

South Whittier School District

RICHARD L. GRAVES MIDDLE SCHOOL

13243 EAST LOS NIETOS ROAD * WHITTIER, CALIFORNIA 90605 * 562 944 -0135

August, 2011

Dear Parents, Guardians, and Students:

WELCOME TO RICHARD L. GRAVES MIDDLE SCHOOL! We are looking forward to the beginning of school and working with both our new and returning students and their families. The information in this newsletter will assist students and their parents as they make plans for another school year. **If you are planning to attend another middle school, please call and inform our school secretary at (562) 944-0135.**

FIRST DAY OF SCHOOL

The first day of school is **Thursday, September 1, 2011**. School begins at 8:15 a.m. The first bell (warning bell) rings at 8:10 am. Dismissal will be at the regularly scheduled time, 2:30 p.m.

MONDAYS ARE MINIMUM DAYS

In order to allow teachers to collaborate together to improve instruction, the South Whittier School District and Graves Middle School will observe minimum day schedule on Mondays. Students will be released at 1:20.p.m. The first scheduled Minimum Day is Monday, September 12 (no school Monday, Sept. 5 – Labor Day).

ORIENTATION MEETING

We encourage seventh grade students and their parents, along with new eighth grade families, to attend an orientation meeting on **Wednesday, August 24th from 6:00-7:30 p.m.** in our field house. We will discuss our school programs and activities and answer questions. Spanish translation will be provided. Students and parents should attend together.

TEXTBOOKS

All GMS students will receive a set of textbooks to keep at home during the school year. Students will be held responsible for the care and return of each textbook assigned to them. **Textbooks will be distributed through classes during the first week of school.** If your son/daughter loses a textbook there will be a replacement fee (\$72.00 per book).

CLASS SCHEDULES

Students follow individual class schedules during their two years at Graves Middle School. First period class lists will be posted outside of the Main Office on **Tuesday, August 30**. Staff members will be available on the first day of school to assist students in locating their first period classes. Each student will receive their individual class schedule in their first period class on the first day.

BACKPACKS

Students are not permitted to bring backpacks or book bags to school. **Students will be required to bring a 3-ring notebook to school everyday.** School supplies can be stored in a zippered pouch inside the notebook.

HOMEWORK

Students are assigned homework regularly in their classrooms. Homework reinforces concepts taught in the classrooms and provides students with additional practice. Satisfactorily completing homework assignments is an important part of the grade given in each class each quarter. Students will be given a student planner to write down assignments and due dates. This is an important tool for communication with parents and we ask that you check students' planners everyday to make sure students are recording and completing homework.

P.E. UNIFORMS

Students are required to wear a uniform for physical education at Graves Middle School. The uniform consists of a light-gray T-shirt, red shorts, and athletic shoes and socks. Red sweatshirts and sweatpants are optional. The uniform (shirt and shorts \$10.00 each/crew sweatshirt and sweat pants \$13.00 each) may be purchased during the first weeks of school. We will also be selling hooded sweatshirts for \$20.00 and hooded sweatshirts with zipper for \$23.00. In addition, the P.E. department will make P.E. clothes available for purchase one evening during the first weeks of school. Students will be given more information in their P.E. classes. Students will be issued a gym locker to be used for P.E. classes only.

DRESS AND GROOMING CODE

Appropriate dress and grooming contribute to a productive learning environment. Student clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

The dress and grooming code is strictly enforced; students who do not follow the code will be requested to call their parents and request a change of clothes. In some instances, an alternative set of clothing will be provided. The dress and grooming guide is included in the Student Handbook and is distributed at the beginning of each school year.

The following items are an abbreviation of the guidelines:

1. Clothing and jewelry shall be free of writing, pictures, or any insignia which is crude, vulgar, profane, sexually suggestive, or which advocates racial, ethnic, or religious prejudice or the use of alcohol or drugs. Large or dangling earrings for pierced ears that present a safety hazard are not permitted.
2. Hats, caps, bandanas, and hairnets are not permitted at school for safety reasons. Caps/visors may not be worn in the classroom and when worn outside, must be a school cap/visor. Exceptions may be granted for medical reasons. Some examples of gang attire that are prohibited include: over-sized pants and other apparel, **shorts with knee high socks**, shorts or pants without hems, and military style belts with punch out initials.

3. Clothing shall be sufficient to conceal undergarments at all times. See through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not permitted. ***Girl's and boy's tops are required to have sleeves. Tank tops of any kind are not permitted.***
4. Hair shall be clean and neatly groomed. Hair may not be sprayed with any coloring that would drip when wet. Disruptive hairstyles are not permitted.

CELL PHONES/ELECTRONIC DEVICES Office telephones are available for emergency use only. However, cell phones and/or electronic devices (Ipod, MP3 player, PSP, Gameboy, etc.) that interfere with classroom instruction will be confiscated and a parent will need to pick up the cell phone and/or electronic device from a school administrator.

EXTRACURRICULAR ACTIVITIES Graves Middle School offers a wide range of extra-curricular activities including competitive sports for boys and girls, clubs, intramural lunch activities, school dances, and school publications. We will announce the beginning of our activities in the Daily Bulletin during the first few weeks of September. Extracurricular activities develop social and leadership skills and provide opportunities to make new friendships. Students are encouraged to participate in clubs and/or sports.

TRANSPORTATION Bus transportation is provided for students who live more than two miles from school. We recommend that students be at their bus stop by 7:05 a.m. on the first few days. Students will then be able to determine more specifically the departure times. The bus stops are as follows: Corley/Telegraph, Burgess/Imperial, Sunshine/Fidel.

SCHOOL LUNCHES Cost of the full school lunch is \$1.50. Students may pre-purchase lunch tickets. Reduced and free lunches are available for those who qualify.

SCHOOL ID/PICTURES School ID pictures will be taken on the first day of school, Sept. 1st, during P.E. classes. Picture day will take place on **Wednesday, September 14th**, also during physical education classes. Money is paid and orders are placed ONLY at the time the pictures are taken. All students who take their picture will receive a free school ID and all students MUST carry their school I.D. with them. Replacement I.D.'s will cost \$5.00. Picture Day information packets will be sent home with students in early September.

CLOSED CAMPUS Students are to go immediately to the Student Union when they arrive at school in the mornings. Graves Middle School is a closed campus, therefore, students may not leave until the end of the school day unless prior arrangements have been made through the office.

BICYCLES/SKATEBORADS Bicycles are to be parked and LOCKED in the bicycle racks provided by Graves Middle School located near the administration building. **Students may NOT bring skateboards to school.**

ABSENCES Parents are asked to call the Graves Middle School **Attendance office at 562-944-0135 ext. 3115** each day of the student's absence. Be prepared to leave the student's name and the reason for the absence. When students return after being absent, they are to report to the attendance clerk to pick up a re-admittance slip before going to class. For auditing purposes a parent note is required when the student returns to school after an absence. **HOMEWORK MAY BE REQUESTED FOR YOUR STUDENT'S ABSENCE** (please see Attendance Office). ***Students may be required to make up absences during Saturday School.***

PHONE & ADDRESS INFORMATION Please notify the school office if your address or home/work phone number changes at any time during the school year. If you move or require a change of address during the school year you MUST provide the school office with a new proof of address (current utility bill, rental agreement/receipt, mortgage statement). Information will not be updated in the office computer system until proof is presented to the office personnel.

DELIVERIES TO SCHOOL The office will NOT accept deliveries of flowers, balloons, or other gifts for students. Deliveries that are acceptable are lunches or other items needed for school. Deliveries of lunches should be made by 11:00 a.m. **It is requested that deliveries be kept to a minimum so as not to disrupt the learning environment.**

TARDIES & EARLY PICK-UPS Late arrivals as well as early pick-ups are disruptive to the classroom. Please do your best to have your child arrive to school on time and schedule any appointments after dismissal. The office will not be able to call a student out of class or guarantee the delivery of a message after 2:15 p.m.

We look forward to working with you to make the school year a successful and enriching experience!

Sincerely,

Dr. Matthew C. Fraijo, Principal