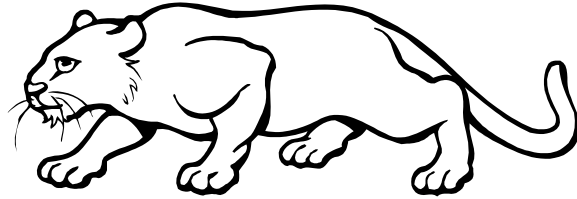


Parkside



Intermediate School

Handbook

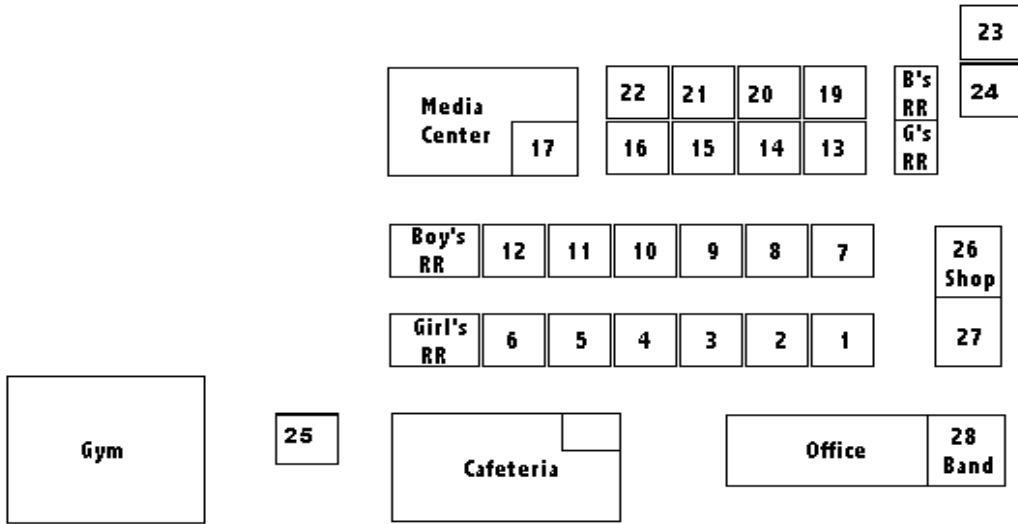
2010-2011

Student Name: _____

Parkside Intermediate School

1801 Niles Avenue
 San Bruno, California 94066
 624-3180

Mrs. Angela Addiego, Principal
 Mr. Daniel Lyttle, Assistant Principal
 Ms. Casey Madden, Counselor
 Mrs. Torsden, Office Manager
 Mrs. Graf, Attendance Clerk



PARKSIDE BELL SCHEDULE 2010-2011

Regular Day Schedule				Minimum Day Schedule			
Seventh Grade		Eighth Grade		Seventh Grade		Eighth Grade	
Period	Time	Period	Time	Period	Time	Period	Time
1 st Bell	8:11	1 st Bell	8:11	1 st Bell	8:11	1 st Bell	8:11
1	8:15-9:02	1	8:15-9:02	1	8:15-8:56	1	8:15-8:56
2	9:06-9:50	2	9:06-9:50	2	9:00-9:38	2	9:00-9:38
Brunch	9:50-10:05	Brunch	9:50-10:05	Brunch	9:38-9:53	Brunch	9:38-9:53
3	10:09-10:53	3	10:09-10:53	3	9:57-10:35	3	9:57-10:35
4	10:57-11:41	4	10:57-11:41	4	10:39-11:17	4	10:39-11:17
Lunch	11:41-12:21	5	11:45-12:29	Lunch	11:17-11:47	5	11:21-11:59
5	12:25-1:09	Lunch	12:29-1:09	5	11:51-12:29	Lunch	11:59-12:29
6	1:13-1:57	6	1:13-1:57	6	12:33-1:11	6	12:33-1:11
7	2:01-2:45	7	2:01-2:45	7	1:15-1:53	7	1:15-1:53

PARKSIDE SCHOOL PHILOSOPHY AND VISION STATEMENT

The mission of the educational community of Parkside Intermediate is to provide all students with a high level of academic skills and to prepare them for lives of vision and consequence in the 21st century. We will provide a positive learning environment, challenging each individual to cultivate the highest traits which are distinctly human: reason, creativity, curiosity, compassion, and coexistence.

PARKSIDE CURRICULUM

At Parkside, students attend seven classes per day. Students are assigned a class in language arts, mathematics, social studies, science, physical education, advisory and an elective.

Language arts and literature are taught in a two-period English class. Each class period is forty-two minutes. The Parkside curriculum also offers classes in band and strings.

Elective classes for seventh graders include AVID and technology. Students rotate through two of these classes during the school year. Eighth grade electives include AVID and technology.

English as a Second Language (ELL) and Special Education classes are assigned to eligible students.

All students will participate in their Physical Education class including cross-country and other activities. **Only a valid doctor's note will excuse students from participation.**

REPORT CARDS/ PROGRESS REPORTS

Report cards are mailed home four times a year, November, January, March and June. Each card covers a nine-week period. Letter grades of A, B, C, D and F are given. Comments relating to behavior, effort, and grade level may also appear on the report card.

In addition to report cards, progress reports are mailed home four times a year for those students receiving grade C or lower.

Check Powerschool for grades at <http://powerschool.sbpsd.k12.ca.us/public>

NEWSLETTER

News and information is published through the Parkside Intermediate School Loop webpage.

We encourage all parents to sign up with School Loop as soon as possible to begin receiving updates and information from Parkside Intermediate.

Check School Loop for daily announcements and homework at <http://pkis.schoolloop.com>

HOMEWORK

Homework is mandatory and must be completed as assigned. Students will be assigned approximately two hours of homework per night. Homework is a required part of the student's educational program. It is each student's responsibility to ask questions in class so his/ her assignments are clearly understood. Students are responsible for having necessary materials to complete the assignment and to return homework on time.

ACADEMIC HONORS

The Panther Society is for students with a 3.5 grade point average or higher and are eligible for a special recognition event.

Students who maintain a 3.8 GPA for two years at Parkside, earn the Presidential Academic Award at the Honor's Tea Ceremony in late May.

FIRST AID

Students, who feel ill at school, have an accident, or need first aid should seek the immediate assistance of any member of the Parkside staff.

Office personnel offer immediate, temporary care and first aid, but are unable to offer health treatment of any kind. School personnel, by law, are unable to administer any type of medication without written verification.

If a doctor requires a student to bring any medication to school, the student must bring the medication to the office, along with an explanatory note from their doctor. The

medication will then be administered in the office.

ATTENDANCE

- Students who arrive late or who need to leave school early must check in and out with the office staff. Students who arrive late without a written excuse will make up the time tardy
- If a student is absent from Parkside, a parent or guardian must call the school at 624-3180 and provide an excuse for the absence. If a parent does not contact the school, the student must bring a note signed by a parent to their first period class upon their return.
- If a student needs to leave school early for an appointment, she/he must bring a signed excuse note to their first period teacher or the office. When it is time to leave, the student will be called to the office to be signed out.
- Parkside has a closed campus. Students are required to remain on school grounds at all times during the school day. Guests of students are never allowed on campus
- All visitors must check in at the office and receive a visitor's pass.
- Students are allowed to use the office telephone before, during or after school for urgent needs. Personal cell phones may only be used before and after school when necessary. **Cell phones must be turned off and may be confiscated if used during school hours.**
- Classroom interruptions are kept to a minimum. The office staff is unable to call students out of class unless it is an emergency.

PARKSIDE CODE OF CONDUCT

- Be on time to school and class
- Come to class prepared
- Display respectful behavior
- Personal grooming only in the restroom or locker room
- Follow school wardrobe guidelines
- Respect your school campus

THE FOLLOWING ARE NEVER ALLOWED AT PARKSIDE:

- Drugs or alcohol
- Gang clothing or other accessories
- Red or blue items
- Excessive jewelry ("Bling")
- CD and/ or MP3 players
- Laser pointers

- Toys
- Lighters, matches and tobacco products
- Electronic games
- Permanent marking pens, Sharpies
- Rubber bands
- Projectiles
- Skateboards
- Roller skates, roller blades, roller shoes
- Scooters
- Sunflower seeds
- Gum
- Glass bottles
- Card collections
- Fireworks
- Stink bombs
- Water balloons

These items will be confiscated.

ELECTRONIC DEVICES BROUGHT TO THE SCHOOL IS DONE SOLELY AT THE OWNER'S RISK. PARKSIDE WILL NOT BE HELD RESPONSIBLE IN THE EVENT THEY ARE LOST OR STOLEN.

PARKSIDE TOLERANCE POLICY

Everyone will be treated with respect and dignity regardless of differences in physical appearance, ethnicity, national origin, family status, mental and physical ability, religion, sexual orientation, and age or health status.

When a student violates this policy; she/he is sent to the office an attempt to raise her/his level of awareness of the problem. The student is counseled and parental contact is made. Following incidences may result in detention, off campus suspension and/or police contact.

UNIFORM AND WARDROBE POLICY

Students are to dress appropriately on campus and at all school activities. All health and safety codes and reasonable standards of dress will be enforced. Students not following these wardrobe guidelines will, at the discretion of the administration, have to immediately change their clothing, parents will be notified and student will serve appropriate school consequence.

UNIFORMS:

Pants/ Bottoms

- Fit to the size of the child. Khaki colored pants only. **No blue jeans.**
- Shorts, skirts, and skorts must also be the same colors.
- **No sweat pants.**

Shirts/ Tops

- **Solid Colored Polo or collared shirts (no stripes). No tee shirts. White or forest green (school colors).**
- Sweatshirts (Not PE clothes/ shirts) can be worn in the same school colors (white, grey, forest green).
- **No Tall Tees or colored tees under polos.**
Clothes are not to be changed during the school day.

PARKSIDE INTERMEDIATE SCHOOL WARDROBE STANDARDS

Students are to dress appropriately on campus and at all school activities. All health and safety codes and reasonable standards of dress will be enforced. Students not following these wardrobe guidelines will, at the discretion of the administration, have to immediately change their clothing, parents will be notified and the student will serve appropriate school consequences.

It is the right and responsibility of all school staff and the administration to report any infractions of the school wardrobe standards and to take appropriate actions necessary to remediate the infraction. Parents will be notified of infractions.

WARDROBE STANDARDS:

Any article of clothing, jewelry, and manner of hairstyle or makeup which is determined by building administrators to materially and substantially interfere with the educational process is prohibited. This includes but is not limited to:

- Shoes must be worn at all times. No heels or beach style shoes are allowed. No flip flops. Heels higher than two inches are not allowed due to safety reasons.
- Any clothing or any article that has expressions which are obscene, profane, pornographic, representative of a clear and present danger of illegal behavior, disparaging or demeaning to others such as racial, religious, sexist or ethnic epithets or advocating pain, death, suicide, gang affiliations, violence, or use of drugs, alcohol, or tobacco are not appropriate for school.
- Potentially dangerous jewelry or fashion accessories that are sharp, brittle, or fragile that could cause injury or be used as a weapon. No spiked or studded leather chokers, bracelets, or belts. No safety pins.

- Excessive and distracting jewelry is not permitted. This includes but is not limited to large earrings, chains, watches and rings.
- Makeup and nail polish needs to be minimal and in good taste. Nails cannot be distracting.
- Hats must be worn cap lid forward only. No hairnets, hoods or bandanas allowed. Hats are not worn in schoolrooms or in the front office. **No Beanie Caps.**
- Glasses other than prescription shall not be worn inside school buildings.
- Apparel with bare midriffs, strapless shoulders and low cut necklines are not allowed. Tank tops, half tee shirts, halter tops, tube tops and fish net shirts **are not allowed.**
- Unhemmed shorts, short shorts, and bicycle shorts are not acceptable or appropriate for school.
- Hairstyles that utilize bright, glowing, unnatural colors or extreme, distracting style or form.
- Attire that is worn or altered in such a way as to identify students with non-school clubs, teams, gangs, or Goth groups is not allowed. This includes, but is not limited to, oversized clothing, hanging belts, bandanas, handkerchiefs, suspenders off the shoulders, gang related initials on belt buckles, or clothing that identifies with gang colors such as red or blue.
- **Red or blue are not permitted.**
- **Baggy and sagging pants are not allowed.**
The pant waist is to rest snugly above or at the hips, supported by a belt. Students may not wear more than one pair of pants.
- Belts, if worn, are to be plain black or brown only, properly sized and fitted to the waist. Only one belt buckle is permitted. No colored or studded belts.
- Shirts and tops must have a collar.
- White tee shirts are not permitted. **No Tall Tees, no Black Tees.**
- Only plain black jeans are permitted. Blue jean and blue jean shorts are not permitted.
- Oversized or excessive jewelry are not permitted. This includes but is not limited to necklaces, watches, earrings, etc.

FREE DRESS REGULATIONS:

School functions and non-uniform day dress is to be appropriate, and adherence to the Wardrobe Standards remains in effect at all times. All students must adhere to the above mentioned

Wardrobe Standards at all times with the following exceptions.

- Students will be permitted to wear tee shirts and jeans on designated Free Dress Days.

POSSIBLE CONSEQUENCES:

Consequences for failure to adhere to the proscribed wardrobe standards include but are not limited to the following:

- Informal talk.
- Parent conference.
- Parent involvement.
- Change of clothes.
- Detention/ Saturday School/ Suspension.

Additional consequences for continued wardrobe infractions may be considered an act of defiance

and will be handled according to California Education Code regulations.

SCHOOL DISCIPLINE

Students that are disruptive to the educational process, truant, defiant, vandalize or participate in illegal activities will be subject to immediate discipline. Students who break the law will be subject to arrest, suspension, or expulsion. Students may be assigned detention for a violation of school rules

When a student has an unexcused absence from a class or school, or receives a suspension in the quarter, that student will not be allowed to attend any school activity or dance.

See the Parkside Discipline Chart and explanation of consequences.

Inappropriate Behavior	Possible Consequences
Tardiness	Informal talk, parent involvement, campus cleanup, detention, SARB letter/ referral, suspension.
Defiance of Authority	Conference, parent involvement, detention, suspension.
Disorderly Conduct	Informal talk, parent involvement, suspension.
Dress Code	Informal talk, conference, parent involvement, change of clothes, detention, suspension.
Verbal Abuse	Informal talk, conference, suspension.
Forgery, Cheating on exams or other academic tasks	Parent involvement, suspension.
Theft	Parent involvement, suspension, expulsion.
Smoking or possession of tobacco products (Matches and lighters are not allowed)	Parent involvement, suspension.
Destruction of Property	Parent involvement, suspension, expulsion.
Fighting	Suspension, expulsion.
Alcohol	Suspension, expulsion.
Physical Assault or Battery	Suspension, expulsion.
Arson	Suspension, expulsion.
Drugs and look-a-likes	Suspension, expulsion.
Any weapon, including any knife	Suspension, expulsion.
Extortion or robbery	Suspension, expulsion.
Explosive devices, including firecrackers	Suspension, expulsion.

The following may result in immediate suspension and/or expulsion from Parkside:

- Fighting or causing, attempting to cause, or threatening to cause physical injury to another person
- Possession of, sale of or furnishing any firearm, knife, fireworks, explosive or other dangerous object,
- Possession of or use of drugs, or unlawfully possessing, using, selling, furnishing or being under the influence of any controlled substance
- Being under the influence of, or in possession of, an alcoholic beverage or intoxicant of any kind, selling, delivering or otherwise furnishing to any person another liquid, substance or material and having

represented the liquid or material as an intoxicant.

- Possession of drugs for sale or distributing controlled substances or unlawfully offering, arranging or negotiating to sell any controlled substance,
- Defiance toward any adult or refusing to follow reasonable instructions
- Vandalism to school property
- Possession or use of cigarettes or tobacco
- Profanity and foul language.

Consequences for inappropriate behavior:

- **Informal talk:** A school official (teacher, administrator or counselor) will talk with the student and reach agreement regarding student behavior.

- **Conference:** A formal conference is held between the student and one or more school officials. During this conference the student must agree to correct his/ her behavior.
- **Detention:** Students may be detained in school for disciplinary or other reasons. Parents will be contacted prior to the detention. If a student does not appear for an assigned detention, the detention time is automatically doubled. The 2nd no show for detention results in Suspension.
- **Parent Involvement:** Parents are notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, the parent(s), appropriate school personnel and any other individuals concerned. A student performance contract may be used.
- **Saturday School:** Students may be assigned to Saturday School in lieu of more serious disciplinary actions. Failure to appear at Saturday School will result in Suspension.
- **Class Exclusion:** A student may be assigned a location in the school at the discretion of the Principal or designee for offenses for which class suspension is permitted. *Note: California Education Code policy also states that a parent can be required to attend a portion of the school day in the classroom of his or her child to address issues of student conduct.*
- **Suspension:** The student is informed that they are subject to a suspension (five to ten days or less). The student's parent(s) or legal guardian is notified by telephone that the student is subject to suspension. The student is temporarily removed from school as a consequence for inappropriate behavior. Following the suspension and a parent conference, the student may be able to return on a specific date with specific agreements about future behaviors.
- **Expulsion:** The student is informed that they are subject to expulsion. The student is also informed regarding the due process procedures. The student's parent(s) or legal guardian is notified by telephone and certified letter that their child is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The Superintendent will recommend expelling the student to the Board of Trustees. The due process procedure is immediately initiated. The expulsion does not become effective until

the due process procedures have been completed. All suspensions and expulsions are recorded in the student's file.

STUDENT GOVERNMENT

In the spring, Parkside Student Body Officers are selected. Officers and representatives must have at least a 3.5 grade point average, teacher recommendations, good behavior, and good attendance. Students may be removed from office if at any time during the year these requirements are not met.

STUDENT ENRICHMENT ACTIVITIES

Parkside has a number of student activities planned for each school year. Student activities may include:

Activities: Student Council, After School Tutoring, Yearbook, History Day, Science Fair, and 3.5 Parties.

Music: Band and Strings

After School Sports: flag football, basketball, track, volleyball, and cross-country.

SCHOOL PICTURES

School pictures will be taken for student body records in the cafeteria during registration before school begins. The purchase of pictures is optional. Students purchasing pictures must pay for pictures on the day that they are taken. All pictures are guaranteed. Students who miss registration day will have make up pictures later in the school year.

AFTERSCHOOL SPORTS

Parkside has an active After School Sports Program, which emphasizes participation and sportsmanship. Our sports include Flag Football, Volleyball, Basketball, Cross Country, Track and Field. Participation in this program is a privilege. Academic and behavioral standards must be met to participate.

All students must have earned and maintain a 2.0 or better, grade point average as well as have no less than a "C" in Language Arts, Math, and PE to participate in the after school sports program. Student's absence may not exceed five days for the quarter and they may not be chronically tardy. Students will be required to sit out of sports activities if they do not meet and maintain academic standards. Student may not be suspended during the course of the season.

Students who are not participating on the sports team, or who are ineligible for participation, may not enter gym or lower field after school. Schedules of practices and games are posted in the gym. All students participating in our After School Sports Program must either purchase insurance or show evidence of having insurance.

BRUNCH/LUNCH

The cafeteria serves hot lunches and snack bar foods. Students may prepay for lunch and brunch before school with cash or a check. Menus change daily and are posted on the cafeteria door.

- Brunch and lunch are served in the cafeteria
- All food and drinks bought or brought into the cafeteria must be consumed in the cafeteria.
- No drinks are allowed in classrooms
- Students are required to clean up after themselves
- Each student must buy their own food.
- No glass bottles are permitted on campus at any time.
- All plastic bottles and cans are to be recycled.
- Free and reduced lunch programs are available, contact the school office

LIBRARY MEDIA CENTER

A wide range of materials are available in the library, including fiction and non-fiction books, reference materials, magazines and multimedia equipment and computers. Our librarian provides library instruction, research support and general media assistance to all students.

Books may be checked out for three weeks. Other materials are available on shorter loan.

Fines are not charged for overdue materials; however, students are responsible for the reasonable care of materials that they check out. A fee will be charged for lost, damaged or destroyed materials, at replacement cost. Computers are available for student use.

In order for a student to use the Internet throughout the school year, a parent signed permission slip must be returned to the school.

PHYSICAL EDUCATION

- The required uniform includes green shorts, a reversible green and white shirt, athletic shoes and socks.

- Gray sweat clothes are optional and advisable in cold weather.
- Please label all clothes clearly with permanent marking pen
- Shirts and shorts are available at school for purchase.
- Students will be expected to dress for PE by the first full week of school.
- Students may be excused from participation in physical education class for a medical reason.
- A note from a parent may excuse a student for up to three days only, beyond three days, a doctor's note is required.
- **PE clothes are not to be worn in place of the school uniform.**

“500 DAY”

Parkside School will hold the traditional “500 Day” race competition in the spring. Each class designs and builds its own race car entry. There is a contest to select the best seventh and eighth grade car. The highlight of “500 Day” is a race competition between the cars on the lower field.

Other activities are also planned for “500 Day” including a carnival and yearbook distribution.

These activities are a privilege, not an entitlement.

Continuous discipline issues, **two or more suspensions over the course of the school year, or 5 or more office referrals, suspension or Saturday School in the last quarter** may prevent a student from participation in this event. Behavior improvement after the time of notification may be considered and changes made.

LOCKERS

School lockers are the property of the San Bruno Park School District. Parkside students have the use of a hall locker to store books and a separate locker for storing P.E. clothes. P.E. locks and hall locks cost will be sold on registration day. Locks are the property of the student. Broken hall lockers should be reported to the office so they can be repaired. School authorities may conduct periodic inspections of lockers without notice or student consent, or a search warrant.

PARENT TEACHER ORGANIZATION

The Parkside Parent Teacher Organization, PTO, meetings are held monthly in the evening in the school library. Parents, families and friends of Parkside are encouraged to actively participate in

the many committees and activities during the school year.

INSTRUCTIONAL MATERIALS PRICES

All lost, stolen, or damaged text books, and library books must be paid for before the end of the school year. Payment for lost books or materials can be paid in the library or office, by cash or cashiers check.

Math	\$150.00
Language Arts	\$150.00
Music	\$20.00
Science	\$150.00
Science Workbook	\$30.00
Social Studies	\$150.00
Apple Computer	\$1,000.00

GRADUATION

Participation in the Parkside Intermediate School graduation exercise and activities is an honor and a privilege. Students who participate in these exercises are those who have met the minimum standards of scholarship and citizenship expected of the students at the seventh and eighth grade. **Students need no less than a grade of “C” in Language Arts, Math, and PE.**

Eighth grade graduation is held during the last week of school. A graduation dance follows the ceremony. Graduating eighth graders will have an activity day the week of graduation. Each graduate will receive tickets for entrance to the ceremony. **No one will be admitted to the graduation ceremony without a ticket.**

Graduation (Full Privileges):

- Students will matriculate to high school.
- Students will graduate on stage.
- Students will participate in all graduation events (Grad Dance, Great America).
- The Parkside Administration will notify families at the end of the third quarter of graduation status pending fourth quarter progress.

Promotion (Limited Privileges):

- Students will matriculate to high school.
- Students may graduate on stage pending Administrative approval.
- Limited or no participation in graduation events (Grad Dance, Great America).
- The Parkside Administration will notify families at the end of the third quarter of graduation status pending fourth quarter progress.

Privileges that may be revoked: 500 Day, Great America, Graduation on Stage and Participation in ceremony, and Grad Dance.

Matriculation (No Privileges):

- Students will move onto high school **WITHOUT** academic promotion.
- Student will **NOT** graduate on stage.
- Student will have no graduation event privileges (Grad Dance, Great America).
- The Parkside Administration will notify families at the end of the third quarter of graduation status pending fourth quarter progress.

Retention:

- Student will repeat the eighth grade.
- Student will **NOT** matriculate to the high school.
- Student will have no privileges afforded to matriculating eighth grade students.
- Student must go through Student Study Team and Administrative approval.
- The Parkside Administration will notify families at the end of the third quarter of graduation status pending fourth quarter progress.
- Criteria that will support Graduation Committee and Student Study Team decisions:
 1. San Bruno Park School District Promotion Policy,
 2. Student Academic Performance: Eighth grade GPA average of 1.5 on a 4.0 scale,
 3. Minimum of a grade of “C” in both Mathematics and English Language Arts, and PE classes,
 4. School Behavior and Attendance/ Suspensions, Saturday School, Detentions, Office Referrals
 5. Modified Programs: English Language Learners or Special Education.

Parkside Calendar of Events

- Aug. 24: Schedule Distribution Day
25: Back to School Night, 6 p.m.
26: Minimum Day
27: Minimum Day
- Sept. 6: Labor Day
- Oct. 29: First Quarter Ends
- Nov. 1: Professional Development, no school for students
5: First Quarter Grades mailed home
8, 9: Parent-Teacher Conferences
Minimum Day Schedules
11: Veteran's Day
23: Minimum Day
24-26: Thanksgiving Break
- Dec. 17: Minimum Day
20-31: Winter Break
- Jan. 17: MLK Day
21: Second Quarter Ends
28: Second Quarter Grades mailed home
- Feb. 18-21: President's Weekend
- Mar. 18: Professional Development, no school for students
25: Third Quarter Ends
- Apr. 1: Third Quarter Grades mailed home
15: Minimum Day
18-25: Spring Break
- May 30: Memorial Day
- June 3: Parkside 500 Day, Minimum Day
3: Fourth Quarter Ends
6: 8th Grade Great America Field Trip
9: 8th Grade Graduation
9: Graduation Dance
10: Final Report Cards mailed home

Parkside School PTO and ELAC committees meet on the Third Monday of each month barring vacation schedules.