

Student-Parent Handbook 2011-2012



A California Distinguished School

Pacific Grove Middle School

835 Forest Avenue

Pacific Grove, California 93950

(831) 646-6568

www.pgmiddle.org

“We are rising like the tide”

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Dear Pacific Grove Middle School Parents and Students,

It is with great joy that I invite you to read this Student-Parent Handbook. Important information regarding the school calendar, student activities, school policies, positive recognition, expected behaviors, and opportunities for parent involvement are clearly defined. Please read this handbook carefully with your student. Administration and staff follow our handbook guidelines, so it is very important that parents and students understand our rules and expectations.

Pacific Grove Middle School, an official California Distinguished School, reflects student and staff pride each and every day. Our buildings and grounds are attractive, the classrooms are conducive to learning, and there is a positive tone among the student body and teaching staff. We credit three aspects of our community for making PGMS a great school: STAFF, STUDENTS, and PARENTS.

As a school staff, we wholeheartedly take on the responsibility of educating your student while creating a safe environment for all. The curriculum challenges our students and is taught by highly qualified teachers. Each instructor is fully and appropriately credentialed in his or her field and participates in professional development as much as possible. We all care about the education and safety of your student every day.

Our students also share the responsibility of school life. They are expected to attend school promptly and regularly, to complete their assignments, and to show respect to their peers as well as to school authority. Middle school is a training ground for high school and making mistakes is expected. However, adolescence is not an excuse to act out or to abuse rules. One of the many goals for our middle school students includes learning from mistakes without repeating them.

Parents are the key to student success in school. With positive parental support, your student will most likely excel in academics, make good social connections, and develop sound decision making skills. Good parenting reflects a caring attitude and provides the foundation that makes middle school a positive part of your student's growth.

Working together as a community of staff, parents, and students will help our students be successful at Pacific Grove Middle School. Read this handbook together, participate in parent groups, and encourage your student to make the most of middle school life!

Sincerely,

Buck Roggeman

Principal

School Calendar 2011-2012

August	1	Monday	Registration Round-Up for 6 th Grade & Students New to District, <i>Upstairs Hall, Main Building, 9a.m.-1p.m.</i>
	2	Tuesday	Registration Round-Up for 7 th & 8 th Graders <i>Same location as above, 9a.m.-1p.m. and 5-6:30p.m.</i>
	8,9	Monday, Tuesday	Staff Development/Prep days
	10	Wednesday	First Day of School
	31	Wednesday	Challenge Day
September	2	Friday	School Picture Day
	5	Monday	Labor Day Holiday (<i>no school</i>)
	8	Thursday	Back to School Night, <i>Auditorium, 7:00 p.m.</i>
	16	Friday	PTSA's 6 th Grade Family Potluck Dinner, <i>Gym, 6:30 p.m.</i>
October	1	Saturday	Butterfly Parade & Bazaar
	7	Friday	End of First Quarter
	10-14	Monday-Friday	Autumn Break (<i>no school</i>)
	21	Friday	School Picture Re-Take Day
	*24-28	Monday-Friday	Parent Conference Week (<i>minimum days</i>)
	*25	Tuesday	Honor Society Breakfast, <i>Gym, 7:30 a.m. (minimum day)</i>
31	Monday	Costume Day	
November	2	Wednesday	Conduct Club Activity
	11	Friday	Veterans Day Holiday (<i>no school</i>)
	*23	Wednesday	Minimum Day
	24,25	Thursday, Friday	Thanksgiving Holiday (<i>no school</i>)
December	7	Wednesday	6 th Grade Roller Skating Party, <i>3:15-5:15 p.m.</i>
	9	Friday	Winter Dance, 7 th & 8 th Grade, <i>Youth Center, 7:00-8:30 p.m.</i>
	15	Thursday	Winter Music Concert, <i>6:30 p.m., Auditorium</i>
	*23	Friday	Minimum Day, End of First Semester
	26-30	Monday-Friday	Winter Break (<i>no school</i>)
January	2-6	Monday-Friday	Winter Break (<i>no school</i>)
	9	Monday	Staff Development Day (<i>no classes for students</i>)
	16	Monday	Martin Luther King, Jr. Holiday (<i>no school</i>)
	24	Tuesday	Honor Society Breakfast, <i>Gym, 7:30 a.m.</i>
	25	Wednesday	Conduct Club Activity
February	1	Wednesday	8 th Grade Panorama Picture
	2-4	Thursday-Saturday	CCS Honors Rehearsals & Concert, <i>Auditorium</i>
	7	Tuesday	Spelling Bee
	17-20	Friday, Monday	Presidents' Holidays (<i>no school</i>)
March	7	Wednesday	6 th Grade Bowling Party, <i>Monterey Lanes, 3:15-5:15 p.m.</i>
	16	Friday	Spring Dance, 7 th & 8 th Grade, <i>Youth Center, 7:00-8:30 p.m.</i> End of Third Quarter
	22	Thursday	Parent Conference Day
			District Music Festival, <i>6:30 p.m., Auditorium</i>
	27	Tuesday	Honor Society Breakfast, <i>Gym, 7:30 a.m.</i>
	28	Wednesday	Conduct Club Activity
	29	Thursday	Parent Conference Day
*30	Friday	Minimum Day	
April	2-6	Monday-Friday	Spring Break (<i>no school</i>)
	12	Thursday	5 th Grade Parent Orientation, <i>Auditorium, 6:15 p.m.</i>
			Open House, <i>7:00-8:30 p.m.</i>
	16-27	Monday-Friday	STAR Test Weeks
	23	Monday	8 th Grade community service hours due
24	Tuesday	PGMS Volunteer Appreciation, <i>5-6:30 p.m., Library</i>	
May	1	Tuesday	Honors Night, <i>Auditorium, 6:30-8:30 p.m.</i>
	2	Wednesday	6 th Grade Bounce Party, <i>3:15-5:15 p.m.</i>
	5	Saturday	Music In The Parks Competition
	10	Thursday	Spring Music Concert, <i>6:30 p.m., Auditorium</i>
	18	Friday	5 th Grade Student Orientation, <i>9-11:00 a.m.</i>
			8 th Grade Great America Trip, <i>7:30 a.m.-7:00 p.m.</i>
	24	Thursday	Promotion Ceremony, <i>Auditorium, 6:30-7:30 p.m.</i>
			Promotion Dance, <i>Gym, 8:00-10:00 p.m.</i>
*25	Friday	Minimum Day, 8 th Grade Picnic, End of Second Semester, School Year End	

* Minimum Days (October 24-28, November 23, December 23, March 30, May 25 - Dismissal at 12:11 p.m.)

**Pacific Grove Middle School Faculty
2011-2012**

Teacher	Room	Subject(s)	E-mail	Voice Mail Extension
Mr. Binder	7	Science 7, Computer Applications	mbinder@pgusd.org	329
Mr. Casas	1	History 7, 8, History/Science Support	jasacas@pgusd.org	324
Mr. Chappin	Gym	Physical Education	dchappin@pgusd.org	336
Ms. Costales	26	English 7, 8	jcostales@pgusd.org	316
Mrs. DeMarco	39	Pre-Algebra, Algebra, Math Support	edemarco@pgusd.org	337
Mr. Gamble	24	Leadership, History 8	bgamble@pgusd.org	314
Mr. Godfrey	4	Science 7, 8	pgodfrey@pgusd.org	326
Ms. Goulet	11,13, 22	Young Entrepreneurs, Home Economics, Computers 6, Computer/Video Tech	lgoulet@pgusd.org	332
Ms. Hedlind	Aud.	Chorus	dhedlind@pgusd.org	385
Ms. Hofer	27	CORE English/History 6, ELD	jhofer@pgusd.org	317
Ms. Hurst	38	English 7, Writing Support	dhurst@pgusd.org	344
Mrs. Jones	6	CORE English/History 6, History 7	tjones@pgusd.org	328
Ms. Kong	29	Math 6, Algebra, Alg. Support	ikong@pgusd.org	319
Ms. Kreeger	10	SPED/Resource/SDC	kkreeger@pgusd.org	330
Ms. Lightfoot	25	Pre-Algebra, Alg. Readiness, Geometry	hlightfoot@pgusd.org	315
Ms. Mahr	37	CORE English/History 6, AVID	mmahr@pgusd.org	343
Mrs. McBride	5	Science 6, 8	lmcbride@pgusd.org	327
Mr. Mello	28	Math 6, Algebra Readiness	bmello@pgusd.org	318
Mrs. Murphy	Gym	Physical Education	dmurphy@pgusd.org	335
Mrs. Ohsiek	3	SPED/Resource/SDC	bohsiek@pgusd.org	325
Mrs. Piotrkowski	Library	Librarian	tpiotrkowski@pgusd.org	310
Ms. Priest	Music	Instrumental Music	bpriest@pgusd.org	333
Ms. Rookstool	32, 36	English 8, Art	dookstool@pgusd.org	342
Mrs. Schumaker	12	SPED/Resource/SDC	mschumaker@pgusd.org	331
Mrs. Terry	33	Science 6, Marine Science 6, Spanish I	kterry@pgusd.org	340

Bell Schedule

Regular Schedule (M, T, W, F)

7:45- 8:30	Period 1
8:25	Opening Bell
8:34 - 9:28	Homeroom/Period 2
9:32 - 10:22	Period 3
10:22 - 10:35	Break
10:39 - 11:29	Period 4
11:33 - 12:23	Period 5
12:27 - 1:12	Lunch
1:16 - 2:06	Period 6
2:10 - 3:00	Period 7

Thursday Schedule

7:45- 8:30	Period 1
8:25	Opening Bell
8:34 - 9:18	Homeroom/Period 2
9:22 - 10:02	Period 3
10:02 - 10:15	Break
10:19 - 10:59	Period 4
11:03 - 11:43	Period 5
11:47 - 12:32	Lunch
12:36 - 1:16	Period 6
1:20 - 2:00	Period 7

Assembly Schedule

7:45- 8:30	Period 1
8:25	Opening Bell
8:34 - 9:18	Homeroom/Period 2
9:22 - 10:02	Period 3
10:02 - 10:15	Break
10:19 - 10:59	Period 4
11:03 - 11:43	Period 5
11:47 - 12:32	Lunch
12:36 - 1:16	Period 6
1:20 - 2:00	Period 7
2:00 - 3:00	Assembly

Minimum Day Schedule

7:45- 8:30	Period 1
8:25	Opening Bell
8:35 - 9:08	Homeroom/Period 2
9:12 - 9:42	Period 3
9:46 - 10:16	Period 4
10:16 - 10:29	Break
10:33 - 11:03	Period 5
11:07 - 11:37	Period 6
11:41 - 12:11	Period 7

Directory

Pacific Grove Unified School District

Board of Education

Mike Niccum.....	President
Bill Phillips	Member
John Thibeau	Member
Tony Sollecito	Member
Joanne Vanderhorst.....	Member

School District Administration

Dr. Porras, Superintendent	646-6520
Mr. Blakley, Asst. Superintendent	646-6509

Pacific Grove Middle School

Office Staff

	646-6568
Mr. Roggeman, Principal.....	X 309
Ms. Maryn San Filippo, Assistant Principal	X 308
Ms. Lawrence, Counselor.....	X 304
Mrs. Engles, Office Manager.....	X 300
Mrs. Odell, Clerk.....	X 305
Mrs. Cochran, Clerk.....	X 306
Ms. Leon-Guerrero, Health Clerk.....	X 307
Mrs. Piotrkowski, Librarian.....	X 310
Hotline (24 hours).....	646-6666
Fax.....	646-6652

We are rising like the tide



PG Middle Ocean Guardians

ATTENDANCE POLICIES

Absences

A 24-hour voicemail is available for attendance calls at 646-6568, ext. 305. **All absences must be cleared by a telephone call or note from the parent or guardian within 72 hours of the absence.** When a student returns to school following an absence, the student must get an admit slip from the office. Any absence not **cleared** within 72 hours will be **UNEXCUSED** and will become a **TRUANCY**.

Excused Absences

A student's absence shall be excused for the following reasons, and the student shall be allowed to make up work for full credit, as assigned by the classroom teacher. (Ed. Code 46010, 48205):

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Ed. Code 45194)
5. Participation in religious instruction or exercises in accordance with District policy
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four school days per month. (Ed. Code 46014)

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Ed. Code 48205)

1. Appearance in Court
2. Attendance at a funeral service for a person other than a member of the student's immediate family
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats for no more than four hours during a semester

Justifiable Absence Request Forms are available on the school web site under Parent Resources or in the school office. The principal reviews all requests for extended absences. This form must be filled out completely and turned in two weeks prior to the absence.

Homework for Excused Absences

When students are absent from school, students may get make up work:

- By contacting their "study buddies"
- By checking assignments on PowerSchool or the PG Middle Moodle site (www.pgmiddle.org/moodle)
- By e-mailing the teacher



When students are absent for **three or more days**, parents may request missed assignments by calling the Attendance Office at 646-6568, ext. 305, before 9:00 a.m. The homework assignments may be picked up in the office between 3:00 and 4:00 p.m. **Please** pick up homework assignments on the day requested. Students who are absent due to illness will be given a reasonable amount of time (minimum of one day per day of absence) to make up assignments missed. Suspended students may request homework.

Missed work and assignments for Justifiable Absences

Class work missed shall be complete and submitted to the classroom teacher immediately upon returning to school regardless of the absence justification. Any exceptions shall be made only by the classroom teacher. Class work missed shall be addressed in one of the following four methods, as previously approved by the classroom teacher:

1. Turn in all homework before leaving

2. Turn in homework immediately upon return
3. Perform an alternative assignment
4. Not be assigned any homework, and “weigh” final grade on completed assignments only

Unexcused Absences

A tardy (*see Tardy Policy below*) that is more than 15 minutes but less than 30 minutes is an unexcused absence. Any absence not covered in the Excused Absence category above are unexcused absences. These include car problems, alarm failure, etc. Students will not receive credit for work missed nor will there be any grace period for homework assignments or taking tests/quizzes when a student returns from an unexcused absence.

Allowable Credit Due to Unexcused Absences

Parents or guardians may be allowed, on a limited basis, to have students submit pre-approved class work or assignments for partial or full credit due to an unexcused absence.

- a. The parent/guardian must request approval from the site principal in advance of the absence. (Justifiable Absence Request Form) Parents are strongly discouraged from scheduling non-medical appointments, business or vacation travel during times when school is in session, as these are considered unexcused absences. Any parent contemplating family travel during school must contact the school at least two weeks prior to the vacation to ascertain its probable impact on their child’s academic and credit situation.
- b. Approval for allowable credit due to an unexcused absence may be granted for up to five days per school year.
- c. Approval for allowable credit due to an unexcused absence may be granted in excess of five days per school year if the absence is due to business or travel that has demonstrable educational value and the student’s academic progress will not be impeded as a result.
- d. Teacher or Administrative pre-approved student absences for school sponsored events may be eligible for full credit outside of the allowable days noted in (b) and (c) above.
- e. The maximum number of days of allowable credit shall be ten days per school year, except in unusual circumstances.
- f. Unexcused absences in excess of the established limits shall be considered truanancies defined below. Make-up work and/or tests will not be provided for truanancies, per Board Policy 6154 and California Ed. Code 48260.

Truancy

EC Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

No work may be made up for any truancy. If an absence is found to be truant, the following procedure will be followed:

1. A first truancy will result in parents being notified and detention being assigned for each period missed.
2. A second truancy will result in the student meeting with the assistant principal, detention being assigned, and the parent being notified.
3. **A third truancy and all subsequent truanancies will result in a meeting with the assistant principal, the parents, and the student. A letter will be sent to the District Attorney’s office about the truancy.** Detention periods will be assigned for each period missed.

For clarification of the various absences, the following attendance codes are used and can be viewed in PowerSchool:

I	Illness - excused for illness, injury, doctor and dental appointments (No doctor or dental notes on file)
M	Medical - excused for medical or dental reasons with a note from the doctor or dentist on file

B	Bereavement of immediate family member (one day if the service is conducted in state or three days if the service is conducted out of state)
O	Other – i.e. home hospital
R	Religious holiday – only excused if: parent/guardian requests absence in writing with approval of principal or designee prior to absence
S	Suspension
L	Allowed, but unexcused , for family necessity or emergency, appointments other than medical or dental or out of town travel that was not approved by the administration ahead of time
W	Absence was waived (excused) by the administration (justification for absence must be applied for ahead of time), or a court appointment that is documented by the court system
U	Unexcused - due to running late, oversleeping, alarm clock failure, car trouble, etc. This includes any tardy over 15 minutes
C	Truancy, or absence by the student of over 30 minutes that is not excused
A	Unverified, waiting for teacher or parent verification
E	Excessive absence over the 14 day limit without medical or dental notes on file. These absences could be both excused and/or unexcused.
V	School sponsored activity or appointment
X	Tardy, excused
T	Tardy, unexcused

As a reminder, students will **not** receive credit for homework and tests missed due to:

A - Unverified absences; **U** - Unexcused absences; **C** - Truancies (cuts); **E** - Excessive absences over the seven day limit; or **L** - Allowed, but **unexcused** absences

Early Dismissal

If your student will need to leave school for any reason, send him or her to school with a note for the Attendance Office, and an Off-Campus Pass will be issued. Whenever possible, please schedule medical and dental appointments on Thursdays after 2:00 p.m.

Families in Transition/Homeless

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. (42 USC 11431[1]) If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. (42 USC 11432[g][6][A][iv]) If this describes your family's living situation, or if you are a student not living with a parent or guardian, please contact our District Homeless Liaison, Cindy Gallo, at 646-6523

Excessive Absences

Per PGUSD Board Policy, students with excessive unexcused absences (25% of the school days in a grading period may receive a failing grade and may not receive credit for the class(es). Once 14 absences have accumulated in the school year, all subsequent absences are considered excessive. Any further absences for illness, beyond the 14 must be verified by a physician. Any absence accompanied by a note from a physician or documentation from court will not count toward excessive absences. (PGUSD Board Policy Administrative Regulation 5113)

Tardy Policy



Students are expected to report to school on time. Any student arriving late to class is considered tardy unless a valid excuse of illness, doctor appointment, funeral, court appearance, or justifiable personal necessity is given. Students who are tardy at the beginning of the school day must report to the Attendance Office and obtain an Admit Slip before being admitted to class. **Any unexcused tardy that is more than 15 minutes but less than 30 minutes is considered an unexcused absence; if more than 30 minutes, it becomes a truancy (see Page 7). No make-up work is allowed for the unexcused tardy.**

Consequences of Being Tardy to Class

Tardy #	Action
1	<ul style="list-style-type: none">• Teacher warning• Teacher-assigned consequence
2	<ul style="list-style-type: none">• Teacher warning• Teacher-assigned consequence• Parent may be contacted
3	<ul style="list-style-type: none">• Referral #1• Detention• Parent contacted by Assistant Principal
4	<ul style="list-style-type: none">• Referral #2• Conference with the Assistant Principal• Parent contacted• Multiple detentions assigned
5	<ul style="list-style-type: none">• Referral #3• Parent conference• Multiple detentions assigned
6	<ul style="list-style-type: none">• Referral #4• Parent may shadow student• Other consequences to be determined

Tardy Policy continued:

“Tardy Sweeps” may be conducted randomly by the administration. If a student is in the halls without a valid pass after the tardy bell rings, he or she will be issued a warning. If the student is “swept” more than once, the student will serve a detention for each infraction.

Emergency Situations

In an emergency medical situation due to illness or injury, the school office will immediately notify both paramedics and the student's parent(s) or guardian. **It is important that a parent or guardian can be reached promptly. Please be sure to provide the office with up-to-date phone numbers, email addresses, and the name and number of at least one family friend.** If a student must be transferred to the hospital and the parent is not present, a school official will accompany the student and remain with the student until the parent or guardian arrives. If a child has a condition that could result in an emergency situation during the school day, we make every effort to contact a parent to develop a specific emergency plan and keep a copy of the plan in the office. If you believe this applies to your child and would like to develop a plan, please contact our health clerk at 646-6568, ext. 307. The health clerk is on the middle school campus on Thursdays between 9am-2pm.

The Pacific Grove Unified School District also provides an on-call registered nurse during the school year. These visiting nurses are on a rotating schedule throughout the district and visit each school site on a weekly basis. They are available on-call in the event of an emergency or to assist students with medical needs.

Illness During School

A student who becomes ill during the school day will be referred to the office for assistance. The student will not be released from school unless the office makes contact with a parent or other authorized adult listed in the student's emergency records.



STUDENT POLICIES

Bicycles/Skateboards/Skates/Scooters

Bicycles must be walked at all times while on the middle school campus. Bicycles are to be left in the fenced area before school. Students who need to get their bicycles from the locked fence area during the school day should inform the office. Although the fenced area remains locked during the school day, the school assumes no responsibility for bicycles, helmets, backpacks, etc. left unlocked or unattended in the bicycle area. Bicycle locks are recommended. **Skateboards, in-line skates, scooters, wheeled shoes, and motorized scooters are not allowed at school. Do not bring them on campus. Skateboarding and in-line skating are not allowed on the school campus at any time.**



Food Service

- The cafeteria is open during break and lunch.
- Students may apply for free and reduced meals at **any** time during the school year. Free and reduced-price meal applications are available in the school office, the cafeteria or at the district website.
- All parents are encouraged to prepay for meals and snacks. There are no credit card services in the cafeteria, so make sure your student has money on their meal account or has cash to pay for his or her meal.
- Free or reduced school lunches are available for field trips for approved students.
- All of the principles embodied in the district's wellness policy have been adopted and implemented at Pacific Grove Middle School. (Board Policy #5030) **Sodas and glass containers are not allowed at school.** Candy and other sugary snacks are also discouraged.
- Students are expected to be courteous to both adult and student workers. Cutting in line, pushing or general horseplay is not acceptable conduct.
- Food must remain in plain sight until it is purchased. Throwing food or drinks is prohibited.
- All food and drinks must be consumed in the gym or other designated outside areas. Lunch tables are reserved for students eating lunch and students are to remain seated while eating. No food or drinks are allowed on the athletic field.
- Students are encouraged to maintain clean eating areas by using the trash cans and recycling bins.
- For information and details regarding the PGUSD Food Service program including menus, nutritional information and free and reduced lunch applications, see the "Food Service" tab at www.pgusd.org. For more information or questions regarding the meal account program, please call the Student Nutrition Director at 646-6590, ext. 206. This institution is an equal opportunity provider.

Closed Campus

Parents and students should understand that PGMS is a closed campus. If there is a need for a student to go home, the parent must inform the office, and the student will be issued an off-campus pass. All PGUSD campuses are closed to other students during the school day.

Dispensation of Medicine

If possible, discuss with your physician the possibility of arranging medication times during out-of-school hours. If your student is ill, please **DO NOT** send him or her to school. Our facilities for caring for ill students are very limited. PGMS does not have a school nurse. **According to district board policy, school staff may not recommend or administer over-the-counter medication, including aspirin or Tylenol, to students unless there is a physician's note on file authorizing it. Please do not send medication to school with your student if we do not have a medication release form completed by your doctor.** These forms are available in the office. Parent permission and physician authorization forms must be completed and on file in the school office before any medications can be administered by school staff. The physician must provide a written statement detailing the amount of medication and the method and time schedules by which the medication is to be taken. In addition, parents or guardians must provide the medications in the original container. It is the parent/guardian's responsibility to ensure the school has an ample supply of medication and/or supplies for students who need it.



Dress Code

Students are expected to wear appropriate clothing to school. In an academic setting, any clothing that is disruptive or distracting to the learning environment is inappropriate. In addition, any clothing having sexually explicit messages or advertising drugs, alcohol, tobacco, violence or is linked to gang association is inappropriate at school.

- Excessively tight fitting clothing is not permitted.
- Revealing tops such as crop tops, low cut tops, or spaghetti straps are not permitted.
- Shirts must reach below the waistline of the pants.
- Undergarments must not be visible. Skirts and shorts should be no shorter than fingertip length.
- Pants may not be worn low on the hips (sagging); loose pants must be worn with belts fastened around the waist.
- Students are not allowed to wear hats anywhere inside the school buildings. Bandanas are not allowed to be worn.
- Pajamas and slippers are not permitted unless it is a designated dress-up day.

Because the dress code policy is left to the discretion of the supervising adult and district board policy, students deemed to be inappropriately dressed will be asked to change their clothes. Parents will be contacted by the assistant principal and may be asked to bring a change of clothes.

Hall Passes

Students should not expect to be excused from class to obtain required materials after the class has started. Release from class for use of drinking fountains or restrooms is discouraged. If it becomes necessary to release the student, teachers will have students sign out before leaving class. **A pass is required for any student in the halls during class time and the lunch periods.**

"I Want to See" forms

It is easy for a student to talk to the principal, assistant principal, or counselor. On the counter in the main office is the "I Want to See" box. Students fill out the slip with their name and whom they want to see, and that person will contact the student as soon as possible.

Lockers



Students are assigned book lockers by the office and a P.E. locker by their P.E. teacher. **The school accepts no responsibility for the contents of lockers. Do not share lock combinations or lockers with other students.** The school periodically checks student lockers. All backpacks are to be kept in lockers and not brought to classrooms or the field. **Students who abuse, misuse, share, “pop,” or trade lockers without permission may lose the privilege of using a locker for the rest of the quarter. Parent/students will be required to pay for damages.** A repeat infraction may eliminate the student's privilege of having a locker for the remainder of the school year. Under no circumstances shall students affix stickers or write on the lockers. Students are responsible for the cleanliness and upkeep of their assigned lockers and are not allowed to leave food overnight in their locker. A fee will be charged for locker repairs, cleanup, or changing the lock combination.

The school will conduct a quarterly clean-out session of the lockers. **Students are NOT allowed to trade lockers.**

Lost and Found

The "Lost and Found" areas are located on the cart outside Room 24, in the main office, and in the boys and girls locker rooms. Persons finding valuable items such as purses, watches, backpacks, or jewelry should turn them in to the office. Students are urged to write their names on all personal items. All unclaimed lost and found items will be donated to charity twice per quarter.

Messages Delivered to Students

Only emergency messages will be delivered to students. Messages will not be delivered to students for forgotten lunches, homework, projects, etc. If a student has forgotten something, he or she is required to come to the office to get that item. Balloons are not allowed on campus.

Cell Phones/Various Devices/Personal Property

All portable multi-media devices including cell phones, Mp3 players, etc. must be kept turned off and stored in the student's locker. These items may only be used outside of the building before or after school. If these items are seen or heard inside the building, they will be confiscated and turned in to the assistant principal. Parent contact will be made, and the item(s) will be returned to the student **no sooner** than the following day for first-time violations. Subsequent violations may result in the loss of privileges, a referral, and/or suspension. Parents will then be required to personally pick up confiscated property. Students are responsible for any personal property brought to school. Students are not allowed to bring laser pointers to school.

School Property

Parents are liable for loss and or damage, including graffiti and vandalism, caused by their student to school books, lockers, desks, walls, etc. Lost books and other issued materials must be found or paid for by parents before report cards are mailed home. Textbook and/or library book fines must be paid for prior to end of the year activities such as Great America trip, and Promotion events.

Camera/Camera-phone

According to Board Policy, cameras are not allowed on campus at any time except for use by our yearbook/Video Bulletin staff and specific classroom assignments supervised and approved by school administration. Violation of this policy may result in loss of privileges, a referral, and or suspension.

Visitors

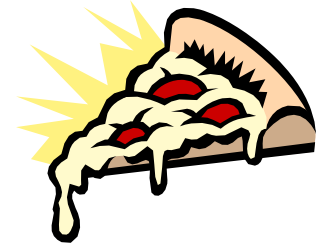
Anyone, including parents, who would like to visit a class, should make appointments by calling 646-6568 at least one day prior to the visit. Anyone visiting the school must use the front door and check in at the school office to **obtain a guest badge** before going to classes before, during, and after school. Non-PGMS students are not allowed on campus during the school day.



STUDENT RECOGNITION

Conduct Club

Our school recognizes students who consistently display outstanding citizenship in the classroom. To be eligible, a student must receive straight 0's (Outstanding) on his or her report card during the previous quarter. Students gaining admission to the Conduct Club are invited to attend a pizza lunch party at the PG Youth Center. Students are responsible for obtaining any missed homework assignments.



Courtesy Cards

The staff regularly awards these cards to students who show exceptional attitude, effort, or courtesy. Students may turn in their cards to the office for a special treat at the end of the school day.

Honor Society

This form of recognition is reserved for students who excel in their academic work. To be admitted to the Honor Society, a student must earn a quarterly grade point average (GPA) of **3.5** or higher. Students gaining admission to the Honor Society are recognized each quarter through a special event sponsored by our PTSA. Invitations will be issued to the eligible students AND parents are invited to join their students. Dates are listed on the school calendar in the front of this handbook.

Honors Night recognition in May is based on a **3.5 GPA** for the first three report cards, and the student must be taking a minimum of six classes. Invitations will be issued to the eligible students.

Student of the Month

Each month, students are recognized for their outstanding efforts in specific school subjects. Students are selected by our faculty and receive a certificate of appreciation, a bumper sticker, and a professional photograph, which is displayed in the main hall.



STUDENT BEHAVIOR AND EXPECTATIONS

Classroom/School-Wide Behaviors

Students will receive conduct grades on their report cards, which reflect their classroom citizenship. The following rules apply to all classes, with appropriate modifications for physical education. In addition to the following guidelines, individual teachers shall establish standards in their course descriptions relating to matters such as homework, sharpening pencils, distribution of papers, test-taking rules, and being properly seated.

- Students will enter the room in an orderly manner before the tardy bell rings.
- Students shall bring required books, supplies, and assignments to class.
- Students will keep their backpacks in their lockers at all times during the school day.
- Food and beverages may not be in the classrooms or hallways except in the case of special class activities.
Chewing gum and seeds are prohibited on campus.
- At the conclusion of the class, students are excused by the teacher, not by the bell.
- Students who arrive late to class are expected to have a note from the office or a teacher explaining the reason for their late arrival.
- Students shall not disrupt the class.
- **Students will refrain from using any profanity, vulgarity, or spitting while on school grounds.**
- Students will follow the directions of all teachers, school personnel, and volunteers.
- Students will, at all times, show respect for adults and other students.
- **Students shall not plagiarize the work of others.** Students are reminded that plagiarism is a serious infraction. Plagiarism of other's work that is found on the internet or any other source will result in serious consequences. Do not plagiarize—ask your teacher if you are not sure if it is ok to use someone else's work in a research project.
- **Students will not, under any circumstances, verbally harass or physically intimidate each other.**
- Students will show respect for the property of the school and of others.
- Students will refrain from unsafe behavior such as sitting, standing or jumping over railings and barriers on campus.
- Students will settle differences without fighting.
- Students will not run, push, shove, or grab each other when in the halls or other common areas (field, patios, gym, restrooms, etc.).
- Students are expected to use the designated crosswalks and obey traffic signals when traveling to and from school.
- Students will refrain from any inappropriate displays of affection on campus, such as holding hands, having arms around each other, romantic hugs, kissing, or lap-sitting.
- Students will refrain from any behavior of a sexual nature that makes any person feel uncomfortable or unsafe in the school environment.

Consequences for violation of these rules will vary depending upon the severity of the situation. These behavioral expectations will be reviewed with all students during the first week of school and several times thereafter throughout the school year.

Discipline Procedures

Teachers will make an effort to correct inappropriate behavior and allow the student to make a better choice. Should the situation not be corrected, the student may be sent to the school office. A referral will be written by the teacher, who will contact the parents. The office has on file for each teacher a list of his or her rules, consequences, and the means by which students can be rewarded for good conduct. Classroom citizenship determines a student's conduct grade, which in turn determines eligibility for most school activities, including dance parties, athletics, field trips, and Student Council.

Eligibility Standards

While many school-wide activities are open to all students regardless of academic or behavioral status, others require clear standards of eligibility. Students must be currently enrolled in PGMS to be eligible to try out for or participate in school activities. The standards specified in the Eligibility Levels chart below are part of the middle school's continuing high expectations for its students. All marks for eligibility are determined by the most recent **report card** grades. Second-semester grades are used to determine eligibility for fall sports the following year. In the case of promoting 8th-graders, second-semester marks will determine eligibility for first-quarter freshman activities and sports at Pacific Grove High School. **The end-of-the-year Great America trip is open to all promoting 8th-grade students (on track to earn 44 units) not involved in recurring and/or serious behavioral or disciplinary problems (Administrator's Discretion Rule, Level IV).**

All students in grades 6 – 12 must meet the following standards for extracurricular and co-curricular eligibility.

1. Definitions

- A. Extracurricular: Activities not associated with the classroom and offered beyond the regular school day (e.g., team and individual sports, drama, and the like).
- B. Co-curricular: Activities that are an extension of the classroom and for which the student does not receive a grade.

2. Scholastic Eligibility for Students in Grades 6-7-8:

Following are the scholastic eligibility standards of the District for grades 6-7-8. These standards are part of the middle school's continuing high expectations for its students.

Eligibility Levels		
	Activities	Requirements
Level I	<ul style="list-style-type: none">• Student Council Officers• Extracurricular Field Trips• Co-curricular activities	<ul style="list-style-type: none">• A grade of C or better in every class and no N or U in conduct in any class• No more than two referrals each quarter of the term of activity• Participation subject to ongoing teacher/coach/administrator approval
Level II	<ul style="list-style-type: none">• Interscholastic Sports• School Site Council• Drama Group	<ul style="list-style-type: none">• 2.0 GPA• No F or U in any class• Present at school the day of the event and participate in P.E.• Participation subject to ongoing teacher/coach/administrator approval
Level III	<ul style="list-style-type: none">• School Dance Parties and other extracurricular activities such as talent show, etc.	<ul style="list-style-type: none">• No more than one N and no U for conduct grade• No suspensions during the quarter of the event• No more than two referrals during the quarter of the event• Full-time student• Present at school the day of the event and participate in P.E.
Level IV	<ul style="list-style-type: none">• Designated Events	<ul style="list-style-type: none">• Administrator's Discretion

3. Minimum Behavioral Eligibility Requirements for Students in Grades 6-7-8:

Students who are suspended from, expelled from, or on suspended expulsion status (probation) at a District school are ineligible to attend or participate in any extracurricular or co-curricular activities of the type identified above at Level I, II, or III, regardless of their academic standing with the District, during the entire period of the student's suspension, expulsion, or suspended expulsion. In addition, a student's eligibility may be removed by the site administrator as part of a disciplinary action.

4. Notification

In middle school and high school, students must be informed of the District's eligibility requirements. Notification shall, at a minimum, include:

- A. Annual publication of eligibility criteria in the Student Parent Handbook
- B. Printed notice on student report card informing them of eligibility and steps that can be taken
- C. Progress report notices which include the following statement:

Students in all grades 6 – 12 must have a 2.0 GPA with no "F" grades to participate in extracurricular and co-curricular activities (sports, clubs, etc.). Students transitioning between grades 8 and 9 must meet this standard. Make up work may be completed in summer school or through other means. This must occur prior to the new school year for the student athletes to be eligible. Please check with your school counselor for enrollment information.



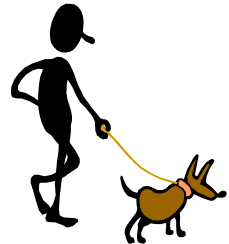
SCHOOL-WIDE RULES OF CONDUCT AND PROCEDURES

Referrals

Referrals are issued to students for a serious problem. A record of referrals is kept in the office. Any time a teacher or guest teacher sends a student to the office for disciplinary reasons, a referral and/or a contract will be written or initiated. Referrals are also written for serious infractions that occur outside of the classroom. Teachers will inform the student at the time he or she receives a referral. A home contact will be made by the faculty member writing the referral. A consequence is assigned for all referrals. This consequence is usually an after-school detention. Three behavioral referrals will result in a suspension or parent shadow.

Searches

Students and their belongings, including lockers and backpacks, are subject to search by school officials under any circumstances considered to be "reasonable suspicion." The administration reserves the right to conduct random, unannounced searches, including canine searches.



Plagiarism/Cheating

Plagiarism is not allowed for any reason. Plagiarism is copying published work verbatim whether it be electronic work or written. The school will not allow any credit for work turned in that is plagiarized. Cheating is copying another student's work or receiving outside assistance on any assignment, test or quiz, except when the teacher allows. Disciplinary action will occur if plagiarism is discovered. First offense will result in two detentions; the second offense will result in suspension.

Interventions

Student Study Team (SST)

This is a team of faculty members who meet to assist students who are referred to the team due to academic, behavior, or attendance problems. The student and parent(s) are also invited to attend the meeting. A specific plan for improvement is developed through the SST. A follow-up meeting is scheduled to review the action items. This committee may discuss eligibility for alternative placement, including Special Education.

Other Interventions

Helping students to be successful behaviorally and/or academically, several other school intervention programs are available, including:

- Parent Conferences
- After-School Study Hall
- After-School Math Lab
- Parent Visitations
- Social Skills Group
- Lunch detention
- Writing Support Class
- History/Science Support
- Conflict Resolution Team
- Math Support Classes
- Counseling (Group/Individual)
- In-House Suspension
- Mandatory Study Hall

Call the school counselor (646-6568, ext. 304) for additional information.



Other Consequences

Within the middle school's Student Behavior Plan, a number of other strategies can be employed in order to improve student behavior. Examples, in approximate order of severity, include:

1. **Trash Pick-Up**—assigned for minor infractions at break, at lunch, or in the common areas.
2. **Teacher Detention**—assigned by classroom teachers as part of their Discipline Plan. Students may be assigned to a classroom for up to one hour with parent contact. Students cutting (truant or not showing up for detention) will be issued a referral and the parent will be notified.
3. **School-Wide Detention**—meets after school three days a week (Monday-Wednesday, 3:10 – 4:00. Students cutting or who are asked to leave will receive additional consequences.
4. **School Work Detail**
5. **Student Contracts**—There are two types of contracts on which students can be placed:
 - a) **School-Wide Behavior Contract**: applies to students who are suspended due to serious disruptive behavior. If no improvement occurs, the student may be recommended for severe disciplinary action.
 - b) **Harassment Contracts**: Non-suspension harassment contracts apply to students involved in low- level, harassment/sexual harassment situations in lieu of suspension. School-Wide Harassment Contracts may apply to students who have been suspended for an incident of harassment. Contracts are dated, signed, and a copy is sent to the parent. Contracts are in effect for a designated period of time.
6. **Suspension**—in severe situations, a student will be suspended from school for one to five days, and there may be other possible consequences as stated in Board policies. The following are grounds for immediate suspension of a student based on Ed. Code 48900:
 - a. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense
 - b. Possessed, sold, or furnished any dangerous object, such as any knife (including pocket knife), gun (or imitation gun), while on the school grounds—**recommended expulsion**
 - c. Unlawfully used, possessed, sold, or been under the influence of any controlled substance
 - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance—**recommended expulsion**
 - e. Committed robbery or extortion
 - f. Caused or attempted to cause damage to school property or private property
 - g. Stole or attempted to steal school property or private property
 - h. Possessed or used tobacco
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity
 - j. Had unlawful possession of or offered, arranged, or negotiated to sell any drug paraphernalia
 - k. Disrupted school activities and/or willfully defied school personnel
 - l. Knowingly received stolen school or private property
 - m. Possessed an imitation firearm
 - n. **EC 48900.2** Committed sexual harassment
 - o. Harassed, threatened, or intimidated a witness in a school disciplinary proceeding
 - p. Unlawfully offered, or arranged to sell, or sold prescription drug Soma.
 - q. Engaged in or attempted to engage in hazing as defined in Ed. Code 32050
 - r. Engaged in act of bullying, including but not limited to bullying by means of an electronic act directed toward a pupil or school personnel
 - s. Aided or abetted the infliction or attempted infliction of physical injury to another person

48900.3 Caused, attempted or threatened to cause, or participated in an act of hate violence
48900.4 Intentionally engaged in harassment, threats, or intimidation of other student(s)
48900.7 Made terrorist threats against school officials, or school property, or both.
7. **Parent Shadowing**—In some instances, a parent will be given the option of attending school with his or her student in lieu of the at-home suspension. The parent must attend a minimum of four class periods during the school day.

Rules of Conduct and Procedures (continued)

8. **Expulsion**—Students may be expelled for any violation of Education Code 48900-48900.7 or for other serious infractions. Students who violate the School-Wide Contract may be recommended for expulsion.

Please be advised it is the policy of the Board of Education, in accordance with the educational code, that a suspended student:

1. Shall not be allowed to loiter on or around any school grounds at any time.
2. Shall not be allowed to participate in any school activities during the suspension period.
3. Shall have the right to have access to his/her records.
4. Shall have the right to request a meeting with the administrator to discuss matters pertinent to the suspension.
5. May be requested by the teachers of any class from which a student has been suspended to complete any assignments and tests missed during the suspension.

Consequences

Behavior	Minimum	Maximum
Disruptive behavior: Actions which are detrimental to the effective operations of the school	a	n
Defiance of authority: Willful refusal to follow a legal, reasonable direction/order given by a staff member or volunteer	c	n
Continued willful disobedience: Repeated refusal to follow school/class rules and procedures	h	n
Forgery: Falsifying signatures or data on official records, letters, notes from home, etc.	e	n
Leaving campus during school hours without permission	c	m
Misbehavior on bus	a	m
Violation of suspension: Physically present on campus or at school activity while on suspension or ineligible	h	n
Cheating/plagiarism: Copying another student’s homework/assignment, allowing copying from one’s homework/assignment, cheating on a quiz or exam, copying published work verbatim	b, c	m
Assault: Unlawful attempt, coupled with a present ability to commit a violent injury to another person	h	n
Battery: Any willful and unlawful use of force or violence upon another person	h	n
Assault and/or battery on a staff member	m	n
Possession of a weapon/explosives: The unauthorized possession of any instrument or facsimile designed for or capable of producing great bodily harm	m	n
Assault with a deadly weapon	m	n
Fighting: Mutual combat in which both parties have contributed to the situation by verbal and/or physical action	h	n
Hazing/Harassment: Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals	h	n
Interference/obstruction: Any action taken to attempt to prevent a staff member or volunteer from exercising lawful assigned duties	h	n
Verbal abuse: Threatening or abusive language to a staff member, volunteer, or student	g	n
Extortion: The obtaining of property from another person with consent induced by a wrongful use of force or threats	h	n
Theft: An unlawful taking of property or possession of stolen property	h	n
Unauthorized use of school/personal property	h	n
Willful damage of school/personal property	h	n
Gambling: Playing a game of chance for stakes, selling/negotiating for money	b	n
Vulgarity/profanity: Language that is disgusting to the senses, crude, or obscene	b	n
Offensive social behavior	b	n
Possession or use of drugs, unauthorized controlled substance, or drug paraphernalia	m	n
Possession or use of alcohol or tobacco	m	n
Selling drugs or unauthorized controlled substances	m	n
Possession of electronic equipment/cell phone	b	h
Possession of lighters, firecrackers, stink bombs, laser pointers etc.	m	n
Violation of Technology User Agreement	b	l
a Conference with student regarding violation and a referral b Parent contact/conference and referral c Detention d Signed classroom behavior, student academic, or tardy contract e Parent/teacher/student/administrator conference f Campus work detail or trash duty g Classroom suspension h Parent requested to attend class to supervise student	i Co-curricular and/or extracurricular suspension or loss of technology/Internet privileges j Removal from class and schedule change/modification and a grade adjustment or failing grade k Alternative placement to another specialized program l Contact with the police or other appropriate agencies m Suspension or possible parent shadowing n Expulsion from the District	

STUDENT ACTIVITIES

Assemblies

Arranged through the ASB, school-wide assemblies are scheduled regularly. Content is both educational and entertaining. Student behavior is expected to be exemplary. Students sent to the rear of the auditorium or office due to poor behavior will receive a referral. Students who are sent out of an assembly lose the ability to attend the next assembly.



Dance Parties

School dance parties have been scheduled for 2011-2012 as listed in the school calendar.

Dance Party Rules

Please read carefully before attending PGMS dance parties.

1. Students at PGMS will display positive behavior, courteous manners, and will follow adult directions at all times.
2. PGMS dance parties are open to PGMS students ONLY. If a PGMS student brings a non-PGMS student to a PGMS dance party, then the PGMS parent will be called immediately to pick up both students.
3. All school rules, policies and eligibility requirements will be enforced. Shoes must be worn at all times.
4. No cell phones may be used at the dance party. If a phone call is necessary, a chaperone will escort the student to a phone.
5. Students may not leave early without prior parent and/or administrative permission. Please make arrangements to be picked up PROMPTLY after the dance party.
6. No running, playing tag, teasing, chewing gum, using profanity, throwing objects, littering, pulling on decorations, or playing in the bathroom before, during or after the dance party.
7. No "slam" dancing or dirty dancing will be tolerated. All dancing must be face-to-face with hands above your partner's waist.
8. No public displays of affection, such as kissing, will be allowed.
9. Students should make good choices about how they behave at the PGMS dance parties. Student behavior can determine who is allowed to attend the next dance party and/or school activity.
10. Have Fun!

Sixth graders are offered alternative activities in place of the school dance parties. Students who are not eligible to attend dance parties shall not be on the school grounds during dance parties. A violation of this rule will result in a referral. To be eligible to attend a dance party, a student must have attended school the day of the dance party for a minimum of three class periods.



Fine Arts

PGMS believes that fine arts experiences are an important component of a student's education. The middle school offers a variety of elective and fine arts experiences for its students. Parents are encouraged to attend school music and drama performances and urge their children to get involved.

Interscholastic Sports

A comprehensive after-school sports program is offered to all PGMS students. Our school is a member of the Mission Trails Junior Athletic League and competes against other schools in a variety of team sports.

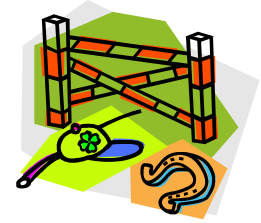


- Physicals are mandatory.
 - To participate in any interscholastic activity, a student must have attended school a minimum of three class periods and participated in the P.E. class on the day of the event. (Refer to the Eligibility Levels chart on page 15, Level II section.)
 - Eligibility requires a 2.0 GPA and no marks of U or F. In addition, any student may be declared ineligible for a game due to poor academic or behavioral performance as defined by the behavior contract.
 - Insurance coverage is required for student athletes.
- **IF YOUR FAMILY ALREADY HAS INSURANCE**, your insurance policy may already cover your athlete during school sports activities. It does not matter where the event is, whether it is at a home event or another school. If necessary, you may want to contact your insurance company to confirm that your child is covered for school sports. This insurance information needs to be put onto the Athletic Emergency/Medical Information & Participation Form. On the bottom section of the form, it asks for the name of your insurance company and the policy I.D. #. You must provide this information. If the policy number is not present, then your athlete will not play.
 - **IF YOUR FAMILY DOES NOT HAVE INSURANCE**, you will need to purchase insurance coverage in order for your student to participate in school sports. Myers-Stevens & Toohey & Co., Inc. provides insurance for student athletes at a minimal cost. Forms are available in the school office. Read through it and decide which policy you would like to purchase. The most recommended and least expensive plan is the "School Time Accident Plan." This will cover your athlete during any type of school activity at anytime and anyplace. Complete the order form and mail your check directly to the company. Do not send it to the school.

Noontime Activities

During the lunch period, various activities may be available to students, including:

- Intramural competitions
- An open library for students with passes
- Spirit Day activities
- Clubs



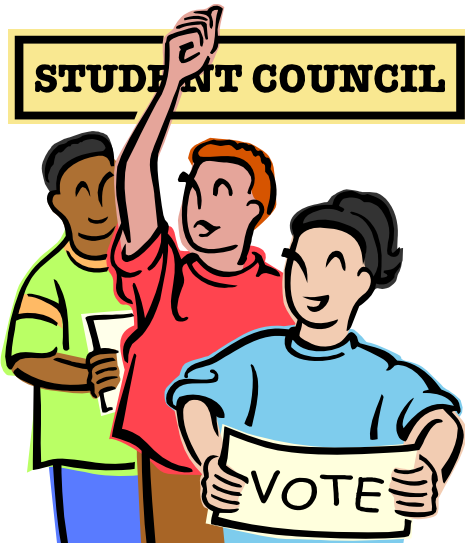
Student Body Cards

Student body cards are issued free to students for purposes of identification.

Student Council

The Student Council meets daily in the Leadership Class to plan school-wide activities, including the noon activities, dances, "dress-up" days, and allocation of the Student Council budget. In addition to a representative from each home room, the Student Council consists of a president, athletic commissioner, a vice-president from the seventh grade, a 6th-grade representative, and a treasurer, secretary, and assembly/social commissioner from either the 7th or 8th grade.

The Student Council sponsors a number of events that promote school spirit and a positive atmosphere on campus.



SCHOOL-TO-HOME COMMUNICATION

Video Bulletin

Students watch a video bulletin in their home room class several times a week. A paper copy of the Daily Bulletin is posted on the bulletin board in the main upstairs hallway outside the office.



PGMS Web Page and Email

Log on to www.pgmiddle.org to view our school web page. The daily bulletin is also posted there. Be sure to look for and click on **Breaking News** on the web site calendar for any up-to-the-minute notices. Parents will also receive occasional phone calls and/or e-mail messages from the principal throughout the year.

Newsletter

Each month, a school newsletter is emailed to parents and is available on the Newsletter page of the school web site. It features student achievements, school news, upcoming activities, and PTSA announcements. Please read it thoroughly as it will have important information and announcements. Paper copies of the newsletters are also available in the office. Other announcements and information may be phoned or emailed via **Connect Ed**, our district's mass notification program.

Parent/Teacher Conferences

During the week of October 24-28, a minimum-day week of classes, parents will have an opportunity to meet with each of their child's teachers. Students who receive low marks on their first quarter report card will have priority in parent-teacher conference appointments. Conferences will be scheduled for Monday, Wednesday, and Friday afternoons, along with Tuesday and Thursday evenings. Appointments can be made by calling 646-6568, ext. 306. Parents of students at risk of failing classes will be given a notice to attend an additional conference in the spring.

Progress Reports and Report Cards

At approximately the fifth week of each quarter, Progress Reports will be sent home to parents whose children may be in danger of receiving a D or F or a conduct grade of N or U. Report Cards are mailed home the week following the end of each quarter. Parents are encouraged to stay in touch with their student's teachers to avoid any misunderstandings about grades and evaluations.



PowerSchool

PGMS uses *PowerSchool* to provide parents and students real-time access to school information. Parents and students are issued user names and passwords to access the student's attendance, assignments and grades. You may also email a teacher through this service. The address is www.pgPowerSchool.org. Students and parents are issued separate user names and passwords so that parents are able to set their preferences for email notification of grades and/or attendance. If your user name and passwords are lost or misplaced, you will have to come into the school office to obtain a reminder of these codes.

We will not be able to give you this information over the telephone.

Students and Parents may also access class assignments through Moodle. Go to www.pgmiddle.org/moodle.

Student Hotline

A school hotline has been established to report a dangerous situation. The number is 646-6666. All calls will be held in strict confidence. Every effort will be made to correct the problem immediately.



ACADEMICS

Gifted and Talented Education (GATE)

Participation in the GATE program is a result of a multi-measure screening process. Standardized test scores must be in the 95th percentile or above. Enrichment classes for GATE students meet throughout the school year. Contact Ms. Lawrence, school counselor, for details of this program.

Community Service

Our school believes in the concept of community service—students volunteering their time to improve the quality of life for their community. As part of our curriculum and as per board policy, all students are required to complete a minimum of 16 hours of community service to promote to high school. Students may complete more hours if they wish. An award will be given at Honors Night to the eighth grade student who has completed the most community service hours during their middle school years. The hours may be earned by volunteering for nonprofit organizations. All hours must be completed outside of the regular school day. Pre-approval of projects is highly recommended. Questions and concerns may be addressed to the school counselor at 646-6568 (ext. 304). Examples of activities that do not qualify include helping with family or neighbor projects, baby-sitting for neighbors, assisting with coaching Pony League baseball, working in private businesses, etc. The deadline to complete all community service hours for eighth graders is April 29, 2011.

Homework

Homework is an important part of our school program and is assigned regularly in academic classes. Parents are encouraged to establish a set routine at home so that students recognize the importance of school work and accomplish the tasks assigned. Whenever possible, academic departments will schedule tests on different days to avoid excessive homework on any given night. **Middle school students should average one to two hours of homework per night.** If your student missed homework assignments, please visit the *PowerSchool* web site, contact your student's teachers, have your student get the assignment from a study buddy, or check for assignments at www.pgmiddle.org/moodle. See pages 6-8 for homework policy.

Incompletes

If your child has missed a great deal of school during any given quarter, "Incompletes" may be given in place of letter grades on the report card. Your child has ten (10) school days after the last day of the previous quarter in which to complete or make up missing work or assignments in order to receive a letter grade. Please contact any teacher assigning an "Incomplete" mark to obtain a list of incomplete or make-up assignments, alternative test days, etc. There will be no grade changes after 10 days of school (Board Policy) following the last day of a quarter. Please contact the school counselor at 646-6568, ext. 304 if you have any questions or concerns.



Physical Education

All students are expected to dress out for and participate in P.E. every day. Additionally, all students are expected to remain in the presence of teachers or supervisors after dressing until released by their teacher.

P.E. Requirements

Beginning the third day of school, each student must have:

- **Proper athletic footwear. If students do not have on proper footwear, they will not be allowed to participate and will receive a zero for the day.**
- P.E. uniform. Students must wear solid white t-shirts or the PGMS blue P.E. t-shirt. Bottoms must be solid blue or the blue PGMS shorts or sweats.



Also:

- Students must be dressed out and ready to participate daily.
- Students must be in the locker room when the tardy bell rings.
- Students who do not dress for the class will receive a lower grade and/or disciplinary consequences.
- Student behavior in P.E. is expected to be the same as in any other class. Pushing, grabbing, teasing, and inappropriate language will not be tolerated.



Excuses from Physical Education

If there is any change in your student's health which may affect his or her ability to take physical education, or if he or she is placed on regular medication (Ed. Code 12020), it is the parent's responsibility to notify the school. **Parents' notes** are good for one to three days, depending on the problem. The note *must* state the number of days excused, or the instructor will assume it to be for one day only. The note should also be specific about what activities are prohibited. A note must be presented the day the student is to be excused from P.E.

activities. Students who are excused from P.E. activities for medical reasons are still expected to be on time to roll call and dressed out. **A medical doctor's note is required for excuses lasting longer than three days.** The doctor should recommend the type of activity, if any, the student can perform and the length of time for that recommendation. Make-ups for excused absences and medical excuses will be determined by the teacher.



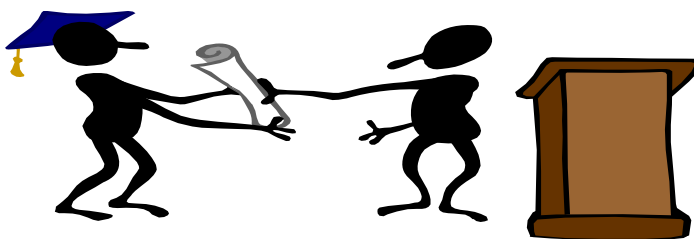
Promotion/Retention Plan

The Promotion Plan establishes requirements of promotion for 8th-grade students. To be promoted to the next grade, a student must earn a minimum of 44 units during each year of attendance at the middle school. In addition, all 8th-grade students must perform 16 hours of community service in order to be promoted in May. All of the 8th-grade community service hours must be turned in by April 23, 2012.

Any student who fails more than one semester class during the year will not be promoted to the next grade level in May. Eighth-grade students in this situation will not be permitted to participate in the promotion ceremony, promotion dance, or 8th-grade trip. Seventh-grade students in this situation will not be permitted to attend the promotion dance.

Each student must take six courses per semester unless assigned to a reduced day by the principal. Each course completed (grade D or better) will earn four units. A pass/fail grade will be given for all sixth-grade cycle classes and all assistant positions (teacher/library/office).

Students not meeting grade-level standards will be considered for retention and may be assigned to an after-school intervention program. Parents of 8th-graders will receive communications from the counselor detailing progress toward promotion. An update on community service hours will be included.



Schedules

Every effort has been made to provide your child with the best possible schedule of classes to meet his or her needs. If, however, you feel you would like a schedule change for your child, a parent-teacher conference is required as a first step. If agreement can be reached at this meeting that it would be in the best interest of the child to have a schedule change, the school counselor will make every attempt to facilitate the change. Please call her at 646-6568, ext. 304, if you have questions or concerns.

Student Supplies

To assist students with their school work and organizational skills, **each student is asked to have a three-ring binder with subject dividers, a portable flash drive, and an assignment calendar.** One calendar will be supplied **FREE** to each student at the beginning of the school year. If this is lost or damaged, replacement calendars may be purchased at a cost of \$6.00 in the office. Each student is given copies of two handbooks, "A Student Guide to Writing a Research Paper" and "A Student Guide to Writing a Multi-paragraph Essay," in their English class at the beginning of 6th grade. These guides are to follow the student through 6th, 7th and 8th grades. If a guide is lost or destroyed, the student is responsible for purchasing a new one at a cost of \$5.00 in the library. New students will be given the guides at the time they begin school at PGMS. All students are expected to have each of their textbooks covered and to keep them covered throughout the school year.

Library

The library is open daily for study, reading, and research from 8:00 a.m. to 3:00 p.m. Books are checked out for two weeks and may be renewed. Overdue materials may result in a limiting or withholding of library borrowing privileges. Students are not allowed to bring food or drinks into the library. Students may use the library when available at lunch provided they have picked up a library pass in the morning.



Study Hall

This activity occurs Monday through Wednesday from 3:10 to 4:00 p.m. in the school library. Study Hall is designed to provide our students with a quiet, structured setting for the completion of school work. One or more faculty members are present to provide tutoring assistance.

Computer Lab

- The computer lab in Room 21 is open up to three days a week after school Monday through Wednesday from 3:10 to 4:00 p.m.
- Priority use will be given to students who don't have a computer at home.
- Students will be allowed to work on the computers to do homework assignments or practice computer skills.
- Parents should always supervise all internet use by their student even if the sites are assigned as part of schoolwork.

Course Requirements

	<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
	<i>Semester Courses</i>	<i>Units</i>	<i>Semester Courses</i>	<i>Units</i>	<i>Semester Courses</i>	<i>Units</i>
English	2	8	2	8	2	8
History	2	8	2	8	2	8
Math	2	8	2	8	2	8
P.E.	2	8	2	8	2	8
Science	2	8	2	8	2	8
6 th Cycles	*	8	-	-	-	-
Electives	-	-	2	8	2	8
TOTAL		<u>48</u>		<u>48</u>		<u>48</u>

6th Grade Rotation Cycle & Electives

Art 6
 Computers 6
 Marine Science 6
 Beginning Band**
 Beginning Orchestra**
 Chorus**

7th and 8th Grade Electives

Yearlong Electives

Advanced Orchestra
 Advanced Band
 AVID
 Beginning Band
 Chorus
 Jazz Band/Combo (*see Note*)
 Spanish I

Semester Electives

Art
 Algebra Support
 Computers/Video Tech
 History/Science Support
 Home Economics
 Computer Applications
 Leadership
 Math Support
 Office Assistant
 Study Skills (*Resource only*)
 Writing Support
 Young Entrepreneurs

NOTE:

- *Sixth grade, non-music electives are one trimester in length*
- ***Indicates full-year course*
- *Jazz Band/Combo is offered after school from 3:10 to 4:10 p.m. Admission to these is by audition and/or instructor's recommendation. All grade levels are encouraged to audition.*



INVOLVEMENT

PGUSD Music Boosters

The PGUSD Music Boosters conduct fundraising activities during the school year to defray expenses for instrument repair, music books, travel costs, etc. Information is available from the music department at the middle school.



PG PRIDE

PG PRIDE, Pacific Grove Public Response In Dollars for Education, is a district-wide organization committed to providing each student in our community with a quality education. This group of district and community volunteers holds regular fund raisers and allocates monies to each school based on requests received. Contact PG PRIDE at www.pgusd.org for additional details.

PTSA

The PGMS Parent Teacher Student Association (PTSA) is a volunteer organization of parents, educators, and community members who work together to promote the education and well-being of all children and youth in the home, in the school, and in the community. Elections of officers are held in the spring. The PTSA and PGMS collaborate by providing school volunteers, parent education programs, student activities, and various vital programs. The PTSA welcomes into membership anyone who is interested in children and youth. Check the school web site for meeting times.

School Site Council

By law, this advisory committee is an elected body of 12 people comprising four parents, four teachers, a classified employee, two students, and the school principal. This council meets once a month to oversee the school program and recommend to the Board of Education how a state-allocated budget will be best utilized to provide for a quality educational program. Meetings are held the second Wednesday of each month in the library at 3:30 p.m. The public is invited.

Looking to get involved?

Here are some other ways you can help:

- Volunteer to keep the library open during the lunch hour.
- Volunteer in classes.
- Volunteer as a field trip chaperone.
- Have a cool skill? We could use parents to help run lunch clubs.

Notes:

Signature Page for Parents

Please sign this form and have your student return it to his or her homeroom teacher or the office by Friday, August 12, 2011. Thank you.

Student's Last Name

First Name

Grade Level

Date

We will (have) read and discuss(ed) the Student-Parent Handbook, including the "Student Behavior and Expectations" section. We understand the significance of this information and will encourage our student to abide by it. We also understand that it is the clear expectation of Pacific Grove Middle School that all students will commit to the policies and procedures outlined in this handbook.

Student Signature

Mother/Guardian Signature

Father/Guardian Signature

Note: The above signatures may be used to verify the validity of notes submitted to the school to excuse absences.