of School | Wednesday, June 13 th |
| 8 th Grade End of the Year Activity | Wednesday, June 13 th |
| End of Quarter 4 | Wednesday, June 13 th |

Graves Middle School Calendar 20110-2012 *(Continued)*

School Site Council Meetings:

October 12th, 2011
November 9th, 2011
December 14th, 2011
February 8th, 2012
March 14th, 2012
April 18th, 2012

PTA Board Meetings:

September 7th, 2011
PTA Reflections Contest Begins: September 12th Theme: "Diversity Means..."
October 5th, 2011
Red Ribbon Week of October 25th
December 7th, 2011
January 4th, 2011
February 1st, 2012
March 7th, 2012
April 4th, 2012
May 2nd, 2012
June 6th, 2012

Washington D.C. Field Trip

| | |
|----------------------------------|--|
| 1 st Meeting D.C.: | Tuesday, September 13 th , 2011 |
| 1 st Payment for D.C. | Wednesday, October 26 th , 2011 |
| 2 nd Payment for D.C. | Friday, December 2 nd , 2011 |
| 3 rd Payment for D.C. | Wednesday, January 25 th , 2012 |
| Final Payment for D.C. | Thursday, March 8 th , 2012 |
| Washington D.C. Trip | May 24 th through June 1 st , 2012 |

Parent Conference Weeks: All parent conferences are Minimum Day Schedules. Students are dismissed at 1:20 pm.

Monday Early Dismissal: Students will be dismissed Mondays at 1:20 pm. Teachers will use early dismissal days to plan meetings with their departments.

Grade Reporting and Advisory Dates

| Grade Report | Advisory Day/Students Show Grade Card to Parent get Signature |
|--|--|
| Progress Report 1 (Not Mailed) | Friday, September 23rd 2011 |
| Progress Report 2 (Mailed) | Friday, October 14th, 2011 |
| Progress Report 3 (Mailed) | Friday, November 4th, 2011 |
| Progress Report 4 (Not Mailed) | Friday, December 9th, 2011 |
| Progress Report 5 (Mailed) | Friday, January 13th, 2012 |
| Progress Report 6 (Mailed) | Friday, February 3rd, 2012 |
| Progress Report 7 (Not Mailed) | Friday, February 23rd, 2012 |
| Progress Report 8 (Mailed) | Friday, March 9th, 2012 |
| Progress Report 9 (Mailed) | Friday, April 6th, 2012 |
| Progress Report 10 (Not Mailed) | Friday, May 4th, 2012 |
| Progress Report 11 (Mailed) | Friday, June 8th, 2012 |

Courses For Study

7th Grade

Pre-Algebra
English/Language Arts
History/Social Science
Life Science
Physical Education 7th

8th Grade

Algebra
English/Language Arts
History/Social Science
Physical Science
Physical Education 8th

Enrichment

AVID
Leadership
Beg. Band
Adv. Band

Student Planner and Parent Communication

This planner is your property. Please use it as a tool to keep yourself organized and prepared for class. Your teachers will require you to bring your planner to every class. It is not to be defaced, folded, torn, or tagged.

This planner is provided to improve daily communication between teachers and parents. It is a required component of Graves Middle School's Parent Communication Policy.

How to use this planner:

Students: You must have your planner with you in class **EVERY** day.
Write down **ALL** assignments in your planner.
Show the planner to your parents **EVERY** night.
Do **NOT** remove **ANY** pages from the planner.

Parents: Check this planner every night.
Sign the planner to indicate that you've reviewed all assignments and monitored completion of homework.
Read any teacher comments.
Write notes to teachers in the planner.

Teachers: Post homework and give students time to write it in their planners.
Check student planners on a regular basis.
Write comments to parents as appropriate.
Read and respond to parent questions and comments.

It is the student's responsibility to maintain and keep the planner in good condition.

It is the student's responsibility to show the planner to parents and teachers when notes are written for them.

I have read and understand the information on this page. I understand that the student is responsible for the care of the planner and for showing the planner to the teachers and parents.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Panther Code of Conduct

What students should do?

REGULAR ATTENDANCE

Students are expected to attend school regularly and to attend all classes.

PUNCTUALITY

Students are expected to be on time for school and for classes everyday.

WORK HABITS

Students are expected to be prepared for class and to participate in each class to meet performance standards, to have the necessary materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests, and examinations.

RESPECT FOR SELF AND OTHERS

Students are expected to be honest, behave with dignity and to treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol, or drugs. Students are expected not to use or possess such substances.

RESPECT FOR AUTHORITY

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care.

FREEDOM FROM FEAR

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

State Law and District Policy

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit 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, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 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 school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that

State Law and District Policy (*Continued*)

act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. 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.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities

Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the Code of Student Conduct. It can also be a violation of criminal law. It will not be allowed in school, school buses, or at a sponsored school activity. Any such offenses may result in severe disciplinary action when such behavior disrupts the learning process.

It is Harassment When:

A student displays inappropriate sexual behavior or bullies others. Examples include but not limited to:

Inappropriate touching, grabbing, or pinching

Sexual or obscene language and gestures

Physically frightening another person

A student talks inappropriately about the person's sex, sexual orientation, ethnic origin, race, color, religion, physical attributes, disability, or handicap. Examples include, but are not limited to:

Calling people names

Writing comments about a person; e.g., on a bathroom wall

Teasing a person about his/her body

It is Bullying When:

A person willfully subjects another person (victim) whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result in the victim feeling oppressed (stress, injury, or discomfort) or threatened at any school site, school bus, or school sponsored activity or event. Bullying is a form of aggression.

Examples of Bullying may include, but are not limited to:

Physical Bullying: Punching, shoving, poking, strangling, hair pulling, beating, biting, excessive tickling, tripping, pinching.

Verbal Bullying: Name calling, teasing, gossip

Emotional(psychological) Bullying: Rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rate/ranking personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.

Sexual Bullying: Inappropriate or obscene language or gestures, touching, grabbing, pinching, or exposing “private” body parts.

Cyber Bullying: Tormenting, threatening, taunting, ranking, degrading a target, harassing, humiliating, or otherwise targeting a student or a staff member using the Internet, interactive and digital technologies, or mobile phones or inviting others to join in on these acts.

Laws that will be invoked when this behavior occurs:

Section: 48900.2 – Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Section: 48900.3- Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Section: 48900.4 – Harassment, Threats, or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Section: 48900.7 Terrorist Threats

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family

The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts:

1. Causing serious physical injury to another person
2. Possession of any knife, explosive, or other dangerous object (i.e. laser pointers, tasers/shock pens)
3. Unlawful possession of any controlled substance
4. Robbery or extortion
5. Assault or battery upon any school employee
6. Possessing, selling, or otherwise furnishing a firearm
7. Brandishing a knife at another person
8. Unlawfully selling a controlled substance
9. Committing or attempting to commit a sexual assault or sexual batter

| Bell Schedule | | | |
|----------------------|---------------|---------|---------------|
| PERIOD | REGULAR DAY | PERIOD | MINIMUM DAY |
| 1 | 8:15 – 9:00 | 1 | 8:15 – 8:50 |
| 2 | 9:05 – 9:55 | 2 | 8:55 – 9:30 |
| 3 | 9:55 – 10:40 | 3 | 9:35 – 10:10 |
| 4 | 10:45 – 11:30 | 4 | 10:15 – 10:50 |
| 5A | 11:35 – 12:20 | 5 | 10:55 – 11:30 |
| LUNCH 1 | 11:30 – 12:00 | 6A | 11:35 – 12:10 |
| 5B | 12:05 – 12:50 | LUNCH 1 | 11:30 – 12:00 |
| LUNCH 2 | 12:20 – 12:50 | 6B | 12:05 – 12:40 |
| 6 | 12:55 – 1:40 | LUNCH 2 | 12:10 – 12:40 |
| 7 | 1:45 – 2:30 | 7 | 12:45 – 1:20 |

| Bus Schedule | |
|--|------|
| MORNING PICK-UP | |
| Corley Dr. Telegraph Rd. (SE) | 7:35 |
| Burgess Ave. / Imperial Hwy. (NW) | 7:40 |
| Arrive at Graves Middle School | 7:45 |
| Fidel St. / Splendor Dr. (NW) | 7:35 |
| Fidel St. / Sunshine Ave. (SW) | 7:38 |
| Arrive at Graves Middle School | 7:45 |
| AFTERNOON DROP-OFF | |
| Leave Graves Middle School | 2:45 |
| Corley Dr. / Telegraph Rd. (NW) | 2:50 |
| Burgess Ave. / Imperial Hwy. (NW) | 2:55 |
| Fidel Ave. / Sunshine Ave. (SW) | 2:50 |
| <i>Fidel Ave. / Splendor Dr. (NO PM BUS)</i> | |
| ACTIVITY BUS | |
| Leave Graves Middle School | 4:35 |
| Lakeland Rd. / Carmenita Rd. (SW) | 4:42 |

REVISED: 9/2009

Campus Rules and Regulations

GMS students are expected to behave and conduct themselves in such a manner as to not disrupt the normal educational process and continue their growth toward maturity and self-responsibility. Each student needs to assume an active role in his/her educational program to make it a meaningful experience. GMS has a “zero tolerance” policy for students who disrupt instruction. Students who are sent to the office for disrupting class will be dealt with according to the school-wide progress discipline plan. This could possibly result in a suspension from school.

Students are not to arrive on campus before 7:30 am, as there is no supervision before that time.

Students are expected to exhibit:

1. Self-Control
2. Appreciation for the rights of others
3. Appropriate social behavior
4. Respect for school property and the property of others
5. Compliance with individual teacher’s classroom standards

The following behaviors are inappropriate in the Graves Middle School environment and will result in a referral and/or disciplinary action:

1. Fighting (Mutual Combat)
2. Harassment or intimidation of any sort, verbal or physical
3. Gambling, cheating, fraudulent activities, falsification of any type
4. Riding bicycles, skates, skate boards, scooters, or any unauthorized vehicle on campus
5. Bringing visitors on campus without office permission
6. Eating outside of designated areas
7. Bringing unsafe or inappropriate devices to school, such as playing or trading cards, laser pointers, taser (shock pens), adult magazine/books, glass containers, radio/ipods/MP3 players, video/audio recording devices, hairspray, or any other devices that interfere with the educational process. Cell phones are permitted at school but not encouraged. They are not to be turned on during the school day. The South Whittier School District is not responsible for lost, stolen, damaged, or misused cell phones. Students who bring cell phones to school do so at their own risk.
8. Displaying physical affection
9. Behaving in disrespectful or disruptive manner anywhere on campus
10. Shooting or throwing objects
11. Leaving campus without permission. GMS is a “closed campus.” Students are to remain on the school grounds at all times. Leaving the instructional area, loitering on campus, in the restrooms or other inappropriate areas on or near campus.
12. Possessing, eating, or chewing gum, seeds, or candy
13. Riding a bicycle without a helmet or skateboards to and from school and on campus is prohibited.
14. Running in the passageways, rooms, or quad area is not permitted.
15. Possessing any “gang-style” writing, drawing, symbols, or pictures.

16. Possessing or using marking pens unless authorized and supervised by teachers.

GMS students are expected to leave campus immediately after the dismissal bell unless the student is directly supervised by school or Think Together personnel. For safety reasons, students must be picked up or leave campus by 2:45 pm daily. Those students who remain may and will be assigned a disciplinary consequence.

GMS students are not allowed on other school campuses without permission from the school's principal.

Graves Middle School's Discipline Plan: In an effort to help students conduct themselves in a manner that is beneficial to the educational process, the GMS staff offers the following as methods to promote student success:

- Warnings
- Parent Notifications/Parent Conferences
- Referral to administration/counseling
- Class changes
- Lunch detention
- Loss of privilege/participation in school activities
- After school detention
- Behavior Contracts-Weekly or monthly
- Friday School
- Saturday School
- Suspension- In and out of school
- SART Referral (Student Attendance Review Team)
- SARB Referral (Student Attendance Review Board)
- Independent Home Study
- Alternative school placement
- District recommendation for expulsion
- Local law enforcement involvement

Saturday School

Saturday School is assigned by administrators. Hours are from 8:00 am to 2:00 pm. Phone calls are made for those students who do not attend. Habitual non-attendance could lead to other types of negative reinforcement that are part of the School Wide Progressive Discipline Plan.

On Campus Suspension

On campus suspension is assigned in some cases as an alternative to home suspension. Students must complete all assignments. Students must follow all rules as stated by in-school suspension personnel. Failure to adhere to school rules and regulations could lead to a further referral on the School Wide Progressive Discipline Plan.

Suspension from School

The student is suspended at home for school rule violation or violation of Ed. Code (48900 a-u). Students are responsible for all missed assignments. Parents may request homework for work assigned during the suspension days. Students may not be near or on campus while on suspension notice.

Richard L. Graves Middle School Dress Code Policy

The Purpose

The purpose of the Graves Middle School dress code is to improve safety for all students on our campus. Our dress code helps us to identify people who do not belong on our campus. It prevents students from openly identifying with specific groups or cliques. It reduces problems associated with harassment and distraction in the classroom. It promotes a sense of school pride and spirit.

Dress Code

- Shirts/Outerwear- Sweatshirts, jackets, and outerwear cannot depict inappropriate pictures and/or graphics. Shirts/blouses must have sleeves. Shirts may not be excessively large, long, or baggy. No undergarments can be showing.
- Pants- Pants must fit at the waist and be worn at the waist. They must not drag on the ground, or have frayed or cut buttons. Leg cuff cannot be rubber banded or otherwise tied at the ankle. Torn or ripped jeans are also not allowed.
- Shorts- Shorts must fit at the waist and be worn at the waist. The length of the shorts must be between the mid-thigh and the knee.
- Skirts- Skirts must be just above the knee or longer.
- Shoes- Shoes must be worn at all times and must cover the whole foot. Flip flops are not allowed.

The following items are NOT allowed:

- Hats or head coverings are not allowed, except for GMS caps.
- Belt buckles with letters, pictures, oversized, or illuminated messages.
- Baggy, oversized, excessively loose or tight-fitting clothes.
- Wallet chains or types of jewelry which may be considered unsafe.
- Sunglasses unless prescribed by a doctor.
- Steel-toed boots.
- Hairstyles or piercings that cause a distraction in the school environment.
- Large and/or dangling earrings for pierced ears or facial areas which present a safety hazard.
- Socks pulled up to the knees while wearing shorts.
- Any other items deemed by the administration to be dangerous or distracting.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Richard L. Graves Middle School Attendance Policy

Attendance in school each day is critical to student achievement. Excessive absences place students in danger of failing their classes. Regular and punctual attendance is necessary to be a successful student.

Absences

State Law and California Education Code mandates attendance for all children ages 6 through 18 and considers the following reasons valid excuses for missing school.

1. Illness
2. Quarantine directed by a county or city health official
3. Having medical, dental, or optometric services rendered
4. Attending funeral services of a member of the pupil's immediate family to the extent of not more than one day if the service is held in California or three days if the service is conducted outside the state of California. Members of the immediate family are: mother, father, brother, sister, grandmother or grandfather. (Ed Code C.C.R. Title 5. Sec. 420 and Ed. Code 45194)

It is the responsibility of the student and parent to clear absences by contacting the school. To report a valid absence, please call the attendance office at 562-944-0135 ext. 3184 each day of a student's absence. Be prepared to leave the student's name and reason for the absence. When the student returns after being absent, the student is to report to the attendance clerk to pick up a re-admittance slip before going back to class. For auditing purposes, a parent note is required when the student returns to school after an absence. **HOMEWORK MAY BE REQUESTED FOR A CHILD'S ABSENCE.**

Note: All absences must be cleared within two days of the absence. If an absence is not cleared, the absence will be marked as truant or unexcused and may result in detention or mandated court appearance.

Excessive or Chronic Absences/Truancies

Letters will be issued from the school when a student has reached six days of excused, unexcused, or unverified absences. Students may also receive a letter for six or more tardies of thirty minutes or longer. Excessive absences can and will result in school interventions. Interventions can be detentions during school, after school, or on Fridays or Saturdays. Excessive/Chronic absences will be referred to the SART (Student Attendance Review Team) or SARB (Student Attendance Review Board). SARB is a legally constituted panel of police and probation officers, parents, community members, county agencies, and school district representatives who decide whether parents and students are in violation of school attendance laws.

Tardies

School begins at 8:15. Students who arrive after 8:15 will be marked tardy. Excessive tardies will be reported to administration where a student can and will be dealt a Progressive Discipline Plan assignment. Assignments for excessive tardies may be detention before or after school, lunch detention, campus

beautification, Friday School or Saturday School. Parents will be contacted if such actions are taken for excessive tardies.

Richard L. Graves Middle School Policies and Procedures

ABSENCES

Parents are asked to call the Graves Middle School Attendance Office at 562-944-0135 ext. 3184 each day of a student's absence. Be prepared to leave the student's name and the reason for the absence.

HOMEWORK MAYBE REQUESTED FOR YOUR CHILD'S ABSENCE.

ADVISORY

Teachers post student grades every three weeks. On Fridays designated as Advisory Days, the bell schedule will be modified to extend 5th period class. Teachers will meet with the students in their 5th period class to give them a card that will give parents and students the student's most recent grade in all of their classes. Students who have a "C" or higher in all of their classes will be eligible for a special ACT (Academic Celebration Time) during the 5th period advisory. Students who are earning "D's" or "F's" will be counseled by their 5th period Advisory teacher and given time to make up missing work, tests, or assignments. Students earning below a 2.0 GPA may be given an opportunity to remediate their GPA before or after school, during lunch, or possibly during Friday School or Saturday School.

AWARDS AND RECOGNITION

Students are rewarded in many ways for good behavior and outstanding work. In addition to a variety of individual classroom rewards and recognition, every quarter students are recognized for their academic achievement. Students can earn Silver, Gold, or Platinum Honor Roll Certificates and credit cards that they may redeem for treats and privileges at GMS.

BACKPACKS

Students are issued a set of textbooks to take home with them and a set in the classroom. Therefore, it is not necessary to bring a backpack to school. Students are asked to bring a three ring binder to school every day. School supplies can be purchased at the Student Service Center if needed. It is open in the morning before school starts and during lunch time.

BALLOONS, FLOWERS, GIFTS, & FAST FOOD LUNCHES

Although we like to recognize students on special occasions, such as birthdays or holidays, we cannot disrupt classroom instruction with deliveries or parties. Please do not bring items such as these to school. Students will not be called out of class nor will the items be delivered.

BICYCLES AND SKATEBOARDS

Bicycles may be ridden to school, but a helmet must be worn by the rider. *Skateboards are not allowed.* Students are expected to follow all safety procedures and obey all traffic laws.

CALIFORNIA STATE CONTENT STANDARDS

South Whittier School District follows the state framework, which is called the state content standards. Certain subjects are to be taught at certain grade levels, and it is the responsibility of the school site to ensure that students are learning what is dictated by the state. These subjects and curricular areas are available and sent home to parents at the beginning of the school year and are available online at the California Department of Education's Website at www.cde.gov. For more information on these subjects and skills being taught, please contact the school's administration or your child's teacher.

CELL PHONES

Cell phones are allowed at school, but not encouraged. Graves Middle School is not responsible for lost, stolen, damaged, or misused cell phones. Students who bring cell phones to school do so at their own risk. Graves' Middle School cell phone policy states that cell phones must remain off, and put away out of sight during the day. Cell phones cannot be used or turned on while at Graves Middle School during the school day from 7:45 am to 2:30 pm. Students who violate the cell phone policy will lose the privilege of having a cell phone at school. Cell phones that disrupt the class will be confiscated and returned only to the parent and it will be returned after school hours. If the cell phone is confiscated again, it will not be returned until the end of the school year. Classes will not be interrupted to search for lost or stolen cell phones.

CLASSROOM INTERRUPTIONS

Graves Middle School classrooms are focused on teaching to the California State Content Standards. Classroom interruptions deter our teachers from giving instruction. Late arrivals as well as early pick-ups are disruptive to the classroom. Please do your best to have your child arrive at school on time and schedule any appointments after dismissal.

CLOSED CAMPUS

We have a closed campus at Graves Middle School. Students are not permitted to leave the campus without written permission from the school office. Students are expected to arrive no earlier than 7:30 am and are expected to go directly home after school is dismissed. Students are not allowed to congregate across the street as George's Burger Stand in the morning or after school. Once students are dropped off in the morning, they must remain on campus.

CONFERENCES AND CLASSROOM VISITATIONS

Parent-teacher conferences are held twice a year, during the second quarter and third quarter. These conferences are used to help the parent and student plan strategies to obtain optimal academic achievement. School conferences dates are published on the school calendar in this student planner. Parents are welcome to meet with teachers on a "drop in" basis on designated conference times and dates.

We encourage parents to visit our Parent Education Center located in Room 302. Parents are encouraged to visit their children's classrooms; please give the front office 24-hour advanced notice. Also, parents may visit our school website at www.swhittier.k12.ca.us to obtain school information (first click on schools, then click on Richard L. Graves Middle School, and then navigate the site as you see fit).

DANCES

Dances are a part of the co-curricular program at Graves Middle School. Students attending dances are required to remain at the dance through its duration: 2:30 pm to 4:00 pm for afternoon dances and 6:30 pm to 8:30 pm for evening dances. Students are considered eligible to attend dances if they have limited discipline issues, a 2.0 grade point average from their most recent progress report, and appropriate attendance.

EARLY CHECK-OUT

Parents who want to check out students during the school day must go to the school office. The teacher will be called and arrangements for the student's release will be made. Parents picking up students early must show identification and sign out with the main office secretary. This procedure is for the student's protection because we will not release a student to anyone not specified on the emergency card.

ELIGIBILITY

CIF has designated that students must maintain a 2.0 grade point average or better in order to be eligible for extra-curricular activities at the high school level. GMS students must meet the same requirement; however, behavior and effort must be maintained at as satisfactory level or better to be eligible.

EMERGENCY INFORMATION

Please keep the school informed of all current emergency information. A form is sent home with the student on the first day of school. It must be returned with a person/phone number we can use during school hours in case of an emergency. Only names listed on the emergency card will be authorized to check students out from school. Phone numbers will be checked on a monthly basis. Students must be able to reach a parent any time during the school day.

HEALTH SERVICES

If a student becomes ill, or is injured, the student should notify a teacher who will direct the student to the office with a pass. A health clerk is on our campus from 7:30 am to 2:30 pm every day. Minor accidents are taken care of on a daily basis by the health clerk. Medication (both prescription and over the counter) must be brought to the health clerk's office accompanied by a medication form completed by a physician. *Aspirin will not be provided by the school. Students may not leave school if they are ill without proper authorization.*

HOMEWORK

Students are assigned homework regularly in their classes. Homework reinforces concepts taught in the classroom and provides students with additional practice. Some homework assignments require students to do research and to plan their work over a period of time. Satisfactorily completing homework assignments

is an important part of the grade given in each class each quarter. Students will receive a student planner to be used to write down assignments and due dates. This is an excellent way for parents to check on homework and to communicate with teachers. The GMS Library Media Learning Center will be open Monday through Friday, 2:45 pm to 3:45 pm for students who wish to do their homework.

TELEPARENT

Graves Middle School has purchased a home/school communication telephone system to aid teachers in keeping parents better informed about their child's academic and behavior performance at school. Daily, teachers may have the Teleparent system call parents electronically with a message. These messages include information about students' grades, class conduct, homework, effort, or positive messages. The Teleparent system continues to be a positive tool to assist in improving students' academic achievements and behavior at GMS.

TRANSPORTATION

Bus transportation is provided for students who live more than two miles from school. We recommend that students be at their bus stop by 7:05 am the first few days of school. Students will then be able to determine more specifically the departure times. The bus stops are as follows: Corley/Telegraph, Burgess/Imperial, Sunshine/Fidel, Splendora/Fidel. Pick up times and locations will be sent home and are also available in the front office. Students must present their bus pass to ride the bus. For after school activities, a late bus leaves the school site at 4:30 pm, Tuesday through Thursday. Students who are not participating in after school activities or classes must leave campus as soon as school is out. Students will not be allowed on the bus without a pass. No exceptions.

P.E. UNIFORMS

Students are required to wear a uniform for physical education at Graves Middle School. The uniform consists of a gray T-shirt, red shorts, and athletic shoes and socks. Red sweatshirts and sweatpants are optional. The uniform may be purchased in P.E. classes during the first week of school. Students will be assigned a gym locker to be used for P.E. classes only.

TEXTBOOKS

GMS students receive a set of textbooks to keep at home during the school year and one to use in the classroom. Students will be held responsible for the care and return of each textbook assigned to them.

IDENTIFICATION CARDS

Students are required to carry their identification (I.D.) cards with them at all times. They are needed at the lunch line, at dances, and to board the bus. It will cost \$5.00 to issue a replacement card.

The TEAM at Graves Middle School looks forward to serving our students and our community. Our goal is to do whatever it takes to make sure that every student is a success. Please give us a call or stop by the school if you have any questions or concerns. We look forward to a great 2011-12 school year!