

Spartan Handbook

2011 – 2012

First Avenue Middle School



Jeffrey Wilson

Principal

Semeen Issa

Assistant Principal

This handbook belongs to:

Name: _____

Student ID: _____ Grade: _____



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PRINCIPAL'S MESSAGE

It is my pleasure to welcome you to First Avenue Middle School. We are very proud of our strong academic program, as well as the varied and interesting elective courses offered to our students. As you read the "School Philosophy" below, you will notice that the staff of First Avenue has a well-developed belief system that drives everything we do at our school. Developmentally, we are committed to the idea that the middle school years are the most important years of our student's lives, not only in their physical and social growth, but also in their intellectual and educational development. We hold ourselves accountable to an elevated standard of instruction, and we hold our students equally accountable to high academic and behavioral standards. Believing that a safe and secure environment is a prerequisite to effective instruction and learning, we strive to provide a stable, yet flexible atmosphere that will meet the changing needs of our students. We believe that an effective partnership between school and home is essential to the success of our children. I look forward to working with the students and families of First Avenue Middle School.

Jeffrey D. Wilson
Principal

VISION STATEMENT

First Avenue is an educational community that promotes an environment of academic challenge with high expectations for student learning and strong character development. The school is centered on nurturing the educational spirit of each student in a safe learning environment, which accommodates diverse learning styles, the pursuit of powerful learning through experimentation and explorations, and the opportunity to do so without fear of failure.

Instruction at First Avenue focuses on a thinking, meaning-centered curriculum. Lessons take a variety of forms, incorporate a variety of methods of student assessment, and allow for student self-directed learning through exploration of a broad range of materials and activities.

Students at First Avenue focus on involvement in school activities that help them grow in self-confidence, self-discipline, and self-esteem. The development of these personal attributes leads to an increase in learning competency, perseverance, and personal preparedness for the future.



SCHOOL PHILOSOPHY

- ◆ We believe that the middle school student is distinctively different from an elementary or high school student, and that our major purpose at First Avenue is to aid the student in making a successful transition from elementary school to high school.
- ◆ We believe that First Avenue Middle School programs must be diverse in nature to meet the needs of a changing society.
- ◆ We believe in open lines of communication with parents, students, and staff members.
- ◆ We believe that a student's self-esteem is of prime importance.
- ◆ We believe that students and teachers must have respect, courtesy and caring for one another.
- ◆ We believe in instilling in students the desire to attain excellence in academics and in the fine and practical arts, which will provide them with the tools for a lifetime of learning.
- ◆ We believe that a positive school climate includes a safe and orderly environment and helps insure that students have a successful school experience.
- ◆ We believe that parents play an integral role in the academic success of their child.

FOUR THINGS TO REMEMBER AND PRACTICE WHILE A FIRST AVENUE MIDDLE SCHOOL STUDENT

Be On Time

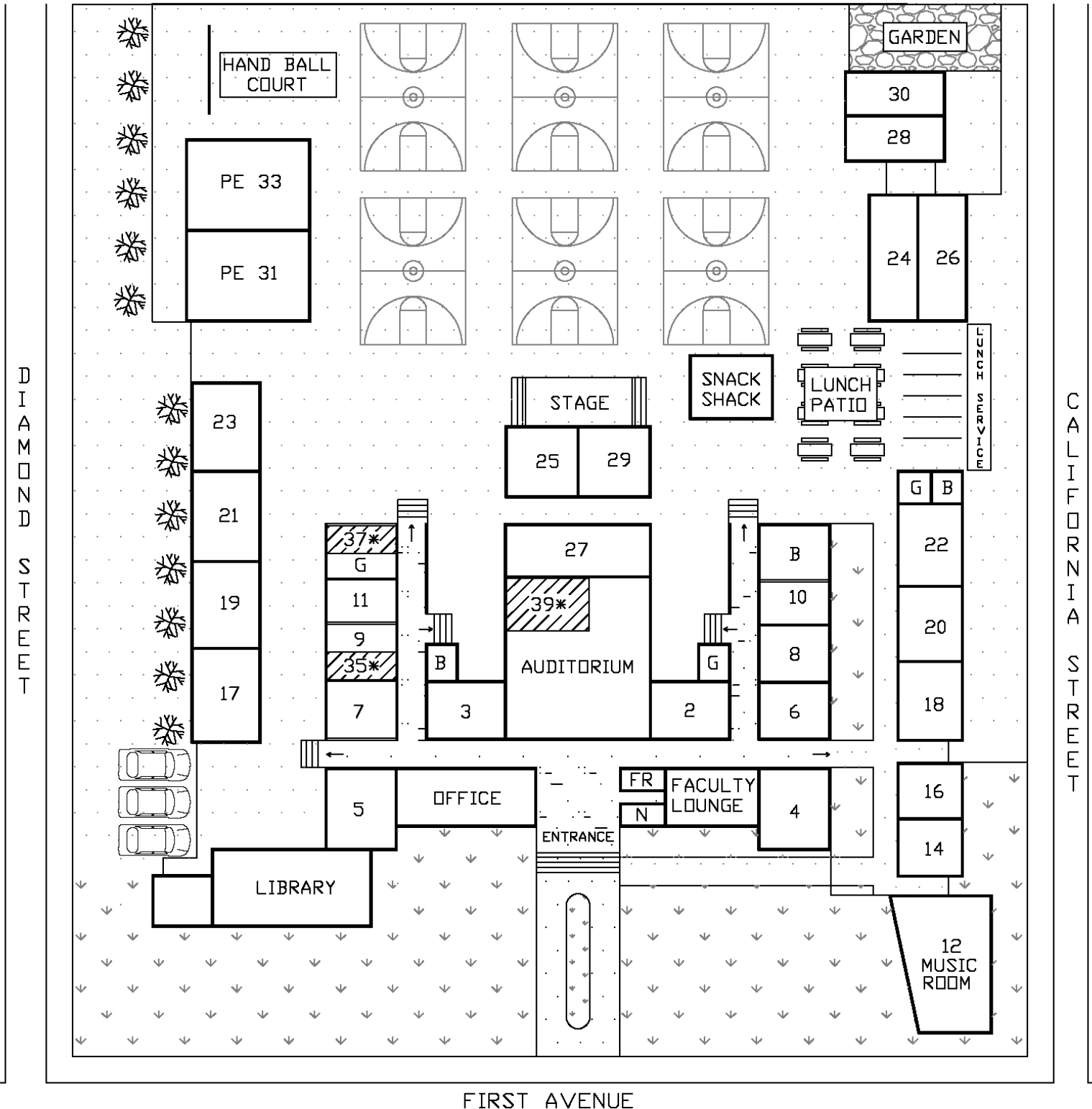
Be Prepared

Be Responsible

Be Respectful



CAMPUS MAP





MAP LEGEND / ROOM ASSIGNMENTS

- FR: Faculty Restrooms
 - N: Nurse's Office
 - G: Girl's Restroom
 - B: Boy's Restroom
 - *: Downstairs Classrooms (accessed from outside of main building)
-
- 2: Mrs. Davis
 - 3: Mrs. Reck
 - 4: Ms. Mimura
 - 5: Mr. Klotzle
 - 6: Mrs. Bourgault
 - 7: Mrs. Nelson
 - 8: Mr. Olavi
 - 9: Ms. Crosby
 - 10: Mrs. Stewart
 - 11: Ms. Adams
 - 12: Mr. Danielson
 - 14: Mr. Hidalgo
 - 16: Ms. Tkocz
 - 17: Mr. Paszkiewicz
 - 18: Mr. Childs
 - 19: Mrs. Nakatsuka
 - 20: Mr. Gould
 - 21: Mrs. Isabela
 - 22: Mr. Greep / Mr. Ryan
 - 23: Ms. Guzman
 - 24: Mrs. Keyston
 - 25: Mrs. Mora
 - 26: Mr. Graves
 - 27: Ms. Speed
 - 28: VACANT
 - 29: Mr. Townsend
 - 30: Ms. Rengers
 - 31: Boy's Locker Room (Mr. Greep / Mr. Reck / Mr. Ryan)
 - 33: Girl's Locker Room (Ms. Guzman / Ms. Soo Hoo)
 - 35: Mrs. Holmes
 - 37: Ms. Zeuli



SCHOOL INFORMATION

OFFICE HOURS

The school’s office is open Monday through Friday from 7:30 AM to 4:00 PM.

DAILY & MINIMUM DAY SCHEDULES

Monday / Wednesday / Friday

8:15 AM	-	9:09 AM	Class
9:13 AM	-	10:01 AM	Class
10:01 AM	-	10:10 AM	Break
10:14 AM	-	11:02 AM	Class
11:06 AM	-	11:54 AM	Class
11:54 AM	-	12:34 PM	Lunch
12:38 PM	-	1:26 PM	Class
1:30 PM	-	2:18 PM	Class
2:22 PM	-	3:10 PM	Class

Tuesday / Thursday

8:15 AM	-	9:01 AM	Class
9:05 AM	-	9:45 AM	Class
9:45 AM	-	9:55 AM	Break
9:59 AM	-	10:39 AM	Class
10:43 AM	-	11:23 AM	Class
11:27 AM	-	12:07 PM	Class
12:07 PM	-	12:47 PM	Lunch
12:51 PM	-	1:31 PM	Class
1:35 PM	-	2:15 PM	Class

Minimum Day

8:15 AM	-	9:09 AM	Class
9:13 AM	-	10:01 AM	Class
10:01 AM	-	10:10 AM	Break
10:14 AM	-	11:02 AM	Class
11:06 AM	-	11:54 AM	Class

ZERO PERIOD

Select classes will have early morning meeting times; Monday through Friday from 7:15 AM to 8:00 AM.

DAILY ROTATION SCHEDULE

	M	TU	W	TH	F
Period	1	7	4	2	6
	2	6	5	1	7
	3	3	3	3	3
	4	2	6	5	1
	5	1	7	4	2
	6	5	1	7	4
	7	4	2	6	5

ATTENDANCE INFORMATION

Students are responsible for attending school regularly, according to law [Education Code 48200]. Attendance has a direct effect on school success and attendance records become part of a student’s permanent file.

If a parent is gone for a short period of time and cannot be contacted in case of emergencies, parents are required to complete a **Temporary Custodial Form** giving authorization for adult to act as a custodial parent.

Unless enrolled in Zero Period, students should not arrive at school before 8:00 AM. Scheduled campus supervision begins at 8:00 AM. Once students arrive at school, they may not leave campus without administrative permission. A student is considered truant if he/she does not follow this rule. Attendance is taken and reported to the school office each class period.



ABSENCES

Upon return from an absence, the student must report to the Attendance Window (at the Main Office) prior to the beginning of school. Since each absence is accountable under state law, a note from a parent/guardian is required for each absence. The dated note must contain the student's first and last name, dates of absence, reason for the absence, and the parent's/guardian's signature.

If a student is absent from school for five or more days, a doctor's note is required explaining extended absence.

Any student seeking permission to leave school because of illness must first report to the Health Office. If the student will be going home ill, a permit to leave campus will be issued.

LEAVING CAMPUS / EARLY DISMISSAL

Students may not leave the school campus without administrative permission. This restriction covers the entire day; from the arrival at school until dismissal at the end of the school day. Students who need to leave school before the normal dismissal time **must bring a note** from their parent/guardian to the Attendance Window in the Main Office **before school begins**. A Permit to Leave Campus will be issued to the student at that time. Students must check out with the school office before they leave campus.

Written permits to be off campus, when issued, must be carried by the student, signed at their destination, and returned to the Attendance Window upon return to school.

Excused absences include: illness, medical/dental appointments, quarantine, death in the family, funeral, subpoenaed court appointment, legal appointment, family

emergency, community club activity, church conferences, and religious holidays.

Please remember to bring a **note for each absence!!!**

UNEXCUSED ABSENCES / TRUANCY

An unexcused absence is a serious matter. An unexcused absence can be marked for a full day or any portion of a day. A student who is absent without a valid excuse for more than three days **or** tardy to school in excess of 30 minutes on each of more than three days in one school year is truant [Education Code 48260].

Unexcused absences, other than truancies, include: trips, personal appointments, job related appointments, oversleeping, parent request to have a student do family errand or project, staying at home to study, inclement weather, "personal problems", transportation problems, and not bringing a note after any absence from school

Consequences of unexcused absences:

1. Students may be assigned after school detention or Saturday School to make up an unexcused absence or truancy.
2. After three unexcused absences, a student is considered truant by law. That student can be referred to either the District Attendance Board or the School Attendance Review Board.
3. In case of excessive unexcused absences, grades can be affected.

TARDINESS

The first class period of each day starts at 8:15 AM. A student is tardy to school if he or she arrives after the 8:15 AM bell. Students who arrive **after** 8:15 AM are to report directly to the Attendance Window.



Students are considered tardy to class if they are not in their assigned location with all materials when the tardy bell rings. Students who are tardy to class may be assigned after school detention by classroom teachers. Unexcused tardies are subject to disciplinary consequences.

EXCUSED FROM P.E.

Students requiring an excuse from physical education (P.E.) activity are to bring a note from their parent explaining the reason for the excuse from daily activity. Notes must be delivered to the student's P.E. teacher at the beginning of the class. PLEASE NOTE: a parent's note cannot excuse a student from P.E. for more than three days. A doctor's note is required if a student is to be excused from P.E. for more than three days. SPECIAL NOTE: if a student will be out of P.E. for more than two weeks, the school must receive a doctor's note before a program change is made to assign the student to the library for study.

TRAFFIC PLAN

To provide a safer school environment during peak traffic hours, drivers are asked to use the following guidelines. The traffic flow plan for dropping off students before school and picking up students after school is as follows:

- Our **primary** drop-off areas are at the sidewalks that are next to the school on both California Street (curb marked white) and Diamond Street (curb marked green). Students are then able to walk right on to campus as they exit their cars.
- If you are driving on Santa Anita Avenue, turn onto California Street and drop off students at the white curb. NO U-TURNS!!!
- If you are driving on First Avenue, turn on to Diamond Street and drop off

student at the green curb. NO U-TURNS!!!

- When the school day is over, drivers are to pick up students in the same areas as the morning drop-off.
- Please follow the directions given by the **posted signs** for student loading. Remember to drive to the most forward space available in the student loading area.
- **No parking** on California Street at times indicated on posted signs.
- **No pick-up or drop-off** in driveways.
- Students are **not to jaywalk** across the street to meet their rides on the other sides of California or Diamond Streets. Drivers who allow their students to do so endanger the lives of our students and may be cited by the Arcadia Police Department.
- Students should not be dropped off or picked up in front of the school on First Avenue or at the rear of the school on Santa Anita Avenue.
- Students walking to and from school are to use the crosswalks. Each school day, there is a crossing guard present for at least 40 minutes before and after school at the corner of First Avenue and Diamond Street.

INDEPENDENT STUDY

Any student who will be absent for more than five days should contact the school office and discuss the use of an Independent Study Contract. A request for Independent Study may be made by a parent/guardian, teacher, or administrator, and must be done well in advance of the absence; except in the case of illness. This request may be made for the following reasons: illness or injury, educational alternative for serious discipline problems, family vacation, or personal necessity.



Questions regarding Independent Study may be directed to the school office.

HOME TEACHING

If a student becomes ill or injured and it is anticipated that they will not return to school for twenty or more days, a home teacher may be assigned. A written statement from the student's physician is required for this program to begin. Questions regarding Home Teaching may be directed to the school counselor.

PARENT VISITS

Parents are always welcome at school. Parents should call the school office to inform the school before planning a visit. All visitors must check in at the school office upon arrival to the campus. Parents are especially welcomed for any assistance they can offer to the school and school activities.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

It is essential that students or parents notify the school office at once of any change in address or home/business/cell phone numbers immediately. It is required that all students have a complete and updated emergency card on file in the school office.

WITHDRAWAL FROM SCHOOL

Students transferring from First Avenue during the school year must notify the school office prior to their last day of school. School check-out forms regarding grades, textbooks, library books, and any fees that are due must be processed by the student's teachers and the school office. Parents must notify the school

office of the new school that will be receiving their student.

ACADEMIC INFORMATION

GRADING

Teachers will explain their grading policies. The student should review the grading policies and share this information with parents.

REPORT CARDS

Report cards are prepared and mailed home at the end of each trimester. Most classes receive three marks: Academic, Citizenship, and Work Habits. Academic marks indicate student progress towards meeting subject area standards for learning. Citizenship grades indicate appropriate class behavior and participation. Work Habits indicate student effort and persistence toward quality work.

GUIDE TO REPORT CARD MARKS

The following marks are used for Academic grades:

- A:** Consistently produces high quality work; evaluates, analyzes, and applies a wide variety of information; shows enthusiasm, initiative, and originality, in both group and self-directed learning; demonstrates extensive communication skills.
- B:** Frequently produces work of high quality; evaluates, analyzes, and applies information from a variety of sources. Show enthusiasm and initiative in both group and self-directed learning; demonstrates good communication skills.



- C:** Produces required work of acceptable quality; applies information with some assistance; participates in both group and individual activities with guidance; demonstrates adequate communication skills.
- D:** Additional time and practice is required to produce acceptable quality work; uses information with direct assistance; participates, with assistance, in group and individual learning activities; needs regular assistance with communication skills.
- F:** Lack of effort, despite direct assistance, interferes with acceptable quality work and reaching minimum standards.
- I:** Incomplete
- DS:** Graded Under Differential Standard
- NM:** No Mark Given
- P:** Passing
- W:** Withdraw

The following marks are used for Citizenship and Work Habits:

- O:** Outstanding
- S:** Satisfactory
- N:** Needs Improvement
- U:** Unsatisfactory

HONOR ROLL

Students who meet certain academic criteria are eligible for placement on the school Honor Roll at the end of each trimester. All class grades count, including P.E., as well as any Differential Standard Grades. The criteria for Honor Roll are:

- At least a 3.5 Grade Point Average (GPA)
- No “N” or “U” marks in Citizenship or Work Habits
- No “D” or “F” marks in Academic grades

PROGRESS REPORTS

Progress reports are prepared at mid-trimester. Students who are receiving a grade of “D” or lower will receive a progress report. In addition, these notices may be mailed home to indicate improvement in performance in class. Progress reports will also be sent if student citizenship is not satisfactory.

NEED FOR IMPROVEMENT NOTICES

Individual notices may also be issued for students doing work in class that is below their ability. These notices are mailed to the student’s home any time prior to the end of the reporting period. Notices are usually followed by a parent-initiated conference with the teacher who sent the notice.

INCOMPLETE MARKS

An Incomplete mark, “I”, is usually given for missing work. The “I” must be removed two weeks after the trimester in which it is received. If the “I” is not removed after that time, it will be changed to an “F”.

STUDENT DAILY PLANNERS

All students are expected to have a daily planner to record homework, class work, and other assignments. Parents are asked to check daily for recording of assignments in the planner. First Avenue Daily Planners are given to each student upon registration.

Students are required to use the daily planner as a way to organize their scheduled work. If the need arises, the daily planner may be used as a daily or weekly means of communication between parents/guardians and teachers.



TEACHER CONFERENCES

A parent/guardian may make an appointment with a teacher by calling the school office and leaving a message to have the teacher return the call with an available date and time. Alternatively, the parent/guardian may contact the teacher directly by e-mail to set a meeting date and time. Teachers' email addresses can be found on the school website at <http://fa.ausd.net>. Conferences may take place during the teacher's conference period, before school, or after school.

CHEATING POLICY

Definition of cheating: *When a student chooses to use unacceptable sources or materials on assignments/test as defined by the teacher.*

Unacceptable sources include classmates sharing information from tests. Cheating on tests and copying or sharing individually assigned homework or projects is not acceptable at First Avenue Middle School. Students caught cheating on tests/assignments will be informed and the following will be imposed:

1. Receive a **zero (0)** or **no credit** grade on the assignment.
2. No opportunity given for make-up.
3. A written notice of improvement sent home to parents/guardians by the teacher.

In addition to the above, subsequent violations of this rule may result in:

1. Lowering of the citizenship grade.
2. Parent conference with the teacher.
3. Assignment of a detention.
4. Loss of school activity privilege.

HOMEWORK POLICY

Homework is defined as school-related assignments that will enhance or reinforce concepts taught in the classroom and which will require time and effort outside the regular school day for successful completion.

Homework will be designed to serve specific purposes. These include assignments that are:

- Designed to develop good study habits and promote independent learning
- Prepare for upcoming instruction
- Practice or review of lessons taught
- Extension or application of concepts and skills taught in the classroom.

It should be remembered that homework could be in many forms, e.g., reading for a book report, working on questions for a class, watching a television program and writing a critique, organizing and completing long-term projects, etc.

Independent reading is valued as a life-long habit and will be encouraged. This reading is considered an addition to the assigned homework. Middle school students who read at least thirty minutes or more per night will meet the Language Arts standard for independent reading. A monitoring process may be used to motivate students to reach the standard, but independent reading will not be a part of an assigned grade in Language Arts. [A.R. 6154(a)]

Homework may include re-working notes, studying for a test, completing a project and preparing for a presentation, as well as any required reading. Students may be assigned specific reading tasks for book reports, research, or other content related assignments. The assigned reading is considered as part of the homework time guidelines for each grade level.

Students will be expected to spend the following total times per grade level each night on homework, Monday through Thursday.



Sixth Grade: sixty (60) minutes; Seventh Grade: seventy (70) minutes; and Eighth Grade: eighty (80) minutes.

Homework is an integral part of the school program. Students should have homework in all core subjects. These include English, math, history, and science. Elective classes may also have homework.

A regular study period at home should be scheduled each day. It is strongly suggested that students have a designated time and place for study in order to help develop a routine.

MAKE-UP WORK [A.R. / B.P. 6154]

Excused absences: Students will be allowed one day per each day absent to make-up assignments.

Unexcused absences: Students may be required to make-up missed work and turn it in for credit as a late assignment.

STUDENT SERVICES

COUNSELING

A school counselor is available to students and parents of First Avenue Middle School throughout the week. Some of the services available include conferencing with students concerning personal and social problems; helping students plan methods for academic progress; assisting students with peer conflict resolution; and providing resources and support for parents. Students may sign up for an appointment with the counselor in the office. Parents may call the office for an appointment with the counselor.

LIBRARY

The school library is open from 9:00 AM to 2:00 PM on Tuesdays, Wednesdays, and Thursdays. The library offers a wide range of books and other study materials of middle school students. Most books may be checked out for a two-week period. Library passes are available from teachers for research work during class time. Passes must be signed by the library supervisor and returned to the issuing teacher.

PEER TUTORING

Students may find tutoring help provided by trained Eight Grade students. This tutoring assistance is held for one hour after school on Tuesdays and Thursdays.

INTERNET USE

Computers with internet access are available in the library and all classrooms. Students who wish to use the internet must have an Acceptable Use Contract on file in the school library. A parent/guardian and the student must sign this contract.

HEALTH OFFICE

The health office is located across the hall from the school office and is open during regular school hours. The health office staff will administer preliminary first aid for an injury or sudden illness sustained at school, and contact the parents/guardians when necessary. No medication (including aspirin) will be given except on written order from a physician. All medication **must** be held in the health office. Please notify the health office if a student has any special health needs required by students.



CAFETERIA

The school offers food service daily at Break and at Lunch period. A wide range of foods is available. Students can purchase food from the cafeteria or the “snack shack” located near the lunch patio. Free or reduced lunch applications are available in the school office. Please call the AUSD Food Services office at (626) 821-8322, or email them at www.ausd.net (Food Services) to set up your child’s automated lunch account. Students are expected to bus their own food wrappers and dispose of their own litter in the trash cans that are available throughout the lunch area and in the cafeteria. **Students are not to take food or drinks into any of the school play areas or the school building during lunch.** PLEASE NOTE: the cafeteria will not accept bills of \$20.00 or larger.

TEXTBOOKS

Textbooks are loaned to the student for the duration of a course. Students are expected to acquire and place a protective cover on each book. All textbooks are identified by a serial number and students are held accountable for the textbooks assigned to them. Reimbursement is required for any lost, damaged, or defaced books. Textbooks that are to be kept at home are to be held under the same requirements as the classroom texts.

P.E. UNIFORMS

In order to avoid damage to clothes worn to school, students should participate in P.E. in t-shirts and shorts. All students also need athletic socks and tennis shoes. P.E. uniforms can be purchased during Spartan Day or during the first two weeks of school from the P.E. teachers. The cost for a P.E. uniform (t-shirt and shorts) is \$20.00. If paying by check,

please make the check payable to **First Avenue Middle School.**

LOST AND FOUND

Books, clothing, money, and other property found in and around the school should be turned in to the school office immediately. Students losing property should make a thorough search in all likely areas in and/or inquire at the office for lost items.

ACTIVITIES

STUDENT LEADERSHIP

The First Avenue Student Council is the governing body of the Associated Student Body (ASB) of First Avenue Middle School. It is organized to provide opportunities and practical training in leadership, accepting responsibility, planning school activities, and developing school spirit. Ten representatives are elected twice a year from each grade level. They are elected by majority vote following an election assembly. The thirty elected representatives form the Student Council. From the eighth grade elected representatives, the student receiving the highest number of votes is designated President. The student receiving the second highest number of votes becomes Vice-President. At the first meeting of the new Executive Council, the Council elects a Secretary and a Treasurer from their membership.

To run for office, a candidate must have a grade point average of 2.5 or better, no more than two “N’s” in citizenship, complete a grade check sheet signed by their teachers, and complete a signature petition. Only those students who pass all of the qualifications will be allowed to run for office. The Student



Council provides financial support for many student activities throughout the school year through its fund raising programs.

LUNCH TIME ACTIVITIES

These can be in the form of tournaments (basketball, volleyball, etc.), contests, special spirit days and special school-wide activity day events.

LUNCH TIME COURT USE

In order that there be equal opportunity for use of basketball courts during lunch time, students wishing to use the court must reserve it at the beginning of the lunch period.

LUNCH TIME EQUIPMENT CHECK-OUT

Students may check out balls from the equipment bin (adjacent to the locker rooms) for use during lunchtime. Students must leave their backpack in exchange for the ball; at the end of the lunch period, students may retrieve their backpacks when the ball is returned.

INTRAMURALS

The student intramural program is conducted after school on Mondays and Wednesdays through the Recreation Department. Sports include flag football, volleyball, basketball and track & field. Sign-ups for these events take place at school at the beginning of each trimester. A fee is required to participate in these activities.

AFTER SCHOOL CLUBS

Clubs may form early each trimester and usually run for the duration of the trimester.

Announcements are made in the daily school bulletin and sign-ups are through either the office or the teacher sponsoring the club.

CONCERNING ELIGIBILITY

Eligibility requirements may be applied to specific school activities. They are set forth in order to instill in students that participation in such activities is a privilege and requires accountability to certain standards. Eligibility can include meeting specified academic and behavioral standards. Students who fall below expected standards may be restricted from activities. No eligibility requirement is attached to performance related activities for credit classes since the performance component is a required part of the instructional expectation and curriculum of the class. Teachers of classes with co-curricular activities may establish reasonable expectations for performance participation. They may also restrict student participation for one grading period when unacceptable behavior would pose an unreasonable supervision burden.

A student is placed on the Ineligible List if they receive an **unsatisfactory (U)** in more than one course in *Citizenship* on a progress report or a trimester report card.

Such students are not eligible to participate in the following: Student Council, school-sponsored clubs, intramural sports, and school dance parties. Students will have an opportunity to change their status for participation providing they meet a required intervention contract set by the school.

An Eighth grader, who is listed as ineligible based on **their second trimester report card, will not be eligible to attend the year-end 8th grade assembly or 8th Grade Promotion Party.**



An Eighth Grader can regain his/her status for participation in these events by improving on the next progress report and they may be required to complete a behavioral contract for the remainder of the year.

If an Eighth Grader is **suspended during the third trimester**, that eighth grader will be declared ineligible to attend the 8th Grade Promotion Party.

Arcadia High School 9th Grade Eligibility: Eighth Grade students will have their **third trimester grades** evaluated for eligibility for extracurricular activities, including sports at Arcadia High School. Summer School **will not** provide an opportunity for grade improvement for grades earned at the conclusion of the third trimester of eighth grade.

SCHOOL DANCE PARTIES

These functions are held at Baldwin Stocker Elementary School. The scheduled time for these functions is 6:00 p.m. to 8:00 p.m. They are normally held on Friday evenings. Three such events are scheduled for the school year. Tickets to these events are sold during the school day; **no tickets will be sold at the door. Student ID cards are required for admittance to the party.** Because these events are sponsored by the school and intended only for First Avenue students, there are **No guest passes** to any school parties. Students should arrive as close to 6:00 p.m. as possible. Dance parties end promptly at 8:00 p.m., thus, parents should be at Baldwin Stocker at 8:00 p.m. to pick up their students

HANDBOOKS

The Spartan Handbook is available online at the First Avenue website at <http://fa.ausd.net>.

It is the students' responsibility to become familiar with all information found in the Spartan Handbook.

DISCIPLINE PHILOSOPHY

Discipline is:

1. Training students to make appropriate choices in a positive atmosphere.
2. Clearly defining rules and expectations with an understanding of the appropriate consequences.
3. Reinforcing desired behaviors.

Our philosophy is:

1. All students have dignity and worth.
2. All students can behave appropriately.
3. Appropriate behavior will be recognized.
4. Inappropriate behavior will not be tolerated and will have its consequences.

Discipline is shared responsibility—the student is responsible for:

1. Behaving in the classroom and on campus in a manner that does not disturb or interfere with the rights of other students.
2. Respecting the authority of teachers and other school staff to enforce district policy and school rules.
3. Attending class daily and on time.

The parent is responsible for:

1. Reviewing school rules and regulations with students to ensure that all are familiar with and understand the standards of conduct expected by the school.
2. Cooperating with the school in carrying out appropriate disciplinary consequences when such action is necessary.



3. Reinforcing appropriate behavior of students in the home.
4. Developing an interest in the student's academic and school related activities.

The teacher is responsible for:

1. Establishing a classroom management atmosphere that elicits proper behavior and gives every student full opportunity to learn.
2. Assisting in the development and enforcement of school rules.
3. Communicating with parents and students regarding behavior problems and proposed solutions.

The administration is responsible for:

1. Enforcing the discipline plan within the existing district, state and federal laws.
2. Supporting teachers by holding conferences with disruptive students and, if necessary, with parents in order to obtain commitments to the development of behavioral agreements.
3. Eliminating vagueness from school rules and defining procedures for referring disruptive students.

RULES AND REGULATIONS

BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Students who ride bicycles to school must park their bikes in the racks provided near the school library. All riders are expected to comply with applicable traffic laws. This includes bicycle safety helmets as required by California law. **Students are not to bring skateboards or rollerblades to school.** District policy states that bicycles, skateboards, and rollerblades **may not be ridden on any school campus.** Failure to comply with school safety regulations will result in

confiscation of bikes, skateboards, or rollerblades and delivery of same to a parent.

PERSONAL PROPERTY

MP3 players or iPods, cameras, electronic games, collectible baseball or magic cards, large sums of money and other valuable items are **not** to be brought to school. The school cannot be responsible for loss of student property. If necessary, large sums of money can be kept for a student in the school office for safe keeping until the end of the school day. The staff will confiscate electronic devices and students will see an administrator at the end of the day to retrieve their item.

SMART PHONES, CELL PHONES, ELECTRONIC DEVICES, AND LASER POINTERS

Students may possess electronic signaling devices at school per California state law and AUSD Board policy. This included items such as cell phones, smart phones, and other signaling devices. Student phone must be turned off during regular school hours. If a cell phone or electronic device creates a disturbance in class, or causes a disruption during school activities, it may be confiscated by school personnel. While the device will be returned to the student by school personnel, repeated violations of the policy may result in further disciplinary action. [B.P. 5131.2]

The use of individual student telephones includes: making phone calls, receiving phone calls, vibrating or generating sounds, playing video, text messaging, accessing the internet, utilizing applications, capturing photographs or



video, or using any other electronic function. A disruption of school activities [Education Code 48900 {k}] may also be deemed to have occurred when the device is taken out during a class period and passed around or shared with other students. Cell phones should remain off at all times to avoid student infractions.

Students are not allowed to use the camera function or any audio/video recording function of the smart phone on campus without the explicit permission of the Principal or his/her designee, and without the consent of the subject being photographed or filmed, including before, during, or after school, and at school sponsored events. No recorded images from a student's electronic signaling device may be shared with the greater public including, but not limited to, social networking sites, printed materials, email, instant messaging, video chat, picture mail, or any other present or future public forum. Any attempt to use an electronic signaling device to bully, harass or intimidate a student or staff member will result in immediate school disciplinary action(s) including, but not limited to, detention, suspension, or expulsion, and/or notification of appropriate law enforcement agency.

Electronic devices brought to school are the sole responsibility of the owner and are brought to school at the student's own risk. The school does not assume responsibility for lost or stolen electronic devices. School resources will not be used to investigate lost or stolen electronic devices. Students are encouraged to leave electronic devices at home.

Possession or use of laser pointers, unless used for a valid instructional or other school-related purpose is prohibited unless

the student first obtains permission from the principal or designee. [B.P. 5131.2]

OFFICE PHONES

Office phones are available for student use in the case of a **true emergency**.

NO CLASS DELIVERIES

The office will not deliver student items brought for delivery during class time. These items include Homework/class work/projects; P.E. clothes; lunches/lunch money; and any celebration gift. **Student and parent should make advance arrangements for the student to check the office for any items forgotten at home or items to be delivered to school.**

NO LUNCH DELIVERIES

The PTA and the Arcadia Unified School District, in an effort to promote safer schools for all children, student responsibility, healthier nutritional choices, and meet State and Federal mandates on school districts regarding nutrition, has adopted the following K-8 guidelines.

- Students may purchase their lunch at school through the school's cafeteria or bring a sack lunch with them in the morning.
- Parents **are not to bring** a lunch to their children during the school day.
- Student lunches **should not promote unhealthy choices**, such as candy, soft-drinks, or fast-food selections, which violate the food guidelines, set by the State of California for the **Health Meals Act**.



- **Students may not have food delivered to school by outside vendors.**
- Students may not provide lunch or money to other students.

DETENTION

Detentions may be assigned by any staff member for violation of any rules listed below:

- Habitual tardiness to class
- Being disrespectful
- Using profanity
- Out of class without a pass
- Loitering in the halls/restrooms/office
- Littering on the campus
- Running/cycling/skateboarding/skating on campus
- Not keeping hands/feet/objects to oneself
- Misusing school property or property of others
- Inappropriate or unsafe dress

Normally, at least twenty-four hours notice is given to the students. Detentions are usually served on Wednesdays and Friday. Failure to come to assigned detentions will result in further disciplinary consequences. Upon receiving a detention notice, the student:

1. signs the notice,
2. takes the notice home to be signed by a parent/guardian,
3. returns the notice the next day to the school office,
4. serves the detention on the date and time indicated.

OFF CAMPUS WITHOUT PERMISSION

A student who leaves the school campus during the day without proper permission is subject to detention. If the offense is repeated, suspension from school may result.

DEFIANCE OF AUTHORITY OR DISORDERLY CONDUCT

Student defiance toward any staff member is a serious matter and will be dealt with immediately. Disorderly conduct in class infringes on the rights of others to learn. These acts will result in detention, possible class suspensions, or suspension from school. Parents will be notified of this type of infraction. In the case of defiance toward a staff member, the school will call for a parent conference.

HALL PASSES

Students are not permitted in the halls or outside the classroom during class periods unless they have proper permission from their teacher. Before leaving a classroom, students should ask their teacher for a Hall Pass.

SCHOOL DRESS

Students are to come to school neat and clean. A student's appearance should not detract from, nor interfere with, the learning atmosphere or process. Any item of clothing that has a disruptive influence or may denote membership in a gang is inappropriate and cannot be worn at school. Students may be sent home to change to more appropriate clothing.



DRESS CODE GUIDELINES

1. Clothing must be in good repair.
2. Shoes must be worn at all times.
3. Shorts and skirt length must be mid-thigh or longer.
4. Pants or shorts cannot be more than two inches larger than waist size and should stay up at the waist without aid of belt.
5. No exposed chains hanging from wallets or clothing.
6. Bra or bra straps should not be visible. No backless, halter-tops, tube tops or spaghetti straps are to be worn at school. Sheer, off the shoulder, or any revealing clothing should not be worn at school.
7. Tops should be long enough so that no skin is exposed at anytime. **NO** bare midriffs.
8. No gang related clothing. No screen painted shirts with drug, alcohol, profanity, and sexual or defiant statements or pictures.
9. Students will be asked to remove any item of jewelry that could create a hazard to the student.

Consequences for violation of this dress code include:

- **First Offense:** Warning/possible change of clothing.
- **Second Offense:** Immediate change of clothing.
- **Subsequent Offense:** Parent contact by phone or letter/temporary confiscation. Discipline action might include detention and student contract with administration.

Students will be given ample information if there are special event dress days.

HAT/HEADGEAR POLICY

California Education Code 35183.5:

- (a) (1) Each schoolsite shall allow for outdoor use during the schoolday, articles of sun-protective clothing, including but not limited to, hats.
- (2) Each schoolsite may set a policy related to the type of sun-protective clothing, including, but not limited to, hats, that pupils will be allowed to use outdoors pursuant to paragraph (1). Specific clothing and hats determined by the school district or schoolsite to be gang-related or inappropriate apparel may be prohibited by the dress code policy.

What headwear is allowed?

- Baseball-style hat or visor
- Scarves
- Knit beanie-style hats during cold weather (as determined by the Principal or Principal designee)
- Headwear that is required for religious or medical purposes.

What headwear is prohibited?

- Hoods
- Hairnets
- Bandanas or du-rags
- Gang-related or inappropriate apparel (determined by school personnel)
- Any headgear not worn appropriately or in an appropriate position on the head.

When and where can I wear approved headwear?

- Exterior areas before and after school
- P.E. period
- Nutrition break



- Lunch time
- Exterior hallways between classes.

Where may I NOT wear any headwear*?

- Interior hallways
- Classrooms
- Auditorium
- Office area.

When may I NOT wear any headwear*?

- During flag salute
- When instructed not to by school personnel.

Consequences for abuse of Hat/Headgear Policy:

Students who abuse the hat policy will incur progressive discipline including, but not limited to warning, detention, Saturday School, suspension, and/or prohibition from wearing headwear.

*Hats worn for religious or medical purposes are acceptable as needed.

FAMILIARITY

Students must refrain from familiar contact beyond simple hugs. Parents will be notified in cases where students violate this rule.

HARASSMENT / SEXUAL HARASSMENT POLICY

First Avenue Middle School has a commitment to its students to provide a safe and non-threatening school environment. In order to meet this responsibility, the school will not tolerate any act that constitutes a threat, intimidation, harassment or violence directed at any student, and will interpret these acts as interfering with a student's

personal rights and of being in violation of District and school rules and regulations.

A student who believes they are a victim of acts mentioned above are encouraged to speak to an adult at school as soon as possible as a means of stopping the recurrence of such incidents. The following procedures are offered as a means of seeking assistance if any student thinks they are a victim of threats, intimidation, harassment or acts of violence:

- Tell a teacher, counselor or administrator.
- Write out a statement documenting the incident and any details related to the incident, including date and time, perpetrators and witnesses, if any.

Students who have been found in violation of the acts described above will receive consequences according to the district and school rules and regulations.

RULES FOR BUS RIDERS

The following are standard rules for any school bus rider:

- Stay in your seat.
- No eating or drinking.
- Arms and bodies are to be kept inside the bus at all times.
- Keep your hands to yourself.
- No yelling while on the bus.
- No disrespectful language.

SCHOOL SAFETY PLAN & EMERGENCY RELEASE PROCEDURE

First Avenue has a School Safety Plan that outlines procedures in the case of an emergency or disaster. The plan includes procedures for emergency release of



students. In case of a school-wide emergency, students will be released from the school office or, in the case of building evacuation, from a designated point on the campus near the playing field. A large sign will designate the release point area near the playing field.



A.U.S.D. MIDDLE SCHOOL DISCIPLINE PROCEDURES

REVISION PENDING...