

Hacienda La Puente Unified School District

Newton Middle School

WASC certified, National and CA School to Watch, Civic Learning Award of Distinction, CA Distinguished, EPR Honor Roll, Title I Academic Achievement, CA Pivotal Practice, and California Gold Ribbon School

Student Handbook 2025-2026

Mrs. Ann Hanson, Principal
Dr. John Kwon, Assistant Principal
Ms. Cristy Hill, Counselor
Mrs. Leizle Guerrero, Office Manager
Mrs. Beckie Ly, Office Assistant

15616 Newton St., Hacienda Heights, CA 91745
 Main Office: (626) 933-2401 Attendance Clerk: (626) 933-2405

School Office Hours
 8:00 am - 4:00 pm
 Monday – Friday

STUDENT HANDBOOK

Daily Class Schedules

Regular Schedule

7:15 – 7:55 0 Period
 8:00 – 8:57 1st Period
 9:00 – 9:52 2nd Period
 9:55 – 10:47 3rd Period
 10:50 – 11:42 4th Period (2nd Lunch)
10:47 - 11:22 1st Lunch
 11:25 – 12:17 4th Period (1st Lunch)
11:42 – 12:17 2nd Lunch
 12:29 – 1:12 5th Period
 1:15 – 2:07 6th Period

Thursday Early Release

7:15 - 7:55 0 Period
 8:00 - 8:47 1st Period
 8:50 - 9:34 2nd Period
 9:37 - 10:21 3rd Period
 10:24 - 11:08 4th Period
 11:11 - 11:55 5th Period (2nd)
11:08 - 11:43 1st Lunch
 11:46 - 12:30 5th Period (1st)
11:55 - 12:30 2nd Lunch
 12:33 - 1:17 6th Period

This student planner belongs to:

Name: _____ Grade: _____

Period	Subject	Room	Teacher
0			
1 st / Homeroom			
2 nd			
3 rd			
4 th			
5 th			
6 th			

Use your planner to help you plan your priorities, manage your time, organize your life, and achieve your goals this year!

NEWTON MS MISSION & VISION STATEMENT

Our mission at Newton Middle School is to believe in the limitless potential of every student and to provide a supportive, inclusive environment where all learners thrive. We are committed to empowering students to develop their critical thinking skills and positive character, to grow academically, socially, and emotionally into confident, compassionate lifelong learners who positively impact their communities.

ACTIVITIES & ATHLETICS

STUDENTS MUST ATTEND SCHOOL THE DAY OF AN EVENT TO BE ELIGIBLE TO ATTEND.

Reminders:

1. Newton Dress code is applied to all school sponsored activities.
2. Students' Citizenship grades must be in good standing, and any individual with a referral, suspension, or excessive absences/tardies may be prohibited from participating.
3. These activities are considered a privilege and may be taken away for disciplinary reasons by the administration. Students in attendance are expected to conform to all school rules of conduct and are subject to all school rules and policies.
4. Eligibility criteria may be modified for special events including grading period incentive activities.
5. Each student is expected to follow all school-wide expectations. Any assigned detention must be served before participating in games.
6. Administrative discretion may factor into eligibility.

Dances

The Associated Student Body (ASB) sponsors several dances for middle school students during the school year and an 8th Grade Activities week for 8th graders only. Students must turn in parent permission slips in order to purchase tickets and attend the dance. No student may leave the dance before it is over unless called for by a parent/guardian. Only students currently enrolled at Newton will be permitted to attend.

Field Trips

In order to participate in field trips, students must have a signed parental permission slip with an emergency contact number and medical release information. Newton is not responsible for lost or stolen items.

Athletics

1. In order to participate on the day of a game, the student must attend a minimum of four periods on that day.
2. All students are financially responsible for the care of their uniforms and agree to replace them in the event they are lost, stolen, or damaged.
3. Students must have a 2.0 GPA on a 4.0 scale at the conclusion of the previous grading period.

ATTENDANCE PROCEDURES

The law requires students to attend school on time every day. Absences shall be classified as follows:

- Excused absence – absence for proper causes are listed in the State Education Code for illness, medical, dental, or optometry appointments, funeral services (immediate family, extending to grandparents), quarantine (under the direction of County of City Health officer).
- Unexcused absence – an absence that occurs with the knowledge and approval of parents or guardian, but for reasons that, though not acceptable under state law, are not considered truancy.
- Truancy – an absence that is intentional, a planned violation of State attendance law.
- Students who are habitually absent or tardy may receive a referral to the District's Student Attendance Review Board (SARB). Truancy tickets may also be issued as a consequence.
- Tardies and absences must be excused within 72 hours of the last missed day/period in order to avoid impacting students' eligibility for activities. Excessive tardies can result in: Loss of Privilege, detention, or Saturday School.***

BICYCLES, SKATEBOARDS & HOVERBORDS

The school provides bicycle racks on school grounds so students have a place to put them. Bikes are to be locked and parked in the bike rack. We recommend a chain or cable long enough to go through the bike frame and around the bike rack. Students must check in their skateboard in the front office upon their arrival and pick it up after the school dismissal. **Students are not permitted to ride their bikes, skateboards or hoverboards on campus.** For the student's own protection, it is recommended that their bicycle be licensed with the Sheriff's Department.

***Remember to wear your helmet while riding your bike.
It is the law!***

BREAKFAST & LUNCH

Eating is allowed in the cafeteria and designated lunch areas only. Glass beverages, sodas, coffee, and hot drinks are not allowed on campus. Lunch items should not require any refrigeration or microwave heating. Outside food/beverage can be consumed only in the front office or in the cafeteria. ***For safety reasons, students are not permitted to order foods from delivery services nor share lunch with their peers.***

CELL PHONE/ELECTRONIC USAGE

Students may be in possession of electronics (mainly: cell phones or headphones/ear buds) but they may not be used during school time. This includes when students arrive at school in the morning. The best practice is for electronics to be turned off and stored away in students' backpacks, not in the pockets, throughout the school day. Any student who violates the cell phone/electronic policy, will be subject to having the item confiscated and all confiscated phones will be returned after 2:30 pm or 1:30 pm on minimum days.

1st Offense:

Electronic item(s) confiscated and returned after school, student counseled on appropriate usage, & consequence may be assigned based on circumstances.

2nd Offense:

Only a parent/guardian will be able to pick up the electronic item(s) after school and a written contract will be signed by student and parent/guardian.

Detention/community service assigned.

3rd Offense:

The electronic item(s) will be confiscated until the end of the semester. Parents/Guardian will meet with administration and the student to revisit the contract. Detention/community service assigned.

CODE OF CONDUCT

Assemblies

The protocol for the assemblies are:

1. Always be respectful to the people involved in the program.
2. Sit or stand quietly. Do not disturb others around you.
3. Follow directions given to you by teachers and staff regarding assembly conduct and seating procedures.
4. Show appreciation through proper applause.
5. No whistling, shouting, or booing allowed.

Academic Integrity Policy

Academic dishonesty is defined as copying answers from peers, use of "cheat sheets" on exams and quizzes, writing your name on someone else's paper, using online

sources inappropriately such as the use of Generative AI sources to plagiarize content, etc. Academic dishonesty also involves people who knowingly allow other people to copy their work. Students who engage in academic dishonesty may receive a score of **zero (0)** on the assignment, quiz or test and may face disciplinary consequences.

Newton Knights Code of Conduct

The student conduct expectations listed below are to ensure a positive learning environment for all students, staff and families.

- Be Respectful.
 - Treat self, adults, and peers with respect.
 - Follow teachers' directions.
 - Show respect for others by refraining from profanity, rudeness, cruel teasing, sarcasm/ put-downs, gestures, spreading rumors and bullying.
 - Be respectful of the ethnic background and personal beliefs of others.
 - Respect others' property.
 - Be respectful of the learning process.
- Be responsible.
 - Be on time to class.
 - Use time efficiently and effectively.
 - Complete tasks and assignments on time.
 - Maintain responsibility for personal belongings at all times.
 - Be prepared to be an active participant in class discussions and activities.
 - Prepare for success: bring all necessary materials to the school.
 - Write your homework and class work assignments in your student agenda daily.
- Be safe.
 - Keep hands, feet, and objects to yourself.
 - No running or "horse playing"
 - Eating and/or drinking are not permitted in classrooms.

NON-PERMITTED ITEMS ON CAMPUS

- Buzzer (“shock”)/gag items
- Toys/sports/game equipment from home
- Weapons or objects that resemble weapons, including toy guys
- Body sprays (deodorant/antiperspirant sticks are acceptable)
- Firecrackers, “poppers,” or any explosive object
- Stink bombs or other related items
- Drugs/Medications (without office clearance)
- Items related to gambling such as: cards, dice, etc
- Illegal items
- Laser pointers
- Any beverage containing caffeine (coffee, soda, energy drinks)
- Electronic devices (cell phones are allowed but must be turned off and put away during school hours)
- Obscene materials or personal belongings displaying vulgar pictures or language, including displays on cell phones or other electronic devices

These items will be confiscated and thrown away or may be returned to the parents/guardian at the end of the year based on admin discretion. Other items may be confiscated as determined by administration if the item disrupts/distracts the school environment.

DRESS CODE

Dress for Success

Newton Middle School believes that appropriate dress and grooming contribute to a safe and productive learning environment. Consequences for dress code violation may include: parent notification, change into PE clothes, detention, community service, Saturday school, or suspension.

1. Clothing must be free from overly large tears, rips, holes.
2. Shorts must be an appropriate length and sufficient to conceal undergarments at all times.
3. Shorts and pants must fit the student at the waist, cannot be oversized, and must be hemmed (sagging, dropping are not allowed). Pants should touch the top of the student’s shoe and not drag on the ground.
4. Long socks that reach the bottom of shorts or near it may not be worn.
5. Tank tops, cropped shirts, bare midriffs, low-cut, or off the shoulder tops are not allowed. Shirts and blouses must have sleeves and must be free of writing with inappropriate slogans or messages.
6. No hoodies, hats, baseball caps, beanies, or other headgear is to be worn on campus or at school activities unless such headgear is medically or religiously required, part of a school-wide spirit day, or approved by the school administration.
7. Pajamas are not allowed to be worn on campus unless an exception is determined by a “Spirit Day.”

8. Clothing or jewelry which depicts or suggests sexually related or obscene gestures, pictures, or wording or which promotes the use/abuse of drugs, alcohol, tobacco or any controlled substance shall not be worn on campus or at school activities.
9. Students shall not wear articles of clothing, jewelry, excessive make-up, or accessories that, in the opinion of the school principal or designee, pose a clear and immediate distraction, disruption to the learning environment, or threat to the physical well-being or safety of self or other students on campus.
10. Sandals, slippers, or loafers, including soft rubber footwear (ex: Crocs or Uggs), are not allowed due to safety concerns.

In recognition of the instructional responsibilities and goals of the Hacienda La Puente Unified School District, the district has set forth the rules relative to the dress and appearance of students, which will be strictly enforced and reviewed by the administration.

GRADING POLICY

Grades

Progress reports are sent home every six weeks (grading periods). The school year is divided into two semesters yielding two report cards.

Honor Roll

The school at semester awards ceremonies recognizes students with outstanding academic achievements. The following guidelines will determine eligibility:

Grade Point Average

4.0
3.99- 3.50
3.49- 3.00
0 absences, 0 tardy

Semester Award

Academic Excellence
Academic Honors
Academic Achievement
Perfect Attendance Award

HALL PASSES

Students must have a teacher's hall pass or an office call slip when they are out of the classroom. When issued a pass, keep in mind that you are to use it for its intended purpose, reporting directly to your destination.

HOMEWORK SUCCESS

Homework Policy

Students are responsible for writing all assignments on their school agenda or notebook daily. Assignments are due on teacher-assigned due dates. Late assignments will be accepted per individual teachers' policies. Please refer to individual class syllabus for more details. At Newton, we believe that homework is an integral part of the student's learning. It is an extension instruction and reinforces learning target. It allows students to develop self-discipline and self-confidence. Homework encourages students to work independently, to use time wisely, and to develop a sense of

responsibility. Homework fosters good study habits and gives parents an opportunity to see what their student is doing in school and an idea of their student's progress.

Homework Guidelines

1. **PROVIDE A STUDY AREA** - good lighting, proper seating at a table or a desk, adequate materials, sufficient space. Eliminate any distractions.
2. **PROVIDE A SPECIFIC TIME PERIOD** - same time period daily. Establish rules, such as "Complete homework first". Prevent students from using the cellphone or watching TV until homework is completed neatly and accurately.
3. **THINK POSITIVELY** - encourage your student to understand the value of homework. Any accomplishment requires work, practice, and perseverance. Give as much support as possible.
4. **SUPERVISE HOMEWORK** - make sure your student has enough time, understands directions, and works carefully. If your student doesn't bring homework home, contact the teachers or check google classroom or any platforms.

The daily amount of time required for homework may vary depending on the assignment, ability and individual needs of the student as well as that of the activity. Students in grades 6-8 may be assigned homework for 60+ minutes a night, 5 days a week.

Making Up School Work

Students are responsible for making up work missed due to excused/unexcused absence. We encourage students to keep an accurate record of assignments in their student planner.

When students return to class after an absence, they should check with their teachers for missed assignments. Work may be requested for the absence of 3 days or greater. Please allow 24 hours for the work to be collected. Make-up work is expected to be submitted in a timely fashion. Generally a student has the number of days absent to return work for credit. Make-up work may not be provided for students who cut class or are truant from school.

HLPNET USAGE & GUIDELINES

The Hacienda La Puente Unified School District (HLPUSD) offers students' access to the Internet on *HLPnet*. All staff and students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. *HLPnet* is provided for staff and students to conduct research and communicate with others in relation to schoolwork. Access to network services is given to staff and students who agree to act in a considerate and responsible

manner. Parent permission is required for students, all staff must read and sign the "Acceptable Use Policy." Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty, and staff of HLPUSD may deny, revoke, or suspend specific user accounts. Individual users of the *HLPnet* are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with the academic expectations of HLPUSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited.
- Sending or receiving offensive messages, pictures, or other materials from any source will result in immediate suspension of privileges.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in the suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism - Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.
- Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary up to, and including, suspension and/or expulsion or legal actions.

LOST & FOUND

The lost and found is located in the office hallway. Items found, such as wallets, purses, cell phones should be turned into the office immediately. Articles that are not claimed will be donated to charitable organizations throughout the year. Newton is not responsible for lost or stolen items.

MEDICATION

Students are not to have any medication in their possession. If it is necessary for a student to take medication during school hours, obtain proper forms in the office and have them completed by a parent or guardian AND A PHYSICIAN. The forms are to be returned to the office with the medicine in the prescription bottle. Medicine will be administered in the front office according to the physician's directions. Exemption from PE due to medical excuses requires a doctor's note.

SELLING & BUYING ITEMS ON CAMPUS

There is absolutely NO SELLING/BUYING BETWEEN STUDENTS ON CAMPUS unless it is approved by administration. A student found selling will be reported to the administration for possible disciplinary action.

PERSONAL PROPERTY AT SCHOOL

Students must assume sole responsibility for loss or damage to any school or personal property issued to or belonging to them, such as garments, equipment, cell phones, ear buds, other technology, books, folders, musical equipment, etc. Students are discouraged from bringing valuable items to campus and the school will not investigate missing items. Items such as electronic games, laser pointers, gag toys, etc. should not be brought to school. **Prohibited items will be confiscated.**

POLICIES

Sexual Harassment

The Board of Education is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at a school-sponsored, or a school-related activity. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assists, or otherwise participate in the complaint process in accordance with this policy. **Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact any staff.**

Bullying

No student shall through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Searching

School administration can conduct a search of students and their belongings if they have a reasonable suspicion, rather than probable cause to ensure the safety of all.

8th Grade PROMOTION CRITERIA

Newton Middle School adheres to HLPUSD promotion/retention policies. **To participate in the promotion ceremony, students must meet all four criteria:**

- ELA grade at or above a "D" on the final report card OR pass the Spring MAP assessment at 20-40th percentile or above;
- Math grade at or above a "D" on the final report card OR pass the Spring MAP assessment at 20-40th percentile or above;
- No more than one "F" on the final report card in any other subject AND
- MUST have a Citizenship grade of a "D" (60% or higher.)

8th Grade END OF YEAR ACTIVITIES

8th-graders who meet the criteria below will be invited to participate in the end of year activities.

- No "F's" in any subject
- No more than two "D's" in any subject
- Citizenship grade of "C-" or higher.

RESTRICTED AREAS ON CAMPUS

Before School and Lunch

- Front of school (without staff supervision)
- Hallways between buildings
- Behind all buildings

After School

Students should not be on campus after-school at any time unless you are involved in ASES or other after school programs & activities.

TEXTBOOKS & EQUIPMENT

Textbooks, library books, laptops, and electronic devices are the property of Newton Middle School. Lost or damaged laptops, textbooks, library books, or school equipment WILL RESULT IN FINES. Students are responsible for their own laptops, library and textbooks.

Gang slogans and graffiti will not be allowed on school binders or books, notebooks, backpacks and will be confiscated. Books damaged will be billed to the student who checked out the book.

****Please refer to the District Handbook for additional information about various policies and discipline guidelines****