LOUIS PASTEUR FUNDAMENTAL MIDDLE SCHOOL

QUICK REFERENCE GUIDE

Janet Deal, Principal
Chris Pankratz, Vice Principal

8935 Elm Avenue
Orangevale, CA 95662
Office Hours: 7:00 a.m. to 3:30 p.m.

Main Office (916) 971-7891
Office Fax (916) 971-7893
Attendance Office (916) 971-7770
Counseling (916) 971-7899

MY Q/NAVIANCE/GOOGLE/INFORMATION

YOUR NAME ____________________________

USERNAME ____________________________

PASSWORD ____________________________
Welcome to Pasteur Middle School

On behalf of the staff, I would like to welcome you to the 2015 - 2016 school year. We look forward to another productive year for students, staff and families. Please look through this Binder Reminder for information that will help you and your student have a successful year. If you have questions or comments, please call us at 971-7891.

Janet Deal, Principal

Pasteur’s Strategic Plan

Our Strategic Plan was developed in 2012 with input from staff, students, parents and community members. The mission and tactics listed below are the foundation of our work at Pasteur.

Mission
Louis Pasteur Fundamental Middle School, dedicated to promoting exceptional character, challenges and empowers our students to think critically and become confident leaders through committed partnerships and diverse instructional strategies in an inclusive and safe community.

Objectives
- All students will increase overall proficiency quarterly as measured by a variety of methods.
- All students will consistently participate in various leadership roles in and out of the classroom.
- Annually, all students will create or revise short and long-term goals through personal educational plans.
- By 2015, all students will develop and demonstrate increased critical thinking skills through comprehensive written and oral expression across the curriculum.
ACADEMICS

Pasteur teachers and staff are dedicated to providing a high quality educational environment that supports and encourages all learners to pursue academic and personal excellence.

GRADE REPORTING:
Student progress reports will be available on Q five weeks into each semester. The approximate dates are: Sept. 11th, Nov. 13th, Feb. 5th, and April 29th.

Quarter report cards (issued every 10 weeks) will be mailed for the first and third quarter. The others will be available for viewing on Q about a week before the paper copies are mailed. Please review grade reports with your student.

Contact the office at 971-7891 if you would like a printed copy of any report card.

Directions for accessing Q in order to check for grades and assignments are included at the end of this section.

ACADEMIC SUPPORT

- **STUDY HALL** - Teachers at Louis Pasteur hold a formal Study Hall every Wednesday after school. Students who need additional assistance with their class assignments are encouraged to attend. Study Hall hours are 2:45 - 3:30 every Wednesday.

- **TEAM CONFERENCES** - Parents who would like to meet with their student’s teachers may schedule a team conference by contacting the student’s team leader. Formal conference days are held quarterly on the Wednesday after progress reports are issued. Teams will contact parents to set-up appointments. Parents may request a conference by emailing or speaking with one of their student’s teachers. Goals will be set up and entered into Naviance (Family Connection) so families and students can chart their progress.

- **WEEKLY/DAILY GRADE CHECKS** - Students and parents are encouraged to check grades and Pulse Reports on Q. In addition to online grade reporting, students and families may request a paper grade report from their teachers or the office.

- **FAMILY CONVERSATIONS** - Talk with your children about their assignments and grades. Make sure you have a Q password so you can check for missing assignments. Consider checking Q with your student at least weekly. Send any questions directly to your student’s teacher from the website. Sign into Naviance and set up a plan for improvement by setting goals and tracking progress on that website.

- **MAKE HOMEWORK A PRIORITY** - Pasteur teachers do not assign homework as busy work. Homework is intended to be meaningful practice and follow up to classroom instruction. Students are expected to complete all assignments and hand them in when due. Remind your student to gather work he/she might have missed due to an absence.

PLEASE SEE INSTRUCTIONS FOR ACCESSING Q AND NAVIANCE NEAR THE END OF THIS SECTION OF THIS BINDER REMINDER
SCHOOL HOURS

ARRIVAL / DEPARTURE

School begins each day at 7:30 am. Students are expected to arrive between 7:05 and 7:20 am. Breakfast will be served in the MP room beginning at 7:05 am.

School dismisses at 2:23 pm. Students are expected to leave campus immediately, unless participating in an approved activity. Students should not be at school before 7:00 and after 2:45 (or 1:00 on Thursdays) as there is no supervision at that time.

DISTRICT TRANSPORTATION

The San Juan Unified School District provides transportation only for special education students.

BICYCLES

A locked bicycle enclosure is located on the west side of the campus adjacent to the circular driveway. Bicycles should always be locked. The school will not assume responsibility for stolen or damaged bicycles. Students are expected to follow the State bicycle helmet laws. While on campus (including the parking lot), students will walk their bicycles.

SCOOTERS AND SKATEBOARDS

Scooters and skateboards are not allowed on campus.

PARENT DROP OFF & PICK UP

Pick up and drop off areas on Elm Ave are very tight. Please pull to the curb when dropping off or picking up your student. Do not stop in the middle of the street. You may want to consider meeting your student on Pecan Ave or Beech Ave. If you use the driveway to drop off your children, please pull to the curb so others may exit. Encourage your student to use marked crosswalks.
### 2015-2016 Bell Schedules

#### Regular Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>7:30 – 7:55</td>
</tr>
<tr>
<td>2nd Period</td>
<td>7:59 – 8:54</td>
</tr>
<tr>
<td>3rd Period</td>
<td>8:58 – 9:53</td>
</tr>
<tr>
<td>4th Period</td>
<td>9:57 – 10:52</td>
</tr>
<tr>
<td>1st LUNCH</td>
<td>10:56 – 11:26</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:30 – 12:26</td>
</tr>
</tbody>
</table>

#### Thursday Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>Does not meet</td>
</tr>
<tr>
<td>2nd Period</td>
<td>7:30 – 8:14</td>
</tr>
<tr>
<td>3rd Period</td>
<td>8:18 – 9:02</td>
</tr>
<tr>
<td>4th Period</td>
<td>9:06 – 9:50</td>
</tr>
<tr>
<td>5th Period</td>
<td>10:28 – 11:12</td>
</tr>
</tbody>
</table>

Please note earlier release time on Thursdays.

The adjusted schedule on Thursdays are designed to provide time for the staff to plan, prepare and participate in staff development. This year, our staff development days will focus on the following topics:

- Implementing Critical Reading strategies and common vocabulary in every discipline to support students as we transition to the increased reading demands of the Common Core Standards, particularly in the non-fiction genre.
- Create purposeful writing tasks that allow students to express their thinking clearly and coherently.
- Continue to create Common Core Units that encompass real-world reading and writing using primary source documents and professional magazines and journals.
- Continue our tradition of using technology to enhance the curriculum by holding seminars and workshops.
SCHOOL DAY

LOCKERS
Classroom lockers are assigned by the Advisory period teacher. Students must provide locks. Please remind your student not to share their lockers and combination with others.

BACKPACKS
Backpacks and other bags (such as large purses) may be used to carry books or supplies and other school items to and from school. Students will put their backpacks/bags in their lockers during the morning passing time. Back packs are not allowed in classrooms. Students may use their lockers during any passing period.

CELL PHONES/ELECTRONIC DEVICES
Students may read books on cell phones during their Advisory period and other classes with teacher approval. Otherwise, cell phones should be off and out of sight during the school day.

1st offense: Cell phones or electronic devices will be sent to the office. Student may pick it up in the front office at the end of the day.
2nd offense: Parent pick up from the office.
3rd offense: Parent pick up. Student attends Wednesday School
4th offence: Phone checked into the office each morning. Student retrieves phone after school.

Pasteur Middle School will not be responsible for electronic devices brought to school.

Please do not ask your student to leave his/her cell phone on and wait for a call or text from you during school hours. If you need to contact your student, please call the school and a message will be delivered to your student right away.

BINDER REMINDER
The Binder Reminder contains general information about school procedures and rules. Also included are: Accelerated Reader Log Sheets, hall passes and a calendar for keeping track of assignments. (Families may purchase a generic calendar for their students. Copies of the Accelerated Reader log will be provided). General information included in the Binder Reminder will be available on our website).
BOOKS

It is a student’s responsibility to care for the textbooks and library books that are checked out to them. Parents will be charged for all damaged, lost, and missing books. Most subject area textbooks cost more than $50. Students who do not return or pay for missing textbooks/library books will not be able to participate in end of school activities.

Textbooks will be checked out to students (using their unique student ID number) within the first couple weeks of school. End of the year textbook check in will begin in late May.

ADVISORY

We firmly believe in the benefit of sustained reading for middle school students so our Advisory period, at the beginning of the day, is structured so that students will read their Accelerated Reader books for 20 minutes at least four times a week. The English Department will collect reading logs and assign quarterly projects based on the books that students read.

Daily student created school announcements are also aired during this period.

LUNCH TIME

Students will attend one of two lunches as determined by their 5th period class. Students should place their books and other personal items in their lockers before going to lunch. In January, students who have first lunch will flip to second lunch and vice versa.

Cafeteria Rules

1. Food stays in the cafeteria
2. Clean up after yourself
3. Students may not cut in line or save a spot for someone else.

Outside the lunchroom

- Students will use the restrooms in the 200 wing.
- Students who are at lunch may work in their teacher’s classroom if they have a pass from their teacher.
- All other students should remain on the black top or the field.
- Students must always be visible to the adults on duty and may not be in the hallways without a pass from a teacher.
PHYSICAL EDUCATION

The health, well-being, and self-responsibility of students are extremely important to staff. Please help us by observing the following:

1. Students are required to dress in a PE uniform each day, even if they are excused from participation by a parent/guardian or doctors’ note.

2. The uniform consists of a Pasteur PE shirt and shorts, socks and shoes. Uniforms will be available for purchase from PE teachers. You may choose to purchase a plain white T-shirt and black shorts in place of the Pasteur PE clothes.

3. During cold weather, black sweats may be worn over PE clothes.

4. Students are encouraged to have a cloth bag or pillow case to safely store their PE clothes.

5. Students must have a combination lock to secure their locker.

6. PE clothes must be labeled with a permanent marker (last Name, first initial) and stored in their assigned basket.

7. School clothes will be stored in a tall locker while out for PE. A limited supply of clean, used PE clothing is available as “loaner uniforms” if PE clothes have been forgotten.

PE Uniforms

Pasteur PE uniforms can be purchased through our PE Dept. Clothes will be available for purchase on our schedule pick up day, August 6, 2014 and before school after school starts for the first 2 weeks of school. (You may choose to purchase a plain white T-shirt and black shorts in place of the Pasteur PE clothes).

Reminder: PE clothes are to be worn during PE only. The shorts and shirt are not a substitute for the school uniform shirt and other approved pants or shorts.
STUDENT DRESS CODE 2015 - 2016

Our uniform policy has been approved by the SJUSD Board of Education and is reviewed annually by the Uniform Dress Code Committee of the Louis Pasteur PTSO.

SCHOOL UNIFORM: Students are required to wear the school/team shirt when on campus. Uniforms must remain unaltered. Students may not wear non-school clothing over the school/team shirt.

Students who come to school out of dress code will be asked to call home for appropriate clothes. In the event it is not possible for an adult to bring the proper clothes, students will be issued clean loaner clothing for the day.

OUTERWEAR: Coats, jackets or zippered non-Pasteur sweatshirts must be removed upon entering the classroom so that the uniform shirt is visible. Any pull over sweatshirt must display the Pasteur logo.

PANTS/SHORTS/SKIRTS

- Pants are to be neat, clean and in good repair (no tears, holes or patches). They must be hemmed and fit properly in the waist.
- Shorts/skirts/dresses must be KNEE - LENGTH and hemmed.
- Students will not wear pajamas or other sleepwear.
- Students will not wear tights, leggings, yoga-style pants or any pants made of stretchy, body-hugging material unless they are worn underneath approved shorts or skirts.
- Shirts must be long enough to be tucked in.
- PE shorts will not be worn outside of PE.

HATS/HEADWEAR

Hats, knit caps, bandanas or hair nets may not be worn on campus.

SHOES:

Shoes must be worn at all times. All shoes must have a heel strap. Backless shoes, clogs, flip-flops, slippers, moccasins or sandals without heel straps are considered unsafe for school wear and may not be worn.

DRESS CODE FOR NON-UNIFORM DAYS AND SCHOOL FUNCTIONS

- Undergarments, cleavage, torso, chest, backs and stomachs must be covered at all times.
- Straps of dresses and shirts must be three fingers wide. Pants must fit at the waist.
- Clothing must be long enough to be tucked into the lower garment. Shorts and skirts must still be knee length.
- Messages on clothing and other items worn or carried by students, including buttons and backpacks, may not defame any group; promote violation of school rules; depict drugs, tobacco, alcohol, violence, weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive.
- Clothing that depicts skeletons, bands / singers (even as part of a logo) are not allowed. Gang-related clothing, attire, colors, devices or mannerisms will not be tolerated.
- Students will not have clothing and accessories that are unsafe and / or dangerous. Examples may include, but not be restricted to: Studded or metal belts/ wrist bands, chains, dog collars, and handcuffs.

School shirts and sweatshirts can be purchased at Family Sports Apparel 8920 Greenback Lane Ste. B. 916-607-9418
**SCHOOL OFFICE**

**Emergency Cards**: it is very important that parents and students help us maintain accurate and up-to-date emergency information for students. If a student moves, changes phone numbers, or if parents change jobs -- the attendance office must be notified immediately.

**Medications** - All medications are dispensed in the front office. Medications must be accompanied by physician’s orders and the required San Juan District Medication Form must be completed. Unless specifically directed by a physician (such as with inhalers, etc.), medication is NOT to be carried by a student during the school day (including “over the counter” and prescription medicine). Only those medications required by a physician will be dispensed.

**FIRST AID**
We do not have a school nurse, but our staff has been trained in “emergency” first aid. If minor first aid (bandages, ice, etc.) is not sufficient for the illness/injury, we will notify the parent and call 911 as necessary.

**SCHOOL MESSENGER TELEPHONE SYSTEM INFORMATION**
This service enables superintendents, principals, and other designated users to record and send voice messages in minutes. This system helps us notify families, via email and/or a phone call, of the following situations:

- **Attendance Notification Messages**: alerts you of a student absence;
- **Community Outreach Messages**: general information and announcements; and
- **Emergency Communications Messages**: enables school administrators to directly notify and update parents and staff during an emergency.

The School Messenger system is only as good as the phone numbers and emails we receive from you. At a parent’s request, it is possible to send calls to two phone numbers for Community Outreach Messages and up to six phone numbers for Emergency Communications Messages.

If you would like to receive messages at phone numbers other than your home number, please send an email message to [jperez@sanjuan.edu](mailto:jperez@sanjuan.edu). Be sure to include your student’s name, your name, and the type of number you are adding/changing (ex. home, work, or cell).
ATTENDANCE POLICIES

Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day may be spent catching up.

VERIFICATION OF ILLNESS
San Juan Unified School District allows each parent to excuse up to 10 days of school without verification of illness from a medical professional or school employee. Anytime your child has a doctor’s appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

CHRONIC ILLNESS FORM:
If your student has a diagnosed chronic illness, you may receive a physician’s authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. Any absences due to the chronic illness will be considered doctor verified provided that the parent indicate that the absence is due to the chronic illness.

LEGALLY EXCUSED ABSENCES
The State of California allows 10 days of ‘all day’ illness without doctor’s verification. Subsequent absences will be recorded as unexcused. Legally excused absences are:

- Medical, dental, optometry or chiropractic appointment
- Attendance at funeral of an immediate family member
- Religious holiday
- Court Appearance- Parent must submit note from the court to the attendance office.

TARDY/LATE:
All students who arrive late to school MUST check in with the attendance office. Students who come more than thirty minutes late to school without a parent, doctor’s note, or parent verification will be marked absent for the periods missed; those absences will roll over to cuts unless verified within 5 days.

EARLY DISMISSAL PROCEDURES
Students may only leave campus with people whose name appears on their emergency cards. Photo ID is required for ALL early dismissals. You may call the attendance office ahead of time or send a note with your child to school to have your child ready for when you arrive at school to pick them up.
INDEPENDENT STUDY
If a child will be out of school for five or more days will be able to apply for Independent Study. Parents need to contact the office at least two weeks in advance of the absence to inquire about an independent study contract. In order to be approved for this program students must have a good attendance record and passing grades.

TRUANCY
- State law defines a truant as a student:
- Who has an unexcused absence
- Who is more than 30 minutes tardy three or more days in one school year
- Who a combination of unexcused absences and over 30 minute tardies.

Notices of truancy and excessive absences are required by law. Parent conferences will be required for truant and excessively absent students and their families.

EXCESSIVE ABSENCE NOTIFICATIONS
If a student has 5 days of excused absences that are not verified by a medical professional, the parent will receive a Child Welfare & Attendance letter reminding them they have 10 days of parent verified absences available in one school year. When 10 days of parent verified excused absences are recorded, the parent will receive a second Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness or treatment for any absence or tardy over 30 minutes. Thereafter, absences without verification from a medical professional will be recorded as unexcused.

ATTENDANCE CONTACT INFORMATION
Jamie Perez – Attendance Clerk
916-971-7770 (Direct Line)
916-971-7891 Ext. 1 (24 hour absence line)
916-971-7893 FAX
Pasteurabsence@sanjuan.edu
Jamie.perez@sanjuan.edu

EVERY DAY COUNTS,
MISS SCHOOL, MISS OUT!
EXTRA-CURRICULAR ACTIVITIES

Pasteur hosts a number of extra-curricular activities each year. Regular school rules and non-uniform dress code are in effect at all activities unless otherwise noted. Students must attend school the day of the activity in order to participate. Students who have been suspended or have been assigned more than two Wednesday Schools thirty days before an event are placed on an exclusion list and may not attend. These events are for Pasteur students only. Parent permission slips with specific rules are issued for each event and a student ID is required. Students MUST be picked up immediately after the event is over.

SPORTS
Our athletic programs are offered through Orangevale Recreation and Park District on a for-fee basis. The league consists of all other Middle Schools/K-8’s in the District. Teams practice after school at least twice a week at Pasteur with some games during the week, and others on Saturdays.

NOTE: This information may change as the San Juan Unified Board will be considering changes to the Middle School Sports program in June of 2015.

- Football (boys) & Volleyball (girls) in the fall.
- Basketball (boys & girls) in the winter.
- Wrestling (boys & girls) in the winter.
- Track (boys & girls) in the spring.

DANCES
6:00 - 8:00 p.m. Join us for dancing and socializing. Music and light show provided by Professional disc jockey. Food items are available for purchase from our snack bar.

MOVIE NIGHTS
Are held several times a year in our MP room. Our Student Government class sponsors this event. Bring your sleeping bag and pillow. Enjoy a movie and snacks for a nominal fee.

EAST COAST TRIP
A fee-based, weeklong trip to Washington DC, New York and Gettysburg (Boston may be included) provided by USA Student Travel (not affiliated with the San Juan unified in any way). Mr. Tarman, other staff members and parents chaperone this trip the week after school is out. Watch for information in the first month of school.

FIELD TRIPS
Each year, teams and classes take field trips to enrich their instructional program. All students benefit from participation in these trips. No one will be denied participation in an academic field trip due to financial reasons. If a student has significant behavior problems, their parent may be required to attend the field trip.

STUDENT RECOGNITION AWARDS
Students will be celebrated for academic and attendance excellence during the school year.
END OF THE YEAR CELEBRATIONS At the end of each year, 8th grade students and their families are invited to attend a celebration with their families. In addition, team award assemblies are held the last week of school for all students. 6th and 7th grade classes have on campus awards celebrations

CAMPUS SAFETY

Our goal is to provide each student a safe and secure learning environment.

Safe Schools
Each school in the San Juan Unified School District has an assigned Safe School's Officer. The officers are deputies in the Sacramento County Sheriff’s Department and are welcome guests on our campus, dropping by often to visit with staff and students. Officers are also available to assist the school with investigations and/or serious behavioral incidents.

Visitors and Guests
All visitors must check in at the school office when they arrive at the school. Please sign in and place your visitor’s badge where it can be easily seen by our staff. Student visitors are not permitted.

Campus
Students are required to stay on campus once they arrive at school. If a student leaves campus without being signed out by a parent or guardian or without having office-verified permission from a parent or guardian, the student will be considered truant.

I.D.
All SJUSD employees are required to wear I.D. badges during the school day. Student aides wear I.D. badges during their period of service. Visitors are required to wear a Visitor’s Pass from the office. These badges will help students identify people who have permission to be on our campus. Please notify a staff member if you see a person without a name tag.

Safety Plan
As part of our Safety Plan, Pasteur has designed a series of different “safety drills” to help us practice for any emergency. These drills will be held regularly -- in most cases at least monthly. They include the following:

Fire Drill
This is the process we use to clear the campus in case of fire, gas leaks, or any emergency that requires us to clear the buildings. The fire alarm is our evacuation signal. Students are expected to immediately proceed, with their class, to their assigned areas on the fields at the back of the campus.

Lock Down
Used in emergency situations such as earthquakes, intruders on campus, or any other situation that could put the school in immediate danger. An announcement will be made over the PA system asking students and staff to take cover immediately in their classrooms under the windows. Teachers will secure window blinds and lock the doors.
Evacuation
In the event we need to move students from our campus for any reason, we will go to Green Oaks Elementary School on Pecan Ave. or to the Orangevale Park and Recreation facility on Hazel. Parents will be notified by a recorded message when and where to pick up their students.

The Pasteur Safety Plan covers all types of emergency situations, and is reviewed regularly with staff and students.

STUDENT SAFETY
Providing a safe and comfortable environment for all students is one of our highest priorities. All students are expected to act in a respectful manner at school. We understand that our students need guidance as they move to the larger middle school environment and meet new people.

Pasteur Middle School Policy on Bullying Prevention
We believe that all students have a right to a safe and healthy school environment. Our school and our community, have an obligation to promote mutual respect, tolerance, and acceptance.

Pasteur Middle School students should be able to attend school without fear of intimidation, or harassment through words or actions which include texting, emails, Facebook or any other electronic media. We will not tolerate any aggressive behavior such as hitting or shoving, easing or name-calling, electronic posting of threats, harassment, or intimidation via social media networks or email, and social isolation or manipulation.

Pasteur Middle School expects students and/or staff to immediately report incidents of bullying to the principal or her designee. Staff members will intervene if they see an incident of bullying. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or at a school-sponsored activity.

Pasteur Middle School's staff receives training in bullying prevention regularly in order to cultivate acceptance and understanding among all students and staff. Students will be assured that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.
The Student Code of Conduct includes, but is not limited to:

- Students are expected to immediately report any incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- All staff, students and their parents will receive a summary of this policy prohibiting bullying as part of the student handbook.
- Regular discussions are scheduled in all homeroom classes to reinforce expectation in regards to zero tolerance for bullying and to provide a forum for students to speak up.
- People witnessing or experiencing bullying (in person or online) should report the incident.
- Reporting will not reflect on the victim or witnesses in any way.

### Physical Bullying: Harm to someone’s body or property

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<thead>
<tr>
<th>Type</th>
<th>Level One</th>
<th>Level two</th>
<th>Level three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal:</td>
<td>• Expressing physical superiority</td>
<td>• Threatening physical harm to intimidate.</td>
<td>• Making repeated threats</td>
</tr>
<tr>
<td></td>
<td>• Blaming the victim for starting the conflict.</td>
<td></td>
<td>• Extortion (taking lunch money)</td>
</tr>
<tr>
<td>Non-verbal</td>
<td>• Making threatening gestures</td>
<td>• Damaging property</td>
<td>• Threatening to keep someone silent. “If you tell, it will be a lot</td>
</tr>
<tr>
<td></td>
<td>• Defacing property</td>
<td>• Stealing</td>
<td></td>
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<tr>
<td></td>
<td>• Pushing/shoving</td>
<td>• Starting fights</td>
<td></td>
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<td></td>
<td>• Taking small items</td>
<td>• Pushing, tripping</td>
<td></td>
</tr>
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### Emotional Bullying: Harm to someone’s self-esteem or feeling of safety.

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<tr>
<th>Type</th>
<th>Level One</th>
<th>Level two</th>
<th>Level three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>• Insulting remarks</td>
<td>• Insulting family</td>
<td>• Harassing because of bias against race, color, religion, ethnicity, gender, disability, or sexual orientation.</td>
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<tr>
<td></td>
<td>• Calling names</td>
<td>• Harassing w/ phone calls</td>
<td></td>
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<tr>
<td></td>
<td>• Teasing about possessions, clothes, physical appearance.</td>
<td>• Insulting ability, race, color, religion, ethnicity, gender, disability, or sexual orientation.</td>
<td></td>
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<tr>
<td>Non-verbal</td>
<td>• Giving dirty looks</td>
<td>• Effacing school work or other personal property, such as clothing, locker, or books.</td>
<td>• Destroying personal property</td>
</tr>
<tr>
<td></td>
<td>• Holding nose or other insulting gestures</td>
<td></td>
<td>• Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation.</td>
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</tbody>
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### Social Bullying: Harm to someone’s group acceptance.

<table>
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<tr>
<th>Type</th>
<th>Level One</th>
<th>Level two</th>
<th>Level three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non verbal</td>
<td>• Ignoring someone and excluding them from a group.</td>
<td>• Playing mean tricks to embarrass someone.</td>
<td>• Arranging public humiliation.</td>
</tr>
<tr>
<td>Verbal</td>
<td>• Gossiping</td>
<td>• Ostracizing using notes, texting, email, etc.</td>
<td>• Enforcing total group exclusion against someone by threatening others if they don’t comply.</td>
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<td></td>
<td>• Starting or spreading rumors.</td>
<td>• Posting slander in public places (derogatory comments about someone in the school bathroom)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Teasing publicly about clothes, looks, relationships with boys/girls, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### San Juan Unified Guidelines for Suspension and Expulsion

We expect that all students will follow Pasteur’s code of conduct. We understand that our students are adolescents and some may need guidance, at times, in deciding what acceptable behavior at school is.

We will support that learning by assigning the lowest level consequence allowed for the offense. If the behavior is repeated, a more strict consequence will apply. If the misbehavior continues, we will hold a conference to discuss a plan for success for the student. You will always be notified when your child receives a referral to the office.

### SAN JUAN UNIFIED SCHOOL DISTRICT

**K-12 Pupil Disciplinary Guidelines 2014-2015**

<table>
<thead>
<tr>
<th>Education Code</th>
<th>Other Means of Correction</th>
<th>May Suspend</th>
<th>May Recommend Expulsion</th>
<th>Contact Safe Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(a)(1)</td>
<td>Caused, attempted to cause, or threatened to cause physical injury to another person.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Threats</td>
<td></td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48900(a)(2)</td>
<td>Willfully used force or violence upon the person of another, except in self-defense.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Possession</td>
<td>Furnishing</td>
<td>Sale</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>------------</td>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>48900(b)</td>
<td>Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(c)</td>
<td>Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(d)</td>
<td>Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(e)</td>
<td>Committed or attempted to commit robbery or extortion.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(f)</td>
<td>Caused or attempted to cause damage to school property or private property.</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(g)</td>
<td>Stole or attempted to steal school property or private property.</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(h)</td>
<td>Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(i)</td>
<td>Committed an obscene act or engaged in habitual profanity or vulgarity.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(j)</td>
<td>Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(k)</td>
<td>Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>48900(l)</td>
<td>Knowingly received stolen school property or private property.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(m)</td>
<td>Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Consideration</th>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(n)</td>
<td>Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48900(o)</td>
<td>Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(p)</td>
<td>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(q)</td>
<td>Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, &quot;hazing&quot; means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, &quot;hazing&quot; does not include athletic events or school-sanctioned events.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(r)</td>
<td>Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(t)</td>
<td>A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Consideration</th>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900.2</td>
<td>In addition to the reasons specified in Section 48900, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900.4</td>
<td>In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>48915(a)(1)(A)</td>
<td>Causing serious physical injury to another person, except in self-defense.</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(a)(1)(B)</td>
<td>Possession of any knife or other dangerous object of no reasonable use to the pupil.</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(a)(1)(C)</td>
<td>Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(a)(1)(D)</td>
<td>Robbery or extortion.</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(a)(1)(E)</td>
<td>Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48915(c)(1)</td>
<td>Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(2)</td>
<td>Brandishing a knife at another person.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(3)</td>
<td>Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(4)</td>
<td>Committing or attempting to commit a sexual assault</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(5)</td>
<td>Possession of an explosive.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
San Juan Unified School District

Parent Portal

Using a confidential PIN (Personal Identification Number) and password, parents can connect to San Juan Unified School District’s student database and view their child’s information. Parent Portal is accessible via most browsers and is compatible with iOS and Android mobile phones and tablets.

1. Enter the following URL address:
   https://sis.sanjuan.edu/parentportal/

2. Enter PIN and Password, click Logon:

   PIN: This is a unique number assigned to each parent randomly by the computer. Your PIN cannot be changed.

   Password: Use the assigned default password for your first logon. Passwords are CASE SENSITIVE. It is strongly suggested that you change your password the first time you connect (see Account Maintenance instructions below).

3. Navigate to learn the site

   ![Parent Connection Login]

<table>
<thead>
<tr>
<th>My Information</th>
<th>My Account</th>
<th>Email Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section enables you to change some demographic and contact information for your students and yourself. You may also update most student emergency contact information.</td>
<td>This section enables you to change or edit your password and add or edit your email addresses. Your email addresses will not be distributed outside the district.</td>
<td>This section allows you to subscribe to automatic email notifications when Attendance or Assignments are updated by teachers and staff.</td>
</tr>
</tbody>
</table>
4. Select Student to View

If you are the parent to more than one student in the district, you will be given the choice to view each student separately. Click the pull down menu to select which student to view.

5. Navigate Student Data

Click the links on the left side of the screen to view different types of data for the selected student, such as schedule, attendance, etc. The currently selected link will be highlighted.

Refreshing data pages

Since data viewed in the Parent Portal is live, it may be updated in real time by the school while you are viewing the information. However, new data posted during a session will not be visible until the data page is refreshed.

There are three ways to refresh a data page:

1. Click on a different link and then return to the original link.
2. Click the Refresh or Reload button in your browser.
3. Press the F5 function key on the keyboard.
FREQUENTLY ASKED QUESTIONS (FAQ)

1. Is there some way to change my PIN?
   • Unfortunately, no. The PIN (Personal Identification Number) is generated by the student information system. There is no way to change that number.

2. Who do I contact if I forget my PIN or my password?
   • Your child’s school will have access to look up your PIN and to look up or reset your password. PINS and passwords may also be obtained at SJUSD Central Enrollment or from SJUSD Technology Services.

3. How do I update my email address? Or change my password?
   • Once you are logged onto the Parent Portal, click the “Account” link in the upper-right corner of the screen. A window will open with fields for you to update your email address or your password. Edit the information and click “Submit.”

4. Who will have access to my email address?
   • Email addresses provided for the Parent Portal will be used only for district communication. San Juan Unified School District will NOT sell or give away your email address.

5. Why do my spouse and I have individual accounts? Couldn’t we just use the same one?
   • Because a child’s parents may live at different addresses, access is established for each parent individually. The information available will not differ between parents of the same child.

6. Can my child’s stepparent access my child’s information?
   • Your child’s school will be able to provide login information for any contact that you identify as a guardian, and for whom you provide complete address and telephone information. By default, only the mother, father, guardian, foster parent, and emancipated minors have access to Parent Portal.

7. How do I get my child’s demographic information corrected?
   • Using the My Information link, you are able to update and change your child’s demographic information. Afterward the school will review the data and post it to your student’s record. Please allow a reasonable amount of time for the review process to be completed. To update your student’s home address, please contact your child’s school or SJUSD Central Enrollment. A change to the student’s home address will most often require supporting documentation, such as a utility bill.

8. What if I have more than one child enrolled in the district?
   • In one viewing, you will have the opportunity to view the information of every student who has been designated as your dependent. If you have only one child in the district, the screen will automatically bring up your student’s information.

9. Can I print out my child’s information?
   • Parent Portal information may be placed into a print friendly PDF using the Print Info link on the left side of the page. Only sections that are currently displayed will be included in the PDF. If you would like to print the Calendar along with all of the other sections, you will need to print using the browser’s native printing function.
**CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13</td>
<td>First day of school</td>
</tr>
<tr>
<td>August 27</td>
<td>Back to School Night 11:00 am release</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day No School</td>
</tr>
<tr>
<td>September 11</td>
<td>First quarter Progress Reports</td>
</tr>
<tr>
<td>September 16</td>
<td>Conference Day 11:00 am release</td>
</tr>
<tr>
<td>October 9</td>
<td>End of first quarter</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day No school</td>
</tr>
<tr>
<td>November 13</td>
<td>Second quarter Progress Reports</td>
</tr>
<tr>
<td>November 18</td>
<td>Conference Day 11:00 am release</td>
</tr>
<tr>
<td>November 23 - 27</td>
<td>Thanksgiving Break No School</td>
</tr>
<tr>
<td>December 19</td>
<td>End of second quarter</td>
</tr>
<tr>
<td>December 22 – Jan 4</td>
<td>Winter Recess No School</td>
</tr>
<tr>
<td>January 5</td>
<td>Teacher Workday No School</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day No School</td>
</tr>
<tr>
<td>February 5</td>
<td>Third quarter Progress Reports</td>
</tr>
<tr>
<td>February 11</td>
<td>Conference Day 11:00 am release</td>
</tr>
<tr>
<td>February 15 – 19</td>
<td>Mid-Winter Break No School</td>
</tr>
<tr>
<td>March 18</td>
<td>End of 3rd quarter</td>
</tr>
<tr>
<td>March 21 – March 25</td>
<td>Spring Break No School</td>
</tr>
<tr>
<td>April 29</td>
<td>Fourth quarter Progress reports</td>
</tr>
<tr>
<td>May 6</td>
<td>Open House 11:00 am release</td>
</tr>
<tr>
<td>May 27</td>
<td>Conference Day 11:00 am release</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day No School</td>
</tr>
<tr>
<td>June 2</td>
<td>Last day of school 11:00 am release</td>
</tr>
</tbody>
</table>

Please check our website for the complete calendar: sanjuan.edu/pasteur
Username: ___________________________   Password: _______________________________

Advisory Expectations:
- Bring your AR Stamp Sheet & BOOK every day.
- Read in Advisory every day.

Advisory Stamps:
- You will earn a stamp for reading quietly and disturbance free
- Each stamp is worth two points per day
- If absent, stamp needs to be made up at lunch or at Wednesday tutoring
- If you do not have your AR Book for two consecutive days, your Advisory teacher will contact your English teacher

Reader’s Response:
- Reader’s Response will be completed throughout the quarter
- Each Reader’s Response is worth ten points: must be at least four (4) sentences, needs to be thorough and thoughtful, and legible
- Each Reader’s Response needs to be based on the prompt; do not simply write a summary of what you have read

AR Testing:
- Testing will be done at school either in class or on our Library Days
- In order to pass a test, you must earn 70% or higher; scoring 60% will only earn you 60% of the points that the book is worth
- DO NOT wait until the last week to take tests; take a test as soon as you finish your book!
- If you are having trouble with AR, communicate with your English teacher!

AR Resources:
www.arbookfind.com
Look up books to determine their reading level and point value!

https://hosted128.renlearn.com/286904/
You can check your AR progress as well as use this site to take tests at school.

Accelerated Reader App: Download on your smart phone and use the web address above to connect to our school