



Griffiths Middle School

DOWNEY UNIFIED SCHOOL DISTRICT

Griffiths Middle School students will acquire 21st Century skills, be college and career ready, globally competitive, and citizens of strong character.

ThinkShareDefend

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<http://griffiths.dusd.net>

This planner belongs to: _____

Grade: _____

Period

Subject

Teacher

1

2

3

4

5

6

SCHOOL WIDE BEHAVIOR MATIRX

	All Settings	Cafeteria	Halls	Quad	Bathrooms	Rec Areas	Online
Be Trustworthy and Respectful	<p>Do the right thing even when no one is looking</p> <p>Treat others as you would like to be treated</p>	<p>Walk to lunch line</p> <p>Be considerate of other people's personal space</p>	<p>Be mindful of your volume levels</p> <p>Keep food in the quad and cafeteria</p> <p>Be considerate of other people's personal space</p>	<p>Be considerate of other people's personal space</p>	<p>Be considerate of everyone's space and privacy</p> <p>Take care of school property</p>	<p>Be considerate of other people's personal space</p>	<p>Keep interactions and posts (photos and videos) positive and appropriate.</p>
Be Responsible and Fair	<p>Think before you act, consider the consequence</p> <p>Own your actions</p>	<p>Use appropriate exits and entrances</p> <p>Keep belongings with you at all times</p> <p>Be patient and wait your turn in line</p>	<p>Walk with a purpose</p> <p>Have a pass during appropriate times.</p>	<p>Stay within boundaries</p> <p>Return to class promptly when bell rings</p>	<p>Use appropriate amount of paper towels</p> <p>Return to class promptly</p> <p>Go, flush, wash, and leave</p> <p>Wait your turn</p>	<p>Demonstrate good sportsmanship</p> <p>Keep belongings with you at all times</p>	<p>Share media you have permission to share</p> <p>Own your actions and consider the outcomes.</p> <p>Search the internet with a positive purpose</p> <p>Only share information with people you know.</p>
Be a Caring Citizen	<p>Help people in need</p> <p>Cooperate with adult directives</p> <p>Take pride in our campus</p>	<p>Be friendly and courteous to others</p> <p>Clean your area and throw trash in the trash cans</p>	<p>Be friendly and courteous to others</p> <p>Clean your area and throw trash in the trash cans</p>	<p>Be friendly and courteous to others</p> <p>Report concerns to adults</p> <p>Clean your area and throw trash in the trash cans</p>	<p>Throw trash in the trash cans</p> <p>Report concerns to adults</p>	<p>Cooperate with adult directives</p> <p>Use equipment appropriately</p> <p>Include others</p>	<p>Notify/report any inappropriate postings</p> <p>Represent yourself with integrity</p>

Welcome to Griffiths Middle School. We hope this year will be successful and enjoyable for you. This student handbook will assist you to be organized in your studies and inform you of our school policies and procedures. Please read it carefully and refer to it often. We expect students to have this handbook with them in every class and to record daily assignments on the calendar pages.

Griffiths Middle School is proud to offer a quality program in academics, athletics, and extra-curricular activities. You are encouraged to build on our tradition of excellence and to achieve your highest potential. I look forward to working with you this year.

Sincerely,
Anthony Zegarra,

OUR MISSION

The mission of Griffiths Middle School is to provide a safe learning environment where staff and students work in partnership with the community. Students will demonstrate knowledge, character, and skills necessary to become creative problem solvers, achieve personal success, and contribute responsibly to our diverse, dynamic world. We believe that all students will thrive in an environment built on trust and mutual respect. Through accessing rigorous and varied academic standards, we will work together to prepare our students to become both college and career ready and to take a productive role in society as lifelong learners.

BELL SCHEDULES

REGULAR DAY

SCHEDULE A

Period 0	7:00 - 7:50
Period 1	8:00 – 8:54
Period 2	8:58 – 10:00
Snack	10:00 – 10:15
Period 3	10:19 – 11:13
Lunch	11:13 – 11:43
Period 4	11:47 – 12:41
Break	12:41 – 12:46
Period 5	12:49 – 1:43
Period 6	1:47 – 2:41

SCHEDULE B

Period 0	7:00 – 7:50
Period 1	8:00 – 8:54
Period 2	8:58 – 10:00
Snack	10:00 – 10:15
Period 3	10:19 – 11:13
Period 4	11:17 – 12:11
Lunch	12:11 – 12:46
Period 5	12:49 – 1:43
Period 6	1:47 – 2:41

EARLY RELEASE (EVERY WEDNESDAY)

Period 0	7:00 – 7:50
Period 1	8:00 – 8:37
Period 2	8:41 – 9:26
Snack	9:26 – 9:41
Period 3	9:45 – 10:22
Period 4	10:26 – 11:03
Period 5	11:07 – 11:44
Lunch	11:44 – 12:14
Period 6	12:18 – 12:55

MINIMUM DAY

Period 0	7:00 – 7:50
Period 1	8:00 – 8:37
Period 2	8:41 – 9:25
Period 3	9:29 – 10:07
Snack	10:07 – 10:22
Period 4	10:26 – 11:04
Period 5	11:08 – 11:46
Period 6	11:50 – 12:28

ATTENDANCE POLICY

All students in DUSD are expected to abide by the district's attendance policy, as follows:

Excused absences: Students are allowed **7 recognized absences for the school year.**

Beginning on the **8th absence** (for illness, injury, legal matters, bereavement, or religious reasons) all future absences will require documentation/verification by a physician, school nurse, health assistant or an appropriate school employee. **Absences not verified will be considered unexcused.**

Parents will have 10 school days to verify the absence, from the day the student returns to school. **Unverified absences will be marked as unexcused.**

TARDINESS

Adequate time is provided between class periods to pass from room to room. Students are required to be in class, in their seats or at their workstation, ready to work when the bell rings. Students missing less than 30 minutes of a period will be considered tardy. **At Griffiths Middle School, excessive tardiness can result in lunch exclusion, detention or Saturday School.** Students more than 30 minutes late to school must report to the office before going to class that day. Students missing more than 30 minutes of a period will be considered absent or truant for that period.

It is the student's responsibility to clear first period tardies with a note signed by a parent or guardian, or a parent phone call. All notes or phone messages regarding student attendance should include the student's I.D. number. **We will accept a maximum of three notes from parents per semester to excuse tardiness to school.**

TRUANCY

California State Law states that students must attend school regularly. When a student is absent from school without the permission of the school and his/her parents, that student is truant, and will pay back school time by serving Saturday School Detention. Truant students can be issued a citation by the Downey Police. Truancy on campus (i.e. cutting class) is also a citable offense.

Students who miss a great deal of school could get themselves and their parents in serious trouble. A SART or SARB report is filed with the District Office. The student and parents must appear in court and the judge can fine the parents, place the student in a youth detention camp, place the parents in jail, or all three!

CLOSED CAMPUS

Griffiths has a closed campus. This means that students must not leave the school grounds during the school day without permission from the office. If you must leave school for a doctor or dental appointment, bring a note from your parent to the office before 7:50 a.m. Your parent or another adult listed on your emergency card will need to come to the school office to check you out. All visitors must check in at the front office.

TELEPHONES

Students who need to make an emergency telephone call during the school day may, with a pass from a teacher, use a phone in the office. Homework left at home and asking to attend after school activities do not constitute emergencies, and therefore are not appropriate requests for the use of the office phone.

LIBRARY

The library can be used by any student attending Griffiths Middle School and is open before school, at snack and lunch, and after school. The library is closed Friday during snack.

During class time, students must be accompanied by a teacher or must have a signed pass from their teacher to work in the library. Lost or damaged library books must be paid for.

BOOK BAGS & BACKPACKS

Griffiths Middle School does not have hall lockers for regular student use. Students are encouraged to carry book bags or backpacks. Having a book bag or backpack provides you with a convenient way to carry books and other school materials. By carrying all your materials together, you will always have your assignments and materials when going to class.

Book bags and backpacks are the personal property of the owner. No student may pick up a book bag or backpack or open one up without the immediate permission of the owner. Any student found in possession of another student's book bag or in possession of any materials taken out of the bag will be considered guilty of theft.

SNACK & LUNCH

A 16-minute snack period is provided every morning. You may bring a snack from home or purchase food on campus. All food must remain in the quad during snack and lunch.

Lunch is 30 minutes long. Complete lunches may be bought in the cafeteria. Separate items such as hamburgers, pizza, ice cream, milk, etc., are sold at the snack shack and food carts. Many students bring sack lunches from home.

All food must be eaten in the quad area. Information regarding reduced and free-lunch programs is available from the cafeteria manager. When finished eating, students may visit with friends or participate in recreation activities in the

P.E. area during the lunch period. On rainy days special instructions will be given as to where students may spend the lunch period. The following rules must be observed during the lunch and snack periods:

- No sitting on tabletops.
- Walk to the lunch line.
- No cutting in line.
- No pushing or shoving.
- Place all trash in containers.
- No food outside of the quad area.
- Follow all lunch supervisor instructions.

Students are not allowed to go to classrooms unless given permission by a lunch supervisor.

PLEASE NOTE: For the health and safety of all our students, the office will not accept outside food, drink AND 3rd party deliveries (UBEREats, PostMates, etc.) during the school day. All food deliveries will be turned away by office staff, and 3rd party deliveries will be at the customer's expense.

PERSONAL PROPERTY

The school cannot be responsible for the loss or destruction of students' personal property, including electronic devices. For this reason, valuable items are not to be brought to school.

The lost and found is in the main office. Every ten weeks, unclaimed property is donated to charity or discarded.

PHYSICAL EDUCATION

Students are expected to dress and participate in P.E. classes each day. The uniform consists of a gray t-shirt, navy shorts, white athletic socks and athletic tennis shoes. Students will also need a Master combination lock with a key spot on the back. These items may be purchased throughout the school year through the P.E. Department.

Students are expected to remain in their assigned locker, unless instructed to move to a newly assigned locker by a PE teacher or administration. Backpacks that are extra- large may not fit in the locker.

Jewelry that the teacher feels would pose a safety hazard to oneself or others will not be allowed in P.E. **No cell phones are allowed out in the locker rooms or in the P.E. area at any time for privacy and security reasons.**

Students with a parent note will excuse

the student from P.E. only for that day. A parent can write a note each day for up to 3 days. A doctor's note is needed for more than 3 days. Students with a medical condition should have it documented with their P.E. teacher each semester. Students with asthma need to have an asthma care plan on file in the office.

RECREATION PROGRAM

All students are welcome to participate in open recreation. Open recreation will be held before school on the basketball courts Monday through Friday from 7:15 a.m. to 7:45 a.m. **No personal athletic equipment is allowed on campus.** All needed equipment will be provided each morning.

INTRAMURAL SPORTS

The Intramural sports program is voluntary and open to all GMS students. Every student is encouraged to participate. Students will be given the opportunity to learn and compete in many different team sports (basketball, soccer, softball, volleyball, flag football, track and field, dance, and weight room.) Each student will be placed on a team and the teams will play against each other. Students participating in an Intramural sport must have a signed parent consent form on file with the P.E. department to play. The Intramural sports program will begin in October.

MEDICATION

Under no circumstances are students to be in possession of medication once they arrive at school.

A doctor's authorization must be obtained before medicine is brought to school. It should include dosage, frequency, and time limits. Parents and doctor must fill out a written form available from the office.

Medication that must be on campus will be kept in the office and the student will be allowed to go to the office to maintain the medication schedule. Medication should be in the prescription container and clearly labeled stating the contents, schedule, dosage, physician, and the student's name.

Students will be responsible for administering their own medication. A school employee may observe, but not assist in any way. Aspirin is considered a medication and written (not verbal) permission must be on file in the school office.

SELLING THINGS ON CAMPUS

Student clubs, the Griffiths Student Body in general, and organizations of various kinds often have fund raising activities where things are sold on campus. Sale of anything must be approved by the office and Student Council. These sales are to help earn money for activities and school materials. Items sold may include candy, novelty items, cards, etc., and are always approved before the sale with the safety of students in mind. Fund raising candy may not be sold on campus. No fund-raising food items may be sold at snack or lunch.

It is always against school rules for individuals to sell things on campus to make money for themselves. Students selling things on campus against school rules will have the items taken away, and possible disciplinary action taken. Students may not sell things on campus for other off-campus groups unless the selling has been specifically approved by the office in advance. Selling things for other groups interferes with the ability of official Griffiths organizations to make money to support their activities.

Sometimes students make very poor decisions and try to sell things like knives, drugs or things that look like drugs, firecrackers, or "poppers." Selling things of this type will result in the student being suspended from school and possibly arrested and expelled from the Downey Unified School District.

WITHDRAWAL FROM SCHOOL

If you are transferring from Griffiths Middle School to another school, a parent or guardian must notify the Attendance Office prior to the last day of attendance. You will be given a check-out sheet to be signed by all of your teachers. You will need to turn in all textbooks and library books you have checked out. When this sheet is completed, the office will prepare a transfer for you to take to your new school.

HOMEWORK

Middle school students should expect to spend approximately one hour each school night on homework and studying. To organize your homework, use this Griffiths Guide for each period. If you finish your homework in less than an hour, put in the remaining time on reading, studying for an upcoming quiz or test, or completing a long-term project or report.

HOMEWORK ASSISTANCE

Griffiths provides many before- and after-school Support Personalized Learning tutorial classes to assist students in most core subjects. See your Counselor for more information about SPL classes. Homework Assistance is a drop-in program held Monday, Tuesday, and Thursday from 2:38 - 3:38 p.m. It is available to all students. **Copies of the schedule are available in the school office.**

MAKE-UP WORK

Following an excused absence, a student has the same number of days as he or she was absent to make up work. Students are responsible for all class work missed due to school activities, i.e. field trips, programs, club activities, etc.

REPORT CARDS

Progress reports are issued every six weeks and report cards are issued at the end of each semester. A letter grade (A, B, C, D, F) is given for academic and elective classes. Exploratory and physical education classes are graded Excellent, Satisfactory, or Needs Improvement (E, S, N). The need for improvement in behavior, attendance, and assignments is also noted with number comments. Progress Reports and First Semester Report Cards will be given to the students to take home approximately one week after the end of each reporting period. Second Semester Report Cards are mailed home approximately one week after the end of school. Letters regarding poor scholarship or attendance are regularly mailed home.

Grade point average is the average of all earned letter grades calculated with the following numeric values: A=4, B=3, C=2, D=1, F=0, E=4, S+=3, S=2, S-=1, N=0.

CJSF, SCHOLARSHIP & HONOR ROLL ELIGIBILITY

At Griffiths, we reward excellent student achievement and behavior in many ways. Honor roll recognizes students with a 3.5 - 4.0 GPA. Scholarship Club and CJSF are available for students with high academic standing. At the end of the school year, awards are given in the areas of service, attendance, citizenship, school spirit, scholarship, and academic excellence.

CJSF - CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

Membership is not automatic nor required. Students must apply within the given time frame. Advisors will announce the dates of the application period. The student has the responsibility of applying for membership on the approved form and during the set application period. Under no circumstances may retroactive membership be granted to a student who has failed to apply at the proper time.

All second (Spring) semester seventh grade and eighth grade students are eligible. Other eligibility requirements are as follows:

1. A satisfactory citizenship grade is required. A member may have no 4's or 5's on their report card. Students who are eligible but who, in the judgment of the Principal or advisor are unworthy citizens, shall be debarred from membership.
2. All grades earned the previous semester must be the equivalent of a C or better. A grade of D or F shall debar for that semester.
3. Members must have earned 10 points based on semester grades. This is based on points earned in 5 subjects.
Each A = 3 points, each B = 1 point.
Exceptions:
Seventh grade Pre-Algebra B's = 2 points,
Eighth grade Honors English B's = 2 points,
Eighth grade Algebra B's = 2 points.

Meetings will be held the first Thursday of each month. Honors Night awards are based on each semester of membership.

SCHOLARSHIP CLUB

Students must apply for membership during the application period. Membership requirements are as follows:

1. First semester sixth grade and second semester sixth grade, grade averages will be used as a basis for eligibility.
2. A satisfactory citizenship record is required. A member may have no 4's or 5's on their report card. Students who are eligible but who in the judgment of the Principal and the Advisor and unworthy citizen, shall be debarred from membership.
3. All grades earned from the previous semester must be a C or better. A grade of D or F shall debar for the semester.

4. Students must have earned 8 points.
Each A = 3 points, each B = 1 point
B in top math = 2 points.
5. P.E. and Exploratory classes not considered for membership.

STUDENT ACTIVITIES

Griffiths has many clubs and afterschool activities, as well as dances and music programs. Students may also participate in the intramural sports program and/or try out for intermural sports teams that compete against teams from the other district middle schools.

ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES

All students who participate in some extracurricular activities must maintain a C (2.0 GPA) average with not more than two D's and/or F's. Achievement grades of E, S, and N count as 3, 2, and 1, respectively, in computing grade point averages.

Eligibility will be based on the previous grading period. Eligibility must be maintained through the sport season.

A student on suspension is ineligible to attend or participate in extra-curricular activities throughout the period of suspension. Any student receiving more than two 5's (unsatisfactory) in citizenship on the report card will be ineligible for that grading period.

ASSOCIATED STUDENT BODY

The ASB at Griffiths Middle School is a great opportunity for students who are interested in developing the qualities, skills, and behaviors of a good leader. While developing personal leadership skills, students will have hands-on experience in: 1) planning, coordinating, executing and evaluating student activities; 2) raising money to fund these activities; and 3) approving budgets and spending of ASB funds.

Students apply in the spring to serve a one-year commitment and can choose to run for a specific ASB position or just serve on a committee. There are about 20-30 students selected for ASB each year.

WHERE EVERYBODY BELONGS (WEB)

WEB, or Where Everybody Belongs, is a club in which 8th Grade leaders team up with incoming 6th Graders to welcome them to Griffiths and work with them throughout the year. The WEB student leaders go through a rigorous training program during the summer and then help guide the new 6th Graders through the transition from elementary to middle school. As the school year continues, WEB student leaders organize frequent social gatherings and activities with their 6th Grade groups to provide information, build relationships, and offer support. The basic idea behind WEB is that students who feel welcomed by other students are far more likely to succeed. It also builds student leadership skills.

CODE OF CONDUCT

We Believe:

- ☐ Each student has the right to learn.
- ☐ Each teacher has the right to teach.

Therefore, all students will:

1. Come to class prepared to learn.
2. Apply Character Counts pillars all the time.
3. Follow all laws, and District and School rules

SCHOOL RULES

The Griffiths Middle School staff's goal is to provide a safe orderly environment where teachers are free to teach, and students can learn through a fair and consistently applied discipline program. By working together, we can provide a safe, pleasant, and academically rewarding environment where students can achieve maximum success. School rules apply on campus always, not just during school hours.

The complete School Discipline Policy is available online and printed in the Griffiths Guide.

CONDUCT

Classroom conduct is one of the most important determiners of a student's success in school. Teachers will expect students to use their time wisely, complete assignments, and do their best at all times. Lack of materials, failure to follow directions, lack of effort, or misbehavior will not be permitted. Continued violation of classroom

regulations may result in removal from class, school, or both.

Good campus behavior is stressed as well as classroom conduct. Students will be held responsible for maintaining a neat and orderly campus and following all rules both in and out of class.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, & PERSONAL ATHLETIC EQUIPMENT

Bicycles, skateboards, scooters and roller blades are not allowed on campus at any time. Scooters, roller blades, bicycles, and skateboards must be locked in the bike and skateboard racks that are provided. Students must provide their own locks. Personal athletic equipment such as balls, bats, racquets, crosses, etc., are not allowed on campus. Equipment for school supervised athletic and sports activities will be provided.

Bike helmets must be worn on the way to and from school. Sharing of locks is not allowed. Do not lock your bike to a friend's bike. The school is not responsible for loss or damage to your bike, skateboard, scooter or roller blades.

THEFT

Theft is taking anything that does not belong to you from a person or from any place. This includes taking anything from a classroom, from a person's purse, wallet, backpack, book bag, or from a P.E. locker, etc. If you even have anything that does not belong to you, you are guilty of being in possession of stolen property. A person caught stealing or in possession of stolen property may be suspended from school and the police notified.

BULLYING

Bullying and harassment are not tolerated at Griffiths Middle School. Bullying and harassment have two key elements:

- a) they involve potentially harmful words or actions repeated over sufficient time to cause being at school to become grossly uncomfortable for the victim (known in the law as *hostile atmosphere*)
- b) there is a significant social or physical imbalance between the perpetrator and the victim.

If a student feels he/she is a victim of bullying at school, he/she needs to report it immediately to a teacher, counselor, or administrator. Students receive resources during anti-bullying week each year and throughout the year regarding their rights, responsibilities, how to report, and what to expect when bullying is reported. School and families will work together to respond appropriately to bullying, and disciplinary action will result when necessary.

FIGHTING

Fighting is a serious violation of school and district rules. It is important to remember that it does not usually matter who starts the fight. It is not right to hit a person because he or she hit you. There is no good reason to fight. When students are involved in a fight, they are often suspended from school for one or more days. It is the student's responsibility to inform a school administrator or counselor if they think they might be involved in a fight. Everything possible to prevent the fight will be done.

VANDALISM

Destruction of any property is called vandalism. This includes breaking a person's lock, breaking windows, defacing school property with graffiti, etc. Students guilty of vandalism will be suspended from school for one or more days, the police will be notified, and their parents will have to pay for all the damages.

MARKER PENS & GRAFFITI

Pride in the school's appearance and reputation is the responsibility of the whole student body. Drawing or writing on school buildings, posts, desks, restroom walls, or damaging any other property by writing or drawing on it is called graffiti. This rule applies to any time of day including before school, after school, at night or on the weekend. Students found seriously damaging property will be suspended, issued a citation, the police notified, a possible expulsion hearing, and the parents required to pay for all damages.

CHEATING AND PLAGIARISM

Cheating is not allowed at Griffiths Middle School. Cheating is considered an action that is not honest. Copying the test or papers of another student is considered cheating. Plagiarism is the act of taking work from another source and turning

it in as your own. Plagiarism will be considered as an act of cheating. Students guilty of cheating will receive a minimum of two hours of detention, a failure grade on the test or paper and their parents will be notified of the incident.

PARTY FLIERS & ADVERTISEMENTS

It is against school rules to bring written material to school that advertises non-school activities. When materials are passed out at school by students, parents sometimes think that the school supports the activity. If the school feels an activity is safe and is sponsored by a legitimate organization, materials would be made available to those interested in the school office. Party fliers may never be distributed by students at school. Party fliers may not be brought to school or be in the possession of students on campus. Students bringing party fliers to school or having them in their possession at school will have the fliers taken away and will face disciplinary action.

SEXUAL HARASSMENT

Sexual harassment of or by any employee or of or by any student shall not be allowed. Sexual harassment is prohibited by the Downey Unified School District and may result in disciplinary action to the offending employee or student.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature by someone under any of the conditions delineated in Ed Code 212.5. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment.

The District will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment.

Incidents of sexual harassment should be reported to the principal or the Title IX coordinator 904-3200.

Sexual harassment can include:

1. Unwanted sexual advances (trying to meet someone and start a boyfriend/girlfriend relationship when the other person does not want to, suggestion that you get to know each other better).
2. Making threats to another person if they don't want a boyfriend/girlfriend relationship.

3. Showing the other person vulgar or “dirty” pictures, objects, or words.
4. Giving the other person continual sexual “looks” or making sexual movements or signals.
5. Saying sexual things, making sexual jokes or comments, or writing sexual letters or notes.
6. Touching a person in ways they do not want to be touched, blocking their movements, bumping, etc.

It does not matter if you think you are just fooling around or joking. If the other person does not like it, and especially if they have told you to stop, you may be guilty of sexual harassment. This can be serious and may result in your being suspended from school, expelled from Downey schools, or even arrested by the police. It is important to remember that both boys and girls can be guilty of sexual harassment.

OTHER SCHOOL CAMPUSES

Students are not permitted to be on another school campus before, during, or after school without the permission of the principal of the other school. If a student is going to another school to walk a younger brother or sister to or from school, they must wait off the campus, out of the buildings and outside the school gates and leave as soon as possible after meeting your brother or sister. Students are not permitted to take short cuts through other school grounds on their way to or from school.

SERIOUS VIOLATIONS OF LAWS OR SCHOOL RULES

Acts which endanger the safety or welfare of students or school personnel are grounds for suspension from school. Some of these acts include fighting, intimidation, possession or use of matches, tobacco, narcotics or other drugs, alcohol, explosive devices (including firecrackers), weapons of any type, shooting or throwing objects that might endanger sight or hearing, vandalism, theft, or injury to another person. Students may also be suspended for gambling, profanity, vulgarity, or immorality. Unfortunately, such acts often result in notification of police and/or fire departments, citation by school administration, and/or expulsion from the Downey Unified School District. All off-campus suspensions and expulsion become a permanent part of the student's school records. A more detailed explanation of Griffiths

Middle School's rules and regulations are printed in the school's Discipline Policy. This policy was developed with the assistance and cooperation of parents, teachers, counselors, and school administration. The policy is available online and included in the Griffiths Guide. Please read the Griffiths Middle School Discipline Policy and discuss it with your parents. Special assemblies are held each school year where these policies and consequences of any violations are clearly explained to students. For the purpose of maintaining a safe, secure and peaceful campus, metal detectors, breath alcohol test devices, and/or drug dogs may be used on campus.

REFERRALS

A referral is very serious. Most of the student body can spend three years at Griffiths without getting one referral. When a student's behavior in the classroom is very bad or does not improve no matter what steps the teacher has taken to change the behavior, the teacher writes a referral. The student is sent to the office with the referral. The office decides what needs to be done to change the wrong behavior and takes action. This may be a severe warning, calling the parents, detention, Saturday School, off-campus suspension, or, in very serious situations, transfer to another school or an expulsion hearing with possible expulsion from the Downey Unified School District. Copies of all referrals are kept in the student's file in the office and may be seen by the student's parents upon request.

DETENTION

School detention is assigned before school from 7:00 – 7:50 a.m., or after school from 2:38 - 3:38 p.m. Students are assigned detention by individual teachers for failure to complete assignments, for poor conduct in the classroom, for tardiness, or for lack supplies. Students are given written notice (detention form) prior to all detentions so that their parents can be informed. It is the student's responsibility to notify their parent(s) of the assigned detention.

Failure to serve an assigned detention is considered defiance and may result in Saturday School, or suspension.

SATURDAY DETENTION

If a student is involved in serious or repeated violations of school rules or fails to serve teacher or office-assigned detention, he or she may be assigned detention to be served on Saturday. While serving this detention, the students will be required to complete classwork, homework, missing assignments, makeup assignments, reading assignments, projects, etc. Parents will be notified of all Saturday assignments. Saturday detention is often assigned in place of suspension. Any student failing to report to an assigned Saturday detention will be suspended for one or more days.

SUSPENSION

A more serious action than detention for poor behavior is suspension. Suspension from school means that the student will not be permitted to attend school for one or more days. If a student comes to the school grounds during a period of off-campus suspension, the suspension will be extended, and the student may be arrested by the police. Suspension is given when a student violates a major school rule or law. All off-campus suspensions become a permanent part of the student's school record.

Suspension is not intended as a punishment, but rather to alert the student and parent that problems have reached a serious level that requires parent intervention. The suspended student has disrupted the learning environment or safety of campus. California teachers and school administrators have a moral and legal duty set down in State law and affirmed by the courts to protect the health and safety of students and preserve the integrity of the classroom environment for self-disciplined learners. A safe and positive learning environment is an indispensable component of the learning process and must be consistently and fairly protected.

EXPULSION

Expulsion is the most serious action that can take place for very serious violations of school rules and/or laws. If a student is expelled from the Downey Unified School District, it means that he or she may no longer attend any school in Downey. This becomes a permanent part of the student's school record. If a student is to be expelled, an expulsion hearing is held, and the Board of Education makes the final decision.

8th GRADE PRIVILEGES

We are proud of our students at GMS. As a reward for the responsibility, hard work, and good citizenship of our students, we offer a variety of activities at the end of the year for our 8th graders. We look forward to seeing our students share in the rewards for their commendable efforts. However, these activities are privileges and can be revoked if necessary, for poor citizenship, attendance problems, or poor academic performance. We believe that all our students can achieve great things. It is our hope that all our students will be able to participate and enjoy all the privileges planned. Each student will determine that by their own behavior and performance.

GRIFFITHS MIDDLE SCHOOL RULES & CONSEQUENCES REGARDING CELLPHONES & OTHER ELECTRONICS

Cell Phones are permitted on campus in accordance with California State Law. In accordance with that law:

- Cell phones & other electronic items **MUST** remain turned off and put away during the school day unless being used with permission of the classroom teacher for educational purposes.
- Cell phones and electronic items that are brought to school are brought entirely at the risk of the owner. The school will not be responsible for the loss, theft, or destruction of electronic items or cell phones.
- Cell phones being used without permission, or for non-educational purposes, will be confiscated.

CONSEQUENCES:

INCIDENT 1: Device(s) confiscated; released only to parent/guardian

**INCIDENT 2: Device(s) confiscated; released only to parent/guardian;
1-hour detention after school (Wednesdays)**

**INCIDENT 3: Device(s) confiscated; released only to parent/guardian;
4-hours (1 day) Saturday School**

**INCIDENT 4: Device(s) confiscated and held until end of semester;
additional consequences determined by administration**

**PLEASE NOTE: CELL PHONES & ELECTRONIC
DEVICES WILL NOT BE AVAILABLE FOR PICK-UP
UNTIL AFTER 3:00 PM ON THE DAY
THE ITEM IS CONFISCATED.**

GRIFFITHS MIDDLE SCHOOL

POLICY & EXPECTATIONS REGARDING STUDENT IDENTIFICATION BADGES

The purpose of this policy is to ensure the safety and security of all staff and students at Griffiths Middle School each day. Our administration and staff pride themselves on getting to know all our students. Therefore, it is crucial that students have their identification badges to identify students, staff and visitors on campus. Providing a safe environment for our students is our first responsibility and identification of everyone on campus will not be compromised. Students will be issued an ID card with a lanyard on/after picture day.

The following expectations are required of all students daily:

- **EVERY student must wear their current year ID badge always while on school grounds in order to:**
 - Move between classes and use the restroom.
 - Buy lunch in the cafeteria.
 - Check-out & return library books.
 - Participate in campus activities (dances, ASPIRE, etc.).
 - Being on campus for school related activities after school.
- **ID badges must be presented to any school staff/administration member upon request.**
- **The ID badge cannot be altered in any way, including the following:**
 - Stickers, markings, and other photos are not allowed.
 - Student name, barcode and photo must be clearly visible always.
- **Lost, stolen, altered, or damaged ID badges must be replaced immediately.**
 - Replacements are issued through the library.
 - Damaged, lost or broken lanyards are available for PBIS points in the Character Counts! Store every Wednesday at lunch.
- **Students are not required to wear their ID badge during PE.**

CONSEQUENCES:

Students that are caught not following the above expectations will be assigned consequences in the following order:

INCIDENT 1: Student will be reminded about expectations & assigned campus beautification.

INCIDENT 2: Student will receive lunch exclusion and parent will receive a phone call from administration regarding expectations.

INCIDENT 3: Student referral to the office; 1-hour detention after-school (Wednesday); parent phone call

INCIDENT 4: Student referral to office; Saturday School; parent phone call

INCIDENT 5+: Further disciplinary action at administrators' discretion for continued disregard for school rules/policies regarding campus safety & security.

SCHOOL DISCIPLINE POLICY

GRIFFITHS MIDDLE SCHOOL

REVISED 4/2/20

The purpose of this policy is to ensure a system of effective discipline supported by students, school personnel and parents. We are making every effort to ensure that Griffiths Middle School is a safe place for our students and staff members. Working together, we can provide a safe, pleasant and academically rewarding environment in which students can achieve a maximum level of success. Please be aware that school rules, as required by California State Law, apply during school hours, at any school related activity, and when traveling to school or back home.

1. CONSEQUENCES

Failure to comply with the Griffiths School Discipline Policy may result in any of the following consequences:

- 1.1 Referral to a school administrator, counselor, or dean
- 1.2 Parent conference
- 1.3 Assignment of lunch exclusion, campus clean-up, detention, Saturday School, or other discipline assignment(s)
- 1.4 Loss of school privileges (i.e. dances, field trips, athletic participation, etc.)
- 1.5 Community Service
- 1.6 Up to five days of off-campus or in-school suspension
- 1.7 Parent may be required to attend school with their child
- 1.8 Social adjustment transfer of the student to another campus within the Downey Unified School District
- 1.9 Alcohol and Other Drug Contract
- 1.10 Referral to a School Attendance Review Team and/or a School Attendance Review Board hearing
- 1.11 Referral for expulsion from the Downey Unified School District
- 1.12 Police notification, student arrest and removal from school with subsequent legal action

2. CLOSED CAMPUS, CAMPUS HOURS

Griffiths Middle School is a closed campus. No student may leave the campus at any time without the permission of the school attendance office and a written office pass. Downey Police may cite a student who is off campus without a written school pass. It is a violation of State Law for anyone to enter a campus during school hours unless entry is granted by the school administration. Everyone must stop at the office before coming on campus. Regular school day hours at Griffiths Middle School are from 7:55 a.m. until 2:38 p.m. Students are supervised on campus from 7:35 a.m. until 2:53 p.m. **Students are expected to exit campus in an expedited manner after school, unless part of school and/or district approved programs.**

3. ATTENDANCE, TARDIES, TRUANCY

No student should be absent, tardy, or out of class without a valid reason. School Policy states that students must be in your seat when the tardy bell begins to ring. A student is considered truant when they are absent from school, class, or more than 30 minutes late, without permission.

4. DRUGS, ALCOHOL, WEAPONS, OTHER MAJOR OFFENSES

Using, giving, or selling to another person, or in possession of, drugs, alcohol, weapons, look-alike weapons (example: air soft pellet gun, rubber knife, etc.) or dangerous objects on campus is strictly forbidden. Any overt act or threat directed at a student, teacher or other school employee is also a serious violation.

5. FIGHTING

Fighting is defined as "causing and/or threatening to cause physical injury to student(s) or school personnel, and/or willfully using force or violence on another." Pushing, shoving, play-fighting, etc., are all considered to be fighting. Self-defense is not an acceptable excuse.

6. DISRESPECT, DEFIANCE OF AUTHORITY

Any student that is discourteous, impolite, or rude to school personnel is guilty of disrespect. Defiance is refusal to follow a staff member's directions. Failure to serve detention may be considered defiance of authority.

7. PROFANITY, VULGARITY, OBSCENE MATERIAL

No student is permitted to use profane or vulgar language at any time while at school or any school activity. Any profanity directed at or about a teacher or any other school employee will be considered an extreme violation. Profanity includes spoken and/or written expression.

8. THEFT OR POSSESSION OF LOST/STOLEN PROPERTY

Theft is defined as the removal of an object from school or from another person, their backpack, desk, locker, purse, etc. without the knowledge and permission of the owner. To knowingly possess lost or stolen property will be considered theft.

9. VANDALISM

Vandalism is considered willful destruction of school or personal property. The parent or guardian of a minor who willfully cuts, defaces, or otherwise injures in any way, property, real or personal, belonging to the School District, will be liable for all such damages caused by the minor.

10. FORGERY

Forgery is the act of a student signing a parent's, teacher's, or other school employee's name or altering such signature or other mark such as a grade, date, time, etc. If a student impersonates such person by voice on the telephone, he or she will be guilty of forgery.

11. TOBACCO

The act of smoking or the mere possession of tobacco, cigarettes, and/or electronic cigarettes by a minor is illegal and is considered a violation of this policy. Cigarette lighters, matches or other tobacco related paraphernalia are not permitted on campus at any time.

12. FIRECRACKERS, FIREWORKS, EXPLOSIVES

Firecrackers, fireworks, and other explosives are illegal, dangerous and never permitted at school or any school activity. Simple possession of such materials is a violation of this policy. Lighting or attempting to light or explode such materials is a serious and major violation of school policy.

13. CHEATING AND PLAGIARISM

Cheating is considered an action which is not honest. Copying the test or papers of another student is considered cheating. A student who supplies papers or work for someone to copy or does the work for someone is also guilty of cheating. Two or more students working together on an assignment that was to be completed by an individual will also be considered cheating. Plagiarism is the act of taking work from another source and turning it in as your own. Plagiarism will be considered as an act of cheating.

14. CLASSROOM DISRUPTION, FAILURE TO FOLLOW RULES

Teachers have the authority to develop rules for their individual classrooms. To assure maximum learning, teachers will issue classroom rules/expectations which must be followed. Parents will be contacted as necessary if students fail to maintain proper class behavior and/or follow classroom expectations.

15. DISRUPTION OF SCHOOL ACTIVITIES

Students violating school rules at any school activity may be asked to leave and further action, as necessary, will be taken. Students having unserved detention or major behavioral violations will not be admitted to school activities. Students may be placed on school probation, where future behavior will be agreed upon and carefully monitored. Any student violating the probation agreement may be transferred to another school and/or denied participation in future activities which includes promotion exercises, dances, and year-end activities. Any misbehavior on school field trips will be considered a violation of school rules.

16. BOUNDARIES

Students are to remain in assigned areas during snack and lunch. Students are not allowed in staff parking areas at any time. All students with food must remain in the student quad. Students who are finished eating may participate in games on the basketball courts and athletic fields during lunch only. Students are not permitted in the halls during lunch or snack. Cutting in line, leaving trash or throwing food will not be tolerated.

17. BOOK BAGS & BACK PACKS

Book bags and back packs are personal property of the owner. No student may pick up a book bag or back pack or open one up without the immediate permission of the owner. Any student found in possession of another student's book bag or in possession of any materials taken out of the bag will be considered guilty of theft. The student will be punished for theft and/or possession of lost or stolen property.

18. DRESS CODE

While on campus or at any school activity, students will be dressed and groomed in a manner which will not distract, interfere or disrupt the educational program or create a safety hazard for themselves or others. Griffiths Middle School desires to keep the school and students free of the intimidation and harmful influence of gangs or any groups which advocate drugs, alcohol, tobacco, violence or disruptive behavior. Therefore, the presence of any grooming which by virtue of its color, arrangement, trademark or any other attribute denotes affiliation with or membership in such a group is strictly prohibited. All students who come to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school. Additional disciplinary action may be taken as necessary. The Griffiths Middle School standards of student dress and grooming are as follows:

18.1 **CONDITION:** All clothes must be properly sized, neat, clean, and in good repair.

18.2 **MESSAGE:** Logos, pictures or writing on clothing, backpacks, jewelry, and/or school supplies must be age appropriate and not advocate any of the following: drugs, alcohol, tobacco, sex, violence, vandalism, disruptive behavior, disrespect, gang activity, or in any way display profanity, obscene illustrations, illegal activity or degrade any gender, cultural, religious or ethnic values, nor promote one ethnic group over another.

18.3 **UNDERGARMENTS:** Undergarments must be worn at all times and must not be visible at any time.

18.4 **TOPS:** Shirts and tops must have sleeves, cover the stomach and back always. Halter/crop tops, tube tops, tank tops, muscle tees, under tank(s), spaghetti straps, see-through tops, bare midriffs, or low-cut tops are not permitted.

18.5 **BOTTOMS:** Pants, shorts, and skirts **must** cover the buttocks and undergarments. All bottoms must be worn at the waist always (no sagging). Shorts, skirts, etc. must extend to at least the mid-thigh. The bottom of the short(s) must be no longer than the bottom of the knee. **"Distressed" (fraying, cuts, holes, rips, etc.) areas must not be higher than mid-thigh.**

18.6 **SHOES:** Safe footwear must be worn always. Students may not wear open toe sandals, slides, and/or slippers. Shoes with heels higher than one inch are not allowed.

18.7 **JEWELRY/ACCESSORIES:** Jewelry that poses a safety hazard, is gang related, or that distracts from the educational process is not permitted. This includes pant/wallet chains and hoop earrings that are larger than a nickel in diameter. **BLANKETS ARE NOT PERMITTED ON CAMPUS AT ANY TIME.**

18.8 **HEAD WEAR:** GMS hats may be worn outside on campus and **must be removed when in class or any other building**. All other hats, caps, sports headbands, headbands, hair nets, and bandannas are not allowed on campus. Sweatshirt hoods must remain down except for cold mornings or rainy days outside of class.

18.9 **GANG APPAREL:** Gang related apparel is not allowed. Any combination of clothing that law enforcement agencies currently consider gang related will not be allowed at Griffiths Middle School.

19. BULLYING

Bullying is prohibited. Inappropriate behavior that includes a significant social or physical imbalance between a perpetrator and a victim, with potentially harmful words or actions being repeated over sufficient time to cause being at school to become grossly uncomfortable for the victim, is considered bullying. This includes cyber bullying.

20. SEXUAL HARASSMENT

Sexual harassment of or by any employee or of or by any student shall not be allowed. Sexual harassment is prohibited by the Downey Unified School District and may result in disciplinary action to the offending employee or student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any of the conditions delineated in Ed Code 212.5. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The District will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment. Incidents of sexual harassment should be reported to school administration.

21. PROHIBITED ITEMS ON CAMPUS

Items which are dangerous, problematic or distractive are banned from campus. Prohibited items that are brought on campus will be confiscated. Confiscated items may be held for a parent to pick up, held for the remainder of the semester, held for the remainder of the school year, turned over to the District, or turned over to law enforcement authorities. Items being held for a parent, and not picked up by the end of the school year will be donated to charity or discarded. The school will not be responsible for the loss or destruction of contraband items. Contraband items include, but are not limited to:

21.1 Any item that is illegal for minors to possess.

21.2 Any item that poses a danger or is disruptive to the educational process.

21.3 All medication (prescription and over the counter) must be checked into the office by a parent or guardian. Arrangements will be made for the student to use the medicine under the supervision of office staff. Students may not carry medication (prescription or otherwise) on campus unless arrangements have been made in writing by a doctor and the Griffiths office staff.

21.4 Items that have no educational purpose including but not limited to gum, toys, permanent marking pens, imitation electronic cigarettes.

21.5 Students may not sell items on campus to make money for themselves.

21.6 For the health and safety of our students, third party food deliveries are NOT allowed. All third-party food deliveries, including UBER Eats and PostMates, will be turned away at customer's expense.

22. ELECTRONICS AND CELL PHONES

Cell phones are permitted on campus in accordance with California State law. In accordance with that law, cell phones must remain turned off and put away during the school day (7:55 a.m. – 2:38 p.m.) unless being used with permission for educational purposes. Cell phones and electronic items (**including headphones/AirPods/etc.**) that are brought to school, are brought entirely at the risk of the owner. The school will not be responsible for the loss, theft, or destruction of electronic items or cell phones. Electronics and cell phones being used without permission or for non-educational purposes will be confiscated and only released to a parent. Students whose electronics and/or cell phones are confiscated may receive a Saturday School assignment.

23. BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS, ATHLETIC EQUIPMENT, ETC

Bicycles, skateboards, or any other wheeled device may not be ridden on campus. Bicycles, skateboards, scooters, and roller blades must be locked in the provided area. Personal athletic equipment is not allowed on campus. School is not responsible for replacing lost, stolen or damaged items.

24. BEYOND THE CONTROL OF SCHOOL AUTHORITIES

Any student who is persistently in violation of numerous classroom, school, District, or legal policies, and who does not respond to usual corrective measures, is considered beyond the control of school authorities. In this case, the parent is held responsible for all possible help in correcting the behavioral problems. Depending on the situation, any or all of the following may be considered: parent requested and/or required to attend class with student, parent requested to come to school and remove the student, assignment of an alternate school, off campus suspension, referral to outside counseling and/or juvenile authorities, contact District Office for possible expulsion hearing or removal from school.

SUSPENSION

Suspension is not intended as a punishment, but rather to alert the student and parent that problems are emerging and have reached a serious level that requires parent intervention. The suspended student has disrupted the learning environment or safety of campus. California teachers and school administrators have a moral and legal duty set down in state law and affirmed by the courts to protect the health and safety of students and preserve the integrity of the classroom environment for self-disciplined learners. A safe and positive learning environment is an indispensable component of the learning process and must be consistent and protected.

PRIVILEGES

We are proud of our students at Griffiths Middle School. As a reward for the responsibility, hard work, and good citizenship of our students, we offer a variety of extracurricular activities such as: assemblies, athletics, awards, dances, field trips, outings, special activities, etc. We look forward to seeing our students share in the rewards for their commendable efforts. However, all the above extracurricular activities are privileges and can be revoked if necessary, for poor citizenship, attendance problems, or poor academic performance. In addition to the penalties for violating school rules explained in this discipline policy, the loss of privileges may be added as an additional consequence as deemed necessary by counselors or administration. We believe that all our students are capable of achieving great things. It is our hope that all our students will be able to participate and enjoy all of the privileges we have planned, but each student will determine that by their own behavior and performance.

INTERNET ACCEPTABLE USAGE AGREEMENT

While electronic information resources offer tremendous opportunities of educational value, they may also present opportunities for illegal and unethical use. The following represents some of the uses that are prohibited by the District. "Inappropriate Use" includes:

- Using the network in violation of federal, state and local laws
- Using the network for commercial advertising
- Using copyrighted materials without permission
- Using the network to lobby for votes
- Using the network to access and or distribute a file that contains pornographic and/or illegal material
- Using the network to send/request material that is inflammatory
- Using the network to threaten, harass or post false or defamatory information about a person or organization
- Creating and/or intentionally placing a computer virus on the network
- Using or copying commercial software in violation of its end user license
- Using the network to send/request materials that are inconsistent with the school's code of conduct
- Using the network to send/request student data for inappropriate use
- Using the network to provide addresses or other personal information that others may use inappropriately
- Using the network to make purchases or conduct other personal business during school hours
- Connecting or installing unauthorized equipment and/or devices to the network such as access points, routers, gateways, and non-District computers and peripherals
- Using any hardware or software that interferes with the District network
- Unauthorized access to the District network or student information system (i.e. online grade book)
- Using another user's login/password for any reason.
- Disrupting the District network or any other computer system or destroying data by spreading computer viruses or by any other means

Student: I understand and will abide by the Acceptable Usage Policy above. I further understand that any violation of the regulation or policies in the Acceptable Usage Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Name (print): _____ ID#: _____

Student Signature: _____ Date: _____



HELPFUL HINTS FOR USING YOUR GMS BINDER REMINDER



1. Keep the calendar/agenda at the front of your binder.
2. Every day—either at the beginning or end of each class—record homework, upcoming assignments, projects, and tests.
3. If there is no homework assigned in a class, write “**study/review**” in the space provided.
4. Long-term projects or assignments should be recorded twice: the day they are assigned and the day they are due.
5. When an assignment is finished, place a check mark next to it, but do not cross out.
6. At the beginning of each week/month, record upcoming academic, school, and personal responsibilities/activities/events in your agenda.
7. At the beginning of each grading period, record long-term/short-term goals in your agenda.
8. Use the space at the bottom of the agenda page to record your daily reflection, clarifying questions, and new goals. This space may also be used for communication to and from parents.
9. Your parents are an integral part of the team and should sign your agenda each week.
10. Never remove pages from your agenda to show completion of activities. Instead, fold down the corner of the page or make a check mark next to the activity.

GMS Binder Contents Check-Off Sheet

REQUIRED BINDER CONTENTS:

- ☐ Good Quality 3-Ring Binder – 2", 2.5", or 3" with Pocket Inserts
- ☐ 5 to 6 Colored Tab Subject Dividers to Separate Classes
- ☐ Zipper Pouch or Pencil Box to Store Supplies
- ☐ 2+ Pens
- ☐ 2+ Pencils WITH Erasers
- ☐ Notebook Paper
- ☐ GMS Planner/Binder Reminder

SUGGESTED:

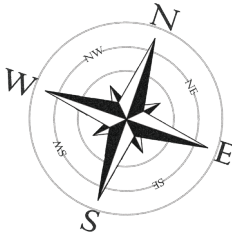
- ☐ 1+ Highlighters
- ☐ 1+ Erasers
- ☐ Dictionary and/or Thesaurus
- ☐ Calculator
- ☐ Six-Inch Ruler & Three-Hole Punch Binder Insert
- ☐ Glue Stick
- ☐ Scissors
- ☐ Post-its

ORDER OF MATERIALS:

- ☐ Zipper Pouch with Supplies
- ☐ GMS Planner/Binder Reminder
- ☐ Subject Divider for Each Class
- ☐ Extra Notebook Paper

BEHIND EACH DIVIDER:

- ☐ Notes/Notebooks
- ☐ Handouts/Worksheets/Classwork
- ☐ Tests/Quizzes
- ☐ Returned Assignments

**Achieving**

You have more energy and more goals than other people. You love a sense of accomplishment.

Caring

In your heart, helping other people is very important. You want to make the world better by helping people in small ways or big ways.

Competing

You see many things in life as a game, and you feel great joy when you win. You truly hate to lose because you are always striving for first place.

Confidence

You believe in yourself and what you can do. This helps you take on challenges because you feel sure you can succeed.

Dependability

Trust is important to you, and you care about being seen as responsible and trustworthy. People count on you to do what you say you will do. When you make a promise, you mean to keep it.

Discoverer

A thinker and learner, you are excited about exploring ideas and making connections. You like to ask the questions "How?" and "Why?"

Future Thinker

Your mind loves to think and dream about the future. You are a person who thinks about what is possible, not what is impossible.

Organizer

Scheduling, planning and organizing your world makes life better. People count on you to get the details right and pull a plan together.

Presence

You were born to be at the front of the room telling stories and taking the lead. Other people watch you and listen to you.

Relating

You like to start friendships and keep them for a long time — maybe even your whole life. You widen the circle of friends for yourself and others.

My Top 3 Talents:

1. _____
2. _____
3. _____

I also rely on these talents:

4. _____
5. _____
6. _____
7. _____

Sometimes I use these talents:

8. _____
9. _____
10. _____



GET TO KNOW YOUR CLASS



Class: _____

Teacher: _____

Period: _____

Teacher's Email: _____

Required Materials

Grading

Is this class weighted? If so, what are categories & weights? If, not how does the grading work?

Absent/Make-up Work Policy & Procedures

Late Work Policy

Extra Help?

Does your teacher offer tutoring? If yes, what time and day is it offered?

Other Important Notes About this Class

Does your teacher use Remind or have a website for this class?



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Does your teacher offer tutoring? If yes, what time and day is it offered?

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My Progress Reflection

Name: _____

Each period today, reflect and create a plan to improve.
Detailed grades are online at **studentconnection.dusd.net**

Period	Class/ Teacher	Academic Grade	Citizenship Grade	Reflecting on my academics , I will... (consider the following) • Missing Assignments (List them) • Attend Tutoring (What day/time?) • Poor Quiz/Test (Can you improve?) • Effort (Are you giving your best?)
1				
2				
3				
4				
5				
6				

I can improve how I show **trustworthiness** by...

**CHARACTER
COUNTS!**

(Complete Period 2)



My Progress Reflection

Name: _____

Each period today, reflect and create a plan to improve.
Detailed grades are online at **studentconnection.dusd.net**

Period	Class/ Teacher	Academic Grade	Citizenship Grade	Reflecting on my academics , I will... (consider the following)
1				<ul style="list-style-type: none"> • Missing Assignments (List them) • Poor Quiz/Test (Can you improve?) • Attend Tutoring (What day/time?) • Effort (Are you giving your best?)
2				
3				
4				
5				
6				

I can improve how I show **respect** by...

**CHARACTER
COUNTS!**

(Complete Period 2)



My Progress Reflection

Name: _____

Each period today, reflect and create a plan to improve.
Detailed grades are online at **studentconnection.dusd.net**

Period	Class/ Teacher	Academic Grade	Citizenship Grade	Reflecting on my academics , I will... (consider the following) • Missing Assignments (List them) • Attend Tutoring (What day/time?) • Poor Quiz/Test (Can you improve?) • Effort (Are you giving your best?)
1				
2				
3				
4				
5				
6				

I can improve how I show **responsibility** by...

**CHARACTER
COUNTS!**

(Complete Period 2)



My Progress Reflection

Name: _____

Each period today, reflect and create a plan to improve.
Detailed grades are online at **studentconnection.dusd.net**

Period	Class/ Teacher	Academic Grade	Citizenship Grade	Reflecting on my academics , I will... (consider the following)
1				<ul style="list-style-type: none"> • Missing Assignments (List them) • Poor Quiz/Test (Can you improve?) • Attend Tutoring (What day/time?) • Effort (Are you giving your best?)
2				
3				
4				
5				
6				

I can improve how I show **fairness** by...

**CHARACTER
COUNTS!**

(Complete Period 2)



My Progress Reflection

Name: _____

Each period today, reflect and create a plan to improve.
Detailed grades are online at **studentconnection.dusd.net**

Period	Class/ Teacher	Academic Grade	Citizenship Grade	Reflecting on my academics , I will... (consider the following) • Missing Assignments (List them) • Attend Tutoring (What day/time?) • Poor Quiz/Test (Can you improve?) • Effort (Are you giving your best?)
1				
2				
3				
4				
5				
6				

I can improve how I am a **caringcitizen** by...

**CHARACTER
COUNTS!**

(Complete Period 2)

School-Wide Instructional Focus (SWIF) Goal Setting

I plan to achieve these scores
on the writing assessment.
(check one in each column)

Content	Conventions
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

To earn these scores, I will...

[illegible]

These are the scores I achieved
on the writing assessment.
(check one in each column)

Content	Conventions
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

To improve my scores, I will...

[illegible]

I plan to achieve these scores
on the writing assessment.
(check one in each column)

Content	Conventions
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

To earn these scores, I will...

[illegible]

These are the scores I achieved
on the writing assessment.
(check one in each column)

Content	Conventions
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

To improve my scores, I will...

[illegible]

NAME _____

RESULTS OF PHYSICAL FITNESS TEST



PRE-TEST

Date: _____

My age: _____

1. Aerobic Capacity

ONE MILE

PACER

2. Muscle Strength

CURL-UP

TRUNK-LIFT

3. Strength & Endurance

PUSH-UPS

4. Flexibility

SHOULDER STRETCH (R)

SHOULDER STRETCH (L)

SIT AND REACH (R)

SIT AND REACH (L)

5. Body Composition

HEIGHT

WEIGHT

POST-TEST

Date: _____

My age: _____

1. Aerobic Capacity

ONE MILE

PACER

2. Muscle Strength

CURL-UP

TRUNK-LIFT

3. Strength & Endurance

PUSH-UPS

4. Flexibility

SHOULDER STRETCH (R)

SHOULDER STRETCH (L)

SIT AND REACH (R)

SIT AND REACH (L)

5. Body Composition

HEIGHT

WEIGHT



____ TOTAL POINTS

NAME _____

GRADE		PENTATHLON FOR BOYS				PERIOD
POINTS	100	LJ	400	SP	MILE	POINTS
100	11.0-LOWER	17'6"-UP	.59-LOWER	40'-UP	5.15-LOWER	100
99	11.1	17'3"-17'5"	1.00-1.01	39'	5.16-5.20	99
98	11.2	17'0"-17.2"	1.02-1.03	38'	5.21-5.25	98
97	11.3	16'9"-16'11"	1.04-1.05	37'	5.26-5.30	97
96	11.4	16'6"-16'8"	1.06-1.07	36'	5.31-5.35	96
95	11.5	16'3"-16'5"	1.08-1.09	35'	5.36-5.40	95
94	11.6	16'0"-16'2"	1.10-1.11	34'	5.41-5.45	94
93	11.7	15'9"-15'11"	1.12-1.13	33'	5.46-5.50	93
92	11.8	15'6"-15'8"	1.14-1.15	32'	5.51-5.55	92
91	11.9	15'3"-15'5"	1.16-1.17	31'	5.56-6.00	91
90	12.0-12.1	15'0"-15'2"	1.18-1.19	30'	6.01-6.05	90
89	12.2-12.3	14'8"-14'11"	1.20-1.21	29'	6.06-6.10	89
88	12.4-12.5	14'4"-14'7"	1.22-1.23	28'	6.11-6.15	88
87	12.6-12.7	14'0"-14'3"	1.24-1.25	27'	6.16-6.20	87
86	12.8-12.9	13'8"-13'11"	1.26-1.27	26'	6.21-6.25	86
85	13.0-13.1	13'4"-13'7"	1.28-1.29	25'	6.26-6.30	85
84	13.2-13.3	13'0"-13'3"	1.30-1.31	24'	6.31-6.40	84
83	13.4-13.5	12'8"-12'11"	1.32-1.33	23'	6.41-6.50	83
82	13.6-13.7	12'4"-12'7"	1.34-1.35	22'	6.51-7.00	82
81	13.8-13.9	12'0"-12'3"	1.36-1.37	21'	7.01-7.10	81
80	14.0-14.2	11'8"-11'11"	1.38-1.39	20'	7.11-7.20	80
79	14.3-14.5	11'4"-11'7"	1.40-1.41	19'	7.21-7.30	79
78	14.6-14.8	11'0"-11'3"	1.42-1.43	18'	7.31-7.40	78
77	14.9-15.1	10'8"-10'11"	1.44-1.45	17'	7.41-7.50	77
76	15.2-15.4	10'4"-10'7"	1.46-1.47	16'	7.51-8.00	76
75	15.5-15.7	10'0"-10'3"	1.48-1.49	15'	8.01-8.09	75
74	15.8-16.0	9'8"-9'11"	1.50-1.51	14'	8.10-8.19	74
73	16.1-16.3	9'4"-9'7"	1.52-1.53	13'	8.20-8.29	73
72	16.4-16.6	9'0"-9'3"	1.54-1.55	12'	8.30-8.39	72
71	16.7-16.9	8'8"-8'11"	1.56-1.57	11'	8.40-8.49	71
70	17.0-17.3	8'4"-8'7"	1.58-1.59	10'	8.50-8.59	70
69	17.4-17.7	8'0"-8'3"	2.00-2.01	9'	9.00-9.09	69
68	17.8-18.1	7'8"-7'11"	2.02-2.03	8'	9.10-9.19	68
67	18.2-18.5	7'4"-7'7"	2.04-2.05	7'	9.20-9.29	67
66	18.6-18.9	7'0"-7'3"	2.06-2.07	6'	9.30-9.39	66
65	19.0-19.3	6'8"-6'11"	2.08-2.09	5'	9.40-9.49	65
64	19.4-19.7	6'4"-6'7"	2.10-2.11	4'	9.50-9.59	64
63	19.8-20.1	6'0"-6'3"	2.12-2.13	3'	10.00-10.09	63
62	20.2-20.5	5'8"-5'11"	2.14-2.15	2'	10.10-10.21	62
61	20.6-20.9	5'4"-5'7"	2.16-2.17	1'	10.20-10.30	61
60	21.0-UP	LOWER-5'3"	2.18-UP	0'	10.31-UP	60

MARK						
POINTS						

TEACHER: _____

_____ TOTAL POINTS

____ TOTAL POINTS

NAME _____

GRADE	PENTATHLON FOR GIRLS					PERIOD
POINTS	100	LJ	400	SP	MILE	POINTS
100	12-LOWER	15'0"-UP	1.04-LOWER	40'-UP	5.44-LOWER	100
99	12.10	14'9"-14'11"	1.05-1.06	39'	5.45-5.50	99
98	12.20	14'6"-14'8"	1.07-1.08	38'	5.51-5.55	98
97	12.30	14'3"-14'5"	1.09-1.10	37'	5.56-6.00	97
96	12.40	14'0"-14'2"	1.11-1.12	36'	6.01-6.05	96
95	12.50	13'9"-13'11"	1.13-1.14	35'	6.06-6.10	95
94	12.60	13'6"-13'8"	1.15-1.16	34'	6.11-6.15	94
93	12.70	13'3"-13'5"	1.17-1.18	33'	6.16-6.20	93
92	12.80	13'0"-13'2"	1.19-1.20	32'	6.21-6.25	92
91	12.90	12'9"-12'11"	1.21-1.22	31'	6.26-6.30	91
90	13.0-13.1	12'6"-12'8"	1.23-1.24	30'	6.31-6.35	90
89	13.2-13.3	12'3"-12'5"	1.25-1.26	29'	6.36-6.40	89
88	13.4-13.5	12'0"-12'2"	1.27-1.28	28'	6.41-6.45	88
87	13.6-13.7	11'9"-11'11"	1.29-1.30	27'	6.46-6.50	87
86	13.8-13.9	11'6"-11'8"	1.31-1.32	26'	6.51-6.55	86
85	14.0-14.1	11'3"-11'5"	1.33-1.34	25'	6.56-7.00	85
84	14.2-14.3	11'0"-11'2"	1.35-1.36	24'	7.01-7.10	84
83	14.4-14.5	10'9"-10'11"	1.37-1.38	23'	7.11-7.20	83
82	14.6-14.7	10'6"-10'8"	1.39-1.40	22'	7.21-7.30	82
81	14.8-14.9	10'3"-10'5"	1.41-1.42	21'	7.31-7.40	81
80	15.0-15.2	10'0"-10'2"	1.43-1.44	20'	7.41-7.50	80
79	15.3-15.5	9'9"-9'11"	1.45-1.46	19'	7.51-8.00	79
78	15.6-15.8	9'6"-9'8"	1.47-1.48	18'	8.01-8.10	78
77	15.9-16.1	9'3"-9'5"	1.49-1.50	17'	8.11-8.20	77
76	16.2-16.4	9'0"-9'2"	1.51-1.52	16'	8.21-8.30	76
75	16.5-16.7	8'9"-8'11"	1.53-1.54	15'	8.31-8.40	75
74	16.8-17.0	8'6"-8'8"	1.55-1.56	14'	8.41-8.50	74
73	17.1-17.3	8'3"-8'5"	1.57-1.58	13'	8.51-9.00	73
72	17.4-17.6	8'0"-8'2"	1.59-2.00	12'	9.01-9.10	72
71	17.7-17.9	7'9"-7'11"	2.01-2.02	11'	9.11-9.20	71
70	18.0-18.3	7'6"-7'8"	2.03-2.04	10'	9.21-9.30	70
69	18.4-18.7	7'3"-7'5"	2.05-2.06	9'	9.31-9.45	69
68	18.8-19.1	7'0"-7'2"	2.07-2.08	8'	9.46-10.00	68
67	19.2-19.5	6'9"-6'11"	2.09-2.10	7'	10.01-10.15	67
66	19.6-19.9	6'6"-6'8"	2.11-2.12	6'	10.16-10.30	66
65	20.0-20.3	6'3"-6'5"	2.13-2.14	5'	10.31-10.45	65
64	20.4-20.7	6'0"-6'2"	2.15-2.16	4'	10.46-11.00	64
63	20.8-21.1	5'9"-5'11"	2.17-2.18	3'	11.01-11.15	63
62	21.2-21.5	5'6"-5'8"	2.19-2.20	2'	11.16-11.30	62
61	21.6-21.9	5'3"-5'5"	2.21-2.22	1'	11.31-11.45	61
60	22.0-UP	LOWER-5'2"	2.23-UP	0'	11.46-UP	60

MARK						
POINTS						

TEACHER: _____

_____ TOTAL POINTS