



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

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 1st 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	3198	01/29/	F	8	
School						Enter Date	
South Pasadena Middle School						08/22/2013	
Class Schedule				Counselor: Olivarez			
Per	SM	Days	Sec#	Course ID	Course Title	Teacher Name	Room
1	Y	MTWTF	1294	388202	Physical Sci 8	Hoffman	219
2	F	MTWTF	2231	389678	PE 8 Fall	Lai	Gym
2	S	MTWTF	1288	388807	Art 8S	Tanaka	102
3	Y	MTWTF	8165	388101	English Honor 8	Jenkins	205
4	Y	MTWTF	8429	388302	US History 8	Pearson	208
5	F	MTWTF	1576	389012	Office Aide Fall	Yim	Off
5	Y	MTWTF	8236	388482	Math 8	Hong	106
6	S	MTWTF	8260	389888	PE 8 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 = 1st Quarter
- 2 = 2nd Quarter
- 3 = 3rd Quarter
- 4 = 4th Quarter
- F = Fall Semester (1st & 2nd qtr. combined)
- S = Spring Semester (3rd & 4th qtr. combined)

Reasons to contact your counselor about schedule:

- Missing period (must have 1-7)
- Double periods (i.e. two 4th 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'



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FAQ

How do students request their elective?

The counselors delivered forms to each elementary school for the teachers to hand out to their students to turn in by Thursday, March 22, 2018. Once the deadline has hit, the middle school will pick up the elective sheets from each school. If you did not get your form in by that date, please drop it off to the SPMS front office as soon as possible. ***Elective descriptions are on our website.*

I didn't get the elective I requested, what do I do?

Students are given a request form at the end of each year or upon registration to SPMS to fill out to give us an idea of what classes students are interested in. Unfortunately, we may not be able to honor each request but we do what we can. When it comes to specific electives, they may be in high demand and are randomly selected from that list. The wheel is computer generated and will include a rotation of 4 classes (not to be repeated for more than 1 quarter/semester). If a student does not get the wheel elective they wanted in the 1st quarter, they might get it in one of the other quarters/semesters. *Students do not have the option on which quarter an elective is given.*

I did not get the STEAM class, even though I checked the option for 'steam certificate' (taking a steam course for each grade level), what do I do?

Please have your child fill out a counselor request form for schedule changes within the first few days of school (found in the office) and explain this on the form and your counselor will confirm with your child that STEAM is scheduled within their year. Note: STEAM is on the wheel and offered quarter long in 6th grade. For more details on the STEAM certificate, please refer to the electives description on our website.

Can teacher(s) requests be made?

Due to balancing classes and being fair to all students and teachers, teacher and/or class periods requests are not accepted.

I want an honors class, what do I do?

All honors classes are looked at carefully and students must meet the criteria in order to qualify for an honors class. Every student is given a chance to reach the criteria at the end of each year. Due to reevaluating the students at the end of each year (except 8th graders in the spring), students may also be dropped out of an honors class if they do not meet the current criteria. Honors classes are not guaranteed year-to-year. The counselors will be visiting elementary schools to give the placement exams.

Placement Exam: TBD.

****Please refer to the new board approved criteria for the "Math Placement Protocol".*

How do I know who my student's counselor will be?

Counselors will not be assigned until the first day of school, where the name will be located on the locator cards. For any questions you may have before the first day of school, please contact your current elementary school counselor.

How do parents meet with counselors?

Once the new school year begins, if you would like to speak with your counselor, please email them your questions and they will be answered as soon as possible. The beginning of the year is extremely busy but they will return your email as soon as they can. Email is the best way to reach the counselors as they are usually with students and may not be able to answer the call.

We hope we have answered some of your questions that may come up in the beginning of the year. We look forward to working with you and your student and are excited for a great 2018-2019 school year.

Sincerely,

Sandra Jarrous
Counselor
sjarrous@spusd.net

Diana Olivarez
Counselor
dolivarez@spusd.net

Marcile Montoya/Kimberly Woo (long term sub)
Counselor
mmontoya@spusd.net kwoo@spusd.net



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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?
 - 1st and most efficient way is through Email...fast response time.
 - 2nd: 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 (5th 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>