



## *Regular Schedules*

<b>ALL DAY</b>		<b>ODD/ EVEN</b>	
Period 1	8:00 – 8:55	Period 1/2	8:00 – 9:45
Period 2	9:00 – 9:50	Brunch	9:45 – 10:00
Brunch	9:50 - 10:05	Period 3/4	10:05 – 11:45
Period 3	10:10 – 11:00	Lunch	11:50 – 12:20
Period 4	11:05 – 11:55	Homeroom	12:25 – 12:55
Lunch	12:00 – 12:30	Period 5/6	1:00 – 2:40
Period 5	12:35 – 1:25		
Period 6	1:30 – 2:20		

## *Special Schedules*

<b>BACK TO SCHOOL</b>		<b>CONFERENCE WEEK (MONDAY)</b>		<b>Conference Week (Tuesday – Friday)</b>	
Period 1/2	8:00 – 9:30	Period 1	8:00 – 8:35	Period 1/2	8:00 – 9:05
Brunch	9:30 – 9:45	Period 2	8:40 – 9:15	Brunch	9:05 – 9:20
Period 3/4	9:50 – 11:15	Brunch	9:15 – 9:30	Period 3/4	9:25 – 10:25
Lunch	11:20 – 11:50	Period 3	9:35 – 10:05	Period 5/6	10:30 – 11:30
Homeroom	11:55 – 12:30	Period 4	10:10 – 10:40	Lunch	11:35 – 12:05
Period 5/6	12:35 – 2:00	Period 5	10:45 – 11:15	Homeroom	12:10 – 12:30
		Lunch	11:20 – 11:50		
		Period 6	11:55 – 12:30		

<b>ALL DAY W/ HOMEROOM</b>		<b>ALL DAY W/ NO HOMEROOM</b>		<b>EXTENDED LUNCH</b>	
Period 1	8:00 – 8:50	Period 1	8:00 – 8:55	Period 1/2	8:00 – 9:35
Period 2	8:55 – 9:45	Period 2	9:00 – 9:55	Brunch	9:35 – 9:50
Brunch	9:45 – 10:00	Brunch	9:55 – 10:10	Period 3/4	9:55 – 11:30
Period 3	10:05 – 10:55	Period 3	10:15 – 11:10	Lunch	11:35 – 12:20
Period 4	11:00 – 11:50	Period 4	11:15 – 12:10	Homeroom	12:25 – 1:00
Lunch	11:55 – 12:25	Lunch	12:15 – 12:45	Period 5/6	1:05 – 2:40
Homeroom	12:30 – 12:50	Period 5	12:50 – 1:45		
Period 5	12:55 – 1:45	Period 6	1:50 – 2:40		
Period 6	1:50 – 2:40				

# ***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 parents, teachers, students, and staff representatives on the School Site Council. It is our hope that by all stakeholders following these guidelines we will enhance our school community.

**I have read and understand this agreement. I agree to follow these rules.**

**6 Digit ID #** \_\_\_\_\_ **Science Teacher:** \_\_\_\_\_ **Period:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SOUTH PASADENA MIDDLE SCHOOL

## *School Rules*

### Skateboards, Scooters, Bikes, Roller Blades

- All wheeled transportation must be placed in students' lockers or locked on the racks or bike cage and cannot be carried during the school day.
- All wheeled transportation is **never** to be ridden on or near the campus before, during, or after school, including 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.

### Backpacks/ Lockers

- 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.
- Lockers must be locked at all times.
- Lockers and all areas outside of the quad are off limits five minutes after the start of brunch/lunch.

### Food and beverages

- Food and beverages may only be consumed or eaten in the cafeteria and 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 only on the black wire shelf located in the office.
- Clear water bottles (which contain only water) are allowed, except in the computer lab/library/art room/wherever liquids are not allowed.
- Office staff cannot accept lunch money to be handed to students.

### Morning Rules

- Students must start reporting to class at 7:55 A.M. in order to be in class on time.
- 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.
- 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.
- All athletic gear may only be used on the field.

### 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, tutoring, etc.).

### General Rules

- No valuable items, including money, can be dropped off at the front office.
- Any items left in locked classrooms after school hours can be picked up the following day.
- The office cannot call students out of class unless there is an emergency or student is being picked up by a parent.
- Students are not allowed to sell any items during the school day.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# COMPUTER/EMAIL USE AGREEMENT

I UNDERSTAND THAT USING THE SCHOOL COMPUTERS AND DISTRICT EMAIL IS A PRIVILEGE. IN ORDER TO KEEP THAT PRIVILEGE, THIS IS WHAT I AGREE TO DO:

- I will cooperate with adults when they say my turn is up while using the library computers during brunch or lunch.
- I will not hover behind computers being used by other students.
- I will not go to any websites with inappropriate words (like swear words) or pictures (like pornography). If I do so accidentally, I will exit immediately.
- I will exit any website that an adult decides is inappropriate.
- I will not play games, music, or S videos during brunch and lunch.
- I will not use chatrooms or instant messaging, or go to social networking sites like Facebook, Twitter, Google Apps or other communication applications without teacher permission for school related purposes.
- I will use district issued email ONLY for classroom work (like to contact my teacher or to retrieve homework I email to myself.)
- I will not shop, sell, or gamble.
- I will not plagiarize information by copying it directly from the Internet or from another student's file and turning it in as my own work. This kind of information theft will result in a failing grade on the assignment.
- I will not download software or games to school computers.
- I will not damage any school equipment.
- I will ask permission before printing. I understand that I will be charged for printing.
- I understand that all student e-mail and other digital files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that the above guidelines are being followed.
- I will promptly inform an adult about any on-line communication that I feel is threatening, harassing, or otherwise inappropriate.

***NOTE:*** If you choose NOT to follow one or more of these rules, your school computer privileges may be revoked FOR THE REST OF THE SCHOOL YEAR

I have read and understand this agreement. I agree to follow these rules.

6 Digit ID # \_\_\_\_\_ Science Teacher \_\_\_\_\_ Period: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **LIBRARY INFORMATION**

## **OUR LIBRARY AND COMPUTERS**

The library and two computer labs are on the second floor of the administration building. The library is open to students during brunch and lunch & when designated by librarian. During those times students are welcome to browse for a book, do homework, use a computer, play a board game, or otherwise rest and relax in the library. During class time students may come to the library with a pass from their teacher. Library hours are from 7:45 a.m. to 3:00 p.m. Tuesday thru Friday. The library closes immediately after school on Mondays.

## **LIBRARY MATERIALS**

Library books circulate for a three-week period, and may be renewed unless another student has submitted a request. A fine of \$0.05 a day will be charged for overdue materials and students will pay the replacement cost of lost library books.

Students may create a personal account in our Destiny library database, which can be used to request or renew library materials, and to submit book reviews to our catalogue. Directions for creating a student account are on the library webpage.

The district subscribes to three Britannica databases, which are accessible from the library webpage. These databases are often used for school research projects. The username is *spusd* and the password is *tigers*. Students are encouraged to get a library card from South Pasadena Public Library and use their print and online materials as well. We actively collaborate with SPPL so that the public librarians know about school projects and can help students find appropriate materials after school and on the weekends.

## **TEXTBOOKS**

Students are responsible for taking good care of their school textbooks, which are checked out using a unique barcode 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. 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 a textbook is misplaced students should check in the library to see if it has been returned. Students will pay the replacement cost of lost textbooks. A fine will be charged for damage to book covers, pages, barcode, or spine. All library and textbook overdues and fines must be cleared before the end of the school year.

## **SCHOOL COMPUTERS**

Students may use the computers at SPMS for school work and personal use, provided they adhere to the District Acceptable Use Policy that parents sign during the registration process. Students also sign a computer using policy that is kept on file in the library and is accessible on the library webpage.

To use school computers, the user name is the student's six-digit ID number, and the password is their birthday in six digits (with no dashes or slashes).

Students may save work to the school server, but we recommend they back up their work on a flash drive and/or via email attachment. There is a \$0.10 per page charge for printing in the library and computer labs. Color printing is \$0.25 per page.

School computers run Microsoft Office 2007; documents must be saved to run in that version. Macintosh users should save documents as text files if they need to be edited at school.

Malicious use of computers will result in loss of privileges and further disciplinary action.

## **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 library.

# **ATTENDANCE INFORMATION**

## **LEAVING CAMPUS DURING SCHOOL HOURS**

Parents can send a note with a student to school in the morning. The note can be turned in to the office before school begins and should include the date, time, and purpose for leaving campus. The office staff will complete a GROUND'S PERMIT form and provide a copy to the student. When it is time for the student to leave campus, the Grounds Permit will serve as a pass so that the student can be dismissed from class and meet their parent in the office. If a note is not provided, please allow extra time for the student to be called out of class. Students will not be called out of class until a parent is in the office.

## **ABSENCE VERIFICATION**

Parents can excuse a student's absence by calling the Attendance Clerk at **626-441-5830 ext. 3901** for **EACH** day a student is absent. Please include a student's full name, date(s) of absence, and reason for the absence. A daily attendance message is sent home to all parents via voicemail and email to notify parents of any absence. The attendance message is sent as a reminder to all parents. **If you have already called to verify the absence, it is not necessary to call again. Please note that the attendance email and voicemail will be sent home to all parents, include those that have already called in advance.**

Parents and students can monitor attendance on the Attendance tab on the parent/ student portal (my.spusd.net). After an absence, attendance will be updated a few days after the absence has taken place. For any attendance questions, students can email the attendance clerk or stop by the attendance office.

## **MISSING ASSIGNMENTS DUE TO ABSENCES**

It is the responsibility of the student to email teachers, check teacher websites, and follow up with teachers on any missing assignments after any absence(s).

## **INDEPENDENT STUDY**

A notice of ten school days prior to the student's departure is required in order to collect Independent Study materials from teachers. Parents may request an Independent Study Contract from the Attendance Clerk in the office. Students who will be absent from school a minimum of five (maximum 10) consecutive school days may qualify for Independent Study. It is an option for students to remain on track with their schoolwork and for the school to receive its ADA funding. **Independent Study cannot be considered nor used for extended vacations.**

## **EXCUSED ABSENCES**

Excused absences include illness (I), medical (X), dental (X), or religious reasons (X). Please also view Education Code 46010.

*\*(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 excused absences. Although an absence is excused, it will still result in a loss of state funding for our school.*

## **UNEXCUSED ABSENCES**

School absences because of the following reasons: personal (P), out of town (U), family vacation (U), oversleeping (U), or car trouble (U), are not considered by the State of California as valid reasons for being absent from school. These absences will be coded as unexcused.

## **TRUANCY POLICY**

Truancies will result in detention for partial day truancies, Saturday School and/or a citation by a School Resource Officer resulting in fines and a court appearance, for all day truancies. Please monitor attendance on the student/ parent portal (my.spusd.net) to review student absences. It is the responsibility of the student and parent to monitor attendance online. **Any absences not cleared within a timely manner will be recorded as a truancy.**

## **ATTENDANCE CODES**

Parents and students can monitor and track attendance online (my.spusd.net). The attendance tab is accessible 24 hours a day, 7 days a week. The following codes will appear under a student’s attendance record if the student was absent due to any of the listed reasons below.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>EXCUSED/ UNEXCUSED</b>
<b>A</b>	Unverified Absence	Will result in a truancy if not excused in a timely manner
<b>C</b>	Independent Study Completed	Excused
<b>I</b>	Illness	Excused
<b>L</b>	Tardy < 30 min	Unexcused
<b>O</b>	Independent Study Incomplete	Unexcused
<b>P</b>	Personal	Unexcused
<b>S</b>	Suspension	Unexcused
<b>T</b>	Tardy > 30 min	Unexcused
<b>U</b>	Out of town, Family Vacation, etc.	Unexcused
<b>V</b>	School Activity	Present and participating in a school activity
<b>X</b>	Medical, Dental, Religious, Personal Counseling	Excused
<b>Z</b>	Truant	Unexcused

## **TARDY POLICY**

Students should be seated in class BEFORE class starts. Students arriving after 8:00 am must check into the office to receive an **ADMIT SLIP** BEFORE going to class. Tardies are monitored on a quarter basis. Each quarter a student begins with zero tardies. However, if within the school year a student reaches 25 or more tardies, a SART will be scheduled. Below is breakdown of the Tardy Policy.

<b>TARDY POLICY</b>	
<b>1 - 4</b>	Detention assigned at Teacher’s discretion
<b>5 - 9</b>	Afterschool detention for each tardy
<b>10<sup>th</sup></b>	Saturday School
<b>11 - 19</b>	After school detention for each tardy
<b>25<sup>th</sup></b>	Student Attendance Review Team (SART) meeting with student, parents, counselor, attendance clerk, and assistant principal.

\*Per Quarter

# ***HEALTH OFFICE***

## **HEALTH**

If a student is not feeling well during school hours they can visit the Health Office. Students can either rest for a few minutes or may be sent home by the Health Clerk. If a student demonstrates any symptoms of a fever, diarrhea, pink eye, lice, or vomiting, a parent will be notified. The Health Office contact number is 626-441-5030 ext. 3903.

## **MEDICATION**

During school hours parents are asked to complete an **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS** form for all students that will be taking medication during school hours. The form is available in the Health Office. Medication must be in an original prescription container and kept in the Health Office. Over-the-counter medication must also be checked into the Health Office and should only be brought to school with written permission from a doctor.

## **CRUTCHES**

The **CRUTCH RELEASE FORM** is required to verify that the student has been instructed in proper crutch usage. Students returning to school with crutches, casts, or orthopedic devices require a written release from the attending physician. The form should also indicate any limitations for PE.



# ***SPMS INFORMATION***

## **SCHOOL COUNSELORS**

If you are having difficulties in school, with your friends or family, speak with your school counselor. The counselors 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 (school and career).

## **UPSTANDERS – PEER MEDIATORS**

### **What is an Upstander?**

An Upstander is someone who stands up for what is right, even if they are standing alone. Upstanders believe in helping others and being inclusive and welcoming to everyone.

### **What does an Upstander do?**

Upstanders have two main jobs on campus.

1. They help solve conflicts between peers, they are the peer mediation group on campus.
2. They work to improve the overall culture on campus.

### **How do you get help from an Upstander?**

Students who have a conflict with a peer are encouraged to self-refer to a peer mediation. All they need to do is fill out an Upstanders Peer Mediation Request form in the office.

## **PROMOTION REQUIREMENTS**

In order to participate in the promotion ceremony and other activities, including, but not limited to, 8th grade dances, promotion practice, the 8th grade breakfast, and any last day activities provided for 8th graders:

1. A student must meet appropriate curriculum content standards and be recommended for promotion to 9th grade at the completion of 8th grade, or they will not participate in 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 (1) earned in the 4th quarter.
3. A student may not participate in promotion activities if he or she has more than four (4) Unsatisfactory (U) ratings for Citizenship, with no more than one (1) earned in the 4th quarter.
4. In order to participate in promotion activities, a student may not have more than one (1) suspension, either in-house or at home as assigned by an administrator, with none in the 4th quarter.
5. Any student who has been placed on a SART (Student Attendance Review Team) contract, who then breaks that contract, may not participate in promotion activities.

## **PLAGIARISM/ACADEMIC DISHONESTY**

Sometimes the pressure to earn good grades tempts students to take academic shortcuts. It is important that work turned in for grades be the work of the student whose name is on the assignment. Consequences are given for plagiarism and academic dishonesty.

## **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. Parents will be contacted for dress code violations.

- No visible underwear.
- No tube tops, off the shoulder tops, or spaghetti straps.
- No spandex shorts during the school day.
- No bare midriffs, backless shirts, or see-through tops.
- Skirts, shorts, and dresses must be long enough to reach where the middle finger connects to the palm.
- No flip-flops or open toed shoes.
- No sagging. Pants must be worn to cover underwear.
- No pajamas.
- No bandannas.
- No hats or hoods over the head inside of school buildings including classrooms, the office, and auditorium.
- No pictures or advertisements of alcohol, cigarettes, and/or drugs on clothing, notebooks or backpacks.
- No slogans, emblems or advertising on clothing which by their controversial or obscene nature disrupt the educational setting.

## **ELECTRONICS**

Cell phones, iPods, iPads, portable games, and other electronic devices that may cause class and campus disturbance are NOT to be used on campus at any time during school hours. If these items are found, they may be confiscated and returned to a parent/guardian. Electronic equipment should be left at home. We are NOT responsible for recovering lost or stolen electronic equipment.

## **BIKES AND ALL WHEELED VEHICLES**

Bikes and all wheeled vehicles are to be walked on the concrete areas near the bike racks and within the bike rack enclosure. Bikes are NOT to be ridden through the campus or through the parking lot. Each student who brings a bike to school must have a lock and chain/cable.

## **SAFETY**

Administrators, counselors and teachers are on campus supervision each day during brunch and lunch. They take a proactive approach to diffuse situations. Many staff members have been trained in emergency evacuation and CPR.

## **SAFETY DRILLS**

Your teachers will thoroughly discuss directions for fire drills and other safety-related drills. For your safety, and that of your fellow students, follow all instructions carefully. Obey the following simple rules during all drills:

1. Do not talk from the time the alarm is sounded until you have returned to your room or place of instruction.
2. Listen for instructions from your teacher, and follow them explicitly.
3. Cell phone use during safety situations is a violation of SPMS policy.

# DISCIPLINE MATRIX

## Minor

- Cell phone
- Defiance/ disrespect
- Dress code
- Eating in class
- Forgery
- Foul language
- Gossiping/ rumoring
- Gum chewing
- Horse-play/ Play fighting
- Littering
- Passing notes in class
- Public displays of affection
- Teasing/ Name calling

### 1<sup>st</sup> Offense

- Verbal warning by teacher

### 2<sup>nd</sup> Offense

- Benching

### 3<sup>rd</sup> Offense

- Behavior recorded in Aeries
- Afterschool detention
- Parent contacted
- Counselor notified

### Subsequent Offenses

- Saturday School
- Behavior updated in Aeries

## Serious

- Bullying= Verbal/Emotional (repeated behavior exhibited)
- Inappropriate cell phone use
- Inappropriate language
- Lewd conduct
- Vandalism

### 1<sup>st</sup> Offense

- Behavior recorded in Aeries
- Detention/ Saturday School
- Incident shared with Counselor via Aeries
- Parent contacted by Administrator
- Referral to Assistant Principal via Aeries

### 2<sup>nd</sup> Offense

- Behavior recorded in Aeries
- Detention/ Saturday School
- Incident shared with Counselor via Aeries
- Parent contacted by Administrator
- Referral to Assistant Principal via Aeries

### 3<sup>rd</sup> Offense

- Suspension from school

### Subsequent Offenses

- Suspension from school

## Severe

- Assault
- Battery
- Bullying (physical, cyber, written)
- Discriminatory language/behavior (hate crime)
- Drug use or possession (includes alcohol and tobacco)
- Extortion/harassment
- Fighting
- Hazing
- High-level vandalism
- Pantsing
- Prohibited items (weapons, real or imitation)
- Sexual Battery or Assault
- Theft
- Threat to staff member/student

### 1<sup>st</sup> Offense

- Referral to Assistant Principal via Aeries
- Suspension from school

## Teacher Action

- Cheating/ Plagiarism

## Consequence

Zero grade on assignment/ test and parents contacted.

## School-Wide

- Backpacks left unattended
- Cell phones
- Dress Code

### 1<sup>st</sup> Offense

- Warning

### 2<sup>nd</sup> Offense

- Item confiscated
- Parent contacted (for dress code)

### 3<sup>rd</sup> Offense

- Detention