

# Edna Brewer Middle School



## Student Handbook 2011-2012

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Family Name: \_\_\_\_\_

# Our School

3748 13th Avenue  
Oakland, CA 94610-2820  
(510) 531-6600

School Website: <http://ednabrewer.net/>

# Our Principals

## Principal

Sam Pasarow

## Assistant Principals

Claire Fisher

Darius Mensah

# My Teachers

Class	Teacher name	Contact Information

# Our Values



<b>P</b>	<b>Positivity</b> I emphasize good in my words and bring it in my actions.	<i>PRIDE examples:</i>
<b>R</b>	<b>Respect</b> I show a sense of consideration to myself and others.	
<b>I</b>	<b>Independence</b> I am able to put together my own thoughts, actions, and words.	
<b>D</b>	<b>Determination</b> I always work hard and never quit trying to learn and meet my goals.	
<b>E</b>	<b>Empowerment</b> I have the power to make change happen and I take responsibility for my part.	

# Our Schedule

## 2011-2012 Bell Schedule

<b>Monday, Tuesday, Thursday, &amp; Friday</b>		
<b>0 Period (52)</b>	<b>7:15 AM</b>	<b>8:10 AM</b>
<i>Breakfast (25)</i>	<i>7:45 AM</i>	<i>8:10 AM</i>
<b>1<sup>st</sup> Period (55)</b>	<b>8:15 AM</b>	<b>9:10 AM</b>
<b>2<sup>nd</sup> Period (57)</b>	<b>9:13 AM</b>	<b>10:10 AM</b>
<b>3<sup>rd</sup> Period (55)</b>	<b>10:13 AM</b>	<b>11:08 AM</b>
<b>Lunch 6<sup>th</sup> Grade (36)</b>	<b>11:08 AM</b>	<b>11:44 AM</b>
<b>SSR 7<sup>th</sup>/8<sup>th</sup> Grade (20)</b>	<b>11:08 AM</b>	<b>11:28 AM</b>
<b>Lunch 7<sup>th</sup>/8<sup>th</sup> Grade (36)</b>	<b>11:28 AM</b>	<b>12:04 PM</b>
<b>SSR 6<sup>th</sup> Grade (20)</b>	<b>11:49 AM</b>	<b>12:09 PM</b>
<b>4<sup>th</sup> Period (55)</b>	<b>12:09 PM</b>	<b>1:04 PM</b>
<b>5<sup>th</sup> Period (55)</b>	<b>1:07 PM</b>	<b>2:02 PM</b>
<b>6<sup>th</sup> Period (55)</b>	<b>2:05 PM</b>	<b>3:00 PM</b>

<b>Wednesday 1:31 Release</b>		
<b>0 Period (52)</b>	<b>7:15 AM</b>	<b>8:10 AM</b>
<i>Breakfast (25)</i>	<i>7:45 AM</i>	<i>8:10 AM</i>
<b>PACT (60)</b>	<b>8:15 AM</b>	<b>9:15 AM</b>
<b>1<sup>st</sup> Period (34)</b>	<b>9:18 AM</b>	<b>9:52 AM</b>
<b>2<sup>nd</sup> Period (36)</b>	<b>9:55 AM</b>	<b>10:31 AM</b>
<b>3<sup>rd</sup> Period (34)</b>	<b>10:34 AM</b>	<b>11:08 AM</b>
<b>4<sup>th</sup> Period (34)</b>	<b>11:11 AM</b>	<b>11:45 AM</b>
<b>Lunch (all grades) (30)</b>	<b>11:45 AM</b>	<b>12:15 PM</b>
<b>5<sup>th</sup> Period (34)</b>	<b>12:20 PM</b>	<b>12:54 PM</b>
<b>6<sup>th</sup> Period (34)</b>	<b>12:57 PM</b>	<b>1:31 PM</b>

<b>Minimum Day</b>		
<b>0 Period</b>	<b>7:15 AM</b>	<b>8:10 AM</b>
<i>Breakfast</i>	<i>7:45 AM</i>	<i>8:10 AM</i>
<b>1<sup>st</sup> Period (40)</b>	<b>8:15 AM</b>	<b>8:55 AM</b>
<b>2<sup>nd</sup> Period (42)</b>	<b>8:58 AM</b>	<b>9:40 AM</b>
<b>3<sup>rd</sup> Period (40)</b>	<b>9:43 AM</b>	<b>10:23 AM</b>
<b>4<sup>th</sup> Period (40)</b>	<b>10:26 AM</b>	<b>11:06 AM</b>
<b>5<sup>th</sup> Period (40)</b>	<b>11:09 AM</b>	<b>11:49 AM</b>
<b>6<sup>th</sup> Period (40)</b>	<b>11:52 AM</b>	<b>12:32 PM</b>

# Our Classrooms

These six rules guide your classroom experience. Space is provided to write notes about how these look and feel in action!

Rule	Looks like/Sounds like
1. Follow directions	
2. Come prepared	
3. Respect the speaker	
4. Keep hands, feet and objects to yourself.	
5. No teasing, put downs, profanity or exclusion.	
6. No food or personal items.	

## Positive Incentives (Caught being good!)

### How can I get A.C.T. tickets?

You can get an A.C.T. Ticket when an adult in the school sees you demonstrating Panther PRIDE. This can be in the hallway, in a classroom, or at lunch.

### How can I use my A.C.T ticket?

- Snack and prize sale at lunch
- Buy School Supplies
- VIP passes to dances
- Raffles
- Positive Phone calls/notes home
- Admission to lunch time activities, like movies

**\*You can also receive other awards showing your PRIDE during A.C.T. assemblies and Students of the Month Breakfast!**

# Our School Rules

## Promotion Policy

To be promoted to the next grade, a student **must achieve a cumulative Grade Point Average of 2.0** (a “C” average) for each semester. They must also attend class daily and on-time. All Edna Brewer students are expected to meet these requirements.

## Tardy Policy

“On-time” means **in your seat when the tardy bell rings**. All students are required to be punctual for each class. Your time, as well as your teacher’s time, are extremely valuable. Coming to class tardy causes you to miss important material and the class to be disrupted. **To make sure that you are on-time, walk with purpose between classes**. Passing period is not a time to go to your locker, socialize, or wander. Walk quickly and directly to your next class. Locker time is before school, at lunch or after school, so make sure you have what you need!

If you are tardy, there is an escalating consequence system. These consequences include being **excluded from school activities, OCS referral, or even suspension**. You may also be required to carry a punctuality contract which, if failed, will result in further consequences. You will also be required to “clear” tardies by serving lunchtime or afterschool detention in OCS.

## Electronics

Personal electronics (including cell phones, iPods, headphones, video games, or any other handheld devices) are **not allowed anywhere on campus at any time**. If an electronic device is visible to any adult, whether it is being used or not, it will be confiscated. Electronic device consequences escalate as follows:

- 1<sup>st</sup> offense** – device is confiscated until the end of the school day and tracked in database.
- 2<sup>nd</sup> offense** – device is confiscated and stored in the office until a parent/guardian comes to pick it up.
- 3<sup>rd</sup> offense** – device is confiscated and is held in the office until the end of the year (“June Box”).

## Dress Code

Students must dress appropriately at all times. **Inappropriate** clothing includes:

- Hoods or hats inside the building
- Ripped jeans or clothing with holes in it
- Revealing tops or bottoms (including see-through, spaghetti straps less than 2" wide, short-skirts, or shorts less than 2" above the knee)
- Pajamas
- Bedroom slippers
- Clothing with profane or otherwise inappropriate writing or logos (drugs, weapons, alcohol).

Students dressed inappropriately will be referred to the office to call home for a change of clothes.



# Our Discipline Policy

Everyone makes mistakes. If you make a mistake by breaking a classroom or school rule, you may face a consequence given to you by your teacher, administrator, or any adult who works on campus. Here are some guidelines you should know:

## **Buddy Room**

If you have been given more than 3 consequences in class, you may be asked to go to the Buddy Room. Your teacher will let you know which room is the Buddy Room. If you are sent to the Buddy Room:

- Go to the room directly
- Enter the room without disturbing the class.
- Complete the reflection thoughtfully. Remember, this is your last chance to correct your mistake.
- Get a signature from the Buddy Room teacher confirming you were there.
- Go straight back to your class and bring the reflection to your teacher.

## **On Campus Suspension (OCS)**

If you make a big mistake, you will be sent to OCS with a discipline referral. There are a few incidents that will get you a referral:

- physical violence or verbal fighting/threats
- damaging or stealing property
- sexual harassment or obscene behavior
- possession or use of illegal substances or dangerous objects
- extreme disrespect or disruption
- your 4<sup>th</sup> or 5<sup>th</sup> step in the classroom

If you receive a referral, your teacher will tell you to go to OCS. You should quietly pack up your belongings and get your work (if available then). You go straight to OCS and tell the teacher supervising that you received a referral. While you are in OCS, you silently do work until you are allowed to return to class.

Students who receive multiple referrals receive stronger consequences. Here is the list of consequences for the number of referrals:

- 1<sup>st</sup> referral: 1 period OCS and parent called.
- 2<sup>nd</sup> referral: 1 period OCS and parent called.
- 3<sup>rd</sup> referral: 2 periods OCS and parent called
- 4<sup>th</sup> referral: ½ day OCS, behavior contract issued for at least 1 week, and parent called.
- 5<sup>th</sup> referral: 1 day of OCS and parent conference
- 6<sup>th</sup> referral: 1 day suspension and a reentry conference

The number of referrals gets reset at the semester end.

# Teacherease

## (Our online grading system)

### What is Teacherease?

Teacherease is an online grading system that ALL of your teachers use to record your grades for homework, classwork, and tests.

### Why should I use Teacherease?

1. Monitor your class grades.
2. Check your missing assignments.
3. Email any of your teachers with questions!
4. Get emails and announcements from your teachers.
5. Make sure you get the grade that you deserve.

### How do I sign on to Teacherease?

#### Step 1: Get an Email!

In order to sign up, you need an email address. If you don't have an email address, ask your parents/guardians for permission to set one up. Websites like Gmail, Yahoo, and Hotmail will let you set up an email account for free!

If your parents/guardians don't want you to have an email address, you can make one up, *but you won't get any email from your teachers.*

#### Step 2: Talk to a teacher

Once you have an email, give your email address to one of your family teachers and ask them to sign you up. You will get an email with a password, now you can use Teacherease!

#### Step 3: Record your information here so you don't forget it!

Email: \_\_\_\_\_

Password: \_\_\_\_\_

#### Step 4: Sign ON!!!

Go to [www.teacherease.com](http://www.teacherease.com). In the top right-hand corner, write in your email address and password from Step 3.

#### **You did it!**

### What happens if I lose my password or email information?

Outside of class, go to one of your family teachers and ask them to re-send you your password and then *make sure you write it down!*

# Conflict Resolution Policy

## The way Panthers solve our problems

If I begin to have a conflict with another student, here are my solutions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. The adults I can talk to are \_\_\_\_\_

5. Mr. Mensah, Ms. Fisher, and Mr. Pasarow are administrators I can go to if I need help with a conflict that I think is escalating. If I tried 3 strategies on my own and they are not working, I am going to involve an adult so that the conflict does not escalate out of control. I can go to them in person, ask a teacher to go speak to them, or write them a note.

6. If any of the solutions 1-5 are not working and I feel like I have done my best to make them work, I will let an adult who cares about me at home know that I have been trying to solve a conflict and that steps 1-5 did not work. That adult will contact the school and speak to an administrator about the fact that steps 1-5 have not worked.

Violence is never an acceptable answer at Edna Brewer. If any student gets caught using violence, regardless of the situation, the consequences are always going to be strong, meaning almost always suspension.

**Work the conflict resolution strategies and make good choices so that you can be happy, healthy and successful. We care about you and want you to be successful.**