

SCANDINAVIAN MIDDLE SCHOOL



Parent/Student Handbook 2023-2024

3216 N. Sierra Vista
Fresno, CA 93726

Phone (559) 253-6510, Fax (559) 252-7608 or (559) 253-6518

WEBSITE: <http://www.fresnounified.org/schools/middle/scandinavian>

ADMINISTRATION

Mrs. Ellis	Principal	julie.goorabian@fresnounified.org
Mrs. Kitchen	Vice Principal	cheryl.kitchen@fresnounified.org
Mr. Guerra	Guidance Learning Advisor	michael.guerra@fresnounified.org
Mr. Margison	School Counselor	michael.margison@fresnounified.org
Ms. Ihde	School Counselor	stefanie.ihde@fresnounified.org
Ms. Arellano	School Counselor	johana.arellanoguzman@fresnounified.org
Ms. Moua	Clinical School Social Worker	michelle.moua@fresnounified.org

OFFICE STAFF

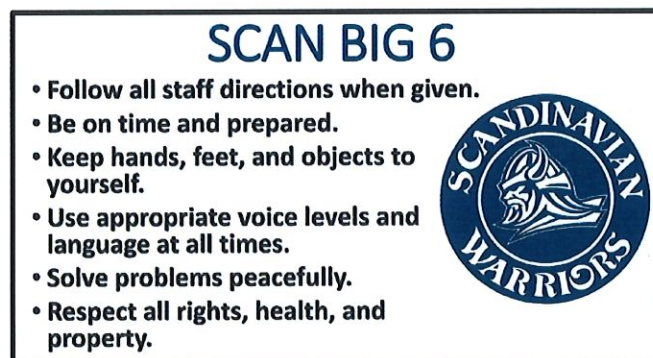
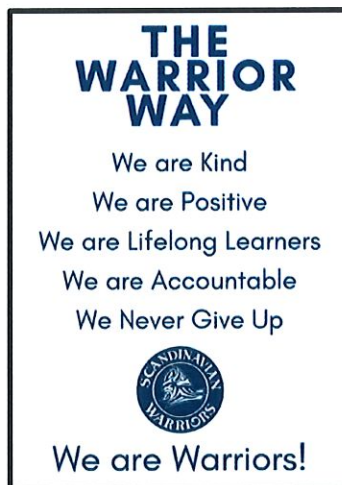
Mrs. Lacey	Office Manager	leigha.lacey@fresnounified.org
Mrs. Lira	Attendance Records Assistant	crystal.lira@fresnounified.org
Ms. Vang	Office Assistant	catherine.vang@fresnounified.org
Ms. Soto	Child Welfare & Attendance Specialist	consuelo.soto@fresnounified.org
Mr. Iglesias	Tier II Intervention Specialist	roman.iglesias@fresnounified.org

VISION

Creating a safe, caring, and healthy learning environment

MISSION STATEMENT

Preparing ALL students to be “High School Ready” on target to graduate “College and Career Ready”



CORE BELIEFS

Every student can learn at grade level and beyond

GOALS

- 1) Every student will move a minimum of a grade level per year
- 2) Increase student attendance and engagement
- 3) Provide a safe, caring learning environment

IMPORTANT DATES

EVENTS:

BACK TO SCHOOL NIGHT	August 25, 2022,	5:00-7:00 p.m.
ANNUAL PARENT TITLE I MEETING	August 25, 2022,	5:00-5:30 p.m.
OPEN HOUSE	March 14, 2023,	5:00-7:00 p.m.
LAST DAY	June 8, 2023	

HOLIDAYS/ NO SCHOOL:

Labor Day	September 5, 2022
Veteran's Day	November 11, 2022
Thanksgiving Break	November 21-25, 2022
Winter Break	December 19-January 6, 2023
M.L. King Day	January 16, 2023
Lincoln's B-day	February 13, 2023
President's Day	February 20, 2023
Spring Break	April 3-10, 2023
Memorial Day	May 29, 2023

MINIMUM DAYS:

October 10, January 26, February 28, March 23, May 25, and June 7

NON-INSTRUCTIONAL DAYS (Teacher training/ No School)

October 10, March 6

SPORTS:

1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
Football	Basketball (B)	Basketball (G)	Tennis
Volleyball (G)	Wrestling	Baseball	Softball
Golf	Soccer (B/G)		Volleyball (B)
Cross Country			Track

Arrival and Dismissal

Supervision is provided only during the school day starting at 7:30 a.m. Students should not arrive at school prior to 7:30 a.m. ALL students MUST enter the campus only through the gate located near the bus drop off zone. Students are NOT to enter through the front gate prior to the first bell or through the parking lots. Students are to report directly to the cafeteria upon arrival to school following the designated path and are not allowed to loiter near the campus or be in any unsupervised area. The first bell rings at 8:03 a.m. for Scandinavian students to report to class. Instruction begins promptly at 8:07 a.m. Please refer to the bell schedules included in this handbook for specific start and end times for each period.

Dismissal time for all students is 2:29p.m. for a regular school day. All students should go home **directly at the end of the school day** unless they are involved in an after-school activity. All students not participating in a supervised after-school activity, **MUST be picked up no later than 3:00p.m. daily. Students on campus after 3:00p.m. must remain supervised in the office until parent arrives. For safety reasons, students are not allowed to wait outside the front gates after 3:00p.m. Parents will need to check in to the office to pick up their child if they arrive after 3:00p.m.** A parent will be notified if a student is asked by a teacher or administrator to remain after school. Parents who wish to have a student excused early must notify the office in advance. The student will then be called to the office and released to the parent. Calling or texting child in class via cell phone is discouraged.

Attendance

It is well established that faithful and regular attendance in school is related to student progress in achievement. In order for your child to do his or her best, it is important that he/she be in school as many days as possible. When it is necessary for your child to be absent from school, or to come to school late, the school must receive notification each day from the parent or guardian through a phone call or note explaining the reason(s). Please assist us by calling the school office at 253-6510 before 10:00a.m. each day that your child is absent and state the reason for the absence. If you cannot call during school hours, you can leave a message using the school's voice mailbox to report your child's absence. Regular school attendance is important to your child's progress in school. When it is necessary for your child to be absent from school, he/she must have a note from the parent or guardian explaining the reason(s) for the absence. The parent or guardian may also telephone the school office in the morning to verify the absence. Absences beyond (4) days must have a doctor's note.

Excused absences are unavoidable. It is not recommended that an ill child come to school if he/she could spread his/her illness to others. The State of California and Fresno Unified make the distinction between *excused* and *unexcused* absences.

Excused absences include: illness, medical appointments, and attendance at a funeral for a member of one's immediate family (parent, grandparent, or sibling). Exclusion of students failing to meet immunization requirement (5 day maximum) and religious holidays when pre-approved by the principal are also excused absences.

Student absences for any other reasons are counted as unexcused. When students show a pattern of frequent absences or tardies, the school will conduct a School Attendance Review Board (SARB) referral with Fresno Unified School District. This meeting is intended to work with families to improve the attendance of the student who is having an attendance problem.

After School Program

All students are invited to join the Scandinavian After School Program (ASP). The purpose of our ASP is for students to improve their performance and involvement in school. Students take an academic intervention class in a subject like mathematics or reading or get help completing their homework in tutorial

classes. Students receive a nutritious snack and take a fun enrichment class. Students meet Monday through Friday for academic classes from 2:33 to 3:40 p.m. Their second class is the enrichment class from 3:45 to 4:45 p.m. The late bus leaves at 4:45 p.m. If interested in our ASP, pick up an application in the office. Do not miss out, get your application as soon as possible. If you would like more information, contact the ASP coordinator, Ms. Lara. The ASP is in room 22.

Academic Honors

Grades from all classes are computed.

Principal's Honor Roll: 4.0 GPA for all quarters

Honor Roll: 3.5 to 3.99 GPA for all quarters

Merit List: 3.0 to 3.49 GPA for all quarters

** 8th grade students will be recognized based on merit. Students will not receive a certificate of completion or participate in a promotion from 8th grade. As we hold high standards for academic achievement, we expect students to receive their high school diploma at the time of graduating high school. **

Athletics

- Eligibility is determined each quarter and is made official by the Athletic Director only.
- Student-athletes must pass at least 4 classes each quarter. Failure to do so results in the student being INELIGIBLE.
- Minimum GPA is 2.0. Students with a 2.0 or higher are **ELIGIBLE**.
- Students below a 2.0 for a quarter, but a 2.0 or higher in the previous quarter will be placed on **PROBATION** for 1 quarter. They can still practice and participate in games.
- Students below a 2.0 for 2 consecutive quarters are **INELIGIBLE**.
- Students that fall below a 2.0 during the season will not be allowed to participate in game until a 2.0 or higher is achieved.
- Student-athletes who are suspended from school will be ineligible for athletics for 14 days, beginning with the first day of the suspension. Student-athletes who are placed in the re-engagement center for an entire day as a on campus suspension will be ineligible for athletics for 5 days, beginning the first day of the on-campus suspension.

**Individual coaches may have additional eligibility requirements. **

Quarter 1 Sports	Quarter 2 Sports	Quarter 3 Sports	Quarter 4 Sports
Football	Basketball (B)	Basketball (G)	Tennis
Volleyball (G)	Wrestling	Baseball	Softball
Golf	Soccer		Volleyball (B)
Cross Country			Track

Basic Rights

- Each student has the right to learn.
- Each teacher has the right to teach.
- Students, staff, and parents have a responsibility to support each other.

Bicycles

Please use the bicycle parking area at the south end of the annex. Please lock your bike! Students are reminded to follow safe bicycle riding rules. A bicycle helmet is required by law. Failure to wear your helmet may result in your being held and parent contacted.

Student IDs

Each student will be provided with a student ID and lanyard at the start of the school year or enrollment. Student IDs are required while on campus. Should a student not have their ID, they will be asked to remain in the cafeteria during breakfast and lunch until all other students are dismissed. Student IDs are available for purchase for \$2.00 in the Library.

Breakfast and Lunch Programs

Free and Reduced Lunch applications do NOT need to be completed and both breakfast and lunch are free for all students. Breakfast is served daily, beginning at 7:30a.m. each morning. ALL students MUST report to the cafeteria for both breakfast and lunch. Breakfast is served until 7:55a.m. Students coming after this time will not be served breakfast unless the buses are not on schedule.

Bus Conduct

The Fresno Unified School District offers the privilege of bus transportation for all eligible students. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our buses safe and comfortable for everyone. The safety of school bus passengers is the most important part of school bus operation. Passengers' behavior can directly affect their safety and the safety of others.

ALL STUDENTS MUST HAVE THEIR ID CARDS TO RIDE THE BUS. The bus driver reserves the right to refuse any student not carrying an ID card. A student schedule is NOT considered an appropriate ID.

Expected behavior:

- Be seated when the bus is moving
- Do not exit the bus once you have boarded
- Always share seats with others
- Always speak quietly
- Use only appropriate language
- Do not speak in a way that teases, hurts, or harasses others
- Keep the bus clean
- Do not eat or drink on the bus without the permission of the driver
- Do not use cell phones at any time on the school bus (cell phones must be always turned off)
- Follow the bus driver's directions as soon as they are issued
- Keep hands, head, and feet inside the bus
- Do not throw any object on the bus or out of the bus
- Do not vandalize the bus or anyone's personal property
- Do not hit, punch, kick, or physically assault another student
- Do not act in a disrespectful or defiant manner toward the bus driver
- Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures
- Only eligible students are allowed to ride the school bus

The following conduct is a violation of district bus regulations:

- Standing or leaving a seat while the bus is in motion
- Tampering with bus equipment.
- Obstructing the aisle with legs, feet, or other objects.
- Not sitting facing the front of the bus.
- Putting any part of the body outside the window.
- Using of vulgar or profane language or gestures.
- Smoking or lighting matches on the bus.
- Eating or drinking on the bus.
- Neglecting to cross street in front of the bus under driver's supervision.
- Having dangerous objects, glass, weapons, etc., on the bus.
- Being defiant or uncooperative with the bus driver.
- Fighting or abusive body contact on the bus.
- Damaging or defacing the bus.
- Making unnecessary noise or commotion, whistling, or calling to people from the bus.
- Giving improper identification when requested by driver.
- Throwing objects from the bus window.
- Possession, use, or sale of a controlled substance.
- Any action that is determined by the bus driver to be dangerous to passengers, him/herself, or the public.

Possession or use of the following will result in permanent removal from the bus:

- Weapons
- Matches or lighter
- Threaten or strike the bus driver
- Controlled substance including drugs, alcohol and tobacco

Procedures while waiting for the bus:

- Be at the assigned pickup point up to five minutes before the regular/scheduled pick-up time. Drivers will not wait or honk.
- Stand on the sidewalk or 10 feet away from the roadway while waiting for the bus.
- Students must respect private property at the pickup point location. Criminal charges could apply if private property is damaged or destroyed.
- As the bus approaches, form a line and be prepared to load immediately. But do not approach the bus until it comes to a complete stop and the door is opened. Anywhere within 10 ft. of the bus is considered "the Danger Zone" and is very dangerous.
- If a student misses the bus, they should go home immediately and notify their parent/guardian. Parents/guardians should instruct their children on what procedures to follow if the bus is missed. The school bus will not return if the student misses the bus, and it is the responsibility of the parent/guardian to provide transportation for the student.

Procedures for boarding the bus:

- Present ID card to the bus driver.
- Do not push or shove; load one at a time.
- Use the handrail and step up onto the bus one step at a time.
- Go directly to your seat. The bus will not move until all students are seated. Seating will be determined by the driver, campus administrator, and transportation, not the student.
- The bus stops one time only to load students at the schools. The driver will give the students enough time to load and then leave. Once the bus starts to leave a campus or a bus stop, it will not stop to pick up

2023-2024

Scandinavian Middle School



Dress and Grooming

Scandinavian Middle School strives to be an exemplary middle school. Our goal is to provide a safe learning environment that inspires our students with passion, power, and the skills to make positive life choices. To accomplish this, differentiation between the school learning environment and other social activities must be established. The guidelines for school attire for students meet this purpose. The District Standard Dress Attire policy applies to all students on school campuses and at school-sponsored functions.

EDUCATIONALLY APPROPRIATE DRESS and GROOMING POLICY:

Students are expected to wear their school IDs and lanyards while on campus. Any apparel, hair style, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibited unless addressed elsewhere in this regulation. Additionally, the following items are specifically prohibited:

- 1) No hoodies will be allowed at any time. Bandanas and head bands will be allowed; however, red and blue rags will not be permitted, and they must be worn on the head and not hanging off a piece of clothing, backpack etc. No Bulldog/Chicago Bulls attire is acceptable on any article of clothing, hats, beanies, backpacks, etc.
- 2) Sunglasses are not to be worn in the classroom, offices or other school facilities (unless prescribed by a physician).
- 3) Shoes must be worn on campus and at all school functions and must have a solid bottom. There may be dress code requirements in PE, core and elective courses that require sneakers or closed shoes.
- 4) Underwear-type sleeveless shirts, crop tops, tube tops, halter tops, spaghetti straps, low tops revealing chest, and sagging or bagging pants, pants that do not fit at the waist, or radically altered and/or clothing that excessively shows skin are not acceptable, ripped jeans must have leggings underneath. Leggings/jeggings or the like may not be worn except with a mid-thigh length top, blouse, shirt, or underneath frayed pants.
- 5) Any see-through clothing shall not be worn unless the undergarment is in dress code.
- 6) Dresses, skirts, and shorts are not to be excessively form fitting. Shorts and skirts may not extend more than 6" above the knee. Bike shorts (spandex) are acceptable, may not extend more than 6" above the knee.
- 7) Attire which may be used as a weapon may not be worn, including but not limited to steel toed boots, chains, items with spikes or studs, and other items deemed inappropriate by the Principal and or School Site Council.
- 8) Fashions that draw undue attention to the wearer, and distract from the educational environment, and cause a safety issue are not acceptable. This includes exotic clothing, extreme make-up, body

- piercings, tattoos, body ink, writing or body art, etc. Shirts worn that are longer than mid-thigh (oversized) will not be allowed. Apparel with college teams are acceptable unless they have "Bulldogs" written on them or have an image of a bulldog. No items with Cookies and Backwoods.
- 9) Articles of clothing, jewelry, or personal effects (backpacks, lanyards, gym bags, water bottles, binders, shoelaces etc.) are not allowed if those items contain writing, symbols, pictures, or insignia that:
- Display gang-related symbols or colors, use profanity, are obscene, libelous, or slanderous.
 - Display products or slogans which promote tobacco, alcohol, drugs, sex, gambling, or any other illegal activity.
 - Disrupt the educational process and cause a safety issue.
 - Create a clear and present danger of commission of unlawful acts, violation of school regulations, or injury to students, staff, or community.
 - Violate state hate-crime laws.
 - Gang writing or stylized "tagging" on backpacks, notebooks, binders, body, or clothing is not acceptable.
- 10) Body piercing that could cause a safety issue will not be allowed.
- 11) Hairstyles which draw undue attention, detract from the educational environment, or cause a safety issue will not be allowed.
- 12) No pajamas, blankets, or slippers. Flannel pants with pockets allowed

Consequences of Dress Code Violation:

Persistent violations shall be considered willful defiance of Education Code section 48900(k). As such, for multiple violations, students will be subject to discipline including counsel students, parent contact, detention, required to change clothes, remove piercings, or be placed in re-engagement. If students are causing a safety issue this could lead up to suspension.

Principal Option: Principals have discretion to disallow any items school-wide because of frequent violations of this regulation or items that are deemed a safety issue.

a late student. Running towards or after a moving bus is very dangerous. The student that misses the bus should return to the office immediately to contact their parent/guardian.

Conduct on the bus:

- Actions that distract the driver may endanger all the riders. Such actions include, but are not limited to, loud noises, moving around, throwing objects, fighting or shining a light into the eyes of the driver are unlawful and will not be allowed. The student may be removed if necessary.
- The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
- All body parts (head, arms, long hair, etc.) must be kept inside of the bus.
- Remain seated in the assigned seat.
- Do not change seat location without the drivers' approval.
- Eating or drinking while on the bus is not permitted. Openly carrying drink containers on the bus is not permitted.
- All carry-on items will be held in the student's lap.
- Nothing will be allowed in the aisle or blocking the exits. Items that block the view of the driver are not permitted.
- Absolutely no fighting or spitting on the bus will be tolerated. Each will be reported to the student's campus vice principal. Student will lose bus riding privilege.
- Normal conversation with other riders is permitted.
- Use of profanity, vulgar language or gestures or shouting to/at other students is not acceptable conduct.
- The on-board radio will be controlled by the driver. Individually owned audio tapes will not be played.

Procedures for unloading the bus:

- Stay seated until the bus completely stops, and the brake is set.
- No pushing or crowding, the driver will wait for all to exit.
- Use the handrail and step down one step at a time.
- Walk directly away from the bus. Never chase or hang onto the bus. Stay clear of the bus.
- Do not walk down the side of the bus or behind the bus.
- Anywhere within 10 feet of the bus is considered "The Danger Zone" and is very dangerous.
- If you must cross the street, walk ten (10) feet away from the door and then walk fifteen (15) feet forward. Wait for the driver to direct you across the road.
- If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Procedures in case of accidents or emergencies:

- Stay calm and quiet; listen to instructions.
- Follow the driver's instructions.
- All students must remain with the bus. Students cannot leave the area, even with parents, until released by the police/EMS/or district personnel.

Evacuation procedures in an emergency:

- Evacuation will start with the seat closest to the door.
- The rider nearest the door will open the door, exit, and will hold it open.
- The next rider will exit then assist the first in helping other students exit the door.
- The third rider to exit will act as the guide and will lead the other students to a safe place.
- Once outside the bus, follow the guide, stay together, and follow the driver's instructions completely and immediately.

Extracurricular trips:

- All bus safety rules apply to riding the bus to school-sponsored events.
- The bus driver has overall responsibility for the bus and safety of all passengers; however, the chaperone(s) will be expected to address student behavior issues.
- Cleanliness of the bus is the responsibility of the trip chaperone(s)

Consequences for failure to keep expectations:

- Students violating Scandinavian Middle School and Fresno Unified School District rules for student behavior on any bus will include the following:
 - Warning and/or citation from the bus driver and or school administrator
 - Parent contact by school administrator
 - Assigned after school detention
 - Possible school suspension
 - Suspension of bus privileges for a minimum of two weeks
 - Possible expulsion referral

Depending upon the level of defiance or behavior, a student can quickly move through the consequences. Parent/guardians are responsible for transportation of students to and from school during a suspension from bus privileges.

Video Cameras on School Buses:

Video cameras (with audio) are utilized on most Fresno Unified School District school buses. Federal (FERPA) regulations prohibit the viewing of these videotapes by the general public or parent/guardian. School or law enforcement personnel may use this information as safety training material and/or evidence of bus safety rule violations.

Cell Phone Policy

As per Fresno Unified School District Board Policy AR 5139(a). Scandinavian Middle School students may possess cell phones on campus: however, cell phones **MUST BE TURNED OFF** and kept in the backpack before entering campus and **MAY NOT** be turned on until exiting campus. Use of phones or any other device for the recording of any student or staff on campus violates privacy, is strictly prohibited and will result in disciplinary action. Any phone confiscated on campus **MUST** be picked up by a parent/ guardian listed on the "Student Emergency Card" (yellow card). Phones will be available in the front office after school. Parent/guardian must present current identification and sign for receipt of phone. Phones will **NOT** be released to the student at any time.

Consequences for student use of a cell phone on campus:

1st Offense: If a student's cell phone rings, vibrates, or in any other way disrupts a classroom, or if the student is observed using the cell phone or letting another student use the cell phone on school grounds, the cell phone will be confiscated, and a parent/guardian will be asked to pick up the phone.

2nd Offense: The cell phone will be confiscated, and additional discipline steps may be discussed.

CIVILITY POLICY – Board Policy BP 1265

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the district to promote, through

this policy, mutual respect, civility and orderly conduct among district employees, parents/guardians, and other members of the public. It is also the intent of this policy to encourage positive communication and discourage disruptive, volatile, hostile, or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents/guardians, and the public. It is not the district's intent to deprive any person of his/her right to freedom of expression. The district encourages the public's cooperation with and adherence to this policy.

EXPECTED LEVEL OF BEHAVIOR

District employees and representatives should treat parents/guardians and other members of the public with civility, courtesy, and respect. Parents/guardians and other members of the public should treat staff and students and each other, while on school grounds and/or participating in school-related activities, with civility, courtesy, and respect.

UNACCEPTABLE/DISRUPTIVE BEHAVIOR

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school or district, constitutes unacceptable conduct behavior. Unacceptable conduct includes but is not limited to:

- Disruption of or threats to disrupt school classrooms, activities, and/or operations.
- Threats to the health and safety of students or district employees.
- Battery or assault upon students, district employees or other persons.
- Using obscenities or speaking in a demanding, loud, insulting and/or demeaning manner; and/or
- Unauthorized entry onto district premises and school grounds.

Recourse Available to parents/Guardians and public in handling unacceptable/Disruptive Behavior:

The Superintendent or designee shall establish regulations and procedures as necessary to provide a complaint process for alleged violations of the Civility Policy. Legal Reference: EDUCATION CODE

32210 Willful disturbances of public school or meeting

44014 Report of assault by pupil against school employee

44810 Willful interference with classroom conduct

44811 Disruption of classwork or extracurricular activities

PENAL CODE

415.5 Disturbance of peace of school

416 Assembly to disturb peace; refusal to disperse

626-626.10 Crimes on school grounds

627-627.8 Access to school premises

Policy FRESNO UNIFIED SCHOOL DISTRICT

Adopted: December 12, 2001, Fresno, California Revised: January 29, 2003

Classroom Student Behavior Policies

All classrooms support the school-wide discipline policy. However, each department team may design a separate discipline system that is more relative to the needs of their team. The individual academic team plans provide systems that give each student an opportunity to make positive choices. Each child is in charge of the type of interactions he/she has with the teacher and classmates. Please make sure that you are aware of the expectations of your child's teachers. It is important that you understand and support the teachers in their decisions when working with your child. If you have questions, please make sure to have contact with your child's academic team teachers.

Eligibility

A constant goal of the administration and staff at Scandinavian is to improve student behavior and to enhance academic performance. We believe that promoting a student eligibility and privilege list is an effective tool which will help students stay focused on the foundations of success: academic achievement, and good character. A list will be prepared each grading period and updated regularly. This list will identify those students who are eligible to participate in school activities, field trips, and events. The privilege and eligibility lists are as follows:

Athletics Eligibility:

(See Athletics)

Co-Curricular and Extra-Curricular Eligibility:

To attend school sponsored events such as dances, activities, games, field trips (including end of the year field trips to Wild Waters-8th & Blackbeard's 7th); or to hold a student body office, a student must be on the co-curricular and extra-curricular eligibility list. Eligibility criteria include:

- *G.P.A. (grade point average) AT or ABOVE a 2.0 for the PRIOR quarter*
- *NO personal conduct issues (referrals, ATLAS documented misbehaviors, transition assignments, and suspension).*
- *If a student is suspended from school s/he will on the LOP for (10) days. Assignment to transition will result in a 5-day restriction from school activities and sports.*
- *NO overdue library books, fees, or fines*

End of the Year High School Ready Event:

To honor and acknowledge our 8th grade students moving on to the next level "High School Ready", Scandinavian will provide an end of the year trip out of town in June. To participate in this activity, 8th grade students MUST meet additional criteria and be on track to becoming "High School Ready": *(See High School Ready criteria)*

Emergency Card/ Medical Information (yellow card)

It is mandatory that every child has an up-to-date emergency card on file in our office. In case of illness or accident, we must have accurate information so we can properly care for your child. Contact names, phone numbers, and medical information are recorded by the parent/ guardian on this form and are essential to keep up to date. If any of the **information changes** during the school year, please notify the school office **immediately**. Please give us more than one phone number to call in case of an emergency with your student. Only adults aged 18 or over who are listed on this card are authorized to receive information, attend meeting on the student's behalf or check a student out. If additional contacts, or changes are needed, the parent/ guardian MUST complete a new card in the front office.

Emergency Plan

Scandinavian has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis exists, this document informs and mandates procedures that immediately provide consistent responses from school employees. Throughout the year, planned drills are conducted to insure appropriate reactions from students and school employees.

English Learners' Advisory Committee

The English Learners' Advisory Committee (ELAC) is made up of parents of English Learner students. The ELAC advises the school on programs for English Learner students as well as parent involvement. If

you have any questions about ELAC or would be interested in being a member of our ELAC, please call the Title 1 office at 253-6510.

Entering and Exiting Office or Campus

In order to keep our campus safe, procedures for entering and exiting campus have been established. No unauthorized visitors are allowed on campus at any time. ALL visitors must check in with the front office.

Entering the Office:

Students are to only enter the office through the front door of the office or the door next to the attendance office. Students are not to enter the office through the staff entrance.

Student check out procedures:

If a student needs to leave campus early for any reason, the following procedures must be followed:

- Bring a parent note to the office before school starts indicating time to be dismissed and reason. Parent can alternatively call the office in advance to schedule pick up time.
- Student will be given a “Permit to Leave” to show to their teacher at the time indicated. Student can be dismissed from class at the time requested.
- Student reports to the main office and meets parent/ guardian.
- Parent/guardian must sign the “Student Sign Out” book. **Parents must show valid identification. For your child’s safety, only parents/ guardians on the current emergency card will be allowed to sign students out.**
- Students may not leave campus at any time without parent/ guardian.

Grades

Fresno Unified Board Policy on Middle School Grades:

- Grades are recorded primarily as a means of evaluation and should be sufficient in number to justify the grade reported.
- The purpose of issuing grades is to help students, parents/guardians and teachers see how the student is progressing in relation to:
 - Standards of expected student achievement
 - Each student’s individual effort and progress from one reporting period to the next.
- Systematically, the teacher should remind students of the criteria which governs the assignment of grades, keeping students well-informed as to their status and overall progress.
- Whenever it becomes evident that a student is in danger of failing a course, the teacher shall contact the parent/guardian or send the parent/guardian a written Report (Progress Reports sent 4 times per year).
- Grades should not be negatively affected by excused absences or unusual circumstances, provided that the work is completed within a reasonable timeframe, and that tests are made up or re-taken following the learning or re-learning of the material.
- Grades will be determined by both academic achievement and student effort during the learning process.

Scandinavian Grading Policies and Procedures:

Middle School Grades – especially as they relate to performance in high school credit courses – are important indicators of a student’s mastery of rigorous curriculum. It is very important that students and teachers, as well as parents/guardians and teachers, communicate regularly regarding the student’s needs, goals, strengths, and challenges with the curriculum. In addition to FUSD Board Policy (above) Scandinavian Middle School includes the following in its grading practices and student academic support systems:

- Students and parents/guardians are provided with (8) grade reports throughout the year. Additionally, students and parents/guardians are encouraged to regularly access the ATLAS Student and ATLAS Parent Portals so that neither student nor parent ever feels “surprised” by an unexpected grade.
- Achievement in middle school is a very important “first step” toward success in high school, college, and career.
- Using the Academic Planner (provided for all students), students participate in a grade-data analysis and goal-setting activity every reporting period, during WARRIOR CONNECT.
- Teachers offer support and intervention for all students during lunch, before/after school, and by appointment.
- ‘Late work’ is accepted by the teacher, providing that the reason for a time-extension is acceptable, reasonable, and verifiable by the parent/guardian. Students may also, through arrangement with the teacher, make up or re-take tests for full or partial credit (depending on individual circumstances).
- Academic grades are based on a point-system and are not ‘weighted’.

Communication regarding grades:

Keeping students and parents informed of current grades is essential. This is especially true in middle school with multiple teachers and more independent work. At Scandinavian Middle School, the following are important resources:

- **ATLAS:**

Computer access to ATLAS will help you monitor your child’s grades. ATLAS is essentially a real time, snapshot of each teacher’s gradebook. Assignment names, points possible as well as points earned are recorded and available to view. Missing assignments are highlighted. Reviewing ATLAS regularly is an important step in helping your child keep up with their grades. The ATLAS Parent Portal can be found at go.fresnou.org/parents or under the parent tab on the Fresno Unified website (www.fresnounified.org). Usernames and passwords are located on your child’s schedule and report cards. You may also come to the front office to request.

- **EDUTEXT:**

Edu Text is a tool that provide frequent grade and attendance updates to parents/ guardians via text messaging. To set up EduText, text your unique parent PIN to 28527 (ATLAS).

The EduText Parent PIN can be located on your child’s schedule, progress report, or through the school office.

- **PROGRESS GRADES:**

In middle school, grades are posted in the official academic record at each quarter. Progress grades are also sent home to students during the quarter.

- **STUDENT ACADEMIC PLANNER:**

The Student Academic Planner serves as a means by which parents can monitor their student’s classwork, organization, homework, due dates and upcoming tests. By reviewing the student’s Academic Planner Calendar section, you are helping them develop strong organizational skills that are the foundation for success. Please review and discuss daily. Use the signature box as verification that you have helped your child look over their assignments and commitments. Teachers may also communicate messages directly in the planner when necessary. **Students are required to bring and use the Student Academic Planner daily.** The Planner is your personal organizational tool. Take care of your Planner. Do not misplace or allow it to become damaged.

High School Ready

In order to be considered “High School Ready”, students MUST meet the following criteria:

- **GPA of 2.5 or better, AND**
- **Attendance 96% or better, AND**
- **NO D’s or Fs in ELA or Math, AND**
- **No suspensions**

Homework Policy

Homework is an important part of the student’s growth in academic skills and in the development of appropriate study skills. It is an extension of the classroom, giving students reinforcement in using what has been taught in the classroom. It allows students to develop self-discipline and self-confidence. Homework fosters good study habits that will be useful throughout the student’s school career. Homework also gives parents an insight into the subject matter being taught at school. It is an excellent way for parents and their children to develop a relationship of trust and support for each other. Homework and classwork should be recorded daily each period by the student. This allows parents to properly monitor. *Please talk to your child’s teacher if you have any concerns due to lack of homework or too much homework.*

Parents can be helpful in making homework meaningful and productive for your children. We encourage the following guidelines for parents:

- Provide a study area with good lighting, proper seating at a table or desk, and adequate materials.
- The study space should be free of distractions such as the television and radio, friends, social media, and telephone calls.
- Check your child’s Academic Planner DAILY for homework assignments.
- Establish a specific time period that is the same each day.
- Give your child encouragement and help them understand the importance of homework.
- You may help your child but remember that homework is your child’s responsibility.
- If your child is struggling too much, or spending too much time doing homework each night, talk to your child’s teacher.
- Help the homework habit. If your child does not bring home homework, determine whether he/she is completing the assignments in class or failing to bring it home.
- Log onto ATLAS with your child to check their grades and discuss plans for improvement

If you ever have questions or concerns about homework, please contact your child’s teachers.

Lost and Found

Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are marked so that your child can identify his/her articles easily. Items may be claimed by checking in with the School Office. *Each month unclaimed items will be given to a charitable organization.*

Medication-Health Issues

For the student who takes prescribed medication or has a health condition, parent should contact the school nurse during the first week of school. The school nurse is on campus two days a week. The law requires parents/guardians to inform the school if their child is taking medication. Any medication to be taken while at school will be kept and dispensed through the nurse’s office. A “Medication Order for School” form must be on file in the office. The parent/guardian and physician MUST sign this form. If you have asthma, you may carry your inhaler, if your physician provides a “Medication Order for School.”

Moving from Scandinavian Middle School

If you decide to move from Fresno Unified School District to another school district, or if you decide to transfer to another middle school, please notify our office that you are withdrawing your child. Not only

does this help us in our record keeping, but also allows us to give you the information that you will need in order to enroll at the new school. Please give us at least a 3-day notice if possible. **All books and materials must be returned before the school will release your child from Scandinavian.**

Notice of Rights:

Parent signature also acknowledges receipt of NOTICE OF RIGHTS OF PARENTS OR GUARDIANS OF MINORS pursuant to Education Code Section 48980, the ZERO TOLERANCE LETTER OF NOTIFICATION included in the Discipline Code and the acceptable use guidelines for telecommunications.

Office Hours:

Feel free to come to the office whenever you need some help or have a question. The office is open from 7:45a.m. to 4:00p.m. Understand that sometimes administration is in a meeting, visiting classrooms, or on supervision duty and will not be available for immediate walk-ins. The office staff will assist you in scheduling an appointment should the necessary administrator not be available. Administrators are NOT available before school, during student lunch and the first 10 minutes following release at the end of the day. At that time, they are supervising students on campus and must remain at their designated posts for the safety of our campus.

Off Limits:

School staff have determined student areas that are OFF LIMITS. Students MAY NOT enter these areas and will exit the area upon adult request. Flow of traffic areas have also been determined and must be followed. These areas will be communicated with students during expectation talks and CHAMPS presentations. Students not following the direction of the staff member on duty will be subject to disciplinary actions.

Parent Identification

All parents/guardians are required to show current proof of ID when picking up students early or visiting the campus. Identification is also required to pick up any confiscated items including cell phones.

Parent Visitations

Parents are welcomed and encouraged to visit the school. *Visits should be scheduled with the teacher in advance* so that suggestions for appropriate times will make the visit as productive as possible. In the interest of safety, **ALL VISITORS MUST CHECK IN AT THE OFFICE UPON ARRIVAL AT SCHOOL AND PRIOR TO VISITING A CLASSROOM. VISITORS MUST WEAR A VISITOR'S BADGE.**

Parent Volunteers

All parent volunteers MUST complete a volunteer application prior to any volunteering on any FUSD campus, as per FUSD Board Policy 1240. This also applies to parents visiting/volunteering in classrooms during school hours. You must also be fingerprinted by FUSD in the HR department on Tulare and M Streets.

Personal Possessions

We discourage students from bringing personal possessions or extra money to school unless requested or authorized to do so by the teacher or principal. Items such as toys, radios, CD players, electronic devises, etc., are distracting to the educational climate of the school and pose problems to both the student and the

teacher if they are lost or broken. The school cannot assume responsibility for personal or unnecessary items brought to school.

Physical Education Excuse

Your parent/guardian may send a written excuse to excuse you from participating in PE, but you will still have to dress out. Parents/guardians are asked to specify the medical reason and whether they are requesting one, two, or three days. Notes that do not specify the number of days will be accepted as one-day excuse. A Friday note is considered a one-day note and does not count over the weekend. If you need to be excused from PE for **four or more days**, you must clear your written physician's excuse through Administration prior the beginning of your PE class. **NO PHONE REQUESTS ACCEPTED.**

Placement in Classrooms

We regard the assignment of students to their teachers and forming classes as educational decisions which are just as crucial to individual and group success as our decisions concerning the selection of personnel, books and materials, instructional programs, and teaching strategies. Careful consideration and deliberate attention is given so that classes are balanced with respect to gender, achievement levels, citizenship, and student need.

School Site Council

Scandinavian Middle School has a School Site Council made up of a combination of school staff members, parents and students. The purpose of the Site Council is to oversee the proper use of our school's categorical funding (state and federal money received for specific programs). The School Site Council meets the first Tuesday of every month. All parents are invited to attend School Site Council meetings. If you have any questions about School Site Council or would be interested in serving on the Council, please call Scandinavian office at 253-6510.

Sending Gifts to Students

Please do not have balloons, flowers, or other gifts delivered to individual students while at school. Although we appreciate the parents' intent to acknowledge a special day in their child's life, or to wish their child well in some activity, we also recognize that this practice has an adverse impact in the school setting. For example, such items result in a kind of status symbol for those receiving items. This places pressure on other parents to do the same for their child. Because this is a concern for the protection of the educational environment of our classrooms, and because of the disruption that this can cause, all items, if delivered, will be held in the office and given to the child at the end of the school day.

Student Academic Planner

The Student Academic Planner serves as a means by which parents can monitor their student's classwork, organization, homework, due dates, and upcoming tests. By reviewing the student's Academic Planner Calendar section, you are helping them develop strong organizational skills that are the foundation for success. Please review and discuss daily. Use the signature box as verification that you have helped your child look over their assignments and commitments. Teachers may also communicate messages directly in the planner when necessary. **Students are required to bring and use the Student Academic Planner daily.** The Planner is your personal organizational tool. Take care of your planner. Do not misplace or allow it to become damaged.

Student Expectation Behavior Program/Restorative Practices

Scandinavian Middle School is a “place of learning.” The goal of the Scandinavian Student Expectation and Behavior Program is to provide a positive behavior support system with proactive and positive strategies to develop student character, responsibility, and academic success. We have an educational philosophy that all students have the right to learn, and all teachers have the right to teach. We strive to provide optimal learning opportunities for all students; therefore, students are expected to adhere to the Scan Big 6 Expectations:

- Follow directions from staff when given.
- Be on time and prepared.
- Keep hands, feet, and objects to yourself.
- Always use appropriate voice levels and language.
- Solve problems peacefully.
- Respect the rights, health, and property of all.

Teachers and staff will reinforce positive behavior and students will be rewarded for good citizenship monthly and quarterly. Students who do not honor the Scandinavian Student Expectations will be dealt with in a fair and timely manner with the following behavior procedures and consequences. All teachers implement the following leveled behavior program using a restorative approach. Creating a positive learning community and developing trusting student/teacher relationships are key elements for success:

Level 1: Mild Behavior Infraction

- Teacher uses corrective responses to assist child with behavior in class.
- Intervention/consequence given by teacher.

Level 2: Moderate Behavior Infraction

- Teacher uses repeated response techniques to correct student behavior in class.
- Documentation referral sent to administration. Consequence/intervention plan developed.
- Parent contact.
- Possible referral to Response to Intervention Team (RTI).

Level 3: Severe Behavior Infraction (Illegal behavior, physically dangerous, overt defiance)

- Immediate referral to administration.
- Parent contact
- Administrative corrective consequences given

Student Identification Cards

All students are required to have a student ID card with them daily and for all extracurricular activities including dances, games, field trips and other school sponsored events. Students must have an ID card to ride the bus. Students without ID card will NOT be allowed to attend events or load the bus. Note: a student schedule is NOT considered an appropriate ID.

Student Insurance Program

The District does not provide medical coverage for your child. This means you are responsible for the medical bills if your child gets hurt during any school activity. Also, any expense incurred when the school calls for emergency medical help is the responsibility of the child's parent(s) or guardian. As we know accident-related medical expenses can be costly, we are pleased to inform you of accident insurance coverage through the Student Insurance Company of Los Angeles. The school will provide enrollment envelopes that explain the coverage options and price of the various programs available to you. For students

who participate in athletics, we recommend the middle or upper ranges of coverage plans. If you are interested in the program(s) offered, please return a completed enrollment envelope to your child's homeroom teacher. Please make payment by check or money order, **DO NOT SEND CASH**. If you have any questions regarding the insurance program, please contact Student Insurance directly at 1-800-367-5830. Fresno Unified makes this accident insurance available to you as a public service and is not in any way connected with the Student Insurance Company or its representatives.

Student Safety

We always stress with the students the importance of safety in the classroom and out on the campus during the school day. We need your support and cooperation by discussing with your child the following basic rules of safety:

- Walking on all surfaces (the cement and blacktop areas) at all times.
- Walking to the right of the painted lines in the hallways.
- Using the crosswalk at all times.
- Coming to school only a few minutes before school begins and leaving immediately after being dismissed at the end of the day.
- Following all school rules or accepting the consequences of poor decisions made to disobey the rules.
- Acting respectfully toward **all adults** providing supervision for the safety of the students.
- Walking quietly in single file lines in the event of an emergency.
- Staying in supervised areas before, during, and after school.
- Using bicycle helmet when riding a bicycle to school. Students not using a helmet will not be allowed to bring a bicycle to school.
- Staying out of the parking lots at all times.

Parents also need to support and practice our safety rules by obeying the following directions.

Additional safety precautions include:

Insisting that your child always use the crosswalk when dropping off or picking up your child.
Pull up to a curb before allowing your child to leave the car.

The handicapped parking spots are off-limits **all times** unless you require the use of the handicapped parking stall and display the special parking sticker in your windshield. The Fresno Police Department will issue citations to those who violate these safety rules.

Student Supplies

Most basic school supplies are provided at school. However, many times teachers will suggest a few items that are helpful and serve as an added convenience to the student. Students, of course, are responsible for the care of textbooks and other non-consumable items issued to them. Students are required to have the following items: 1) 2" binder with divider, 2) several sharpened pencils or mechanical pencils, 3) blue and black ink pens, 4) college-ruled binder paper, and 5) student academic planner 6) 1" binder for writing portfolio, and 7) backpack or book bag. Please see your academic team teachers if you have any questions. We will provide an academic planner for each student.

Study Trips

Study trips and off-campus activities are scheduled to supplement and enrich the curriculum covered in the classrooms. All students participating in a study trip must have written permission from a parent or guardian. Transportation will be provided by the school district using either Fresno Unified school buses or local charter buses. Fees may be necessary to offset the cost of transportation and students will have the option to fundraise for any fees necessary.

Tardies

Students are expected to arrive at school on time just as adults are expected to arrive at their jobs on time. It is very disruptive to a teacher and students in the classroom when other students arrive late. In the event students do arrive late, the office will issue excused tardies for physician/dentist excuse or illness. All other tardies are unexcused and may involve disciplinary action. *Students with several tardies will be referred to the School Attendance Review Board (SARB).*

Telephone

A school phone is available for you to use before and after school in attendance office. Phone calls to the classroom disrupt the learning environment therefore, it is important that parents make arrangements for picking up their children in the morning before their child is dropped off at school. Students are allowed to use the telephone in their classrooms only in the event the teacher directs them to do so. Phone calls from parents will not be put through to students.

Textbooks

Textbooks will be issued through the Library. The replacement cost will be charged to students for books that are lost, stolen, and books that show damage caused by negligence.

Truancies

If a teacher or other school personnel suspects that a student is not attending school and does not have his/her absences cleared, the student will be referred to an administrator. Truancies will result in a parent contact and disciplinary consequences.

Vandalism

Our school is beautiful! As we continue to make improvements to our school, and as our school is used more and more by the community, there is an increasing need for all of us to be observant in an effort to protect our school. We need you to join us in this effort. If you are using the facilities after school hours, on weekends, or just passing by and you notice something that seems suspicious, please take action. Call Fresno Unified's 24-hour hotline at 457-3000 or the Fresno Police Department at 498-1414 to report your concern. Please know that we do not allow bicycles, skateboards, scooters, or rollerblading on our school campus at any time. We need our school community's help in maintaining our beautiful facility.

Visitors on Campus

ALL VISITORS are required to report to the office before visiting our campus. NO STUDENT VISITORS are allowed (Fresno Unified School District Board Policy). Scandinavian WILL NOT issue visitor passes to any person of middle school age. You must have a valid California ID or CDL.

Web Site

For up-to-date information, please refer to website:
<http://www.fresnounified.org/schools/middle/Scandinavian>.
This handbook is also available on the Scandinavian website.