



Student and Parent Handbook

Our Vision: We will create a distinguished arts magnet, and dual language school exemplifying excellence in rigorous education.

Our Mission: We provide a nurturing, rigorous and arts-integrated learning environment where students are taught how to think, not what to think.

Husky Values

At all times, Eliot Arts students are expected to exemplify our **Husky Values**:

Husky Values
Honor our differences
Unite as one community
Speak kindly
Know your worth
Ignite your passion for learning
Express yourself artistically
Stay strong!

2024 - 2025 ELIOT BELL SCHEDULE

Tuesday- Friday

Monday

Period	Start time	End time
0	7:30 AM	8:10 AM
Passing	8:10 AM	8:15 AM
1	8:15 AM	8:49 AM
Passing	8:49 AM	8:54 AM
2	8:54 AM	9:28 AM
Nutrition	9:28 AM	9:43 AM
Passing	9:43 AM	9:48 AM
3	9:48 AM	10:22 AM
Lunch (6th)	10:22 AM	10:52 AM
Passing (7/8th Gr)	10:22 AM	10:27 AM
4 A (7/8th)	10:27 AM	11:01 AM
Lunch (7/8th)	11:01 AM	11:31 AM
Passing (6th Lunch)	10:52 AM	10:57 AM
4 B (6th)	10:57 AM	11:31 AM
Passing	11:31 AM	11:36 AM
5	11:36 AM	12:10 PM
Passing	12:10 PM	12:15 PM
6	12:15 PM	12:49 PM
Passing	12:49 PM	12:54 PM
Artist's Seminar	12:54 PM	1:25 PM

Period	Start time	End time
0	7:15 AM	8:10 AM
Passing	8:10 AM	8:15 AM
1	8:15 AM	9:06 AM
Passing	9:06 AM	9:11 AM
2	9:11 AM	10:02 AM
Nutrition	10:02 AM	10:17 AM
Passing	10:17 AM	10:22 AM
3	10:22 AM	11:13 AM
Lunch (6th)	11:13 AM	11:43 AM
7/8 Gr. Passing	11:13 AM	11:18 AM
4 A (7/8th)	11:18 AM	12:09 PM
Lunch (7/8th)	12:09 PM	12:39 PM
Passing (6th Lunch)	11:43 AM	11:48 AM
4 B (6th)	11:48 AM	12:39 PM
Passing	12:39 PM	12:44 PM
5	12:44 PM	1:35 PM
Passing	1:35 PM	1:40 PM
6	1:40 PM	2:31 PM
Passing	2:31 PM	2:36 PM
Artist's Seminar	2:36 PM	3:05 PM

2024-2025 Calendar

- August 6-8 - Husky Days
- September 10 - ID Card and Picture Day
- September 12 - Back to School Night
- September 17 - Husky Award Night
- September 28 - Campus Beautification
- October 11 - School Tour
- October 17 - The Great Shakeout
- October 18 - Parent Conferences
- October 22 - ID Card and Picture Make Up Day
- October 25 - Halloween Extravaganza
- November 2 - Campus Beautification
- November 14-16 - Fall Play
- November 25-29 - Thanksgiving Break
- December 13 - School Tour
- December 19 - Winter Showcase
- December 23 - January 3 - Winter Break
- January 23 - Elementary School Showcase
- January 28 - Husky Award Night
- February 5 - Altadena 5th grade Shadow Day
- February 14 - School Tour
- March 1 - Campus Beautification
- March 14 - Campus Tour
- March 31 - Cesar Chavez Day - No School
- April 7 - 11 - Spring Break
- April 17 - Open House Day
- April 18 - School Tour
- April 18,19,25,26 - Spring Musical
- May 3 - Fauxchella
- May 9 - School Tour
- June 2 - Knott's Berry Farm (8th grade)
- June 5th - 8th Grade Promotion

General Information

Breakfast/Lunch Program

Breakfast and lunch are provided free of cost.

Closed Campus/Leaving Campus

Eliot Arts Magnet is a closed campus. Campus opens at 7:45am. Once a student arrives on campus, they must remain on campus. Students may not leave campus at lunch. When students need to leave campus for any reason, they must get an off-campus pass from the Attendance Clerk in the main office. Students with minimum day schedules must have a minimum day pass. Not having an off-campus pass or minimum day pass means remaining on campus until the end of the school day. Students leaving early must exit through the main doors. Students with a minimum day pass or an off-campus pass must leave campus once their school day has ended. Students off campus without a pass may be cited and returned to school. Students found on other Pasadena Unified School District campuses will be subject to an appropriate school consequence.

All students on campus after student dismissal **MUST** check into LEARNS/Conservatory. Visitors will not be allowed on campus without permission from administration.

Delivery of Gifts for Students

Balloons, flowers, lunch and other items should not be brought to students and will not be accepted during the instructional day. Any items brought to campus for a student must be clearly marked with a name and/or ID number and left in a designated location, usually the main office. All items are brought to campus at the risk of the parent and/or guardian and students. The school is not responsible for any lost or stolen items.

Disaster Drills & Evacuations

The major types of drills are earthquake, fire/evacuation, and lock down. During a lockdown drill the school will be locked and closed. This is for the safety of the students and staff. No one from outside the school will be allowed into the school until the drill is complete or the lockdown is called off. A lockdown is to respond to an emergency incident on campus or protect from a human threat of violence. During an evacuation drill, all students and staff will proceed to the football field which is the primary evacuation area. In case an off-site evacuation becomes necessary, all Eliot students and staff will proceed to a designated location.

Anytime a disaster occurs, when it is deemed safe, a request gate and reunification gate will be established at the gates on Maiden Lane. The reunification gate location may change based on safety or logistical needs. Students will only be released to parents, relatives, or family friends listed on the emergency form with proper identification.

Emergency Telephone Calls

A student may use an office telephone in an emergency to contact a parent or guardian. If a parent or guardian needs to get an emergency message to a student, please call the Main Office and a paper message will be delivered. **Please do not text or call your child on his or her cell phone during school hours.** Telephone calls are not transferred to the classroom during instructional time.

Conservatory LEARNS After School Program

Conservatory LEARNS offers a variety of meaningful, and engaging courses in fine art, music, theater, and dance, taught by talented professional teaching artists. Students can take 1-2 conservatory courses after school, daily. LEARNS also offers the opportunity to be a part of competitive sports teams. Conservatory LEARNS registration and course schedules and information are through the new AHQ site found by going to <http://gopusd.com/learns2024> and selecting Eliot. To get further assistance, contact the LEARNS coordinator at 626. 720.2574, or our Magnet Grant Coordinator at extension 70028.

Parent Portal

The Parent Portal gives parents access to view their children's attendance, assignments and grades. To set up a Parent Portal account, bring your driver's license to the Main Office. You will receive a verification code and instructions to set up your account.

Visitors

All visitors must check in at the front entrance to request access. Once access is granted, proceed to the Main Office. You will be required to present identification. A visitor's pass must be worn at all times when on campus. The school reserves the right to deny access to visitors.

Support Professionals

Counselors: Counselors offer assistance to students in reaching their maximum potential at Eliot Arts Magnet and assist with scheduling, Student Support Teams, Academic and Social Emotional Counseling as well as support with the transition to high school. The counselor can be reached at (626) 386-5680 x 70025.

Registrar: The school registrar assists students and parents with enrollment, withdrawals, official records and transcripts. She can be reached at (626)396-5680 x 70094.

Nurse: The school nurse assists students and parents with any medical needs, questions or emergencies that may arise. The Health Office telephone number is (626)396-5680 x 70088.

Support Services and Programs

Foothill Family Services

Professional, licensed, outside counselors provide individual and family counseling and crisis intervention on our campus. Referrals can be made by school staff.

IMPACT Program

Group counseling is available to address issues of substance abuse. Groups are held off campus at a designated location. Referrals are made for any student found to be in possession of controlled substances or paraphernalia.

8th Grade Promotion Ceremony

To participate in the promotion/graduation ceremony, students must meet academic and behavioral expectations throughout middle school. This includes attendance in all classes and satisfactory citizenship grades. The promotion exercise is a privilege, and a student may be excused from the ceremony if found violating the guidelines in this handbook and PUSD's Parent/Student Handbook or for violation of the Parent/Student Contract.

To be eligible to participate in the promotion ceremony and promotion activities and before purchasing tickets to any of the events, students must adhere to and maintain the following requirements:

- No more than 2 Fs (semester grades) in 7th grade
- No Fs (semester grades) in 8th grade
- All book fines and other financial obligations are paid per board policy 6161
- 20 hours of community service completed by the end of 8th grade

** 5 of the 20 hours must be served in an Eliot Campus Beautification Activity

Students with one or more Fs in 7th or 8th grade will need to see the counselor about credit recovery.

In addition, students must fulfill two of the following criteria:

- No more than 2 Us in the last reporting period of Semester 2
- No more than 60 period absences (10 days), excused or unexcused, per semester. NOTE this excludes absences for school business
- No more than 15 total tardies to all classes during the last reporting period of Semester 2
- No more than 4 disciplinary office referrals in per semester of 8th grade

Student Activities

In order to participate in any school activities, the following guidelines must be met:

- No more than 15 tardies per grading period
- No more than 2 office referrals in the grading period leading up to the event.
 - Referral would include any disciplinary action taken by administrator
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Excused Absences

An excused absence includes personal illness, quarantine (directed by a doctor), medical appointments or funeral services for a family member. Students can also be excused for justifiable reasons including religious reasons, work, court appearances, etc. Students, parents and guardians are encouraged to make all appointments after school or during school holidays.

Eliot Arts Magnet requires a note or a telephone call from a parent or guardian to clear and excuse or explain an absence. Other allowable methods to verify student absences include emails, faxes, physician verification or verbal confirmation in person. Please be advised, *students will only be excused with parent and/or guardian verification for absences due to illness, religious reasons and funerals.* Absences due to legal appointments, work or medical reasons will only be excused with a valid note from the appropriate party (lawyer, employer, medical doctor, etc.) when appropriate. Without said notes, absences will remain unexcused.

Any of the above should be delivered to the Attendance Office

Truancy

Truancy is defined as the absence from school without a legal excuse. Any student who is absent without a valid excuse for any period on any three days is considered truant and in violation of California law (EC 48260). Please be advised that students who are late or absent 30 minutes or more without a valid excuse shall be marked as such, and that will carry the same weight as an absence.

Excessive absences/tardies will result in severe consequences such as:

1. Exclusion from school activities
2. Referral to School Attendance Review Team (SART) and/or District School Attendance Review Board (SARB)
3. Police citation
4. Non-promotion

Early Pick-Up

We do not allow students to leave campus without a parent or guardian during school hours. When students are picked up early from school, we require that parents, guardians or anyone else on their contact list sign students out at the front office. If students are leaving for medical appointments, they will be marked out as ill until a medical note or appointment notice is submitted to us.

Citizenship Expectations

Students are expected to comply with District and Eliot Arts Magnet standards of conduct and appearance. It is expected that students from Eliot refrain from all activities that may infringe on the individual rights of another person, disrupt the learning process, or result in bodily harm to another person or themselves. Students are also expected to refrain from all activities that are in violation of the California Education Code or the Pasadena Unified School District Policy.

Students may be counseled, given a warning, be placed on a behavior or safety contract, receive school detention, be suspended and/or dismissed from school for violating any section of the Education Code (48900 and 48900.2).

Prohibited Activities and Items

Activities Not Allowed on Campus/Suspendable Offenses

- Smoking/vaping by students or adults on our campus or at any school-sponsored activities
- Loitering, including halls and restrooms
- Gambling
- Consumption/use of alcohol or controlled substances
- Assault or battery on any person
- Fighting on or near campus
- Bullying of any kind, hazing, or witness harassment
- Profanity, abusive language, or racially derogatory remarks toward any person
- Defying authority of school personnel by behavior, verbal abuse or gestures
- Committing or condoning sexual harassment
- Committing forgery, theft or extortion
- Throwing objects of any kind (including water balloons)
- Tagging inside or outside any building
- Destroying, defacing or in any way damaging school property including textbooks or chromebooks
- Recording of any kind without prior permission
- Selling of personal items including food or clothing

*Anyone defacing school property will face discipline consequences and be prosecuted to the fullest extent of the law. **Parents/guardians will be held financially responsible for all damages.***

Items Not Allowed on Campus

- Audio players, game systems, matches, lighters, e-cigarettes, laser pens, skates, or motorized vehicles (Education Code 48901.5)
- Skateboards and scooters must be stored in a designated location during school hours.
- Food or drink (except water) in buildings or classrooms except during teacher sponsored lunchtime activities
- Fireworks or other explosives on or near the campus (possession, use or sale)
- Drugs, alcohol, tobacco (possession, use, sale)
- Weapons or facsimiles (possession, use, sale)
- Permanent markers or “sharpies”, spray paint
- Wallet chains

Graffiti

Permanent markers, spray paint, shoe polish, etching materials and other media are not allowed on campus at any time. Anyone defacing school property will face disciplinary consequences and be prosecuted to the fullest extent of the law. Parents/Guardians will be held responsible for any damages and clean-up costs.

Identification Cards

All students are required to have their Eliot ID cards while on campus and during all school events. ID cards are issued during Picture Day.

Damage to school property

Students are held accountable for any damage they cause to campus property, whether it is in classrooms, common areas, or other campus facilities. When damage occurs, campus facilities or custodians typically assess the damage to determine the extent and cost of repairs.

Students are required to report any damages they cause or witness. If a student is found responsible for the damage, they will be billed for the cost of repairs or replacement. This charge will be added to the student's account and must be paid in accordance with the school's billing procedures.

Cell Phone and Electronic Device Policy

Cell Phones

As per the Board of Education, students may have cell phones **but they are to be turned off (not on “silent” or “vibrate”) and stored during school hours. This includes during nutrition, passing periods, and lunch.** Any cell phone that is out or is turned on may be confiscated and will only be released to a parent or guardian. On the second offense, we reserve the right to collect the cell phone and maintain possession until the end of the school day. **Eliot Arts Magnet School is not responsible for damage, loss, or theft of cell phones.** If you have an urgent message for a student, please contact the main office at (626)396-5680

Other Electronic Devices

The only electronic devices allowed at school are Chromebooks and battery-operated calculators. Students possessing other electronic devices will be subject to appropriate disciplinary action and the item may be confiscated. Items confiscated will only be released to a parent or guardian. On the third offense, we reserve the right to maintain possession until the **end of the school year.**

Safety Management Systems

PUSD utilizes Gaggle to monitor all activity on district assigned Chromebooks and on PUSD Google accounts. Inappropriate activity may result in consequences from the school and/or law enforcement

Unauthorized Sales

Students are not to sell any goods or services for personal profit. All sales must be approved by ASB. Items intended for sale without approval will be confiscated.

Dress Code

In accordance with board policy and the Education Code 35183, 35183.5, 48907, 49066 and Code of Regulations Title 5, 302 both students and staff of the school campus have the constitutional right to be safe and secure in their schools. Students will come to school having paid proper attention to their personal hygiene and district guidelines for health

A student may not attend school in inappropriate attire which creates a safety hazard and disrupts any school activity. Parents have the responsibility to see that students are dressed properly for school. School personnel are authorized to maintain and enforce an appropriate dress code conducive to learning. The following guidelines are designed to help reduce potential problems on campus and provide a positive learning environment.

1. Tops:

- All tops must have sleeves and cover the midriff.
- No low-cut tops or tops with offensive graphics or text.
- No tops with references to any controlled substances (alcohol, drugs, etc)
- Tops must cover undergarments completely.

2. Bottoms:

- Shorts, skirts, and dresses must be of a reasonable length (e.g., reaching at least mid-thigh).
- Pants, shorts, and skirts must be worn at the waist and cover undergarments completely.

3. Footwear:

- Closed-toe shoes that are secured at the ankle and heel are required for safety reasons.
- No flip-flops, slippers, or crocs.
- Athletic shoes are required for physical education classes.

4. Accessories:

- hoods are not to be worn indoors.
- Jewelry and accessories should not be distracting or pose a safety risk.
- No items with offensive or inappropriate messages or graphics.

5. Special Considerations:

- Students may wear clothing that is part of their religious or cultural identity.
- Exceptions can be made for medical reasons with appropriate documentation.

Dress code violations will result in change of clothing (Students will wear their PE clothes or loaners from the school).

Enforcement and Exceptions

1. Non-Discriminatory Enforcement:

- Dress code violations should be addressed privately and respectfully.
- Staff will receive training on unbiased and consistent enforcement.

2. Grace Period and Warnings:

- First-time violations may receive a warning and an opportunity to correct the issue.
- Repeat violations may result in parental notification and appropriate consequences

Arrival

Breakfast begins at 7:45 am

Boston gate opens at 7:45 am for general education, non bus riding students.

Calaveras gate opens at 7:45 am for bus riding students only

Campus supervision begins at 7:45 am

Dismissal

School dismisses at 1:25 on Mondays and 3:05 pm Tuesday-Friday.

Students who do not ride the bus from school must exit through the gate on Boston Ave. .

Textbook Policy

1. Each student is responsible for ALL books issued to him/her during the course of the school year. Fines will be assessed for all damaged and lost books. Students must pay for all fines associated with their assigned textbooks. Each student is responsible for the EXACT copy of the book issued to him/her. Any outstanding fines and textbooks can result in the withholding of grades, transcripts, and promotion to the next grade and/or graduation.
2. Pre-existing Damages—The library takes note of damages in the online catalog, but if a student finds any pre-existing damages in a textbook, this must be reported to the library by the end of September to prevent the possibility of being assessed for those damages.
3. Barcodes are assigned to each book for identification. Do not tamper with or remove barcodes. A \$5.00 fine will be assessed for removing or tampering with textbook barcodes.
4. Students must maintain the appearance and cleanliness of their assigned textbooks. Examples of damages to be mindful of are: writing, water damage, torn pages, bent covers, broken bindings, and stains. Students should not lend assigned textbooks to others, unless they are willing to pay for any damages that may occur through their use.