

# Student-Parent Handbook 2017-2018



*A California Distinguished School*

**Pacific Grove Middle School**

835 Forest Avenue

Pacific Grove, California 93950

(831) 646-6568

[www.pgmiddle.org](http://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 strives to reflect student and staff pride on a daily basis. 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. Our common core aligned curriculum challenges our students and is taught by highly qualified teachers. Each instructor is fully and appropriately credentialed in his or her field and is highly involved in professional development opportunities. We care deeply 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 personnel. Middle school is a training ground for high school and making mistakes is to be 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. We seek to be a strong partner with our parent base, and look forward to working with you in the role of parent or a volunteer.

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,

Sean Roach  
Principal

Dates subject to change.  
The most current  
version of this calendar  
is on the school website.

## Pacific Grove Middle School Calendar 2017-2018

July	31	Monday	Round-Up for 6 <sup>th</sup> Grade & Students New to District, 9am - 1pm
August	1 8 9 11 25	Tuesday Tuesday Wednesday Thursday Friday	Round-Up for 7 <sup>th</sup> & 8 <sup>th</sup> Graders, 9a.m.-1p.m. Teacher Prep Day, Staff Meeting, 3:15 First Day of School Back to School Night, Auditorium, 6:30 p.m. School Picture Day
September	4 7 13 TBD 17	Monday Wednesday Wednesday Thursday Saturday	Labor Day Holiday (no school) Welcome Back Ice Cream Social, Gym, 6:30 - 8pm Student Of the Month Pictures, 12:30 Monterey Jazz Festival, 10 am - 1:30pm Walk With PRIDE Walk-A-Thon, Lover's Point Trail, 10 a.m.
October	6 7 13 16-20 25 22 *23-27 31	Friday Saturday Friday Monday-Friday Wednesday Saturday Monday-Friday Tuesday	School Picture Re-Take Day Butterfly Parade & Bazaar, Concert End of First Quarter Autumn Break (no school) Student of the Month Pictures, 12:30/ Sports pictures, 3:15 PTA's 3K Fundraiser, PGHS Field, 9 am. Parent Conferences (minimum days) Costume Day, Honor Society Breakfast, 7:30 am, Gym, hosted by 8 <sup>th</sup> grade
November	1 9 11 17 22-24	Wednesday Thursday Friday Friday Wednesday - Friday	Conduct Club Luncheon, hosted by 7 <sup>th</sup> grade Student of the Month Pictures, 12:30 Veterans Day Holiday (no school) Fall Ball, 7 - 9, Gym, 7 <sup>th</sup> and 8 <sup>th</sup> grade only Thanksgiving Holiday (no school)
December	6 7 11 *21 22-29	Wednesday Thursday Monday Thursday Friday-Friday	Winter Music Concert, 6:30 p.m., Auditorium, Student of the Month Pictures, 12:30 Staff Holiday Lunch 11am - 1pm 6 <sup>th</sup> Grade Movie Party, Lighthouse Theater, 3:30 - 5:45 Minimum Day, End of First Semester Winter Break (no school)
January	1-5 8 15 17 TBD 22 23 24 25-27 29 30-31	Monday-Friday Monday Monday Wednesday Thursday - Saturday Monday Tuesday Wednesday Thursday - Saturday Monday Tuesday - Wednesday	Winter Break (no school) Teacher Prep Day (no classes for students) Martin Luther King, Jr. Holiday (no school) 8 <sup>th</sup> Grade Parent Night, PG High School Library, 6:30 pm - 8:00 pm CCS Honors Choir, Salinas High School Student of the Month Pictures, 12:30 Honor Society Breakfast, Gym, 7:30 a.m., hosted by 7 <sup>th</sup> grade Conduct Club Activity, hosted by 8 <sup>th</sup> grade CCS Honors Band and Orchestra, PGMS AUD. Spelling Bee 6 <sup>th</sup> Grade Outdoor Science School
February	1-2 7 15-19 20 21 27	Wednesday-Friday Wednesday Thursday-Monday Tuesday Wednesday Tuesday	6 <sup>th</sup> Grade Outdoor Science School 8 <sup>th</sup> Grade Panorama Picture Presidents' Holidays & Break (no school) Staff Dev. Day (Non Student Day) Student of the Month Pictures, 12:30/ Sports Pictures, 3:15 8 <sup>th</sup> Grade Culture Night, PGHS Library, 6:30
March	2 8 15 16 22 23 28	Friday Thursday Thursday Friday Thursday Friday Wednesday	Spring Dance, 7 <sup>th</sup> & 8 <sup>th</sup> Grade, Youth Center, 7:00-9:00p.m. Parent Conference Day Parent Conference Day End of Third Quarter Student of the Month Pictures, 12:30/ Sports Pictures, 3:15 Breakers Got Talent Assembly, 2pm, Aud. Conduct Club Activity, hosted by 6 <sup>th</sup> grade
April	1 4 *6 9-13 18 21 23 24	Sunday Wednesday Friday Monday-Friday Wednesday Saturday Monday Tuesday	The Great Taste of PG, the Inn at Spanish Bay 5 <sup>th</sup> Grade Parent Orientation, Auditorium, 6:00 p.m. & Open House, 6:30-8:00p.m. Minimum Day, Students released at 12:11 Spring Break, (No School) CMEA-CCS Regional Solo & Ensemble Festival, Monterey High School Student of the Month Pictures, 12:30 CMEA Concert Festival, Santa Cruz High School & Beach Boardwalk, 8 AM 8 <sup>th</sup> Grade community service hours due PGMS Volunteer Appreciation Reception, Library, 7:30am - 8:30 a.m.
May	1 3 4 7-11 9 11 18 14-18 25 31	Tuesday Thursday Friday Monday - Friday Wednesday Friday Friday Monday - Friday Friday Thursday	Honors Night, Auditorium, 6:30-8:00 p.m. Staff Appreciation Lunch Awards Assembly SBAC Testing, block schedule Spring Music Concert, 6:30 pm, Auditorium CMEA All State Band & Orchestra Festival, UC Davis, 4:15 am 8 <sup>th</sup> Grade Hello/Goodbye Rally, PGHS, 11:15 am 6 <sup>th</sup> Grade Swim Party, PG High School, 3:15 - 5:45 SBAC Testing, Block schedule 5 <sup>th</sup> Grade Student Orientation, 9-11:00 & 8 <sup>th</sup> Santa Cruz Boardwalk, 9:30-5:30 Promotion Ceremony, Aud., 6:30-7:30 p.m. & Promotion Dance, 8:00-10:00 p.m.
June	*2	Friday	8 <sup>th</sup> Grade Breakfast in the Park, End of Second Semester, School Year End

\* Minimum Days (October 23-27, December 21, April 6, June 1) Dismissal at 12:11

## PGMS Faculty 2017-2018

<b>Teacher</b>	<b>Room</b>	<b>Subject(s)</b>	<b>E-mail</b>	<b>Voice Mail Extension</b>
Ms. Foster	7	Science 6, Science 7	afoster@pgusd.org	329
Ms. Bitter	Library	Library Media Tech	jbitter@pgusd.org	310
Mr. Massar	AUD	Chorus	mmassar@pgusd.org	385
Mrs. Stegge	25	History 7, 8	sstegge@pgusd.org	315
Mr. Chappin	Gym	Physical Education	dchappin@pgusd.org	336
Ms. Costales	26	English 8, Leadership	jcostales@pgusd.org	316
Mrs. DeMarco	39	Math 7, Math 7+, Math 8	edemarco@pgusd.org	337
Mr. Dorey	Gym	Physical Education	cdorey@pgusd.org	336
Mr. Gamble	24	History 8	bgamble@pgusd.org	314
Ms. Gaul	23	SPED/Resource	pgaul@pgusd.org	352
Ms. Goulet	11,13	Foods, Home Economics, Computer Video Bulletin	lgoulet@pgusd.org	332
Ms. Torres	38	English 7, ELD	jhofer@pgusd.org	344
Ms. Kong	29	Math 6, Math 7	ikong@pgusd.org	319
Mr. Matlow	12	SPED/Specialized Academic Instruction	jmatlow@pgusd.org	331
Ms. Mahr	37	CORE English/History 6	mmahr@pgusd.org	343
Mrs. McBride	4	Science 8, STEAM	lmcbride@pgusd.org	326
Mr. Mello	28, 21	Math 6, Math 180	bmello@pgusd.org	318
Ms. Milligan	1	CORE English/History 6, Computers 6	wmilligan@pgusd.org	324
Mrs. Ohsiek	5	Science 6	bohsiek@pgusd.org	325
Ms. Priest	Music	Instrumental Music	bpriest@pgusd.org	333
Ms. Rookstool	32	English 8, Art	drookstool@pgusd.org	362
Ms. Roman	36	Math 8, Integrated Math 1	hroman@pgusd.org	342
Mr. Rosen	6	History 7, English 7, AVID	drosen@pgusd.org	328
Mrs. Schumaker	10	SPED/ Specialized Academic Instruction	mschumaker@pgusd.org	330
Mr. Sullivan	22	Math 180, Read 180	esullivan@pgusd.org	325
Mrs. Terry	33	Science 7	kterry@pgusd.org	340
Ms. Tulley	10	SPED/ Specialized Academic Instruction	atulley@pgusd.org	330
Ms. Wheeler	23	SPED/Resource	kwheeler@pgusd.org	346

## 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

Debbie Crandell.....	Member
John Paff .....	President
Bill Phillips .....	Member
Brian Swanson.....	Member
Open Seat (TBD).....	Member

#### School District Administration

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

#### Pacific Grove Middle School

Office Staff	646-6568
Mr. Roach, Principal.....	X 309
Mr. Tovani, Assistant Principal.....	X 308
Ms. Lawrence, Counselor.....	X 304
Mrs. Odell, Office Manager.....	X 300
Mrs. Cochran, Clerk.....	X 305
Mrs. Atofau, Clerk.....	X 306
Ms. Kirmil, Health Clerk.....	X 307
Ms. Bitter, Library Media Tech.....	X 310
Fax.....	646-6652

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# PGMS Student-Parent Handbook 2016-17

## GENERAL INFORMATION

### **Academic Progress Information - PowerSchool**

All PGMS students and their parents have online access to student progress information. Parents/students use a login and password to access electronic grade books in PowerSchool. These grade books will show assignments and due dates. Teachers will update these grade books frequently so parents can also see the scores of completed assignments. Student and parent usernames and passwords are printed out and attached to the schedule the student receives at Registration Roundup. (For help creating or logging in to an account, contact the PGMS Office.) Once into the system, parents can look at assignments, grades, comments teachers may leave, and attendance in all classes. Parents can also email teachers, the counselor, or administration through this site. The web address is [www.pgpowerschool.org](http://www.pgpowerschool.org). PGMS will provide more specific details early in the year.

### **ASB - Student Council**

The student council sponsors a number of events that promote school spirit and a positive culture and climate at PGMS. The student council meets daily in the Leadership Class to plan school wide activities, including noon activities, dances, dress-up days, spirit weeks, and the allocation of the Student Council budget. The Student Council consists of a president from 8<sup>th</sup> grade, athletic commissioner, vice president from 7<sup>th</sup> grade, 6<sup>th</sup> grade representative, a treasurer, a secretary, and an assembly/social commissioner from either 7<sup>th</sup> or 8<sup>th</sup> grade.

### **Attendance**

**Absences:** Whenever a student is absent, parents are required to call the school at 646-6568 ext. 305 before 9:00 a.m. on the day of the absence. If you don't call the office before 9:00 am, an automated system will call the number on file and send an email notifying you that your child has been marked absent from class. A 24-hour voicemail is available for attendance calls. **All absences must be cleared by a telephone call or note from the parent or guardian within 72 hours of the absence.** If the parent does not contact the school within 72 hours, the absence will be recorded as **unexcused**.

Excused absence: Ed code 46010, 48205 recognizes only illness, doctor appointments, court appearances, observance of a religious holiday, family bereavement, and quarantine as excused absences.

Unexcused absence: All other absences, including family vacations, oversleeping, transportation issues, and personal reasons, are considered unexcused. 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. A tardy of more than 30 minutes is an unexcused absence.

Justifiable Absence Request: Justifiable absence request forms are available in the school office or on the school website, [www.pgmiddle.pgusd.org](http://www.pgmiddle.pgusd.org), under Resources for Parents. This form must be completed by the parent. The student must take it to each teacher to obtain signatures. The form must be returned to the Assistant Principal *at least two weeks prior to the absence*. The Assistant Principal will determine if the absence will be considered excused or unexcused. Students are responsible for obtaining and turning in all missed work during any absence, regardless of the absence justification. Approval for **allowable credit** due to an unexcused absence may be granted for up to **five days per school year**, except under unusual circumstances.

Passes: Following any absence, a student must obtain an **Admit Slip** in the Attendance Office. This slip should be presented to each teacher on the day the student returns to school.

**Tardiness:** Students are expected to report to school on time every day. Any student arriving late to any class period 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 30 minutes is considered a truancy.**

**Consequences for being tardy to class**

Tardy 1: Teacher warning, teacher consequence (such as a “conduct check”)

Tardy 2: Teacher warning, teacher consequence (such as a “conduct check”), parent may be contacted, student will be issued a warning slip by Asst. Principal

Tardy 3: Student assigned one detention, parent contacted by Asst. Principal

Tardy 4: Student assigned two detentions, conference with Asst. Principal, parent contacted by Asst. Principal

Tardy 5: Student assigned multiple detentions, parent conference with Asst. Principal

Tardy 6: Parent requested to shadow student, other consequences to be determined

**Reminder slips** for detention will be given to students as a courtesy. Students who have been assigned a detention, must serve that detention, even if they do not receive the reminder slip. Skipping detention will result in the detention being doubled. Students who skip detention more than once may be suspended.

**Detention** will be held in the Library on Mon., Tues. and Wed. from 3:10-4:00. Students are to silently work on homework while serving detention.

**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. An **Off Campus Pass** will then be issued. Whenever possible, please schedule medical and dental appointments on Thursdays after 2:00 p.m. or during non-school hours.

**Closed Campus:** PGMS is a closed campus. If there is a need for a student to go home during the school day, a 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.

**Truancy:** In accordance with Ed code 48260 (a) any student who accumulates three unexcused absences or three absences of 30 minutes or more or a combination thereof, in one school year, is considered **truant**, and the Monterey County Truancy Abatement Program process is initiated through the Monterey County District Attorney’s office. Per PGUSD Board Policy [AR 5113], 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 for 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 physical or documentation from court will not count toward excessive absences. If a student is found to be truant, the following procedures will be followed:

**First Truancy:** Letter #1 sent to parents, detention assigned for each period missed.

**Second Truancy:** Letter #2 sent to parents, parent and student attend meeting with Assistant Principal, detentions assigned for each period missed.

**Third Truancy and all subsequent truanies:** Letter #3 sent to parents and a copy of the letter and student attendance record will be sent to the District Attorney’s office, parent and student attend a meeting\* with Assistant Principal, detentions assigned for each period missed.

\*Any scheduled truancy meeting missed by a parent will result in a copy of the letter and student attendance record being sent to the District Attorney’s office.



## **Awards and Recognition**

The following are a few school sponsored awards designed to recognize those students doing an outstanding job at PGMS.

**Awards Assembly:** In the spring, we hold a school-wide assembly to recognize students for participation and achievement, such as: reading contest, instrumental and vocal music programs, athletic program, achievements in PE, community service and club involvement, attendance and more. Parents are invited to attend this assembly. It will take place during the school day.

**Conduct Club:** PGMS recognizes students who consistently display outstanding citizenship in the classroom. To be eligible to attend the quarterly Conduct Club Lunch, a student must receive straight O's (Outstanding) on his/her report card during the previous quarter. Students eligible to attend the Conduct Club Lunch activity will receive an invitation a few days prior to the event. Students are responsible for obtaining missed classroom assignments during the event.

**Kindness Kards:** Staff members recognize students who show exceptional attitude, effort, or courtesy with a Kindness Kard. Students may turn in their card to the office at the end of any given school day for a special treat.

**Student of the Month:** Students of the Month are selected by teachers each month to reward responsible behavior, good citizenship, or academic excellence. Students will be recognized with a certificate of appreciation, a bumper sticker, and a professional photograph, which is displayed in the main hall.

**Honor Society:** This form of recognition is reserved for students who excel in their academic work. Honor Roll is computed at the end of each quarter for students earning a 3.5 grade point average (GPA) or higher. The PGMS Parent Teacher Student Association (PTSA) sponsors quarterly Honors Activities to honor these students. Invitations are distributed in home room a few days prior to the event. Parents are encouraged to join their students. Dates for the Honors Breakfasts are listed in the school calendar.

**Honors Night:** In the spring, we hold a school-wide Honors Night. Students who have made the Honor Roll for each grading period are recognized. Community Service hours beyond the minimum will also be recognized.

## **Character Development**

At PGMS, we stress the building of our students' minds, health, and character. During the year, all students will participate in curriculum and activities designed to develop character traits that guide PGMS students to becoming healthy and productive members of society.

## **Clubs**

Students are encouraged to get involved with the clubs at PGMS to meet new friends and stay actively involved in school. Most of our clubs meet during lunch on a weekly basis. Each year the clubs vary. If a student has a club idea, he/she should complete the PGMS Club Request Form in the office. The student(s) need to establish who the club student leaders will be, a location, date and time, and a faculty advisor for the club. The form should then be returned to the Assistant Principal for approval.

## **Code of Conduct**

The Code of Conduct, which is included in this handbook, consists of school rules, procedures defining expected behavior, and consequences for misbehavior. *We require students and parents to read the document together to understand PGMS standards for good behavior, and sign on the last page.* These rules and procedures are board adopted in accordance with the State of California Education Code. The Code of Conduct may also be found on our school website, [www.pgmiddle.pgusd.org](http://www.pgmiddle.pgusd.org).

## Communication – Home to School

PGMS Website: [www.pgmiddle.pgusd.org](http://www.pgmiddle.pgusd.org) - The daily bulletin is posted on our school website. Students view a daily Video Bulletin when they arrive to homeroom each day. An electronic copy of this Daily Bulletin is available for parents to view.

School Messenger: Parents will receive emails through School Messenger from the Principal or school. These are important mass email notifications and should be read immediately.

Newsletter: The monthly newsletter is a detailed source of information about all of the events taking place at PGMS. It will be emailed to parents each month through School Messenger. It is also available on our school website or a paper copy is available in the front office.

PowerSchool: Teachers communicate information about grades and classroom conduct with parents through PowerSchool.

Google Classroom: Many teachers use Google Classroom as a place to post assignments, documents, due dates, and updates on course-related topics. Parents can log in using their student's login and password credentials.

Email & Phone: Teachers and other school staff can be reached at any time by phone or email. Please be patient with your communication with teachers. Teachers may need to wait until the end of the school day, or their next break without students, or after meetings to check your message and respond.

## Community Service

PGMS values community service and the concept that students should volunteer 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 hours to be eligible to promote to high school. Students may complete more hours if they choose to do so. Hours may be earned by volunteering for **non-profit organizations**. Helping out with a family/neighbor project, babysitting, working for a private business (even without pay), etc. do NOT qualify as community service projects. All hours must be completed outside of the regular school day. Pre-approval of projects is highly recommended. Questions or concerns about community service can be addressed by the **Counselor at 646-6568 ext. 304**. The deadline to complete all community service hours for eighth graders is April 24, 2016.

## Counseling

Counseling services are available for every student in the school. The purpose of the counseling program is to support and meet the needs of all our students. We also want our program to be proactive versus reactive. We use a collaborative approach by gathering input and support from teachers, students, parents, and community representatives. Our comprehensive Guidance and Counseling Program facilitates student development in three broad areas: academic, personal/social, and career. We utilize one full-time counselor, a district psychologist, and outside providers as needed to provide services to students, parents, and teachers. These services include assistance with educational planning, study techniques, and/or personal/social concerns. Our school counselor organizes **Student Study Teams** for students struggling with academic, behavioral or attendance concerns. Parents, teachers, student, administrator, and counselor are present to collaborate at these meetings. If a student is having difficulty communicating with a peer or teachers or if the student is having a conflict with another student, he/she should fill out an **"I want to see" form**, located in the office and request to see the counselor. In addition, for students struggling with social and emotional issues, we provide **SuperKids**, a program contracted through the Community Human Services Agency of Monterey. A counseling intern is provided to meet with our students weekly or bi-monthly. Students may be seen once without parent consent.

## Course Outlines

A course outline from each teacher will be sent home with students at the beginning of the school year. The outline will include information specific to the class regarding grading procedures, policies for late or incomplete work, extra credit information, homework guidelines, and any special materials needed for the class. In addition, all PGMS teachers and departments use PowerSchool and/or Google Classroom to inform students and parents about assignments and grades.

### Course Requirements for grade level Promotion/Retention

Each student must take a minimum of six courses per semester unless assigned to a reduced day by the principal. Students may also sign up for some first period or eighth period classes that are offered. Each course completed (grade D-, 60% 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).

For promotion to the next grade level, all students must earn a minimum of 44/48 units during each year of attendance in middle school. In addition, all eighth grade students must perform 16 hours of community service in order to be promoted to high school.

Any student who fails **more than one semester class, either Semester 1 or Semester 2 (less than 44 units for the entire year)**, will not be promoted to the next grade level without attending summer school. Traditionally, summer school begins the week after Semester 2 ends and lasts for 4 weeks, however this may change year to year.

Students not meeting grade level standards will be considered for retention. This decision will be made by the Principal and counselor in May. **Eighth grade students who fail more than one class during the eighth grade year will not be permitted to participate in the promotion ceremony, promotion dance, or eighth grade trip to Santa Cruz Beach Boardwalk. Seventh grade students who fail more than one class during the seventh grade year will not be permitted to attend the promotion dance.**

If your child has missed a great deal of school during any given quarter, “incompletes” may be given in the 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 the missing work or assignments to receive a letter grade. Please contact the teacher assigning the “incomplete” mark to obtain a list of incomplete or make-up assignments, alternative test days, etc. **per Board policy, there will be no grade changes after 10 days of school following the last day of the quarter.** Please contact the school counselor if you have any questions.

	<u>6<sup>th</sup> Grade</u>		<u>7<sup>th</sup> Grade</u>		<u>8<sup>th</sup> Grade</u>	
	<i>Semester</i>		<i>Semester</i>		<i>Semester</i>	
	<i>Courses</i>	<i>Units</i>	<i>Courses</i>	<i>Units</i>	<i>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 <sup>th</sup> Cycles	*	8	-	-	-	-
Electives	-	-	2	8	2	8
<b>TOTAL</b>		48		48		48

Every effort has been made to provide your child with the best possible schedule of classes. If there is an issue or conflict within a student schedule, please contact the teacher directly. If the issue/conflict cannot be resolved, please contact the school counselor for assistance.

## **Food Service**

All of the principles embodied in the district's wellness policy have been adopted and implemented at PGMS. [BP 5030] The cafeteria lines are open at break and lunch daily. At these times the cafeteria offers full meals, many a la carte items and snacks for sale. Parents are encouraged to prepay for meals and snacks. Money can be added to a student meal account with cash or check. Parents may also apply money to a student's meal account using a credit or debit card. Please visit EZSchoolPay.com, you will need your child's student identity number to create an account. Credit cards are not accepted in the cafeteria. All overdue balances must be paid before the end of the school year. Students who owe money will not be allowed to purchase a la carte items or snacks. Students are reminded when they need to bring money and weekly calls and emails will be sent to parents to let them know when the account is overdrawn. All outstanding balances must be paid before the end of the school year.

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 on the district website or contact the District Nutritional Director, Dianne Hobson, at 646-6521. Free and Reduced meal applications are available in the school office, the cafeteria, or on the district website. Free and reduced lunches are available for field trips. Students may apply for free and reduced meals at any time during the school year.

### **IMPORTANT INFORMATION CONCERNING NEGATIVE LUNCH ACCOUNT BALANCES.**

- Every student has a lunch account.
- Parents are responsible for their student's lunch account.
- Meals should be pre-paid and accounts should be kept current.
- If there is no money on your child's account and they are not eligible for free meals, the purchase of meals and food items will be charged to their account.
- If the balance reaches a negative \$10.00 the student will only be allowed to charge a full meal until the balance is paid in full. No other item, e.g. drinks, snacks or a la carte items will be allowed to be purchased.
- If a negative balance reaches \$25.00, students will no longer be able to charge to the account until the balance is paid in full. Students will need to use cash until their account is current.
- Site Principals will be notified when student's negative balances reach \$25.00.
- As a courtesy, the Food Service Program emails and calls overdue information at least once a week, using the School Messenger system.
- Students are reminded when their balance is low and also when the accounts become overdrawn.
- The Nutrition Director will also notify parents when accounts are overdrawn.

Payments can be made using either cash or checks (made payable to PGUSD Food Service).

Parents can create an account on EZSchoolPay.com using your student name and student number and pre-pay using a debit or credit card.

Allowing charges to accumulate can lead to financial losses to the food service program and is unfair to the families that do pay for their meals. If unpaid charges become excessive, the District reserves the right to take steps deemed necessary to collect charges owed and to prevent further loss to the District. These actions can include, but are not limited to;

- offering an alternative meal
- initiating collective agency actions proceedings, which may affect a parent's personal credit rating
- Or denying campus activities

### Food Rules:

- No food is allowed in the hallways or classrooms.
- Sodas, high sugar energy drinks, candy and other sugary snacks are not allowed at school. Gum is not allowed on campus.
- Glass containers are not allowed at school.
- Students are expected to be quiet and courteous in the lunch lines. Cutting in line, pushing or general horseplay is not acceptable conduct and will result in disciplinary consequences being issued.
- Stealing food from the cafeteria or other students will not be tolerated and will result in disciplinary consequences. Food must remain in plain sight while in the lunch lines.
- Students who tamper with the food serving lines and equipment will face disciplinary consequences
- Throwing food or drinks is prohibited. Students are encouraged to maintain clean eating areas by using the trash cans and recycling bins.
- All food and drink must be consumed in the designated lunch table areas. No food or drink is allowed on the athletic field. Food and drinks are not allowed inside the school building, inside of classrooms, or to be stored in lockers if previously opened.

### **Grading, Report Cards & Progress Reports**

A, B, C, D and F grades are issued for each class each marking period. Citizenship grades – O for outstanding, S for satisfactory, N for needs improvement, and U for unsatisfactory – are also given for each class each reporting period. Each semester is graded independently and is recorded on the student's permanent records. Academic and Citizenship grades are used when determining eligibility for student council, sports, and overnight field trips. (See page 24 for more information on eligibility) Midway through each semester we issue quarterly **report cards**. Report cards are mailed home the week following the end of each quarter. Midway through each quarter, about 5 weeks in, Progress Reports are sent to any student in danger of receiving a grade of C- or lower and/or a "U" for Citizenship. Parents can access current grades at any time by checking PowerSchool.

### **Health Information**

If your student is ill, please do not send him/her to school. This includes any student who has experienced a fever, vomiting, or diarrhea within the previous 24 hours. If a student becomes ill while at school, he/she should ask permission from the teacher to go to the office. Parents will be contacted if a student is unable to remain at school. If a student is required to take medication at school: 1) A parent permission form and physician authorization form must be completed and on file in the school office, 2) An adult must bring the medication to the office and be administered by the parent. According to district 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. Permission for a student to carry emergency medication or have it stored in the front office must be obtained from the PGMS Health Clerk or in the front office. Please do not send medication to school with your student if we do not have a medication release form completed by your doctor. Please keep emergency contact information current in the office for occasions when our staff is unable to contact the parent.

### **Homeless/Families in Transition**

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, Clare Davies, at 646-6523.

## **Homework Policy**

Responsible completion of homework is an extremely important trait as your student progresses through middle school and prepares for high school. In addition to class instruction, each student will be expected to complete some schoolwork at home to achieve mastery. Some assignments are long range in nature and require planned study time for completion. It's important for students to begin working on long range assignments as soon as they are assigned, rather than waiting until the night before they are due. Major assignments, tests, and projects within each grade level are plotted on a grade level calendar to avoid common due dates. PGMS will not assign homework on weekends/breaks unless there are extenuating circumstances (if a student missed school time due to an excused absence).

Middle school homework for **core** subjects should average:

- 60 minutes per night four nights per week in 6th grade (240 minutes per week)
- 70 minutes per night four nights per week in 7th grade (280 minutes per week)
- 80 minutes per night four nights per week in 8th grade (320 minutes per week)

These times may vary slightly, and some subjects (such as advanced math) may require more time while others may require less. Parents are advised to establish a set routine at home so that students recognize the importance of homework and accomplishing the tasks assigned to them. Students are often provided time in class and must utilize this time to begin their homework with the teacher present. Additional time is available for students to complete their homework (under the supervision of a certified teacher) Monday through Wednesday in the library from 3:10-4:00 in the library. Teachers will outline their individual homework practices and policies for make up work in their course syllabus.

## **Homework Information & Make-up work**

While a student is home ill or away from school for any reason, the student should keep current on the day's assignments by having a student buddy in each class and checking their Agenda/Planner, Google Classroom, and PowerSchool. Requests for homework from the teachers will be made for absences of **three or more consecutive days**, and must be made by contacting the attendance clerk at 646-6568 ext. 305 prior to 9:00 a.m. Homework can be picked up in the office between 3:30 p.m. and 4:00 p.m. on the day requested. Students who are absent due to illness will be given a reasonable amount of time (one extra day per day absent) to make up missed assignments. Suspended students are also required to make up missed homework.

## **Library and Computer Labs**

**Library:** The library is open from 8:00 a.m. to 3:00 p.m. daily. Library books may be checked out for two weeks at a time and then must be returned or renewed. Students must take responsibility for lost, stolen or damaged books. Overdue materials may result in the loss of library borrowing privileges. All fines must be paid in order to participate in the end-of-year field trips. Students are not allowed to bring food or drinks into the library. Students may use the library at lunch (days open to be announced) by picking up a library pass in the morning before school or at break.

**Textbooks/Library books:** Textbooks are issued to each student at the start of the school year through the library. Classroom teachers will direct students to take their book home for the year or to store it in their locker. Textbooks are to be covered for the entire year. Parents are liable for lost or damaged textbooks as well as other library books. Textbook and library book fines must be paid prior to the end of the year to remain eligible to attend end of the year activities such as Santa Cruz Beach Boardwalk, Promotion Ceremony and Promotion Dance.

**Study Hall:** The library is open on Mon-Wed for afterschool study hall from 3:10 p.m. to 4:00 p.m. This is a quiet, structured drop-in program for any student who would like to work on homework or do research on the computers. A faculty member will be present to provide assistance.

**Computer Labs:** The computer lab in Room 21 is available to be used for whole class instruction. Students are expected to abide by the PGUSD Technology User Agreement (PGUSD policy 6162.7 & 6163.4) and sign the agreement at the start of each school year. Technology User Guidelines include the following: 1. Use appropriate respectful language 2. Privacy 3. Electronic mail 4. Information 5. Plagiarism 6. Vandalism 7. Site Content 8. Consequences. PGMS provides technology and electronic information services as a privilege. Students who use technology inappropriately may lose the privilege and may receive disciplinary consequences.

## **Lockers**

All students will be assigned a book locker and a PE locker (assigned by PE teacher) at the start of the school year. Backpacks **MUST** be kept inside the locker the entire school day and should not be brought to the classrooms or field. The school accepts no responsibility for the contents of lockers. The school periodically checks student lockers.

To maintain locker privileges, students must abide by the following rules:

1. Use only the locker assigned to you and keep it locked at all times. Do not trade lockers.
2. Keep your locker combination secret. Sharing locker combinations may lead to theft.
3. If a student has concerns about locker security, he/she should report it immediately.
4. Do not write or mark on, or in, lockers. Do not affix stickers on, or in, the lockers.
5. Do not tape anything inside the lockers.
6. After locking your locker, spin the combination dial and double-check that it is securely locked before walking away.
7. Do not leave your locker 'popped.'

Students are responsible for the cleanliness and upkeep of their assigned lockers and are not allowed to store food in their locker overnight. Students who abuse, misuse, share, 'pop', or trade lockers may lose the privilege of using a locker for the remainder of that quarter. Parents/students will be required to pay for locker damages should they occur. A fee will be charged for locker repairs, cleanup, or changing the locker combination.

## **Lost & Found**

The Lost and Found areas are located outside the library, and inside of the boys and girls locker rooms. Students are encouraged to write their name on all personal items and clothing. Persons finding valuable items should turn them into the office immediately. Students and parents should check the lost and found regularly and only take items originally belonging to him/her. All unclaimed lost and found items will be donated to charity at the end of each quarter.

## **Messages/Deliveries**

Sending messages and forgotten items to students while they are in class disrupts the learning process and will only be done in emergency situations. Forgotten homework, PE clothes, and lunches are not considered an emergency. Any item dropped off for a student will be held in the office until the student can retrieve it during a passing period or break. A note will be sent to notify the student that the item has been dropped off. Special deliveries, such as balloons for birthdays, are not allowed on the PGMS campus.

## **Parent-Teacher Conferences**

Parent Conferences are held twice each year, once in late October, and again in March. Students who receive low marks on their first quarter report card will have priority in parent-teacher conference appointments. 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. Parents are encouraged to keep in touch with teachers via PowerSchool as needed over the entire school year.

## Physical Education

All students are expected to dress out for and participate in PE every day. Students must be in the locker rooms when the tardy bell rings. Additionally, all students are expected to remain in the presence of the teachers or supervisors after dressing.

**PE Requirements:** Beginning the third day of school, each student must have a PE uniform and proper athletic footwear.

Uniform/Dressing Out- Our expectation is that students dress out fully every day for credit. No partial credit will be given for single items of clothing. Students will adhere to all of the following to receive credit.

Athletic Footwear- Shoes will have **flat** athletic soles and cover the entire foot with adequate tension for proper support to prevent injury. Without this basic equipment, students may not participate and therefore earn no points. A suggestion is designating an appropriate pair of shoes to be left in the PE locker.

Shirt- PGMS T-shirt with LAST NAME + FIRST INITIAL is preferred. Also acceptable is a plain blue, white, or gray shirt.

Bottom- PGMS printed sweats or shorts are preferred. Also acceptable are plain colored leggings, shorts, or sweat pants which may be worn in the colors of blue, gray or black with LAST NAME + FIRST INITIAL printed on the item. If it is not possible to write on the outside, the tag or waistband will suffice.

Layers- Only jackets or sweaters may be worn over the P.E. uniform. No other school layers are allowed under or over the P.E. uniform. Know that our weather changes dramatically throughout the day, so a variety of clothing items is recommended.

Students who do not dress appropriately for PE will receive a lower grade and/or disciplinary consequences. Remember to secure your clothing in your PE locker to prevent theft.

PE Behavior: Student behavior in PE is expected to be the same as in any other class. Pushing, grabbing, teasing, poking, tripping, and use of inappropriate language will not be tolerated. These behaviors will lead to referrals and disciplinary consequences. Gum is not allowed in PE nor on campus.

Excuses from PE participation: If there is any change in your student's health which may affect his or her ability to take PE, or if he or she is placed on regular medication (ed. Code 12020), it is the parent's responsibility to notify the school. Make-ups for excused absences and medical excuses will be determined by the teacher.

- **Parents' notes** are good for **one to three days**, depending on the issue. The note must state the number of days excused, or the instructor will assume it is only for one day. The note should also be specific about what activities the student is prohibited to perform. A note must be presented the day the student is to be excused from PE activities. Students who are excused from PE activities for medical reasons are still expected to be on time to roll call and to be dressed out.
- **A medical doctor's note** is required for excuses lasting **longer than three days**. The note should include all of the above information. The doctor should also recommend the type of activity, if any, that the student can perform while excused from PE and the length of time for that recommendation. Students who are excused from PE activities for medical reasons are still expected to be on time for roll call and to be dressed out, unless otherwise determined by the teacher, counselor, or administrator.



### **School/Office Hours**

PGMS is open from 7:35 a.m. to 4:00 p.m. Students who have a 1st period class, which begins at 7:45 a.m., are allowed in the building to go to their locker and go to class. Students who do not have a 1st period class are not allowed in the building until opening bell at 8:25 a.m.

Students who remain on campus 10 minutes after the final bell must be inside of a classroom participating in a designated program (library/study hall, computer lab, detention, AIC, music, athletics). Students may not simply “hang out” after school, as no supervision is available.

The office is open daily from 7:35 a.m. to 4:00 p.m.

### **Student Supplies**

Each student is asked to have a **3-ring binder with subject dividers, ruled/lined paper, writing utensils and an assignment planner**. One planner will be supplied FREE to each student at the beginning of the school year. If this is lost or damaged, a replacement planner can be purchased in the front office for \$8.00. Each student is given a handbook entitled “*Common Core Writing for English Language Arts and Across Content Areas*” at the start of their 6<sup>th</sup> grade year. Students are to keep this handbook for their 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade years at PGMS. If a handbook is lost or damaged, a replacement handbook can be purchased for \$5.00 in the Library.

### **Student Transportation – Bus, Bicycles, Skateboards, Scooters**

**Bus Passes:** Students must have a bus pass to ride the school bus to and from school. Bus pass information may be obtained in the PGMS front office. Bus passes will be issued from the PGUSD District Office. The buses pick up PGMS students between 3:20 and 3:30 Mon, Tues, Wed, and Fri, and by 2:15 on Thurs.

**Bicycles:** We encourage students to ride their bicycles to school in a safe manner. Students must wear a helmet and can store the helmet inside of their personal locker during the school day. *Bicycles must be walked at all times while on the PGMS campus.* Students found riding a bicycle on campus will have the bicycle confiscated and receive disciplinary consequences. Bicycles are to be stored and locked inside of the bike locker area before school. Students should bring their own lock and chain to keep their bicycle secure in the bike locker area. Students who need to get their bicycle from the bike locker during the school day must inform the office. The school assumes no responsibility for bicycles, helmets, backpacks, etc. left unlocked or unattended in the bicycle locker area.

**Skateboards & Scooters:** Skateboards must be properly stored in the skateboard lock section of the bike locker area. *Skateboards/Scooters may not be stood on or ridden anywhere on campus at any time.* Students found riding or standing on a skateboard/scooter on campus will have the skateboard/scooter confiscated and receive disciplinary consequences. The school assumes no responsibility for skateboards/scooters, helmets, backpacks, etc. left unlocked or unattended in the bicycle locker area. Skateboards/scooters may NOT be stored in student lockers.

**Visitors/Volunteers**

Any person, including parent(s), who would like to visit a class, should make an appointment by calling 646-6568 at least one day prior to the visit. All visitors must use the front doors of the school, check in at the front office, and obtain a guest badge to be worn while on campus. Visitors are not allowed to go directly to classrooms or the outside eating areas. Parent(s) interested in regularly volunteering on campus inside the Library or during lunch, should contact the office, at 646-6568. All volunteers interacting with students MUST be fingerprinted at the PGUSD Office prior to volunteering. Please call Angela Lippert at 646-6553 to schedule a fingerprinting appointment.

PTSA: The PGMS Parent Teacher Student Association is a volunteer organization of parents, educators, and community members who work together to promote the education and well-being of the 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 website for meeting times.

PG 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 fundraisers and allocates money to each school based on requests received. For more details contact PG Pride at the district website [www.pgusd.org](http://www.pgusd.org)

School Site Council: This committee is formed under mandate of state law and is composed of four parents, four teachers, a classified employee, two students and the school principal. School Site Council meets once per month to develop a Single Plan for Student Achievement, oversee school program and make recommendations to the Board of Education. Committee meeting dates will be posted in the office and in the school newsletter. The public is encouraged to attend.

# PACIFIC GROVE MIDDLE SCHOOL

## CODE OF CONDUCT

### 2017-2018

#### Pacific Grove Unified School District

##### **Mission Statement**

Pacific Grove Unified School District, in partnership with the community, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will ensure opportunities for students to acquire and apply the knowledge and skills that develop insight and character necessary for a productive and rewarding life.

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. [BP 5131]

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students and volunteers. [BP 5131]

#### Pacific Grove Middle School

##### **Our Mission**

The mission of the Pacific Grove Middle School is to provide a quality educational experience that teaches our students the skills and abilities they need to transition into high school with self-esteem, a capacity for critical thinking, a sense of responsibility, global awareness, and respect for self and others. Our staff is committed to setting and achieving high standards of academics and behavior while recognizing and responding to the individual talents and learning styles of our students.

##### **Code of Conduct**

The PGMS Code of Conduct outlines the rules which shall be followed to provide a safe, orderly, and respectful environment so teachers can teach, students can learn, and so we can create a school everyone wants to come to every day. All school rules are based on district policy and state law. Policies and rules are enforced fairly, uniformly and consistently without regard to race, beliefs, economic status, or gender.

Referrals: If a student violates a school rule and/or policy, or is involved in any misbehavior which disrupts school activities, he/she may be issued a referral and/or disciplinary consequence. More serious disruption or defiance issues, such as cheating, bullying, defying authority, etc., result in an immediate referral and/or being sent to administration for disciplinary counsel. Warnings are issued for minor disruptions or defiance such as chewing gum, littering, horseplay, etc. A referral will be given for repeating these same types of behaviors. Teachers, substitute teachers, staff, or bus drivers may write a referral to the administrators. Referrals are cumulative by quarter and may limit a student's eligibility for extracurricular activities. The teacher/staff member issuing the referral will make initial contact with parent(s). The administrator will follow up with additional parent contact when issuing a consequence.

Disciplinary Interventions/Consequences: All avenues shall be utilized to encourage the positive interaction of students. However, when misconduct occurs and a warning or referral is issued, the interventions we employ are intended to help the student learn from his/her mistakes and to exercise self-control. These interventions include, but are not limited to, the following: **Advising and counseling students; conflict resolution; parental contacts and conferences; detention during and after school; work/trash detail at lunch or after school; the restriction of participation in school activities (including participation in after-school sports, attendance at non-academic assemblies, school dances, and extra-curricular activities); restricted use of school technology; alternative learning environments; creative scheduling; and, when necessary, suspension, expulsion, and/or involvement of the PGPD School Resource Officer.** Disciplinary consequences will be issued on a progressive discipline system. Students who repeat inappropriate behaviors or who are frequently disruptive or defiant will be issued more severe interventions/consequences. These are to be determined by administration on an individual basis.

The administration and staff at Pacific Grove Middle School are committed to the belief that everyone has a right to be treated with dignity and respect. Students who show a lack of regard or respect for others will be counseled and helped to understand that to diminish one diminishes all. Appropriate behavior is the responsibility of each student.

## **I. Truancy**

California State law requires students to attend school and all classes on a regular basis. California Education Code recognizes only illness, medical appointments, quarantine, observance of a religious holiday, or attendance at funeral services as excused absences. All other absences, including family vacations, oversleeping, personal reasons, or any absence not cleared within 72 hours are considered unexcused. A student will also receive an unexcused absence if he/she cuts class or arrives at school without a valid parent excuse 30 minutes after the start of school. When a student receives an unexcused absence, parents are notified, a referral may be written, and after-school detention may be assigned. After the third unexcused absence, California Ed Code considers a student truant and truancy proceedings are initiated with the Monterey County Truancy Abatement Program and the District Attorney's office. Please note: **Teachers are not required to accept make-up work from a student who receives an unexcused absence.**

## **II. Tardiness**

A student is considered to be tardy if he/she is not seated and prepared to work when the class period begins. Tardies accompanied by a doctor's note or appointment card are excused; however, other tardies, whether the fault of the parent or student, cannot be excused. Tardies are cumulative by quarter. Each period is recorded separately. For each tardy that occurs the following consequence(s) will apply:

- Tardy 1: Teacher warning, teacher consequence (such as a "conduct check")
- Tardy 2: Teacher warning, teacher consequence (such as a "conduct check"), parent may be contacted, student will be issued a warning slip by Asst. Principal
- Tardy 3: Student assigned one detention, parent contacted by Asst. Principal
- Tardy 4: Student assigned two detentions, conference with Asst. Principal, parent contacted by Asst. Principal
- Tardy 5: Student assigned multiple detentions, parent conference with Asst. Principal
- Tardy 6: Parent may be requested to shadow student, other consequences to be determined

**Detention** reminder slips will be given to students as a courtesy. Students who have been assigned a detention must serve that detention, even if they do not receive the reminder slip. Skipping detention will result in the detention being doubled. Students who skip detention more than once may be suspended as that would be considered an act of defiance. Detention will be held in the **Library on Mon., Tues., and Wed. from 3:10-4:00**. Students are to silently work on homework while serving detention.

### **III. Dress Code**

Students are expected to wear appropriate clothing to school. Students shall refrain from wearing clothing or accessories that make reference to drugs, alcohol, tobacco, gangs, sex; or violent, oppressive and/or demeaning behavior; or expose the torso, cleavage, or upper thigh, including see-through materials.

- Skirts, dresses, shorts and holes in clothing must at minimum be finger-tip length.
- Pants must be worn at hip level in a manner in which underwear is not exposed or would not be exposed if the shirt were raised. (No sagging)
- Shirts must cover cleavage and midriffs at all times.
- Straps on tank tops must be one inch or wider. No spaghetti straps or strapless tops are to be worn.
- Excessively tight fitting clothing is not permitted.
- Bare feet, for reasons of health and safety, are not allowed. Shoes must be worn at all times.
- Pajama pants and slippers are not allowed, unless it is a designated dress up day.
- Hats or hoods may not be worn inside of the school building at any time during the school day. Bandanas are not allowed to be worn.

Consequences for Violating the Dress Code:

- First time offenders will receive a warning and be required to change or cover up the clothing.
- Second time offenders will receive a referral and be assigned an after-school detention. He/she will be required to change, and his/her parents will be notified.
- Further offenses will, in addition to a referral, detention(s), and a change of clothing, require the parent(s) and student to attend a conference with the Assistant Principal and may result in suspension.

The above dress-code standards are also in effect for all extra-curricular events and activities.

Determination of appropriate clothing will be made by school administration.

### **IV. Prohibited Items**

Students are prohibited from bringing Sharpies, lighters, fireworks, poppers, stink bombs, pepper spray or mace, tobacco, E Cigarettes, drugs, drug paraphernalia, alcohol, knives of any kind, guns of any kind, laser pointers, or any other dangerous objects/toys to school. Possession of such items may result in a one to five-day suspension and the involvement of the PGPD School Resource Officer. Continued possession of such items may result in a recommendation for expulsion.

Students are also prohibited from chewing gum at school, and from bringing roller blades, digital cameras, body and deodorant sprays, *or other personal property/toys not related to school activities*. Per Board Policy, balloons of any sort are prohibited on all PGUSD campuses. Possession of these items may result in a referral and disciplinary consequence. Students should not bring large amounts of money to school and are also prohibited from selling anything on campus.

### **V. Drug Canine Units & Searches**

Use of drug-detecting canines is one part of a comprehensive approach to drug and alcohol prevention in PGUSD. Reaching the goal of zero use and/or possession of drugs and alcohol on campus depends on students, parents, and staff members working together. Random searches by dogs will take place on campuses at unannounced times during the school year. 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.

## **VI. Cell Phones and Other Electronic Devices**

Per Education Code 48901.5 (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. (Amended by Stats. 2002, Ch. 253, Sec. 2.)

Cell phones, music devices, and all portable media devices, including e-readers, must be turned off and stored inside lockers during regular school hours. These items may only be used outside of the school building before and after school. These items are the most commonly lost or stolen items at school, and we cannot and will not be responsible for such items. We strongly recommend that you keep all valuable items at home. Any time a student is found using a cell phone or other electronic device, or with the item on or out during the school day, he/she will receive a referral and the item will be confiscated.

- On the first offense, the student will be issued a referral, may reclaim the item no sooner than the end of the school day from the Assistant Principal and a parent will be contacted.
- On the second offense, the student will be issued a referral, assigned an after-school detention, and the parent must pick up the item from the Assistant Principal.
- On the third offense, the student will be issued a referral, a parent conference will take place with the Assistant Principal, and the student will lose the privilege of having the cell phone/device on campus for the remainder of that quarter. Phone storage agreements will be made at the parent conference.

## **VII. Academic Honesty – Plagiarism/Cheating**

Students who copy work from others, lend inappropriate assistance (allow others to copy work) to others, submit work that is not their own efforts, or engage in forgery are guilty of “academic dishonesty” and will be penalized.

Plagiarism includes taking someone else’s assignments or portion of an assignment and submitting it as your own, submitting material written by someone else (including online resources and class texts) without properly citing the source(s), and presenting the work of tutors, parents, siblings or friends as your own. Cheating is copying another student’s work or lending/receiving outside assistance on any assignment, test or quiz, except when the teacher allows. When a student violates the Academic Honesty Policy at any time, he/she will be disciplined in a manner consistent with the nature of the infraction, and may include any or all of the following:

- Receive a zero for the academic exercise
- Referral will be written
- Parents will be notified by the teacher
- After school detentions will be assigned
- Repeat offenders will be suspended

### **VIII. Disruptive Classroom Behavior**

When a student is disruptive in class, the teacher will follow their classroom discipline procedures and may issue the student a consequence. For repeated disruptive behaviors, a teacher may elect to issue the student a referral and send the student to the office. Teachers will notify parents of the referral. Upon arrival there, the student will meet with the Assistant Principal and consequences will be issued. Consequences may include a conference, warning, detention(s), class suspension, full-day suspension, or parent shadow. Repeated disruptive behavior will result in more severe consequences. The Assistant Principal will contact a parent any time a disciplinary referral and consequence is being issued. Teachers have the right to suspend a student from their classroom for a total of two days, including the day of the disruption. If a student is suspended for a class period, he/she will complete class work in the office or library.

### **IX. Harassment, Bullying, Cyberbullying, and Intimidation**

Students have the fundamental right to a safe and secure environment. Students and parents place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation and threat. Accordingly, the district and staff shall not tolerate any incidents of bullying or harassment. To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy. [BP 5145.3]

Harassment, bullying, cyberbullying, and intimidation will not be tolerated at PGMS.

Harassment consists of verbal or physical conduct relating to an individual's gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, age, economic status, sexual orientation or the perception of one or more such characteristics. [BP 5145.3]

Bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons. Bullying includes assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, social isolation, and hazing. [BP 5145.3]

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. [BP 5131]

Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury. [BP 5145.3]

Students who engage in such behavior will be disciplined in a manner consistent with the nature of the infraction. Students who repeatedly engage in such behavior will receive increasingly severe consequences up to, and including, suspension from school and/or recommendation for expulsion from the district. Students who engage in sexual, racial, ethnic, and religious harassment will be dealt with more severely.

At a minimum, students are subject to the following:

- First offense: Receive a referral, assigned to lunch or after-school detention, participate in a Conflict Resolution, parent contacted by Asst. Principal.
- Second offense/breaking of CRT agreements: Receive a referral, assigned one day suspension, and a meeting to be held with student, parents, and Assistant Principal.
- Third offense: Suspended from school for two to five days.
- Fourth offense: Suspended from school for three to five days, possible involvement of the PGPD School Resource Officer, and possible recommendation for expulsion

## **X. Internet and Technology Use**

Access to PGMS computers and the network requires parent and student signatures on the Acceptable Use Agreement (See page 27 of this handbook for the conditions of the Agreement). Network administrators may review files and communications to insure that students are using the system responsibly. Violations may result in a referral, restricted computer and network access, such as a technology suspension, and other disciplinary and legal actions when necessary. Violations of the Acceptable Use Agreement include but are not limited to:

- Using another student's username and password to access the network.
- Trespassing in another's folder, work, or files.
- Sending or displaying offensive messages, pictures, or media of any kind.
- Use of obscene or profane language.
- Harassing, intimidating or bullying others.
- Accessing online chat rooms, social networking sites, or instant messaging services.
- Accessing websites not directed to do so by a teacher or staff member.
- Chatting with other PGUSD students.

## **XI. Physical Violence and Fighting**

Students who physically harm another person will, at a minimum, receive a referral and may be suspended. Students will not push, shove, or grab one another. Students who engage in fighting will be suspended for one to five days. All parties involved in a fight may be suspended. Self-defense is limited to actions required to escape injury, and does not include fighting back when escape is possible.

## **XII. Profanity and Inappropriate Language**

Students who use inappropriate and/or profane language will receive a referral. Disciplinary consequences will be issued by the Assistant Principal.

## **XIII. Public Displays of Affection**

Students shall refrain from engaging in public displays of affection. Such displays include kissing, hand holding, romantic hugging, sitting on students' laps, or other behaviors that promote romantic relationships on campus.

- First time offenses result in a warning and parent phone call.
- Second offenses result in a referral and after school detention.

## **XIV. Failure to Serve Assigned Detention**

Students who fail to serve an assigned detention will receive a referral and have that detention time doubled. Repeated failure to serve detention will result in a suspension.



## **XV. Scholastic and Behavioral Eligibility**

While many school-wide activities are open to all students regardless of academic standing 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. All marks for eligibility are determined by grades on the most recently completed reporting period. **A student's eligibility may be removed by the site administrator as part of a disciplinary action.**

**The end of the year 8<sup>th</sup> Grade field trip is open to all promoting 8<sup>th</sup> grade students (on track to earn 44 units) not involved in recurring and/or serious behavioral or disciplinary problems.**

Extracurricular and co-curricular activities: All students in grades 6 through 12 must meet the following standards for extra-curricular and co-curricular eligibility. [AR 6145]

Definitions:

Extra-curricular: Activities not associated with the classroom and offered beyond regular school day (e.g., team and individual sports, spirit squad, drama, clubs, and the like).

Co-curricular: Activities that are an extension of the classroom and for which the student does not receive a grade, (e.g., Close Up, History Day, curriculum-related field trips).

### Scholastic Eligibility for Students in Grades 6, 7, 8

Following are the scholastic eligibility standards of the District for grades six, seven and eight. These standards are part of the middle school's continuing high expectations for its students.

<b>Level I</b>	<b><u>Activities</u></b>	<b><u>Requirements</u></b>
	Leadership, Student Council, Overnight Field	A grade of C or better in every class; No N or U in conduct in any class; No suspensions.
<b>Level II</b>	Interscholastic Sports, School Dances and other Extracurricular Activities	2.0 GPA; No F or U in any class; present in school for one half of the instructional minutes on day of event;

To remain eligible for after school sports and extra-curricular activities, a student must have received a GPA of 2.0 or higher on his/her most recent grade report (including fourth quarter/semester two of the previous year), must have no F grades, and must have no U citizenship marks. A student's eligibility may be removed by the site administrator as part of a disciplinary action.

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, or II, regardless of their academic standing with the District, during the entire period of the student's suspension, expulsion, or suspended expulsion.

If a student is absent from school due to illness or any other reason, he/she may not participate in practice or a game on the day of the absence. In order to practice or participate in a contest on any given day, a student must be present in classes for at least half of the instructional minutes of the day.

Notification:

In Middle School and High School, students must be informed of the District's eligibility requirements. Notification shall, at a minimum, include:

1. Annual publication of eligibility criteria in the Student/Parent Handbook
2. Printed notice on student report card informing them of eligibility and steps that can be taken
3. Progress report notices which include the following "**bolded**" statement  
**Students in all grades 6-8 must have a 2.0 GPA with no "F" grades and no "U" for citizenship in any class to participate in extra-curricular and co-curricular activities, interscholastic sports, Student Council, clubs, etc.**

## **XVI. Athletics**

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. All students interested in trying out for a sports team must obtain a **sports physical** and have **proof of insurance** on file in the office, prior to trying out.

Does have insurance: Your insurance policy may already cover your athlete during school sports activities. It does not matter where the event is, whether it is a home event or at another school. If necessary, you may want to contact your insurance company to confirm that your child is covered for school sports. **The insurance information needs to be put on the Athletic Emergency/Medical Information & Participation Form. You must provide the name of your insurance company and the policy # on the bottom portion of this form. If the policy # is not present, your athlete will not be allowed to play.**

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. There are several policy options available for purchase. The most recommended and least expensive plan is the "School Time Accident Plan." This plan provides coverage for 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 school.

### Eligibility

All students participating in extracurricular sports must meet the Scholastic and Behavioral Eligibility criteria, above (Section XV of PGMS Code of Conduct).

## **XVII. Grounds for Suspension/Expulsion**

By State law the following offenses by a student are grounds for suspension or expulsion, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off the campus), during a school-sponsored activity, or while going to or coming from a school sponsored activity:

- a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2, commencing with Section 11053, Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 commencing with Section 11053, Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, e-cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - l. Knowingly received stolen school property or private property.
  - m. Possessed an imitation firearm, i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n. Committed or attempted to commit a sexual assault as defined in Section 261.266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - p. Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
  - q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
  - r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed toward a pupil or school personnel.
  - s. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.
- 48900.2: Sexual Harassment - A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.
- 48900.3: Hate Violence Crime – A pupil in any grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
- 48900.4: Harassment/Intimidation - Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- 48900.7: Terrorist Threats - Terrorist threats against school officials, school property, or both.

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 teachers of any class from which a student has been suspended to complete any assignments and tests missed during the suspension.

**Acceptable Use of Technology:** (See also p. 23)

ALL Pacific Grove Middle School students and their parents/guardians are required to sign that they have read and understand the District's policy for acceptable use of technology, including web access, online textbooks, school computers/ChromeBooks, and other technology. A signed Agreement is required for all students.

**Pacific Grove Unified School District**  
School Year 2017-18

**On-Line/Internet User Obligations and Responsibilities/Acceptable Use Agreement**

Students are authorized to use the District's equipment to access the Internet or other online services in accordance with this Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the District's system safely, responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs. (PGUSD Bullying/Cyberbullying Board Policy #5131.3) Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.  
Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

Whenever a student is found to have violated Board policy, administrative regulation, or the District's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technological resources, as appropriate.

# ***Pacific Grove Middle School***

## **Academic Offerings 2016-2017**

### **Sixth Grade Classes**

#### ***English 6 Core***

Students will be engaged in learning many aspects of Language Arts, including listening and speaking. They will read both fiction and nonfiction, and focus on comprehension, analysis, and vocabulary. In the area of writing, they will focus on narratives, poetry, essays, research report, revision, and writing conventions.

#### ***History 6 CORE***

Students will focus on the ancient civilizations of Mesopotamia, Egypt, India, China, Greece, and Rome. During this process, students will increase their skills in chronological and spatial thinking, re-search and providing evidence, and historical interpretation. *Text: History Alive! The Ancient World*

#### ***Math 6***

Math 6 is designed to develop the necessary skills outlined in the California Common Core Standards which include: connecting ratio and rate to whole number multiplication and division; using concepts of ratio and rate to solve problems; understanding division of fractions; extending the notion of numbers to the system of rational numbers, which includes negative numbers; writing, interpreting, and using expressions and equations; and developing understanding of statistical thinking. *Text: Holt McDougal Mathematics*

#### ***Math 180***

This course is to be taken in conjunction with Math 6 by students who need intensive and strategic assistance in developing skills necessary for Math 6. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards. Instructional time will focus on students' target deficit areas, for example, all operations of fractions, decimals, positive and negative integers. The enrollment for this class is based on Scholastic Math Inventory test scores and teacher recommendation.

#### ***Science 6***

6<sup>th</sup> grade Science is a course which includes an emphasis on providing background knowledge to support critical thinking. Students will learn about the scientific method, experiment design, and measurement. Students will study Science as an integrated discipline and will learn how cells function for reproduction and dissemination of information. Students will also learn how the human impact on the environment plays an important role in the evolution of resources here on Earth . The format of the class leans heavily on activities and projects.

#### ***PE Grade 6***

Physical Education programs at PGMS consist of a wide variety of activities designed to develop proper basic motor skills, physical fitness, and fundamental movement patterns. Coinciding with the school philosophy there is an emphasis on sportsmanship and cooperation. Students will learn individual skills and knowledge to promote lifelong physical fitness. Students are provided with an introductory exposure to a wide variety of activities, including individual and team sports.

## **Sixth Grade Class (Cont.)**

### ***Sixth Grade Elective Wheel***

Sixth grade students who do not take music or a support class will be placed into the elective wheel. The wheel consists of the following four classes, and students will rotate to a new elective each quarter:

#### ***Art 6***

This quarter-long course is an introductory art class examining many basic principles of art including line, shape, value, color, texture, form, and space. Students explore these principles through different media such as pencil, paper, pastel, markers, papier-mâché, basic book-making, clay, and paint. This creative, hands-on class is a great precursor to the semester long elective class offered in grades 7 and 8.

#### ***Home Economics 6***

This quarter-long course is an introduction into Basic Life Skills. Students evaluate their own skill- set through a Multiple Intelligence survey, develop better communication skills and learn to work in groups cooperatively. They will explore the Five Flavors identified in Chinese medicine theory, the role of food in maintaining good health, and work with the My Plate framework as it relates to a balanced diet and healthy portions. Students will also follow a two-part recipe introducing them to reading a recipe, measuring ingredients, and preparing a healthy dessert.

#### ***Keyboarding 6***

This quarter-long course located in the Computer Lab, is designed to build skills and confidence with technology. With the "All the Right Type" program our primary focus is on practicing keyboarding skills, which will immediately be applied to projects students will be creating for other classes. Accuracy and word per minute speed are stressed. Time is also spent working with Google Docs. Students create slideshow presentations and research information on the internet. Internet etiquette is covered.

#### ***STEM 6***

The STEM explorative will explore the aspects of Science, Technology, Engineering, and the use of Mathematics with hands-on and computer-based activities. Sub-topics may include, but are not limited to, sustainable farming/gardening, roller coaster physics, environmental concerns in our world and critical thinking and engineering in the 21st century.

## Seventh Grade Classes

### ***English 7***

Seventh Grade English is designed to increase students' fluency with reading, writing, speaking, and listening. Students will read fiction and nonfiction, with *The Outsiders* as a core novel. They will use their increased fluency with reading to produce writing, in the form of narrative, informative, and argumentative texts. They will use technology to conduct research, produce writing, revise, edit, and evaluate their texts. Students will also increase their familiarity and expertise in oral language, conventions of English, and figurative language.

### ***History 7***

Seventh Grade History is a comprehensive course that covers World History and Geography. It begins with the Fall of the Roman Empire in 150 CE and traces the major civilizations and religious powers through the Age of Enlightenment ending in 1789. *Text: The Medieval World and Beyond*

### ***Math 7***

Seventh Grade Math is designed to develop the necessary skills outlined in the California Common Core Standards which include: developing understanding of and applying proportional relationships, developing understanding of operations with rational numbers and working with expressions and linear equations; solving problems involving scale drawings and informal geometric constructions, two and three-dimensional shapes to solve problems involving area, surface area and volume and drawing inferences about populations based on samples. *Text: Holt McDougal Mathematics*

### ***Math 7+***

*Prerequisite: 6<sup>th</sup> grade math students will be placed based on testing and teacher recommendation.*

Math 7+ is designed to develop the necessary skills outlined in the California Common Core Standards which include: developing understanding of and applying proportional relationships, developing understanding of operations with rational numbers and working with expressions and linear equations; formulating and reasoning about expressions and equations including modeling an association in bivariate data with a linear equation; solving linear equations and systems of linear equations; grasping the concept of a function and using functions to describe quantitative relationships; solving problems involving scale drawings and informal geometric constructions, two and three dimensional shapes to solve problems involving area, surface area, volume, distance, angle, similarity, and congruence; understanding and applying the Pythagorean Theorem; and drawing inferences about populations based on samples.

### ***Math 180***

This course is to be taken in conjunction with Math 7 by students who need intensive and strategic assistance in developing skills necessary for Math 7. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards. Instructional time will focus on students' target deficit areas, for example, all operations of fractions, decimals, positive and negative integers. The enrollment for this class is based on Scholastic Math Inventory test scores and teacher recommendation.

## **Seventh Grade Classes (Cont.)**

### ***Science 7***

Seventh grade Science introduces students to many of the scientific ideas, concepts, and principles related to life, physical and earth science on earth. Students will learn science through active participation in demonstrations, collaborative learning activities, multimedia presentations, research, inquiry, and experimentation with an emphasis on developing critical thinking skills and a greater depth of knowledge of science.

### ***PE Grade 7***

Physical Education programs at PGMS consist of a wide variety of activities designed to develop proper basic motor skills, physical fitness, and fundamental movement patterns. Coinciding with the school philosophy there is an emphasis on sportsmanship and cooperation including respect for one another. Students will learn individual skills and knowledge to promote life-long physical fitness. Students are provided with an introductory exposure to a wide variety of activities, including individual and team sports. Seventh graders will participate in the California State Physical Fitness Testing.

### ***PE Period 1***

This PE class is offered for 8<sup>th</sup> graders taking support classes or music classes to allow room in their schedule for an additional elective. If there is space, 7<sup>th</sup> graders may be added.



## **Eighth Grade Classes**

### ***English 8***

Eighth Grade English is designed to improve students' abilities to communicate in the English language. Students will learn to listen, speak, read, and write more effectively; and to expand and enrich their experiences and tastes in reading literature, fiction, and non-fiction. *NOVELS: The Pearl*, excerpts from other works by John Steinbeck, *The Diary of Anne Frank*, and *Treasure Island* or *The Adventures of Tom Sawyer*.

### ***History 8***

Eighth Grade History covers such topics as the discovery of the New World and European colonies, the War of Independence and Revolutionary War, the US Constitution, the Westward Movement, the Civil War, Reconstruction, Industrialization, the Progressive Era and the Spanish-American War. Throughout the course students will examine the effects of geography on all historical events. Throughout the year, students will develop skills in historical analysis, multiple perspectives, research, note-taking, cooperative learning and presentation. Additionally, students will participate in a variety of classroom activities such as Socratic discussions and simulations. *TEXT: History Alive! The United States throughout Industrialism*

### ***Math 8***

Eighth grade Math is designed to develop the necessary skills outlined in the California Common Core Standards which include: formulating and reasoning about expressions and equations including modeling an association in bivariate data with a linear equation; solving linear equations and systems of linear equations; grasping the concept of a function and using functions to describe quantitative relationships; analyzing two and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.

### ***Integrated Math I***

*Prerequisite: Math 7+ or the equivalent.*

Integrated Math I is the first course in the High School Common Core Math series. Instructional time will focus on exploring, discussing and understanding the following concepts: systems of equations and inequalities, arithmetic and geometric sequences, linear and exponential function, features of functions, congruency, constructions, and proofs, connecting algebra and geometry, and modeling data. In Grade 8, instructional time should focus on three critical areas: 1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; 2) grasping the concept of a function and using functions to describe quantitative relationships; 3) analyzing two and three-dimensional space and figures using distance, angle similarity, and congruence, and understanding and applying the Pythagorean Theorem.

### ***Math 180***

This course is to be taken in conjunction with Math 8 by students who need intensive and strategic assistance in developing skills necessary for Math 8. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards. The enrollment for this class is based on Scholastic Math Inventory test scores and teacher recommendation.

***Science 8***

Eighth grade Science will focus on developing skills for students to analyze and interpret data from their own experiments as well as create evidence supported solutions that can enhance their proposed model. This science course content will include numerous hand-on activities, discussion and experimentation, as well as the development of creating evidence based claims.

***PE Grade 8***

Physical Education programs at PGMS consist of a wide variety of activities designed to develop proper basic motor skills, physical fitness, and fundamental movement patterns. Coinciding with the school philosophy there is an emphasis on sportsmanship and cooperation including respect for one another. Students will learn individual skills and knowledge to promote lifelong physical fitness. Students are provided with an introductory exposure to a wide variety of activities, including individual and team sports.

***PE Period 1***

This PE class is offered for 8<sup>th</sup> graders taking support classes or music classes to allow room in their schedules for an additional elective.

## Special Education Classes

### ***System 44***

Offered for all grade levels.

*Prerequisite: Students must test in to qualify.* System 44 is a reading program designed for the most challenged readers in Grades 6-8. It is proven to help students master the foundational reading skills required for success in school through explicit instruction in comprehension and writing and a personalized learning progression driven by technology.

### ***Read 180***

Offered for all grade levels.

*Prerequisite: Students must test in to qualify.* An intensive reading intervention program used to accelerate the reading levels and test scores of struggling readers in Grades 6-8. Read 180 provides individualized instruction through teacher-directed lessons, adaptive software, age-appropriate nonfiction and fiction texts, and data-driven differentiation. Read 180 accelerates learning and enables struggling readers to experience success in middle school settings.

### ***Applied History***

All grade levels. Must have an IEP to qualify. Students will learn to highlight, annotate and analyze key information in passages covering American history from Native Americans to the American Revolution. This course uses modified curriculum including online research, class discussion and reading. Students are assessed using quizzes that include multiple choice and short answers.

### ***Math 180***

All grade levels. Must have an IEP to qualify. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards.

### ***Learning Center/Resource Program Grades 6 -8***

*Prerequisite: Special Education or 504 Recommendations.* Students who have an Individualized Education Plan (IEP) or 504 (if room is available) can be enrolled in Learning Center grades 6 through 8. The class will take the place of one elective course each semester. Learning Center is designed to teach identified students in the Resource Program study skills and organizational strategies necessary to support them in their academic classes. This class provides students with additional academic support to ensure they understand the concepts taught in their mainstream classes (primarily focusing on Math and English). Learning Center also teaches students to become self-advocates and independent learners.

## 7th & 8th Grade Electives

### **Art**

*Prerequisite: None.* Although, not a requirement, this semester-long class builds on the skills learned in the 6<sup>th</sup> grade cycle class. Offered for 7/8 graders only.

Art is designed to increase the student's creative abilities, technical skills, and awareness of art while aligning to the California State Standards for Visual Arts. This course introduces students to the basic elements and principles of art through various activities such as painting with acrylic, watercolor, and ceramic glaze, exploring pattern and color theory with markers, colored pencils, and pastels. Students will create three-dimensional objects using some of the following materials: clay, cloth, paper, papier-mâché, and found objects. In addition, students will develop an understanding of art throughout history and across cultures.

### **AVID (Advancement Via Individual Determination)**

*Prerequisite: Minimum GPA 2.0; Interview required.* AVID is a year-long course, designed to prepare students, in an academic context, for entrance into four year colleges/universities. The emphasis will be on preparation for rigorous High School academic classes, study skills, test taking, note taking, collaboration, and academic writing. Students will work two times per week with peers in collaborative tutorials, one day of motivational activities, as well as learning WICOR skills (Writing, Inquiry, Collaboration, Organization, and Reading).

### **Computer Video Bulletin**

*Prerequisite: None.* 7/8 grade only.

This semester-long class teaches students how to produce a daily video using Windows Movie Maker Live. Students will be instructed in filming and editing original videos, as well as how to create informational slides with effects. In addition, students will learn about laws and vocabulary pertaining to video production, and cyber citizenship. A team based class that keeps the school informed and entertained.

### **ELD**

All grade levels. English Language Development (ELD) is a course designed for English Learners in sixth through eighth grade who have yet to be designated as proficient in English. This course is a combination of ELD levels I-V, and offers an integrated reading, writing, listening and speaking curriculum. The adopted curriculum will focus on the academic discourse and writing skills necessary for success in the students' core classes. Classroom activities include frequent opportunities for active speaking and listening with focused instruction of the essential vocabulary to perform in those skill areas. Students ask and answer questions, make interpretations, perform analysis, complete the different types of writing, develop vocabulary and engage in reflections about their readings. Students are guided and encouraged to become "real" readers, writers, speakers, and listeners of English.

## **7th & 8th Grade Electives (cont.)**

### ***Foods***

*Prerequisite: One semester of Home Economics.* This year-long course offers the opportunity to continue advance cooking skills through a weekly restaurant experience. Students will create balanced menus, research recipes; adjust yields, time management, food preparation, serving, cleaning up, and money management. Students will begin the year by making fruit preserves and selling items to build a restaurant startup fund. Students will prepare a lesson to be taught to peers which includes a demonstration of a specific cooking technique. Regional and ethnic styles of food preparation will be explored.

### ***Home Economics***

*Prerequisite: None. 7/8 graders only.*

This semester-long course is designed to help prepare students for their futures, by teaching basic life skills utilizing hands-on projects to explore many areas of consumer and homemaking education. Units of study will include the skills needed to select and prepare foods, making nutritious food choices, managing money through budgeting, using savings and checking accounts, handling a debit card, and constructing a simple sewing project. Students will participate in stress reduction techniques such as breath work and Tai Chi movements. A special emphasis is placed on forming good communication skills, problem solving abilities, and creating a balanced life.

### ***Leadership***

*Prerequisite: Teacher, counselor or administrator approval; minimum GPA of 2.5 or above; conduct grades of O's or S's only.*

This year-long class is designed to create a community of student leaders who organize, craft, and lead student activities at PGMS, as well as govern and represent the student body. Students create enjoyable activities that enhance the environment on campus and contribute to student growth. Students must maintain adequate grades in all their classes and demonstrate exceptional behavior commensurate with being a leader. Students will develop skills in communication, problem-solving, and teamwork. Students are required to attend one Leadership-type meeting a semester, i.e. PTSA, school board, school site council, city council, etc.

### ***STEAM***

*Prerequisite: None*

The STEAM elective provides integrated learning opportunities in the areas of Science, Technology, Engineering, Art and Mathematics. Through these disciplines, students will learn to use a wide range of computer applications and other technologies to design, create, problem solve, and communicate through multimedia and across different platforms. Students will develop their understanding and proficiency in using computer technology and become better informed, responsible, and productive digital citizens.

### ***Elementary School Tutors at Robert H Down & Forest Grove Elementary Schools***

*Prerequisite: Excellent Behavior and Conduct Marks*

Students will assist in an elementary teacher's classroom during period 6. Students will leave 15 minutes prior to the end of lunch and walk to RHD or Forest Grove Elementary Schools and will leave to return 15 minutes before the beginning of period 7. Only responsible and trustworthy students will be considered.

# Music

## ***Chorus***

*Prerequisite: None.* 6-8 grades. Chorus is for students who are interested in vocal music performance. It is an outlet for the student who enjoys singing for his/her own pleasure. In this class you will learn about the following musical skills for ensemble singing: proper breathing, pleasant vocal production, blend and balance, expansion of range, good intonation, ear training, and sight-reading. The chorus will perform various styles of choral literature from classical to pop. Participation in various performance opportunities is a requirement of the class.

## ***String Orchestra***

*Prerequisite: None.* Grade 6-8.

Opportunity to audition for CCS Honors and Solo Ensemble. String Orchestra is a year-long course that introduces students to new music and concentrates on improving the student's performance skills on the violin, viola, cello and bass. These skills include basic rhythms, melody, bowing, theory, and performance styles. Music skills will be taught by use of textbooks, workbooks, handouts, demonstrations, music technology, and from musical selections taken from classical to popular styles. *Textbook: All for Strings-Kjos 1 & 2*

## ***Chamber Orchestra***

*Prerequisite: 1 year of String Orchestra or audition.* 7/8 grade. Opportunity to audition for CCS Honors and Solo Ensemble. Chamber Orchestra is a year-long course that introduces the students to new music and concentrates on improving performance skills on the violin, viola, cello or bass. These skills include advanced rhythm, melody, bowing, theory, and performance styles. Music skills will be taught by use of instruments, textbooks, workbooks, handouts, demonstrations, music technology, and musical selections.

*Textbook: All for Strings-Kjos Books 2 & 3*

## ***Concert Band***

*Prerequisite: None.* Grades 6-8

Opportunity to audition for CCS Honors and Solo Ensemble. Concert Band introduces students to new music and concentrates on improving the student's performance skills by learning a new wind, brass, or percussion instrument. These skills include rhythm, melody, theory, and performance styles. Music skills will be taught by use of textbooks, workbooks, handouts, demonstrations, music technology, and from musical selections taken from classical to popular styles.

*Textbook: Standard of Excellence-Kjos Book 1 & 2*

## ***Symphonic Band***

*Prerequisite: 1 year of Concert Band or audition.* 7/8 graders.

Opportunity to audition for CCS Honors and Solo Ensemble. Symphonic Band is a year-long course that introduces students to new and larger works of music and concentrates on improving performance skills on wind, brass or percussion instruments. These skills include advanced rhythm, melody, theory, and performance styles. Music skills will be taught by use of instruments, textbooks, workbooks, handouts, demonstrations, music technology, and musicals.

*Textbook: Standard of Excellence-Kjos Books 2 & 3*

## Music (cont.)

### ***Jazz Band/Jazz Class***

Class Time: Period 8 Wednesday & Friday 3:00-4:15 p.m.

*Prerequisite:*

- • *Enrolled in any of the day bands, chorus, or orchestras*
- • *Performing Jazz Band - by audition &/or instrumentation*
- • *General Jazz Ensemble - by simple audition and instrumentation*

Grade Level: 6-8. Jazz Band introduces the music student to new music and concentrates on improving the students' performance skills on his/her own instrument. These skills include advanced rhythms, melody, theory, improvisation, and performance skills in jazz and rock styles. Music skills will be taught by use of instruments, textbooks, worksheets, hand-outs, demonstrations, music technology, and from musical selections taken from the jazz to rock styles of music.

\*Parents please arrange after school appointments and athletics so that they do not conflict with these rehearsals. Grades are based on attendance as well as musicianship. Students missing rehearsals will need to make up time.

*Textbook: Jazz Ensemble Method-Kjos*

*Scales, Chord, & Rhythm sheets (Provided)*

### ***Jazz Combo***

Class Time: Period 8 Tuesdays from 3:00-4:15 p.m. & Thursdays from 2:00-3:00 p.m.

*Prerequisite: Audition only*

Grade Level: 6/7/8. Jazz Combo introduces the music student to new music and concentrates on improving the students' performance skills on his/her own instrument. These skills include advanced rhythms, melody, theory, improvisation, and performance skills in jazz and rock styles. Students will learn to lead and prepare an ensemble for performance. This is an advanced Jazz class of 6-10 students.