



# Pomolita Middle School

## Student/Parent Handbook 19-20

### Pomolita Administration

Bryan Barrett

*Principal*

Caroline Blair, Jim Evans

*Assistant Principals*

### Pomolita Office Staff

Julia Naja  
*Site Secretary*

Debbie Roberts  
*Attendance Secretary*

Norma Martinez  
*Bilingual Registrar*

Andrea Perez  
*Family/Community Liaison*

Office Telephone: (707) 472-5350

## **DISTRICT-WIDE GOALS**

**STANDARDS** - All students will make satisfactory progress on all district-adopted Content and Performance Standards for courses, K-12, they participate in as preparation for post-secondary education or employment.

**FIRST AND SECOND LANGUAGE LITERACY** - All Full English Proficient/English Only students will read at no less than a grade-appropriate level in English. All Limited English Proficient students will make satisfactory progress in transitioning to English language instruction and then read at no less than a grade appropriate level in English.

**SAFETY NET** - All students will participate in effective safety net programs and/or strategies appropriate to meet their academic and personal needs.

**TECHNOLOGY** - All students will use appropriate technology to create, research, calculate, problem-solve, and communicate and will be supported by staff that uses technology to conduct district and school business efficiently.

**SCHOOL CLIMATE** - All students will be served in a manner that is consistent with a safe, positive school environment, parent and community support, state law, district policy, administrative rules and regulations, and employee contracts.

## 2019-20 SCHOOL CALENDAR

Aug. 15- New Student Orientation	Jan. 20- Dr. Martin Luther King Day -Holiday
Aug. 19- First Day of Instruction	Feb. 14- Lincoln's Birthday -Holiday
Sept. 2- Labor Day – Holiday	Feb. 17- Presidents' Day -Holiday
Nov. 1- Non School Day	Apr. 6 – 13- Spring Break - Holiday
Nov. 11- Veterans Day – Holiday	May 25- Memorial Day – Holiday
Nov. 25-29- Thanksgiving Break – Holiday	June 4- 8 <sup>th</sup> Grade Promotion/Last Day of School
Dec. 20- Jan. 4- Winter Break – Holiday	

### WELCOME

*We welcome you to Pomolita Middle School. This section of our website has been prepared to help you understand the policies, procedures and schedules that are in effect at our school. It is our hope that you will use this information to help you achieve a successful and worthwhile year. We are very proud of Pomolita Middle School. Help us be very proud of you by doing your very best.*

*Sincerely,*

*Pomolita Staff*

### VISION

**W- Wellness**  
**E- Empathy**  
**R- Respect**  
**O- Organization**  
**A- Attitude**  
**R- Responsibility**

## **EXPECTATIONS**

All students are responsible for their behavior. Every student shall attend school punctually and regularly, follow the rules of the school and the directions of teachers and others in authority, maintain acceptable behavior, be conscientious about school work, and be respectful and courteous to adults and schoolmates.

The philosophy of Pomolita supports and encourages systematic classroom discipline. Discipline begins in the classroom with a statement of rules and accompanying consequences.

## **STUDENT DISCIPLINE**

### **POSSESSION OF WEAPONS**

Weapons of any kind, including all firearms, knives (of any size), explosives, or any other dangerous objects (imitation firearms) are prohibited at Pomolita. Any incident at school involving a fight or threat with any weapon is required to be immediately reported to the local law enforcement agency and will result in suspension and/or expulsion.

### **SALE OF DRUGS / ALCOHOL / TOBACCO**

Expulsion will be recommended for any student selling drugs, alcohol, or tobacco on campus or at a school sponsored event. Hookahs, e-cigarettes and vapor pens are considered paraphernalia and are a suspendable offense.

## **CLASSROOM DISCIPLINE** **PROCEDURES**

All students are responsible for their own behavior. Standardized rules and consequences are posted and followed in each classroom.

### **RULES**

1. The student is responsible for being on time to class with all necessary materials (book, pencil, paper, instrument, etc.)
2. The student will allow the teacher to teach without disruption or distraction.
3. The student will allow others to learn without disruption or distraction.
4. The student will respect school property and the property of others.

Certain actions may result in immediate removal from class. Parent contacts are made by the teacher, preferably by phone, and documented when students are sent out of class.

Students committing minor classroom disruptions, which may be categorized as an A or B offense, will be sent to OCS (in the office) for time out. Teachers will notify parents by phone.

Excessive referrals may result in suspension. (See chart) Any Type C offense will be handled by administration and may result in suspension.

**Pomolita Middle School 740 N Spring Street, Ukiah, CA, 95482 707.472.5350**

**Student Referral**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Referrer: \_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: 6 7 8

Location:  Blacktop  Bathroom  Classroom  Gym  Parking Lot  Hallway  Quad  Other: \_\_\_\_\_

Please check the offense and write comments in incident report box. Circle the value/expectation that was not met. All referrals will result in parent notification. Multiple referrals will result in progressive consequences.

<p><b><u>Type A</u></b></p> <input type="checkbox"/> Class rule violation [41] <input type="checkbox"/> Food/Gum [FG] Minor Disruption [MD] <input type="checkbox"/> Unsafe in class (UC) Not following directions (ND) <input type="checkbox"/> Failure to bring materials to class (FM) Littering <input type="checkbox"/> Tardy [80] <input type="checkbox"/> Dress code violation [48]	<p><b><u>Type A Electronic Device:</u></b></p> <input type="checkbox"/> Failure to bring a Chromebook <input type="checkbox"/> Failure to bring a charged Chromebook <input type="checkbox"/> Tardy to class checking out a Loaner <input type="checkbox"/> Electronics out at an inappropriate time <input type="checkbox"/> Google Chats/Texting <input type="checkbox"/> Social Media in Class <input type="checkbox"/> Engaged in non-assignment	<p align="center"><b>Respect Organization Attitude Responsibility</b></p>
<p><b><u>Type B</u></b></p> <input type="checkbox"/> Horseplay [62] <input type="checkbox"/> Cheating/Forgery (33/99) <input type="checkbox"/> Cutting Class [42] <input type="checkbox"/> Disrespectful (major disruption/failed to follow directions) [Q1] <input type="checkbox"/> Discourteous to other students <input type="checkbox"/> Failure to show for detention or trash pick up [46/NS] <input type="checkbox"/> School Rule Violation [76] - please describe below <input type="checkbox"/> Throwing things [76] <input type="checkbox"/> Vulgar Language [76]	<p><b><u>Type B Electronic Device:</u></b></p> <input type="checkbox"/> Inappropriate Web Search <input type="checkbox"/> Gaming in class <input type="checkbox"/> Vulgar Language <input type="checkbox"/> Failure to return Loaner Chromebook after 3 warnings	<p align="center"><b>Respect Organization Attitude Responsibility</b></p>
<p><b><u>Type C - Suspendable offenses - 48900</u></b>  <b>Consequence = Suspension: Home or In School (behavior contract, possible expulsion, law enforcement, exclusion from activities, parent notified by administrator and conference)</b></p>		
<input type="checkbox"/> Physical altercation/Fighting/Mutual combat <input type="checkbox"/> Harassment/threatening behavior/intimidation <input type="checkbox"/> Explosive device/weapon/dangerous object <input type="checkbox"/> Possession, use, or sale of alcohol, drugs, tobacco and/or other paraphernalia <input type="checkbox"/> Beyond control of school authority/sent out of OCS <input type="checkbox"/> Graffiti/vandalism (including fire alarm) <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Gang activity <input type="checkbox"/> Arson <input type="checkbox"/> Bullying <input type="checkbox"/> Theft <input type="checkbox"/> Abuse of school personnel <input type="checkbox"/> Vulgar language to school personnel <input type="checkbox"/> Prejudicial remarks/Hate Statements	<p><b><u>Type C Electronic Device:</u></b></p> <input type="checkbox"/> Inappropriate use of webcam, camera or video <input type="checkbox"/> Use of device or social media for the purpose of harassment that may cause harm or danger to the student or others <input type="checkbox"/> Any activity that is intended to cause harm to the network or violate privacy as deemed by the network admin <input type="checkbox"/> Vandalism of school electronic devices	<p align="center"><b>Respect Organization Attitude Responsibility</b></p>

<p><b>Incident Report:</b> _____          _____          _____</p>	<p align="center"><b>Type A Offense Warning/Intervention</b></p>
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**Incident entered in computer \_\_\_\_\_ Referral # \_\_\_\_\_**

**Intervention/Consequence:** \_\_\_\_\_

**Date Parent/Guardian Contacted:** \_\_\_\_\_ **Call home made by:** \_\_\_\_\_

**Comments or message left:** \_\_\_\_\_

## **MANDATORY AFTER SCHOOL DETENTION POLICY**

Students will be told at least 24 hours in advance of their responsibility to serve after school detention. Transportation home after detention is served is the responsibility of the parents and their child. FAILURE TO SERVE AFTER SCHOOL DETENTION MAY RESULT IN SUSPENSION.

### **SEXUAL HARASSMENT (Ed. Code 212.5)**

Sexual Harassment of or by any employee or student will not be tolerated in the Ukiah Unified School District.

As defined by California Education Code, Section 212.5: Sexual Harassment is unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

It is deliberate or repeated sexual attention that is unwelcomed, unwanted, and not returned.

If you are a student, you or your parent/guardian are encouraged to report any such incident immediately to the school administration or to the assistant superintendent of personnel and student services in the district office, 707-472-5061.

### **WHAT FORMS OF SEXUAL HARASSMENT ARE STUDENTS EXPERIENCING? UNWELCOME CHECKLIST**

Being the target of sexual comments, jokes, gestures, or looks

- direct degrading sexual remarks, sexual put downs
- body comments
- public catcalls, grunts, whistles

Being forced to kiss someone

Being forced to do something sexual other than kissing

- groping, fondling

Being subjected to mooning and flashing

Being the target of sexual rumors

- consistent sexual innuendo

Having clothing pulled off or down

- skirt flip-ups
- spiking or pulling down pants

Being shown, given, or left unwanted sexual pictures or notes

- soliciting or use of sexually explicit pictures, magazines
- use of sexual computer files or websites
- passing "dirty" jokes

Being blocked or cornered in a sexual way

Being called gay or lesbian

Being the target of written sexual messages or graffiti (on bathroom walls, lockers, cell phones, or internet)

Being spied on while dressing or showering at school

## **DRESS CODE**

The dress and grooming of each student is the responsibility of his or her parents or guardians. However, school authorities have the right and responsibility to restrict the dress and grooming of a student in order to:

Protect the health and the safety of the individual student or other students. Prevent disruption of the educational process.

The Governing Board has determined that gang-related apparel is hazardous to the health and safety of the school environment. Therefore, students when on campus or at a school sponsored activity, are prohibited from wearing or displaying any colors or apparel which could reasonably relate them to a gang. The Board has identified the following as being unsafe or disruptive and therefore not allowed while at school or school sponsored activities.

1. Red/blue colored bandannas, bandanna belts, or any colored paisley bandannas.
2. Red or blue cotton braided belts; belt buckles with "N", "S" or marijuana leaves.
3. Baseball caps with personalized monikers on sides or bills.
4. Red/blue baseball caps, athletic wear with large "N" or "S" letters.
5. Any clothing or article that identifies a student as a gang member or associate.
6. Any clothing that promotes the use of illegal drugs/alcohol
7. Red or blue shoe laces.
8. Sport clothing with the numbers 13, 14, roman numerals, XIII, XIV, X4, X3.
9. Gang related tattoos (must be covered by shirts, Band-Aids).
10. Any clothing that discriminates, persecutes or is offensive to individuals because of gender, race, color, creed, or religion.

Pomolita students are expected to dress in a manner which promotes a safe and positive learning environment. Good taste, the weather, health, and safety are factors that determine our dress policy. This means that students are not to wear anything that would distract them and/or other students from focusing on academic studies and doing their best. We have specifically identified the following as being unsafe or disruptive and therefore not allowed at school:

1. Wallet chains longer than 12 Inches.
2. Hats (Including stocking caps) while allowed outside, are not to be worn in buildings. No other hair coverings, including hairnets or 'do' rags, are to be worn on campus.
3. Clothing should not be revealing and must provide appropriate coverage. Skirts are to be at least fingertip length. No sagging pants.
4. Tops are to be long enough to fit over waistbands. Low cut tops, and tube tops are not allowed. Tops must cover upper body.
5. No pajamas are to be worn except on designated 'spirit days'.
6. No gang-related apparel or clothing advertising or promoting alcohol, drugs, or tobacco.

Items that are inappropriate to the school environment will not be acceptable. Students who are inappropriately dressed will have committed a Type B offense. In the event that a parent or guardian cannot be reached to bring a change of clothing, students will have to change their clothing and wear donated items from the office.

## **SHORT TERM INDEPENDENT STUDY**

Independent study is available to students who will be out of town for a minimum of five (5) days. Five (5) day advanced notice must be given to the office, so that the student assignments are ready for the

student on the last day present. All assignments should be completed and turned in to the office on date of return.

## **ABSENCE**

Students are expected to attend school regularly. If a student is absent for any reason, please follow this procedure:

1. As soon as an absence is known, a parent or guardian should notify the school.
2. When a student returns to school, he/she must go to the office to obtain a class admission pass.
3. Admission passes are required before re-entering a class after each absence.

If there has been no parental phone call, a note from home explaining the absence is required. In the absence of a note, students will be given a cut until cleared by a parent/guardian.

4. In the event of extended absence, the parent may request homework assignments. Office personnel will assist with phone requests to secure these assignments. Requests should be made 24 hours in advance.

5. Students have the right to request additional time to make up class/homework. Students will be allowed one day make up time for each day of absence from school. It is the student's responsibility to make the request immediately upon return to school.

## **TARDY POLICY**

The CA Education Code and district policy specify that the student who is thirty or more minutes late to school is unexcused, and if uncleared by parent or guardian, this could lead to truancy and a referral to Student Attendance Review Board.

Being on time to class provides a student with greater opportunities for academic success and minimizes interruption of valuable instructional time. Those students late to class will be assigned an after school detention for each tardy. Not attending assigned detentions will result in suspension. Excessive tardies could negatively affect grades in citizenship and/or work habits. If a problem exists which could cause a student to be late to class, the student should proceed to class first, obtain a pass, and then take care of the problem.

## **ACADEMIC DISTINCTION**

Pomolita places a high priority upon the academic achievement and scholastic endeavor of its students. We at Pomolita believe that one of the highest goals for which our students can strive is notable achievement in academic studies.

### **PRINCIPAL'S LIST**

This list is composed of students who display academic excellence in all subject areas. They must achieve all A's or B's on their report card in all subjects. These students will be placed on the Quarterly Principal's List.

### **HONOR ROLL**

Students who achieve a 3.0 grade point average for all subjects will be placed on the Honor Roll each quarter. Any F grade on a report card will automatically disqualify a student.

Both the Principal's List and Honor Roll are published in the local newspaper.

## **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION**

CJSF is an academic honor society which students at Pomolita may join. Membership qualification is based on a point system. Three points are earned for each "A" received on a report card, and one point



for each "B." To qualify, students must earn 10 points in the five academic subjects for two quarters in a row. Any D, F, or U on a report card results in disqualification. Students must apply by the application deadline each quarter. If CJSF honors are earned in all quarters of 7th and 8th grade, that student automatically qualifies for CSF in high school and the CJSF Honor Award at Pomolita. The CJSF advisor will be happy to answer any questions concerning this honors program.

Students have a period of two weeks following the conclusion of a quarter to make up a grade(s) of incomplete. Inclusion on Principal's List, Honor Roll, and CJSF cannot be considered without removal of an incomplete.

### **STUDENT OF THE MONTH**

Teachers in each subject area take turns choosing two students from each grade level as students of the month. These students will display good attendance, work habits, progress, and attitude.

### **PROMOTION REQUIREMENTS**

Students take seven classes each report period. A credit is earned for passing a class with at least a D grade. Students may earn up to seven credits per grade period for a total of 28 credits for the year. Each Pomolita 8th grade student must earn 24 academic credits in order to participate in the promotion ceremony.

### **SAFETY NET PROGRAMS**

Pomolita offers a number of programs to provide academic assistance to students. The ASES After-School Program provides an opportunity for students to strengthen study skills and/or recoup lost academic credits. The ASES Program is open Monday-Friday after school. The ASES Program also offers recreational and enrichment activities until 6 p.m. daily.

### **HOMEWORK**

Homework is work which is completed outside of class time to reinforce, extend, and enrich classroom curriculum and skills development.

Homework assignments may consist of completing unfinished class work or revising previously completed work. Homework may take the form of daily practice assignments, binder organization, or individualized work on extended projects. In Physical Education, students may be asked to complete written work or to practice physical skills.

It is expected that students will average 20 minutes of homework per night for each academic class. The time spent on homework may vary depending upon the work/study habits of individual students.

### **WORK PERMITS**

In order to apply for a work permit, a student must be 14 years old, have good attendance (no truancy), and maintain a 2.0 GPA.

### **BIKES AND SKATEBOARDS**

Students are required to walk bicycles and skateboards on and off campus. Bicycles should be placed in bicycle racks and locked. Only students who need their bikes to go home will be allowed in the bike rack area during the school day. Anyone violating this policy may have bike-riding privileges revoked. State law requires students to wear helmets while riding their bicycles.

## **BOOKS/CHROMEBOOKS**

Students are responsible for replacing damaged, lost, or stolen textbooks, library books, or Chromebooks. Lost or damaged books or devices will result in an appropriate charge. Nonpayment will result in school consequences, such as loss of library privileges, withholding 8th grade diploma, report card and/or yearbook.

## **BUS SERVICE**

Pomolita provides transportation to students who live more than two miles from school. Appropriate behavior is required while riding the bus. Any actions which distract the driver and endanger the lives of students will result in loss of riding privileges. Appropriate behavior is also required while waiting for buses to and from school. On campus rules apply to bus service. Buses stop only at designated areas. Written parent permission is required to change bus stops or ride a different bus.

## **CLOSED CAMPUS**

Students leaving campus for any reason must have written permission filed in the office and obtain a passport. Students will arrive on campus no sooner than 30 minutes before the start of school or when the school bus arrives. Once students have arrived at school, they are to remain on campus and in authorized areas.

## **MEDICAL APPOINTMENTS**

Students are to bring a note from home stating the time, date, and reason to be excused. The note must be presented in the office and a passport to leave the campus will be issued. Upon a student's return, the passport must be returned to the office. Parents are encouraged to make appointments after school hours.

## **COUNSELING AND GUIDANCE**

Pomolita's Student Assistance Program is available for students who are having a difficult time socially or academically. Students are encouraged to talk to the counselor or an administrator so that we can make sure that the students' Pomolita experience is a positive one.

## **DANCES**

Student Council schedules four evening school-wide dances each year. Pomolita students who are academically and behaviorally eligible may attend.

## **LUNCH**

Lunch is provided for free to all Ukiah Unified School District.

- School behavioral rules apply to cafeteria and outside eating areas.
- Good table manners are expected.
- Trash will be placed in trash cans. Recycling bottles and cans is a schoolwide practice.
- The use of another student's lunch account is prohibited and may result in Suspension.

## **NURSE**

A pass to visit the nurse must be obtained from the teacher, except in cases of emergency. The school is not allowed to dispense medication of any kind, including aspirin, without a doctor's written permission. Required forms are located in the Health Office. Prescribed medication, furnished by parents, will be administered by the school nurse.

### **INJURY / ILLNESS / MEDICAL EXCUSE FOR P.E.**

Students may be excused from physical participation for no more than three days with a dated parent/guardian note. Students will still dress and complete a modified lesson or alternate assignment. The note should include the following: Student name, date, nature of injury or illness, length of limited participation, parent or guardian name, signature and phone number.

A Physician's note is required for more than three days. The note should include activities the student is to be excluded from or indicate appropriate modified activity and the date of re-evaluation. Student must be released by a note from the Physician to return to full Physical Education. A student with a medical excuse who cannot participate may be assigned a duty, task or written assignment.

### **P.E. DRESS POLICY**

Students are required to dress in their P.E. attire each and every day. Appropriate active wear is required for participation in physical education. The physical education clothing policy is designed to enhance safety, performance, personal hygiene and comfort. For further student safety, clothing with hoods, zippers, buttons or pockets are not allowed. Pomolita P.E. Clothing consists of:

- (1) Shirt - Pomolita or plain Gray T-shirt
- (2) Shorts - Pomolita or plain Royal Blue mesh shorts
- (3) Shoes - Athletic shoes with laces and socks to be used only for P.E.
- (4) Sweat Pants/Sweat Shirts - Pomolita or plain Gray.

The Physical Education Department will be selling Pomolita P.E. Clothing throughout the school year.

Cost - T-shirt \$6; Shorts \$9; Sweat Shirt \$11; Sweat Pants \$12

Recycled clothing is also available at greatly reduced prices.

### **PROHIBITED ITEMS**

Students may not possess the following items on school property or at school events without the explicit permission of a teacher or administrator:

1. Phones, iPod, cameras, television sets, laser pointers or any other electronic items of distraction.
2. Gambling devices including dice, playing cards, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products, and look-alikes.
4. Explosive devices including firecrackers, fireballs, cherry bombs, stink bombs, etc.
5. Gang paraphernalia, such as rags/bandannas, etc.
6. Weapons, look-alike weapons, guns, knives, screwdrivers and/or other items designed or easily used to cause physical harm.
7. Medications or pills.
8. Animals or pets, etc.

Any restricted items brought to school will be confiscated.

### **THEFT**

Do not bring valuables or large amounts of money to school. Belongings should be marked with student's name. It is the student's responsibility to take care of belongings. Pomolita is not responsible for loss or theft of student possessions. Students may advertise in the school bulletin for lost items.

## **SCHOOL TELEPHONE**

The office telephone may be used for emergencies only. Cell phones must be turned off and out of sight during class time and in buildings. They are to be used before and after school only.

## **SCHOOL VISITORS**

Parents and other interested adult community members are encouraged to visit Pomolita. Parents wishing a teacher conference may do so by making an appointment through the office. All visitors are to register in the office. SCHOOL LIABILITY PROHIBITS VISITS FROM NON-POMOLITA STUDENTS.

## **SCHOOL GOVERNMENT AND CO-CURRICULAR ACTIVITIES**

The students at Pomolita have an active student-body government that plans, organizes, and carries out many student activities such as dances, spirit days, fundraisers, and many other special events of high interest to students. Officers are President, Vice President, Secretary, Treasurer, and Historian. Each language arts class will elect a representative to the student council.

Pomolita offers students a wide variety of activities outside the classroom. Students are encouraged to get involved with one of our on-campus clubs (Club Live, California Junior Scholarship Federation, Native American Youth). We offer a daily intramural program as well as a substantial, interscholastic sports program. Pomolita fields teams in volleyball, basketball, cross-country, wrestling, softball, soccer and track and field. Students will be notified via the bulletin as the organizations begin to gear up for the year.

## **ELIGIBILITY AND EXCLUSION**

Exclusion for Grades: (Board adopted District Policy)

- 2.0 for participation (on previous report card)
- Less than 2.0 will result in exclusion from athletic teams for one quarter. Exclusion for Behavior:
- 4 incidents of misbehavior during the 9 weeks prior to the event, results in exclusion from athletic teams and dances for the remainder of the report card period.
- 2 incidents of all-day pass and/or suspension will result in exclusion for a period of 9 weeks from the date of the last incident.

## **SCHOOL COMPACT 2018-2019**

We the staff, parents and students of Pomolita Middle School believe that all decisions should focus around student learning. We believe in developing a curriculum that is challenging and enables all students to succeed. We believe that education must be a combined effort between schools, families and the community, and that in order to provide quality education, we must work together in cultivating and achieving higher standards in academics, conduct, and social awareness.

In order to achieve these common goals, we agree to participate individually as follows:

### ***Pomolita Middle School Pledges to:***

1. Provide high-quality curriculum and instruction In a supportive and effective learning environment that enables students to meet the state's student academic achievement standards by:

- Providing a safe atmosphere that fosters learning, provides opportunities for success, and helps to develop responsible, caring and independent students.
- Providing an integrated, balanced curricular program that addresses the needs of all students.
- Providing high-quality instruction.
- Providing opportunities for students to experience success through varied activities.
- Recommending strategies and materials for home help when requested or needed.
- Involving community-based organizations within our school community.
- Supporting the goals of the school plan and encouraging parent and community based involvement.
- Provide information and meetings for parents with children who have special needs.

2. Communicate regularly with families about student progress, provide access to staff and opportunities to volunteer and participate in, and observe the educational program by:

- Providing a progress report or report card which will be mailed to your home approximately every nine weeks.
- Providing student and parent access to Aeries, our online grading program.
- Making available weekly monitoring per parent request.
- Holding parent/teacher conferences at request of parents.
- Discuss and provide information about school and curriculum at ELAC, DELAC, PTO, SSC and teacher meetings as requested by parents.
- Opportunities to volunteer available through VIP summer mailings.
- Annual Individualized Education Program (IEP) meetings for students receiving special education services. Information is discussed and input is given from all parties.
- Communicate with parents on the services of the following programs: The After-School Program (ASES), Foster Youth/Homeless and Special Education.

3. Provide parents reasonable access to staff by:

- Ensuring that staff is available for conferencing either before or after school. Parents must contact the school office to arrange a conference time.
- Emails and telephone messages will receive a response within 36 hours.

### ***As a Student, I Pledge to:***

- Be on time and prepared for school.
- Be responsible for delivering notices to my parents.
- Arrive at school on time every day, unless I am ill.

- Be responsible for my behavior and make quality choices.
- Be a cooperative student in and out of the classroom.
- Seek out at least one adult on campus I can trust and go to for any problems.
- Encourage my parents to become involved in school activities.
- Complete all assigned class work and homework.

***As a Parent, I Pledge to:***

- Communicate the importance of education and learning to my child.
- Communicate with the school and my child's teachers.
- Support my child/children's learning.
- Provide my child with a place and time to study.
- Ensure my child gets breakfast before going to class each day.
- Make sure my child gets 8-10 hours of sleep each night.
- Review my child's completed homework.
- See to it that my child arrives at school on time every day.
- Take a few minutes each day to read and/or review school news with my child.
- Make every effort to attend Back to School Night, Open House, and other school events.
- Participate, as appropriate, in decisions relating to my child/children's special needs.
- Support the goals of the school plan and take advantage of opportunities to become involved in school activities.

# **Title I School-Level Parental Involvement Policy**

## **Pomolita Middle School**

Pomolita has developed a written Title I parental involvement policy with input from Title I parents through the school site council. Pomolita has distributed the policy to parents of Title I students through the annual August "welcome back" mailing packet. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Pomolita Middle School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. This occurs every year at our Back to School Night in September where the principal informs parents about Title I services, supports, and interventions.
- The school offers a flexible number of meetings for Title I parents during the school year, including meetings once a month in conjunction with the School Site Council or English Language Advisory Committee.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review\*, and improvement of the school's Title I programs and the Title I parental involvement policy. This occurs at nightly meetings in September and October when the School Site Plan is being developed and approved.
- The school provides parents of Title I students with timely information about Title I programs at the beginning of the school year.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. The explanation is included in the student planner which is distributed in the beginning of the year to all students.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. These meetings are scheduled after school with teachers, administration and other support staff.

\*It may be helpful to include the parental involvement policy review in the annual review of the Single Plan for Student Achievement.

\*\*The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]