

- 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

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 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 damage that may occur through their use.



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.

**325 S. Oak Knoll Ave
Pasadena, CA. 91101**

Phone: 626.396.5680

Husky Values

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



SAFE ♦ RESPONSIBLE ♦ RESPECTFUL

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:

- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
- When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices including smartwatches, air buds, earbuds and headphones shall not be used in any manner which infringes on the privacy rights or safety of any other person. It is illegal, and students are not permitted to record, post, or take pictures of someone without their permission. Cyberbullying, (making threats, spreading rumors, or attacking someone on social media) is not permitted.

Consequences of Misuse

Use of electronic and mobile communication devices in an unauthorized manner may result in confiscation of the device for a limited period of time and disciplinary action including:

- First violation - item to be confiscated and returned to students at the end of the day.
- Second violation - item to be confiscated and picked up by parent/guardian.
- Third violation - item to be confiscated and parent/guardian meeting held.

Safety Management Systems

PUSD utilizes Gaggie 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,



2026-2027

SCHOOL CALENDAR

TOGETHER WE GROW. TOGETHER WE ACHIEVE.

AUGUST	SEPTEMBER	OCTOBER
4-6 Husky Days 17 First Day of School 	7 Holiday: Labor Day 17 Minimum Day: Back to School Night 17 School Tour 24 Husky Honors Awards	15 School Tour 15 The Great Shakeout 16 Parent Conferences (Pupil Free Day) 23 Fall Festival
NOVEMBER	DECEMBER	JANUARY
6 Pupil Free Day 11 Holiday: Veterans Day 12-13 Fall Play 19 School Tour 20 Early Release Banked Day 23-27 Thanksgiving Break	16 Winter Showcase Assembly 17 School Tour 21 First Day of Winter Break	4 Students back from Winter Break 18 Holiday: Martin L. King Jr Day 21 School Tour
FEBRUARY	MARCH	APRIL
8 Holiday: Lincoln's Birthday 15 Holiday: Presidents Day 18 School Tour	18 School Tour 25 Banked Day 26 Holiday: Farm Worker's Day 29-April 2 Spring Break	15 Minimum Day: Open House 15 School Tour 19-May 7 State Testing 30-May 1 Spring Musical Week #1
MAY	JUNE	
7-8 Spring Musical Week #2 15 Fauxchella 20 School Tour 22 Cabaret 28 8th grade BBQ 31 Memorial Day	1 Knott's Berry Farm (8th grade) 1 Field Day 2 8th grade Breakfast 3 8th grade Promotion; Last day of school	

STRONGER TOGETHER

BELL SCHEDULE AND DAILY CLASS PERIODS

BELL SCHEDULE	
PERIOD	TIME
1ST	8:20 - 9:00
PASSING	9:00 - 9:04
2ND	9:04 - 9:45
NUTRITION	9:45 - 10:00
PASSING	10:00 - 10:04
3RD	10:04 - 10:45
PASSING	10:45 - 10:49
4TH	10:49 - 11:30
PASSING	11:30 - 11:34
5TH	11:34 - 12:15
LUNCH	12:15 - 12:45
PASSING	12:45 - 12:49
6TH	12:49 - 1:30

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- 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 damage 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

Eliot's Electronic/Mobile Device Policy was established in accordance with Board Policy 5131.8. Mobile Communication Devices such as cell phones, smart watches, Chromebooks, laptops, cameras, iPads/tablets, portable speakers, handheld game devices, head/earphones, etc.

In accordance with PUSD Board Policy, **students may not use smartphones or other mobile communication devices on campus during non-instructional time** (BP 5131.8).

Students' Electronic communication devices shall be **turned off and out of sight (not in pocket) during instructional time** unless 1) authorized for instructional purposes by a staff member and used under that staff member's supervision or 2) for one or more of the following exceptions (Education Code 48901.5, 48901.7):

1. In the case of emergency, or in response to a perceived threat of danger

while on school grounds, going to or coming from school, at school activities, or using district transportation. Prohibited conduct includes, but is not limited to:

- Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
- Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior or speech, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
 - Conduct that disrupts the orderly classroom or school environment
 - Willful defiance of staff's authority
 - Damage to or theft of property belonging to students, staff, or the district
 - Obscene acts or use of profane, vulgar, or abusive language
 - Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
 - Plagiarism or dishonesty on schoolwork or tests
 - Wearing attire that violates district or school dress codes, including gang-related apparel
 - Tardiness or unexcused absence from school

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

BELL SCHEDULE	
PERIOD	TIME
1ST	8:20 - 9:13
PASSING	9:13 - 9:17
2ND	9:17 - 10:10
NUTRITION	10:10 - 10:25
PASSING	10:25 - 10:29
3RD	10:29 - 11:22
PASSING	11:22 - 11:26
4TH	11:26 - 12:19
LUNCH	12:19 - 12:49
PASSING	12:49 - 12:53
5TH	12:53 - 1:45
PASSING	1:45 - 1:49
6TH	1:49 - 2:41
PASSING	2:41 - 2:45
ADVISORY	2:45 - 3:10

TUESDAY - FRIDAY



BELL SCHEDULE 11/20/26, 12/18.26, 03/25/27, 06/03/27	
PERIOD	TIME
1ST	8:20 - 8:58
PASSING	8:58 - 9:02
2ND	9:02 - 9:40
NUTRITION	9:40 - 9:55
PASSING	9:55 - 9:59
3RD	9:59 - 10:37
PASSING	10:37 - 10:41
4TH	10:41 - 11:18
PASSING	11:18 - 11:22
5TH	11:22 - 11:59
LUNCH	11:59 - 12:29
PASSING	12:29 - 12:33
6TH	12:33 - 1:10

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by a doctor), medical appointments or funeral services for a family member. Students can also be excused for justifiable reasons 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

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

Students are required to exhibit appropriate conduct that does not infringe on the rights of others or interfere with the school program

- 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 according to the 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, including dances and field trips, the following guidelines must be met:

- No F's per grading period
- 5 tardies or less per grading period (including advisory)
- No more than 2 assertive discipline entries into AERIES in the grading period
- No referrals to ATS (Alternative to Suspension) in the semester
- No suspensions in the semester

SCHOOL DANCES

These functions are held at McKinley campus. The scheduled time for these functions is 6:00 p.m. to 8:00 p.m. They are normally held on Friday evenings. Tickets for these events are sold during the school day; no tickets will be sold at the door. Student ID cards are required for admittance. Because these events are sponsored by the school and intended only for Eliot Arts Magnet students only, there are NO GUEST PASSES to any school dances. Students should arrive as close to 6:00 p.m. as possible. Dance parties end promptly at 8:00 p.m., thus, parents should be at McKinley at 8:00 p.m. to pick up their students. Late pickups may result in disqualification from attending future dances or after school activities.

Excused Absences

An excused absence includes personal illness, quarantine (directed

BELL SCHEDULE 09/17/26, 04/15/27	
PERIOD	TIME
1ST	8:20 - 8:47
PASSING	8:47 - 8:51
2ND	8:51 - 9:18
PASSING	9:18 - 9:22
3RD	9:22 - 9:49
LUNCH	9:49 - 10:19
PASSING	10:19 - 10:23
4TH	10:23 - 10:50
PASSING	10:50 - 10:54
5TH	10:54 - 11:20
PASSING	11:20 - 11:24
6TH	11:24 - 11:50

MINIMUM DAY



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 7:50am. 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.

Arrival

Breakfast begins at 7:50 am

Oak Knoll gate opens at 7:50 am for Eliot Students

Campus supervision begins at 7:50 am

Dismissal

School dismisses at 1:10 on Mondays and 3:10 pm Tuesday-Friday.

Students who do not ride the bus from school must exit through the gate on Oak Knoll.

Drop Off Procedures

All students must be dropped off and picked up on **Oak Knoll Avenue**. All **middle school students** will enter campus through the **Breezeway** and the **southernmost gate**. To help ensure the safety of all students, families should follow staff directions and use only the designated drop-off and pick-up areas.

Attendance

If your student is absent from school, please contact the Attendance Office. Per **California Education Code Section 48260**, any student

Support Professionals

Counselor: Our counselor offers assistance to students in reaching their maximum potential at Eliot Arts Magnet and assists 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 or via email simmons.jody@pusd.us

Registrar: The school registrar assists students and parents with enrollment, withdrawals, official records and transcripts. She can be reached at thornton.mary@pusd.us.

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:

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 teachers and teaching artists. Students can take 1-2 conservatory courses after school, daily. Each student must choose an arts block to focus on for the semester. LEARNs also offers the opportunity to be a part of competitive sports teams. Conservatory LEARNs registration and course schedules and information through the new 6 Crickets site found by going to [6 Crickets](#) and selecting Eliot or the [school website](#). All students who stay after school must be registered in the program. Students are not allowed to leave the campus and come back if they stay for the Conservatory. To get further assistance, contact the LEARNs coordinator at 626. 720.2574, or our Magnet Grant Coordinator at (626)396-5680 x 70028.



CONSERVATORY SCHEDULE			
Monday		Tuesday - Friday	
Period 8	1:35 pm - 2:35 pm	Period 8	3:15 pm -4:15 pm
Break (Supper)	2:35 pm - 2:55 pm	Break (Supper)	4:15 pm -4:30pm
Period 9	3:00 pm - 4:00 pm	Period 9	4:35 pm -5:35 pm
LEARNs	4:00 pm -6:00 pm	LEARNs	5:35 pm-6:00 pm



CONSERVATORY SCHEDULE

Monday		Tuesday - Friday	
Period 8	1:35 pm - 2:35 pm	Period 8	3:15 pm -4:15 pm
Break (Supper)	2:35 pm - 2:55 pm	Break (Supper)	4:15 pm -4:30pm
Period 9	3:00 pm - 4:00 pm	Period 9	4:35 pm -5:35 pm
LEARNs	4:00 pm -6:00 pm	LEARNs	5:35 pm-6:00 pm

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.

subject to compulsory education, who is absent from school without a valid

excuse for three full days, is truant. Education Code Section 48260 also states that any student who is tardy or absent for more than any 30-minute period during the school day, without a valid excuse on three occasions in one school year, is truant. Only absences for personal, physical, medical illness, doctor/dentist appointments, bereavement, court hearings, observance of a holiday or religious ceremony are considered excused by California Education Code.

The Pasadena Unified School District considers 10 or more excused absences or 10 or more tardies of less than 30 minutes during a school year excessive. Students that are truant or have an excess of excused absences or tardies will be referred to the School Attendance Review Board (SARB) which will request parent and student participation in a hearing and/or mediation process involving District and juvenile court officials.

How to clear an absence:

Per **Pasadena Unified School District Administrative Regulation 5113**, parents are responsible for informing the school attendance clerk of the reason for the student's absence. The student's absence will be recorded as unexcused if the parent does not provide a note with the reason for the absence or notify the school in person or by telephone of the reason for the absence. If the school is not provided with an acceptable reason (per **Education Code Section 48205**) for the student's absence within five days of the student's return to school, the absence will remain on the student's attendance record as unexcused.

Students who have been absent must bring a signed note* to the attendance office from a parent/guardian which contains the information listed below. The attendance office will verify a random sample of the notes received.

- Student name and ID number
- Reason for absence
- Day(s) of absence
- Accurate contact number to verify notes with parent/guardian

Please note that we are unable to release your child from school over the phone. All requests for release must be emailed to thornton.mary@pusd.us. There are no exceptions.

In addition, you must present a valid form of government identification (state DL/ID, passport, CAC card, etc.) when picking up the student.

Visitors

Parents are always welcome at school. All visitors must check in at the front entrance and present valid identification to request access to campus. Upon approval, visitors will be issued a visitor's pass, which must be worn at all times while on school grounds. The school reserves the right to deny access to any visitor as deemed necessary for the safety and well-being of students and staff.

Administration will provide a written notice for disruptive individuals and, when appropriate, may exercise the authority to remove the visitor from the campus. Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace. The following conduct is prohibited on school grounds:

- The use of inappropriate language
- Conduct or speech that does not set a positive example for students
- Conduct or speech that may be considered disruptive to school activities or school business
- Conduct or speech that undermines the physical or emotional safety of students, staff, or other visitors on campus
- Engaging in any illegal activity

Visitors who fail to maintain appropriate conduct on school grounds or when engaging with school staff and/or students may be subject to removal from campus for up to 14 school days for violation of Penal Code Section 626.4-Willful disruption of orderly operation on campus.

Office Hours: 7:45 AM – 3:45 PM

Visiting Hours: 8:30 AM – 2:45 PM

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.

Note: Early student dismissals will not be permitted after 2:45 PM Tuesday-Friday; 1:05 PM on Monday

Classroom Visits

Parents should arrange a time with teachers before planning a visit (email is preferred) and call the office to inform the school of an

upcoming visit. All visitors must check in at the school office upon arrival to the campus.

Parents are especially welcome for any assistance they can offer to the school and school activities.

Vending Machines

Vending machines are available on campus. Students may use the vending machines during nutrition, lunch and after school. The school does not maintain vending machines and is not responsible for any purchases made, refunds etc...

Parent Volunteers

If you wish to volunteer, chaperone field trips, or participate in school dances or events, you must be fingerprinted and cleared through the Family Engagement Center. For more information, please contact our Sr. Community Advocate at velasquezmartinez.ma@pusd.us.

No Drop off/Deliveries

The office will not accept student items brought in during the school day. These items include Homework/class projects; P.E. clothes; instruments; lunches/lunch money; any celebration gift. FOOD DELIVERIES will not be accepted.

Disaster Drills & Evacuations

The major types of drills are earthquake, fire/evacuation, lock down and lock down team response. 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 Oak Knoll. 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 or use their cell phone in the main office 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 message will be delivered. **Please do not text or**