



San Fernando Middle School

*“I’m a great believer in luck and I find the harder I work, the more I have of it.”
– Thomas Jefferson*

Events of the Week: May 19 - 23, 2008

<u>Monday, May 19</u>	
CST/CAT6	Make-Up Testing
15 Week Reporting Period – Grades Due	
8:00 – 10:00 AM	Senior Staff Meeting
3:30 PM	School Site Council
<u>Tuesday, May 20</u>	
CST/CAT6	Make-Up Testing
Verification Rosters Due	
Periods 6 & 7	“Blast to the Past” Choir Show –All 6 th Grade Students & Approved 8 th Grade Classes
1:35 PM	Student Dismissal
1:45 – 3:05 PM	PD: Learning Teams for Selected 6 th Grade Teachers, Rm. B17/Second Step Training for Selected 6/7 th Grade Teachers, Clement, Corea, Horn, Saylor-Hirsch, Zaft
3:05 PM	Faculty Meeting
<u>Wednesday, May 21</u>	
Grades Mailed Home	
8:00 – 3:00 PM	Student-to-Student Interaction, Camp Griffio, Banks, Burger, Flores
1:00 – 4:00 PM	Assistant Principal’s Meeting – CANCELLED
Periods 6 & 1 st half of 7	“Blast to the Past” Choir Show –All 7 th Grade Students & Approved 8 th Grade Classes
7:00 PM	Spring Choral Show
<u>Thursday, May 22</u>	
Scoliosis Testing	
9:30 AM	UCLA Global Wellness Center Meeting, Balderas, Bolita
11:10 – 12:30 PM	COST Meeting
1:30 – 2:45 PM	CIA Meeting
<u>Friday, May 23</u>	
8:00 – 6:30 PM	AVID Field Trip to Universal Studios, Wirtzer, Mongan, Connections Staff
Lunch	Falcon Store Open
<i>Blue Spirit Day – All Staff Wear Blue!</i>	

Looking Ahead: May 26 - 30, 2008

<u>Monday, May 26</u>	
MEMORIAL DAY HOLIDAY – NO SCHOOL	
<u>Tuesday, May 27</u>	
8:00 – 10:00 AM	Senior Staff Meeting
1:35 PM	Student Dismissal
1:45 – 3:05 PM	PD: Depts. Distribute/Review SPA’s for Science/History
<u>Wednesday, May 28</u>	
7:30 – 4:00 PM	PLC Meeting
<u>Thursday, May 29</u>	
1:00 – 3:00 PM	RSP Meeting
1:30 – 2:45 PM	CIA Meeting
7:00 – 9:00 PM	Spring Dance Team Recital, Auditorium
Friday, May 30	
7:30 – 5:30 PM	AVID Field Trip, UCSB
7:00 – 9:00 PM	Spring Dance Team Recital, Auditorium
<i>Blue Spirit Day – All Staff Wear Blue!</i>	

Staff Section

“**Blast to the Past” Choir Show** will rocket us back to the music of the 40’s, 50’s, 60’s, 70’s and 80’s. All classes which attend MUST have a teacher sitting WITH them. The 6th Grade show is Tuesday, 5/20 during Periods 6 & 7. The 7th Grade show is Wednesday, 5/21 during Periods 6 and 1st half of 7. Teachers of 8th graders wanting to attend MUST sit with their class and arrange seeing either show with Mrs. Arco, Room C3. The final show will be Wednesday, 5/21 at 7:00 PM, FREE OF CHARGE!

Attendance Teacher’s Sign-Off: Please submit Teacher’s Sign-Off every Tuesday by 3:30 PM.

Attendance Discrepancy Memos: Discrepancy Memos are due the same day you receive them.

Article X Section 5.0 Observations, Records, and Assistance:

Observations should be followed by conferences to discuss the employee's performance. If problems are identified, the evaluator shall make specific written recommendations for improvement, and offer appropriate counseling and assistance. Within four working days of the conference, a copy of written records relating to observations, advisory conferences and assistance offered or given shall be given to the employee for the employee's information, guidance, and as a warning to improve performance. (**Section 11.0 e.** However, this right shall not extend to routine conferences or to any conferences conducted under the evaluation procedures of this Article except for a final conference involving an overall "Below Standard" rating.)

Champs Books: See Mr. Lawrence in his office, if you are interested in checking out a CHAMPS book (A Proactive & Positive Approach to Classroom Management).

Dictionaries: If you are interested in some "old, but great" dictionaries for your classroom, contact Ernie Gutierrez, Textbook Clerk.

Period-by-Period Coverage: If you cover a class, submit attendance electronically and send the Five Column Worksheet to the Attendance Office. We are losing a lot of In-Seat Attendance when teachers who cover classes do not submit attendance.

Student Attendance: All students must report to the Attendance Office to clear absences (no exceptions).

Textbook Room Schedule: Since we do not have a full time textbook clerk, the hours that the Textbook Room is open are as follows:
Monday 8 – 12 Tuesday 11:30 – 2 Wednesday 8 – 12 Thursday 11:30 – 3 Friday 8 – 3

PE Lockers: Please do not send students to the PE locker rooms in the middle of class to retrieve items from their lockers. The locker room is open between classes and is locked/closed during each class period.

Absences: Please be sure that students report to the Attendance Office to clear absences before reporting to Period 1. Submitting attendance for Periods 1-7 at the end of the day is no longer an option.

Attendance: Please submit student attendance period-by-period everyday. Our attendance has dropped and we need to make sure we get credit for our In-Seat attendance.

Appliances in the Classroom: Teachers are reminded that household electrical appliances or equipment are not permitted in any classroom environment. This includes but is not limited to coffee makers, microwave ovens, refrigerators, freezers, personal fans, heaters and extension cords.

Faculty Parking Lot on Third St. & Brand Bl.: The area from the Third St. entrance all the way to the double gate between the M & C Buildings must remain clear at all times. This is an Emergency entrance for the Fire Department or any other safety personnel that need to enter our campus quickly. We also cannot allow people to double park along the B-bungalows in that parking lot, because that will also impede emergency vehicles from being able to enter the campus. If these parking infractions continue to persist, we may be required to ask SFPD to issue parking citations. Remember, we have a new parking lot on Jesse St. near the new "H" Building.

Hall Passes: Please refrain from giving Hall Passes the first 10 minutes or the last 10 minutes of the period. No student should be let out of class without the designated **yellow school hall pass**. If you are going to give a student a pass, the pass must have a time, date, destination, and student's name on the pass.

ABSENT FROM SCHOOL: If you are not going to be at school for ANY REASON (field trip, professional development, training, workshop, illness, personal necessity, etc.), you must inform the MAIN OFFICE before you are absent. If you don't notify the MAIN OFFICE regarding your return to school by 2:00 PM, then the Main Office will assume that you will be absent the following school day. Your substitute will be retained and YOU will be sent home when you return to school for failure to contact the Main Office.

At Your Door During Passing Periods: Teachers are reminded to be in your classroom by 7:50 AM, the contract time and at your doors during passing periods to promote being on time, to meet & greet your students, & to help supervise the hallways. Thanks for your efforts to make SFMS a safe place to come to school.

Classroom Maintenance: Please complete the blue slip located in the Main Office near the "Late Sign in Book" if your classroom is not being maintained properly and return the slip to Mr. Lawrence. Items that should be maintained regularly are indicated on the blue slip.

Leaving Campus: If you plan to leave campus during the day, please plan enough time to pick up the gate key from the Main Office, unlock the gate, pull your car out of the parking lot, and return the key to the Main Office. Our security staff and plant managers are very busy all day and will be unable to open and close gates on an hourly basis. Thank you in advance.

Period 1 Teacher Coverage: Team 1: Araujo & Arriaga – Please report to the Main Office at 7:50 AM.

Student Section

Tardy Lockout Detention: Students who have not served detentions must show up at the Student Cafeteria on Mondays, Wednesdays, Thursdays or Fridays to make them up. Students who fail to comply will be assigned Disciplinary Saturday School for 3 hours.

SFMS Attendance Policy: Culmination Probation 1) Any student (6th - 8th) that accumulates more than 9 absences in any grade level will NOT participate in the culmination ceremony at the end of 8th grade. 2) You can be removed from probation if you give a payback year (5 or less absences the following school year).

Absences: If you are absent, you must bring a note signed by your parents and stop by the Attendance Office after 7:30 AM.

Lost Textbooks: See Mr. Ernie Gutierrez, Textbook Clerk, if you have lost or found any textbooks.

Textbooks: Students that still have textbooks from previous years should return them to the Textbook Room **immediately**. The Textbook Room is open at 7:30 AM.

Spirit Day: Every Friday is Spirit Day! Any school sponsored T-shirt can be worn on this day and this day only. All other days of the week you should be in your official school uniform.

CD Players/IPOD's: CD Players or IPOD's are not allowed at school at anytime and should be left at home.

Cell Phone Policy: Cell phones are permitted at school, but may be turned on before school or after school only. Cell phones should not even be taken out during the school day.

