



Altadena Eliot Arts Magnet

Family Handbook

2023-2024

Elementary School Campus

743 East Calaveras Street, Altadena, CA 91001 626-396-5650

<https://www.pusd.us/altadena>

<https://www.facebook.com/altadenacougars/>

School Hours

Monday: 7:50-12:35pm

Tuesday-Friday: 7:50am-2:15pm

Office Hours 7:30 am - 3:30 pm

Middle School Campus

2184 N Lake Avenue Altadena, CA 91001 626-396-5680

<https://www.pusd.us/eliot>

<https://www.facebook.com/eliotartsmagnet>

<https://www.instagram.com/eliotartsmagnet/>

<https://twitter.com/EliotArtsMagnet>

School Hours

Monday: 8:15-1:20 pm

Tuesday-Friday: 8:15 am-3:00 pm

Office Hours 7:45 am - 4:00 pm

Many Voices. One Song. Rising to Greatness!

Plusieurs voix. Une seule chanson. S'élevant vers la grandeur!



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Welcome to the 2023-2024 School Year!

July, 2023

Dear Cougar and Husky Families,

We are so excited to open the 2023-2024 school year and to welcome students back to school. We have so many wonderful things planned, our expanding elementary campus and our burgeoning arts conservatory at the middle school campus with arts and French for all.

Our school-wide priorities this year are:

- Academic Discourse in All Content Areas
- Bell-to-Bell Rigorous Instruction with Arts Integration
- Relational Campus Culture leading to increased attendance and positive, prosocial behavior

Our entire team is learning and growing in these areas to support our students.

At the elementary campus we are excited to expand our Kindergarten offerings to two English and two French classrooms. We are adding three more bungalows to our playground for a total of five and looking forward to welcoming approximately 500 students back to campus in August.

At the middle school campus our conservatory schedule provides meaningful arts courses for students every day until 6:00 pm. Take a look at the sample schedule included in this mailing and be sure to sign your students up for their preferred choices right away.

It's a great year to be a Cougar and a Husky!

Yours in Service,

Dr. Benita Scheckel, PrinciPAL



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Principal's Vision Statement:

We will create a distinguished K-8 arts magnet, and dual language school exemplifying excellence in rigorous education.

Mission Statement:

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

Arts Magnet

Visual and performing arts are an integral part of a well-rounded education, boosting engagement and achievement. We provide weekly instruction in all art forms, nurturing the whole child and inspiring students to achieve their best. All students will receive up to 16 hours per week of distinct arts and arts-integrated instruction. Teachers receive arts integration training to ensure they are skilled in this key area of lesson writing and curricular development across disciplines.

"The arts are essential. They teach students innumerable lessons—practice makes perfect, small differences can have large effects, collaboration leads to creativity. The arts also teach children that there are several paths to take when approaching problems and that all problems can have more than one solution.

Research has also shown impressive benefits of arts education on entire school culture—especially student motivation, attitudes, and attendance. Numerous reports discuss the ways that increased access and involvement in arts education encourage students to stay in school, succeed in school, succeed in life, and succeed in work."

<https://www.americansforthearts.org/by-topic/arts-education>

French Dual Language Immersion Program (FDLIP)

Students who participate in the French Dual Language Immersion Program at AAM master academic subjects in both English and French, providing students with an academic and career advantage as they become global citizens. Our 90/10 model means Kindergarteners will receive 90% of their instruction in French with English Language Arts instruction in English. The percentages change each year until it is 50/50 by 4th grade.

"Further research has found [a meaningful connection](#) between dual language immersion programs and academic success regardless of a student's native language. Now, with the culmination of [a four-year comprehensive study](#) of these programs in the Portland Public Schools District of Oregon, we have evidence that a dual language immersion classroom approach directly correlates with greater educational achievement."

<https://www.americancouncils.org/news/language-news/why-dual-language-immersion-approach-will-change-achievement-american-public>



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ELEMENTARY SCHOOL CAMPUS

Altadena Parent Teacher Association



Hello Altadena Arts Magnet Families!

On behalf of the AAM PTA, it is my pleasure to welcome you to our wonderful community! The PTA strives to make the school year as fun, educational, and productive as possible, and we are very excited about what we have planned for the 2023-2024 school year!

Our purpose is to positively impact the lives of our children by bringing parents, teachers, and the community together to support our children's educational success. Our primary objective as a PTA is to provide our school with funds, programs, resources, and services that will enrich and maximize the education of every child, and benefit the school.

One of the ways **YOU** can make this the best year for your family and our community is by joining the PTA! This is your chance to be a member of a great organization that funds many of the opportunities that you see on campus, such as classroom support materials, bus expenses, field trip entrance fees, and many additional enrichment programs and events that make our school even better.

Parent involvement has been proven to be the greatest predictor of student success! By getting involved at home and school, children do better, grades are higher, test scores rise, self esteem grows, and schools improve. Participating in the PTA will have a direct effect on the culture of our school and your student's experience. Joining and volunteering in the PTA enables you to stay connected, know what is happening, meet other families, build rapport, and share ideas and experiences.

While we encourage all members to attend meetings regularly, attendance is not a requirement for membership. You can participate as much or as little as you would like or are able, finding a perfect balance that is right for you. Everyone is invited to join our PTA meetings held once a month, and anyone who is interested in supporting your student can join! Parents, grandparents, uncles, aunts, close friends, brothers, sisters, all are welcome.

Join Now!

Joining the PTA is simple. Scan the QR code or log onto:

<https://jointotem.com/ca/altadena/altadena-arts-magnet-pt>



We are looking forward to a great year filled with fantastic events, community building activities, and most importantly supporting our kids and teachers so they can continue to attain excellence in education!

Sincerely,
Linda Sapin, PTA President, Altadena Arts Magnet



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Altadena Arts Elementary Annual Fund

Hello Cougar Families,

My name is Tasiah LeConte and I am honored to serve my second term as the Altadena Arts Magnet Annual Fund Chair for the 2023-24 school year.

For those of you who are new to AAM, our school received a five year Federal Arts Magnet grant in 2017 for approximately 5 million dollars. Our grant has now sunsetted but fortunately, we have additional funds left over that will provide us with funding for the 2023-24 school year. As we look to the future our vision is to continue to provide access to a diverse and robust arts education through individual, corporate and foundation giving.

The main goal of the Annual Fund is to raise funds for program sustainability once our grant has expired. To keep the programs we currently have we will need to raise 100K annually. We raise funds through several fundraising campaigns. Our Capital Campaign which runs throughout the year, Free Dress Fridays, the Christmas tree sale and our annual Day of Giving in the spring. The Capital Campaign is our biggest campaign and is a combination of one-time and recurring gifts from our families, along with the procurement of corporate and foundational gifts. A recurring donation of \$45 a month would enable us to continue our incredible arts partnerships. These gifts are tax deductible. We invite all families to support the Annual Fund by making a donation in any amount and would love to see 100 percent participation. No amount is too big or too small. Scan the QR code below and make a donation today.

Another way that you can support the Annual Fund is by volunteering on one of our committees. Share your expertise or connections to support our annual events. Additionally, we need a chair and logistics lead for the annual Christmas tree sale, and volunteers for the distribution of the trees. There are also opportunities to assist the Eliot Annual fund in their endeavors to support our one school, two campus model for Arts and French. If you are interested in supporting our efforts through volunteering your time or talents please email me at AltadenaAF@gmail.com.

Thank you for your time and consideration.
Best regards,

Tasiah LeConte
Annual Fund Chair

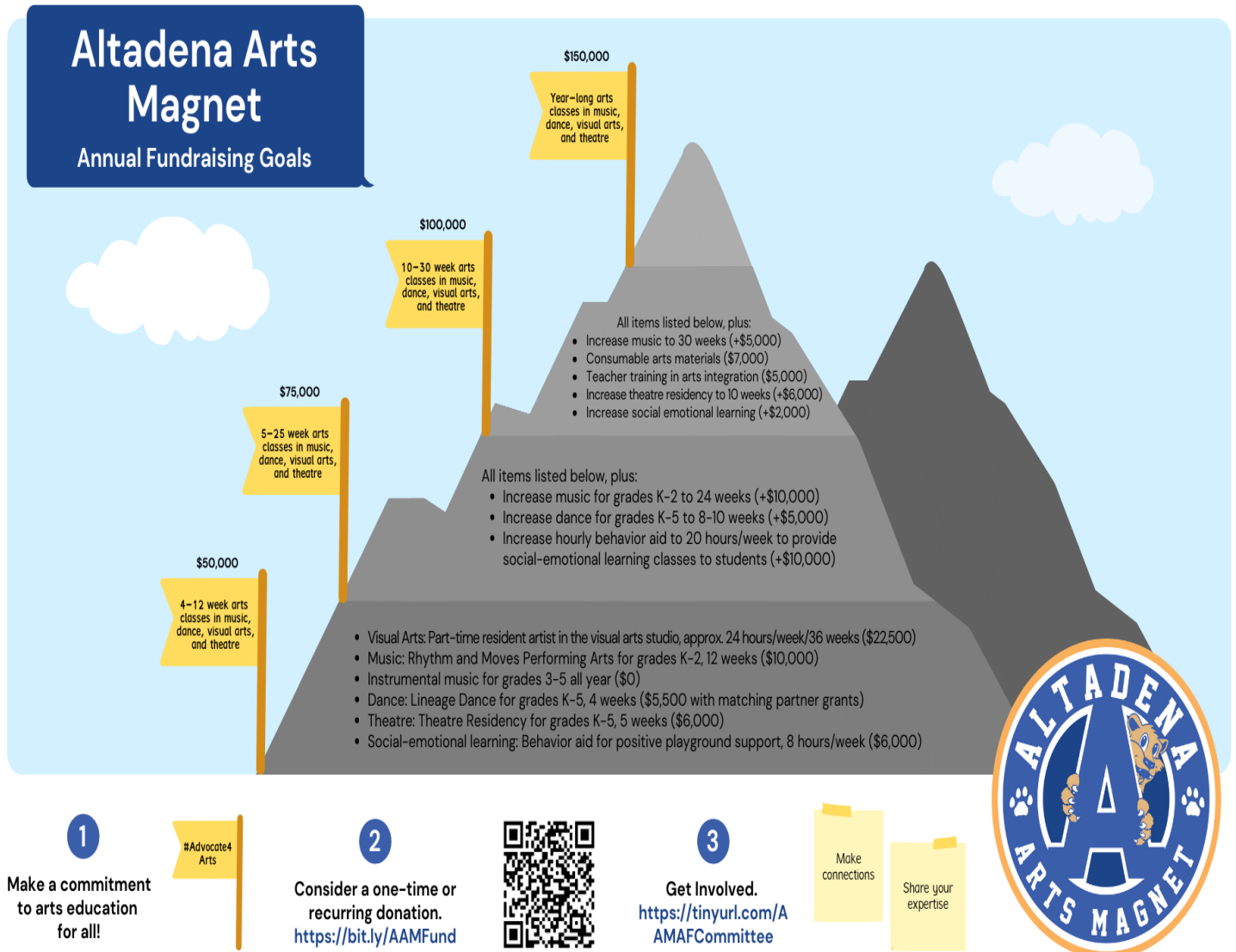
DONATE TODAY!





Altadena Arts Magnet

Annual Fundraising Goals



Click here for a clearer image: [AAM Visual Roadmap](#)



*Elementary Faculty Staff Directory

Grade/Subject	Faculty	Room	Email
Principal	Benita Scheckel		scheckel.benita@pusd.us
Assistant Principal	Dana Hill	A104	hill.dana@pusd.us
PreK/Inclusion	Tia Acosta	B110	acosta.thitaporn@pusd.us
Kindergarten	Melina Navarrete	B118	navarrete.melina@pusd.us
Kindergarten	Ashley Webb	B119	webb.ashley@pusd.us
Fr. Kinder	Liliane Buonomo	B115	buonomo.liliane@pusd.us
Fr. Kinder	Jaklein Galoua	B102	galoua.jaklein@pusd.us
First	Vivian Alfonso	B214	alfonso.vivian@pusd.us
First	Jenny Marquez	B106	marquez.jenny@pusd.us
Fr. First	Meghan Livengood	B212	livengood.meghan@pusd.us
Second	Hermalina Brown-Bolton	B101	brownbolton.hermalin@pusd.us
Second	Jose Guzman	B208	guzman.jose@pusd.us
Second/Third	Teresa Totaro	A210	totaro.teresa@pusd.us
Fr. Second	Marilene Ducourant	B102	ducourant.marilene@pusd.us
Third	Lita Haido-Mayer	B201	haidomayer.lita@pusd.us
Third	Panagiota Regopoulos	B202	regopoulos.panagiota@pusd.us
Fr. Third	Anne Schermerhorn	B203	schermerhorn.anne@pusd.us
Fourth	Anthony Griego	BGL5	griego.anthony@pusd.us
Fourth	VACANT	BGL4	
Fr. Fourth	Jules Bachelot	B209	bachelot.jules@pusd.us
Fifth	Stephanie Lopez	BGL2	lopez.stephanie@pusd.us
Fifth	Carmen (Maria) Luna Sarabia	BGL1	lunasarabia.maria@pusd.us



Fr. Fifth	Maya Cayatte	BGL3	cayatte.marie@pusd.us
Art Studio	Amanda Gould	A214	vanenkgould.amanda@pusd.us
Attendance	Rosa Magdaleno	A101	magdaleno.rosa@pusd.us
Black Box Theatre	Teaching Artist	A113	Teaching Artist
Cafeteria	Jani Casas	A136	casas.jani@pusd.us
Custodial Office	Jamal Jones	A137	jones.jamal@pusd.us
Dance Studio	Teaching Artist	A112	Teaching Artist
Health Clerk	Lucia Robles	A103	robles.lucia@pusd.us
Innovation Lab/Library	Evangeline Kristensson		kristensson.evangeline@pusd.us
Instructional Coach	Patricia Escorza Jaime	B106	escorzajaime.patrici@pusd.us
LEARNs	Denean Minfield	A121	minfield.denean@pusd.us
Learning Lab	Lila Schob Bonita Moore	A111	schob.lila@pusd.us moore.bonita@pusd.us
Music Studio	Taylor Vasquez-Reyes (K-2) Allison Rafanan (3-5)	A120	rafanan.allison@pusd.us
Nurse	Karen Butler	A103	butler.karen@pusd.us
Office Manager	Maria Gonzalez	A101	gonzalez.maria@pusd.us
Psychologist	Roxanne McKinin	B211	mckinin.roxanne@pusd.us
Speech	Cayla Baldwin	B204	baldwin.cayla@pusd.us
Turnaround Room	Mary Roper, Wellness Teacher	A212	roper.mary@pusd.us
Gameroom	PAWSitive Support Team	A215	trejo.irene@pusd.us chavez.yancy@pusd.us



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MIDDLE SCHOOL CAMPUS



Eliot Parent Teacher Student Association

Hello Husky Families,

I'm Michael McCarthy. I am the Eliot PTSA President for this upcoming school year. Welcome back!

I would like to take this time to invite everyone, parents, teachers, and students to join Eliot's PTSA.

The PTSA Board, Dr. Scheckel, and I are already at work planning for the new year, but we need your input. If you are new to Eliot or to PTSA, I want to let you know why we count on your membership and support. Involvement has been proven to be the greatest predictor of student success! That's it, nothing mysterious or hard. Being involved creates successful students. I hope that we can work together to make Eliot Arts the best Middle School in the San Gabriel Valley.

PTSA is a group for parent/student/teacher engagement and we play an important role in facilitating school-parent communication. Our PTSA is a democratic organization – you, as a PTSA member, get to approve all fundraising and how that money is spent – you will have a direct effect on the culture of our school. PTSA is also your voice at the school. We are there to listen to your concerns, and to make sure that you are getting correct information regarding the school. I urge Eliot students to join. It's your school, I need to know what you want, need and desire. Our fund-raising is for you, so you should have a voice.

In addition to becoming a member, we will need parent/student volunteers throughout the school year and whatever your interest, talents, or availability are, we will have a way for you to participate.

Michael McCarthy

PTSA President / Eliot Arts Magnet

<https://jointotem.com/ca/altadena/charles-w-eliot-middle-pta>

Join Now!





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Eliot Annual Fund

Hello Eliot Families,

My name is Wendy Silva and I have accepted the challenge of Annual Fund Chair at Eliot Arts Magnet, for the 2023-2024 school year. Our goal this year is to raise \$100,000, however, I cannot do it alone! I need you to bring your charity.

Your charity not only will benefit the school but will also strengthen your own heart. And nothing feeds the community more than the success of the public school it serves. Let's keep Eliot Arts Magnet alive as it is the crown jewel of Altadena.

Here is what we need:

- 1) You – We need to make this committee more than a committee of a few. We want our voice to represent the entire school family.
- 2) Talents and Creativity – I know many of you are here because you have embraced the artistic opportunities at this school. What can you share and offer in return?
- 3) Services – Do you have a service you can share with our community? We want to support our local families and businesses.
- 4) And yes, money – We are asking for a recurring tax-deductible donation of \$45 a month. If this feels too much for your family, then any amount is very much appreciated. We are looking to achieve 100% participation!

All Annual Funds are held by Pasadena Education Foundation (PEF). The primary goal of these funds will be to sustain in place and new partnerships directed toward the pursuit of the art and French programs at Eliot. Eliot is currently a candidate for the Magnet Schools of America grant. If we are successful in securing these funds, it will be more important than ever to start building the long-term structure and sustainability. Additionally, we'll be assisting with much needed campus beautification projects to immediately benefit the students today.

If you can bring any of the above, or more, please email me directly at EliotAF@gmail.com. I look forward to meeting all of you in the new school year!

Best, Wendy Silva, Annual Fund Chair

DONATE TODAY!





School Number & Extensions

626-396-5680 (main) 626-7947238 (fax)

Ext. 70029 Administrative Secretary

Ext. 70094 Registrar

Ext. 70098 Assistant Principal

Ext. 70025 Counseling Office

Ext. 70097 Registration

Ext. 70001 Senior Community Advocate



School Administration

Principal - Dr. Benita Scheckel

scheckel.benita@pusd.us

Middle Assistant Principal - Naeiri Policky

policky.naeiri@pusd.us

Counselor - Jody Simmons

simmons.jody@pusd.us

Magnet Grant Coordinator - Armenui Manasarian

manasarian.amy@pusd.us

ATTENDANCE



Student attendance is vital for academic success. If your student is going to be absent, please make sure to always inform the school by sending a

note, email or message to our attendance line:

EXT. 70097

DRESS CODE

The following items are unacceptable at all grade levels:

- Jewelry except for watches, rings, necklaces and earrings
- Wallet chains or any heavy gauge chain
- Clothing that depicts inappropriate language
- Hoods on hoodies are not allowed in the classrooms
- Sleeveless or halter tops
- Gang type attire
- Pajamas
- Blankets

Husky PE wear is available for purchase.

CELL PHONE POLICY



Mobile devices must be turned off and out of sight during school hours. Students who bring electronic devices to school are at their **OWN RISK**. Neither the school, its staff nor PUSD are responsible for the damage or loss of mobile or electronic devices.

Stay Connected



Instagram



Facebook



LinkedIn



Twitter



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Middle School Faculty/Staff Directory*

Grade/Subject	Faculty	Room	Email
Principal	Benita Scheckel	Main Office	scheckel.benita@pusd.us
Assistant Principal	Naeiri Policky	120	policky.naeiri@pusd.us
6th Math/Science	Erika Moore	222	moore.erika@pusd.us
6th Math/Science	Mary Rios	221	rios.mary@pusd.us
6th ELA/History	Shawn Mietz	219	mietz.shawn@pusd.us
6th ELA/History	Dawnley Raices	220	burwellraices.dawnle@pusd.us
7th ELA	Vincent Bi	215	bi.vincent@pusd.us
6-8 ELD	Camyrin Sharp	123	sharp.camyrin@pusd.us
7th History	Maria Evardone	217	evardone.maria@pusd.us
7th Math	Elliott Sutter	213	sutter.elliott@pusd.us
7th Science	Siran Schanen	132	schanen.siran@pusd.us
8th ELA	Floyd Jones	111	jones.floyd@pusd.us
8th History	Michael Riley	110	riley.michael@pusd.us
8th Math	Jane Lambert	112	lambert.jane@pusd.us
8th Science	Derrick Bangle	133	bangle.derrick@pusd.us
SAI 6th ELA/History	Mary Herrera	212	herrera.mary@pusd.us
SAI 6th Math/Science	Giovana Lovada Valdez	214	lovadavaldez.giovana@pusd.us
SAI 7th-8th ELA/History	VACANT	216	
SAI 7th-8th Math/Science	Elizabeth Aguilar	218	aguilar.elizabeth@pusd.us
Special Education Day Class	Rosemarie Evans	126	evans.rosemarie@pusd.us



Special Education Day Class	Arielle Tinero	124	tinero.arielle@pusd.us
ASB	Erika Moore	116	moore.erika@pusd.us
6-7 French DLIP French Elective	Pauline Rouat	125	rouat.pauline@pusd.us
2D Art	Robert Moya	134	moya.robert@pusd.us
Dance	Billy Rugh	141	rugh.william@pusd.us
Music Band/Orchestra	Allison Rafanan	108	rafanan.allison@pusd.us
Music Rock Band/Choir	Moises Chavez	109	chavez.moises@pusd.us
Theatre Arts	VACANT	122	
Physical Education	Shane Horan Amy Mattson	140	horan.shane@pusd.us mattson.amy@pusd.us
Attendance	Priscilla Rodriguez	120	rodriguez.priscilla@pusd.us
Bilingual Clerk	Mayra Jimenez	Main Office	jimenez.mayra@pusd.us
Cafeteria	Kitty Davis	Cafeteria	davis.kitty@pusd.us
Community Advocate	Helen Sandoval	Main Office	sandoval.helen@pusd.us
Community Assistant	Madelyn Velasquez	Main Office	velasquez.madelyn@pusd.us
Custodial Office	Mario Castro	139	castro.mario@pusd.us
EL Coach	VACANT	127	
Health Clerk	Guadalupe Leal	Health Office	leal.guadalupe@pusd.us
Instructional Coaches	Michele Manzanares Erica Peters	115	manzanares.michele@pusd.us peters.ERICA@pusd.us
LEARNs	Sharon Pennix	233	pennix.sharon@pusd.us
Librarian	Summer St. Pierre	Library	stpierre.summer@pusd.us
Magnet Grant Coordinator	Armenui Manasarian	Main Office	manasarian.armenui@pusd.us



Nurse	Karen Butler	Health Office	butler.karen@pusd.us
Secretary II	Cashmere Cloyd	Main Office	cloyd.cashmere@pusd.us
Secretary II	Yolanda Robledo	Main Office	robledo.yolanda@pusd.us
Psychologist	David Banuelos	210	banuelos.david@pusd.us
Registrar	Mary Thornton	Main Office	thornton.mary@pusd.us
Speech	Sarah Pennington	137	pennington.sarah@pusd.us
RtI Coach/ Turnaround Room	Jeanetta Ellison	211	ellison.jeanetta@pusd.us

***PLEASE NOTE: MOST TEACHERS WILL NOT BE REACHABLE BY PHONE DURING INSTRUCTIONAL TIME. EMAIL IS THE BEST METHOD OF CONTACT.**

2023-2024 Calendar

Below you will find our calendar of events for the 2023-2024 school year. Events are organized into tables by campus. The final table is for events we are doing together K-8. *We are planning all meetings and events in person unless there is a COVID-19 surge.* We are an active school with many events, so there is a live calendar on our websites. Please be sure to check it weekly for updates. <https://www.pusd.us/altadena> and <https://www.pusd.us/eliot> The dates below are subject to change.

ELEMENTARY ONLY

DATE	EVENT	TIME	LOCATION
8/8/23	Welcome Back Popsicle Party	1:00-2:30 PM	Playground
8/14/23	First Day of School	7:50 am -12:35 pm	Campus
8/31/23	Back to School Night Minimum Day	5:30 - 7:00 pm Dismissal 11:30 am	Campus
9/7/23	School Tour	9:00 - 10:00 am	Parent Room
9/12/23	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Virtual In person
9/15/23	Dot Day	All Day	Campus



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9/23/23	Pupil Free Day	All Day	School Closed
10/12/23	School Tour	9:00 - 10:00 am	Parent Room
10/10/23	School Site Council	3:00 - 4:00 pm	Virtual
10/31/23	Book-O-Ween	All Day	Campus
11/9/23	School Tour	9:00 - 10:00 am	Parent Room
11/14/23	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Parent Room In person
11/20-11/24	Thanksgiving Break	All Week	School Closed
12/12/23	School Site Council	3:00 - 4:00 pm	Virtual
12/14/23	School Tour	9:00 - 10:00 am	Parent Room
12/21/23	Shortened Day		All Campus
1/9/24	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Virtual In person
1/11/24	School Tour	9:00 - 10:00 am	Parent Room
2/8/24	School Tour	9:00 - 10:00 am	Parent Room
2/13/24	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Parent Room In person
3/12/24	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Parent Room In person
3/14/24	School Tour	9:00 - 10:00 am	Parent Room
4/9/24	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Parent Room In person
4/11/24	School Tour	9:00 - 10:00 am	Parent Room
4/18/24	Open House Minimum Day	5:30 - 7:00 pm Dismissal 11:30 am	Campus
5/10/24	School Tour	9:00 - 10:00 am	Parent Room
5/14/24	School Site Council PTA	3:00 - 4:00 pm 6:00-7:30 pm	Parent Room In person
5/23/24	5th Graders vs. Staff Kickball Game	8:30-10:00 am	Playground



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5/24/24	5th Graders Knott's Berry Farm Trip	ALL Day	Pick up and drop off at AAM Campus
5/29/24	Kindergarten Promotion	TBD	TBD
5/30/24	5th Grade Promotion	8:30 - 9:30 am	AAM Auditorium

Elementary Awards Assembly Schedule

Each month one student from each classroom is recognized for exemplifying our **Cougar Values**, through our pillars of character, and one student is recognized for displaying excellence in one of the arts disciplines listed below.

DATE	VALUES	ACADEMICS	ARTS
September 15, 2023	Great Start!	Teacher's Choice	Teacher's Choice
October 20, 2023	Care for others	Teacher's Choice	Teacher's Choice
November 17, 2023	Obey School Rules	Teacher's Choice	Teacher's Choice
December 15, 2023	Use your brain	Teacher's Choice	Teacher's Choice
January 26, 2024	Give respect	Teacher's Choice	Teacher's Choice
February 23, 2024	Accept responsibility	Teacher's Choice	Teacher's Choice
March 22, 2024	Reflect on your actions	Teacher's Choice	Teacher's Choice
April 19, 2024	Stay strong	Teacher's Choice	Teacher's Choice
May 17, 2024	Cougar Mayor	Teacher's Choice	All 4 Disciplines

All Assemblies take place at 7:50 am in the auditorium

MIDDLE SCHOOL ONLY

DATE	EVENT	TIME	LOCATION
7/31/23	Husky Days (Grade 6)	9:00 am - 12:00 pm	Campus
8/2/23	Husky Days (Grade 7) Husky Days (Grade 8)	9:00 am - 12:00 pm 1:00 pm - 4:00 pm	Campus
8/3/23	Welcome Back BBQ	4:00 - 6:00 pm	Campus



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8/14/23	First Day of School	8:15 am - 1:20 pm	Campus
9/7/23	Back to School Night Minimum Day	6:00 - 7:30 pm Dismissal 11:45 am	Campus
9/8/23	School Tour	8:30 - 10:30 am	Campus
9/21/23	School Site Council	3:45 - 4:45 pm	Virtual
10/13/23	School Tour	8:30 - 10:30 am	Campus
10/19/23	School Site Council	3:45 - 4:45 pm	Virtual
11/5/23	Fall Festival	2:00 - 4:00 pm	Campus
11/10/23	School Tour	8:30 - 10:30 am	Campus
11/16/23	School Site Council	3:45 - 4:45 pm	Virtual
12/8/23	School Tour	8:30 - 10:30 am	Campus
1/12/24	School Tour	8:30 - 9:30 am	Campus
1/18/24	School Site Council	3:45 - 4:45 pm	Virtual
2/9/24	School Tour	8:30 - 10:30 am	Campus
2/15/24	School Site Council	3:45 - 4:45 pm	Virtual
3/8/24	School Tour	8:30 - 10:30 am	Campus
3/21/24	School Site Council	3:45 - 4:45 pm	Virtual
3/30/24	Spring Music Concert	TBD	Auditorium
4/12/24	School Tour	8:30 - 10:30 am	Campus
4/18/24	Open House/ Minimum Day	6:00 - 7:30 pm Dismissal 11:45 am	Campus
4/18/24	School Site Council	3:45 - 4:45 pm	Virtual
5/10/24	School Tour	8:30 - 10:30 am	Campus
5/16/24	School Site Council	3:45 - 4:45 pm	Virtual
5/20/24	End of Year Theatre Awards	TBD	Auditorium
5/23/24	8th Grade Knott's Berry Farm	All Day	Pick up and Drop off at Eliot Campus



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5/28/24	8th Grade Promotion Practice #1	1:00 - 3:00 pm	Auditorium
5/28/24	8th Grade Picnic	10:30 am - 1:30 pm	Farnsworth Park
5/29/24	8th Grade Promotion Practice #2	1:00 - 3:00 pm	Auditorium
5/30/24	8th Grade Promotion	5:00 - 6:00 pm	Eliot Auditorium

Middle School Honors Nights

August 24, 2023 @ 6:00 pm in the Auditorium

January 18, 2024 @ 6:00 pm in the Auditorium

BOTH CAMPUSES TOGETHER K-8

DATE	EVENT	TIME	LOCATION
8/14/23	Coffee with the Principal Cafe con Scheckel	8:30 - 9:30 am	Eliot Rose Garden
9/4/23	Labor Day SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
9/12/23	PTA/PTSA Meeting	6:00 - 7:30 pm	Eliot Library
9/22/23	Pupil Free Day	ALL DAY	BOTH CAMPUSES
10/10/23	PTA/PTSA Meeting	6:00 - 7:30 pm	Eliot Library
10/13/23	PARENT CONFERENCE DAY Pupil Free Day	Appointment Only	Both Campuses
10/19/23	Great CA Shakeout Earthquake Drill	10:19-11:19 am	Both Campuses
10/27/23	K-8 Creepy Carnival/ Trunk or Treat	5:00-8:00 pm	Middle School Campus
11/14/23	PTA/PTSA Meeting	6:00 - 7:30 pm	Eliot Library
11/10/23	Veterans Day SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
11/20 - 11/24	Thanksgiving Break SCHOOLS CLOSED	ALL WEEK	BOTH CAMPUSES



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12/2/23	K-8 Winter Wonderland	8:00 am - 2:00 pm	Elementary Campus
12/5/23	Musical Audition General CALL	3:00 - 6:00 pm	Eliot Auditorium
12/6/23	Musical Audition Lead Roles	3:00 - 6:00 pm	Eliot Auditorium
12/7/23	Musical Audition Call Backs	3:00-6:00 pm	Eliot Auditorium
12/20/23	Holiday Show K-8	9:00 - 11:00 am	Eliot Auditorium
12/21/23	Shortened Day Early Dismissal	Elementary 11:55 am dismissal Middle 1:00 pm	BOTH CAMPUSES
12/22/23 - 1/7/24	Winter Break SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
1/8/24	First Day Back to School	7:50 am Elementary 8:15 am Middle School	Both campuses
1/9/24	PTA/PTSA Meeting	6:00 - 7:30 pm	Eliot Library
1/15/24	Martin Luther King Jr. Day SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
2/12/24	Lincoln's Birthday SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
2/13/24	PTA/PTSA Meeting	6:00 - 7:30 pm	Eliot Library
2/19/24	Presidents' Day SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
3/12/24	PTA/PTSA Meeting	6:00 - 7:30 pm	AAM Auditorium
3/27/24	Art Walk	5:30 - 7:30 pm	BOTH CAMPUSES
3/28/24	Shortened Day Early Dismissal	Elementary 11:55 am dismissal Middle School 1:00 pm dismissal	Both Campuses
3/29/24	Cesar Chavez Day SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES
4/1/24 - 4/5/24	Spring Break SCHOOLS CLOSED	ALL DAY	BOTH CAMPUSES



4/9/24	PTA/PTSA Meeting	6:00 - 7:30 pm	Eliot Library
4/26-4/28	Spring Musical	1:00 and 6:00 pm	Eliot Auditorium
5/14/24	PTA/PTSA Meeting	6:00 - 7:30 pm	AAM Auditorium
5/27/24	Memorial Day NO SCHOOL	ALL DAY	BOTH CAMPUSES
5/31/24	Last Day of School Early Dismissal	Elementary 12:30 pm dismissal Middle School 1:00 pm dismissal	BOTH CAMPUSES

School Information for K-8

School Uniform/ Dress Code

At the **elementary campus** we have a uniform. Please see below for details. The dress code requires all students to dress in blue, white, yellow or black tops with khaki, blue or black bottoms. *Uniforms and spirit wear for the elementary campus can be purchased at Modella Uniforms located at 3902 Foothill Blvd, Glendale, CA 91214.*

The acceptable “tops” for elementary students are:

- Polo-type shirts
- Full cut standard shirts with collars
- Turtlenecks
- All of the above must be solid black, white, blue, or yellow
- Altadena Spirit Wear

The acceptable “bottoms” for elementary students are:

- Pants, shorts, skirts, or jumpers
- Blue jeans without rips and tears are allowed
- All of the above must be blue, khaki or black

College and Career Focus - On Fridays students are encouraged to wear college spirit shirts.

Please note that the following are not permitted as part of our dress code: sandals, flip flops, short shorts, ripped jeans, blouses or shirts exposing midriff, spaghetti straps, leggings without skirts, shorts or dresses, and tank tops.



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If your child comes to school out of dress code, he/she will be given a change of clean clothes to wear for the duration of the day. At the end of the day, your child will change back into their original outfit for going home. If you need additional help acquiring uniforms for elementary students, please see Ms. Irene Trejo.

Middle School Dress Code

Our middle school campus does not require specific uniforms. Eliot does require students to follow the Pasadena Unified Dress Code Code Policy. In accordance with the Pasadena Unified School District Uniform Dress Code Policy for Middle School Grades, Eliot has adopted the following guidelines. (BP 5132)

Basic Presumptions:

- Health: Clothing must be clean and adequate to protect children from weather conditions.
- Safety: Clothing that puts the wearer or others at risk cannot be worn.
- Decency: Clothing must conform to societal norms in regard to modesty, and display respect for self and others.

The only acceptable “tops and/or outer wear” for middle years students are:

- Full cut standard t-shirts with regular sleeve or long sleeve – solids, stripes, and patterns
- Full-cut blouses or sport shirts with sleeves – solids, stripes, and patterns
- Polo shirts, regular or long sleeve – solids, stripes, and patterns
- Turtlenecks

The only acceptable “bottoms” for middle years students are:

- Shorts and skirts that are closer to the knee than the buttocks
- Shorts and long pants that are not excessively baggy or tight, and do not reveal underwear or skin at the waist or midriff

The only acceptable “shoes” for middle years students are:

- Those that have no more elevation than a typical tennis shoe
- Those that are secured around the ankle in some way – tie, buckle, strap, etc.
- Those that have a closed toe

The following items are unacceptable at all grade levels

- Jewelry except for watches, rings, necklaces, earrings
- Wallet chains or any heavy gauge chain
- Clothing that depicts inappropriate language
- Hoods on hoodies may only be worn outside.
- Sleeveless tops or halter-tops
- Gang-type attire
- Pajamas
- Blankets



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We appreciate your support with our dress code policy on both campuses by requiring your child/children to be in compliance every day.

LOCKERS

Lockers are available for middle school students. Please see the locker form in this mailing.

PARENT PORTAL

Parent Portal is the best way to stay informed about your child's grades and attendance. Please sign up for Parent Portal today.

WALKING FIELD TRIP PERMISSION FORM

Please return this included form to the main office at your child's campus.

ELEMENTARY DROP OFF AND PICK UP PROCEDURES

Before School

Students may begin arriving at 7:15 am. Parents may use our drive through valet service or park their cars and walk students to the entrance. Please know there is very limited parking around the school. Parents will not be permitted to enter the building to walk students to class. Students arriving after 7:45am must enter through the main office to receive a tardy slip.

Pasadena LEARNs

Pasadena LEARNs is an after school program hosted on Altadena's campus from 2:15-6pm daily. Students have time for homework and play. LEARNs will begin accepting applications for the school year soon. Please email our coordinator, Denean Minfield at minefield.denean@pusd.us for more information.

Arrival and Dismissal Procedures

Please follow the following drop off and pick up procedures to ensure the safety of our children.

Arrival

- Students in grades K-5 will enter at the front of the school on Calaveras and walk to the cafeteria entrance. Staff will be present to guide students to the cafeteria for breakfast.
- K-5 parents who are driving will head south on El Molino and turn right on Calaveras to pull up to the drop off area. Parents will continue to drive west on Calaveras as they depart.



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- Families who are walking, please escort your child to the cafeteria entrance or to the main office after 7:45 am.
- Absolutely no parents/guardians will be allowed to escort their child into the building.

Dismissal

- School is dismissed at 12:35pm on Monday and at 2:15pm Tuesday - Friday.
- Students in afterschool programs will be picked up by the program staff.
- All students in grades K-5 will depart at the front of the school on Calaveras in classroom lines on the sidewalk.
- K-5 parents who are driving will head south on El Molino and turn right on Calaveras to pull up to the pick up area. Parents will continue to drive west on Calaveras as they depart.
- Families who are walking, please pick up your child from their assigned area.
- Please avoid early pick ups from school. Please try to make appointments on Mondays after 12:35 or Tuesday-Friday after 2:15pm. We appreciate your cooperation.

PLEASE DO NOT DOUBLE PARK OR MAKE A U TURN. IT IS UNSAFE FOR STUDENTS AND YOU MAY BE TICKETED

MIDDLE SCHOOL DROP OFF AND PICK UP PROCEDURES

Before School

Students may begin arriving at 7:45 am. Parents may use our drive through valet service or park their cars and walk students to the entry gate on Boston. Students who ride our PUSD Special Education buses enter on Calaveras. Please know there is very limited parking around the school. Students arriving after 8:15 am must enter through the main office to receive a tardy slip.

ARTS CONSERVATORY

From 3-6 pm daily students may participate in PUSD's first arts conservatory. Please refer to the schedule and sign up form included in this mailing for more information.



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Pasadena LEARNs

Pasadena LEARNs is an after school sports program hosted on Eliot's campus from 3:00-6pm daily. Please email our coordinator, Sharon Pennix pennix.sharon@pusd.us for more information.

Arrival and Dismissal Procedures

Please follow the following drop off and pick up procedures to ensure the safety of our children.

Arrival

- Students in grades 6-8 will enter through the Boston gate daily where our staff will be there to greet them. They may visit the cafeteria for breakfast or enjoy time on the quad with their friends.
- Students in grades 6-8 who ride our Special Education buses will be dropped off at the gate on Calaveras where staff will be there to greet them. These are the only students permitted to enter on Calaveras. All other students and families will be redirected to Boston.
- Parents who are driving will head south on Maiden Lane and turn right on Boston to pull up to the drop off area. Parents will continue to drive west on Boston and asked to turn right on Lake Avenue as they depart.
- Families who are walking, please escort your child to the Boston gate by 8:15 am daily.

Dismissal

- School is dismissed at 1:20 pm on Monday and at 3:00 pm Tuesday - Friday.
- Students in arts conservatory will report to their assigned classroom at 3:05 pm. For LEARNs sports, students will meet in staff in the covered lunch area.
- All students in grades 6-8 will depart at the Boston gate. Our students who ride PUSD Special Education buses will depart on Calaveras.
- Parents who are driving will head south on Maiden Lane and turn right on Boston to pull up to the drop off area. Parents will continue to drive west on Boston and asked to turn right on Lake Avenue as they depart.
- Families who are walking, please pick up your child at the Boston gate..
- Please avoid early pick ups from school. Please try to make appointments on Mondays after 1:20 pm or Tuesday-Friday after 3:00 pm. We appreciate your cooperation.



PLEASE DO NOT DOUBLE PARK OR MAKE A U TURN. IT IS UNSAFE FOR STUDENTS AND YOU MAY BE TICKETED.

Meals on Both Campuses

We are a 100% free meal community. Students will be offered breakfast and lunch daily. It is also your choice to send meals to school with your child. Please note, we are a health conscious school. Please do not send your child to school with Hot Cheetos, Taki's or sugary drinks such as Powerade or sweetened iced tea. We do not allow any nuts on the elementary campus.

School Supply Donations

We do our very best to supply teachers with all they will need to provide their students with a rich educational experience. However, teachers may reach out to families for additional items to be donated. It is always your choice to donate or not.

Communications

Altadena Eliot Arts strives to keep our families informed about school activities through a variety of methods:

Facebook: Our facebook pages are maintained by our staff. It has photos and reminders that help families stay connected to Altadena Arts <https://www.facebook.com/altadenacougars> and Eliot Arts <https://www.facebook.com/eliotartsmagnet>

We also have our parent connection groups for AAM at <https://www.facebook.com/groups/altadenacougars> and for Eliot at <https://www.facebook.com/groups/475471290415299>

We ask that you keep our social media kind, generative and supportive. If you have concerns or complaints, please reach out to our school staff directly.

Foyer and Parent Room Display: There are TV monitors in the foyers with digital information that includes upcoming dates and announcements.

Peachjar: On our websites you can sign up to receive digital flyers through the "Peach Jar" link. Electronic versions of flyers are posted under the "Peach Jar" tab on the website.

Phone Messages: Principal Scheckel, sends out a recorded phone call to all families each Sunday evening at 5:00 pm during the school year highlighting events and important announcements for the upcoming week at Altadena.

Elementary Room Parents are at the discretion of the classroom teacher.



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Middle School Grade Level Parent Leaders: If you are interested in serving as a parent leader in your child's grade level, please contact Dr. Scheckel.

Smore: Principal Scheckel posts on Facebook, Twitter and emails a weekly, digital flier called **Arts Magnet News** every weekend during the school year. It is organized by sections: Elementary, Middle and Both. Please read this comprehensive communication weekly to stay updated on all that's going on around school.

Elementary Tuesday Folders: Each Tuesday your child will bring home their Tuesday folder. One side has a pocket for items that stay home and the other side has a pocket for items that need to be returned to school. Please read everything that comes home and return the Tuesday folder on Wednesdays to your child's classroom teacher.

Instagram: We have our Eliot Arts Instagram account and we will be starting one for AAM shortly.

Twitter Reminders: Our Twitter page is also maintained by staff and highlights photos and tweets about the awesomeness that is Altadena Arts Magnet. <https://twitter.com/AltadenaES> and Eliot Arts Magnet <https://twitter.com/eliotartsmagnet>

Website: Our websites contain a variety of information about the campus policies as well as a calendar of events that are updated on a regular basis. <https://altadena.pusd.us> and <https://www.pusd.us/eliot> You will also find a link to this handbook with updated information in real time.

School Rules and Policies

Attendance

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his/ her grades and academic achievement. Children cannot learn when they are not here. This also includes signing students out early on school days.

Notification of Absences If your child is absent please call the campus attendance clerk or provide a written excuse from home when returning to school.

Excused absences include: illness, quarantine, doctor's appointment, attending a funeral, religious holiday/ exercises, and others per EC 46014 and 48205. Per EC 48260, EC 48261, & EC 48263 a student is considered truant after three tardies of more than 30 minutes each time or after three absences without valid excuses.



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Extended Absence: If you know that your child will be absent for 5 or more consecutive days, please contact the office so we can arrange an Independent Study Agreement.

Tardies: Students arriving after the first bell rings are tardy. Each tardy means valuable instructional time is lost. If your child is tardy he or she should report to the office for a tardy slip.

Cell phones/Apple Watches and other electronic communication devices are not allowed to be used during school hours. Students may have them but they must remain turned off and stored in their backpack. PUSD and Altadena Eliot Arts Magnet are not responsible for personal electronic devices students choose to bring to school. If your child is using their cell phone during school hours we will follow the protocol below:

1. Verbal Warning is given to put the device away
2. Staff member confiscates the device and student may pick it up at the end of the period
3. Device is given to the main office staff for student to pick up at the end of the day
4. Device is held for parent pick up only

Please note all these steps can happen in one day and the next day does not start at number one again.

Please talk with your child about the importance of adhering to this policy.

Visitors on Campus: Only our main office door is accessible during the school day. If you need to come on campus for any reason, please check in with staff at the main offices. No classroom visits are permitted without 24 hour written approval from your child's teacher.

School Discipline Philosophy: The goal of Altadena Eliot Art's discipline philosophy is to maintain a safe school environment, which promotes academic achievement and feelings of safety, respectfulness, and responsibility through an arts lens.

We are a **Capturing Kids' Hearts school**. This means we are a **relational campus** where students are responsible to themselves, their peers, teachers/staff, and their school. All classrooms build and refer to their **Social Contract** and students and staff follow the **EXCEL Model**.

Engage with daily meet and greet at the door and during transitions.

Xplore needs and interests with each other.

Communicate we care and that our message is relevant.

Empower "My teaching becomes your doing."

Launch Meaningful ending and sending at the end of a lesson and at the end of each day.



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Elementary students are expected to exemplify our **Cougar Values:**

Care for others
Obey School Rules
Use your brain
Give respect
Accept responsibility
Reflect on your actions
Stay strong!

Middle School students are expected to exemplify our **Husky Values:**

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

Additionally, we reference the 8 pillars of character:

Good Citizen
Caring
Safe
Academic
Respectful
Responsible



Trustworthy

Perseverant

At our campuses staff have collaborated to adopt school-wide guidelines of expected behavior for all of its locations. Our aim is to develop a school that is **safe, respectful, and responsible**. *We believe in restorative justice practices in which all students can reflect on their choices and then be welcomed back into the community with dignity. We use our Turnaround Room as a restorative justice space for all who need it.*

School-wide Rewards: We reward students for positive, prosocial behavior and for exemplifying our values. Additionally, students may be recognized as a role model for other students; earning positions of responsibility and leadership; receiving a positive note or call home and/or by obtaining public recognition. Each campus has a school store where students may use our school-wide campus currency to purchase items of their choice. Our **Gameroom** is a beloved space on both campuses, filled with arcade style games, board games and video games.

Consequences for misbehavior may include a verbal warning, loss of special privileges such as attending school extracurricular events, a student/ parent/teacher conference; referral to RtI Coach, referral to the Assistant Principal, Principal and/ or suspension from school.

Umbrella Rule - When no rule exists, follow the directions/decisions of the playground supervisor or teacher.

Auditorium/Assemblies

SAFE	RESPECTFUL	RESPONSIBLE
Keep hands, feet and objects to yourself Enter and exit orderly	Keep hands, feet and objects to yourself Pay attention to the speaker on stage	Clap hands to show appreciation

Cafeteria

SAFE	RESPECTFUL	RESPONSIBLE
Stay seated while eating Keep hands, feet and objects to yourself Walk at all times Start at the end of the line	Throw away your trash Use an inside voice Follow directions the first time given	Clean up after yourself Take your lunch bag and water bottle with you



Classrooms

SAFE	RESPECTFUL	RESPONSIBLE
Keep hands, feet and objects to yourself. Use a soft voice Follow directions the first time Listen when others talk	Be kind with your words and actions Use a soft voice Follow directions the first time given Listen when others talk Remove hats/hoodies	Be on time Be prepared to learn by bringing all required materials Participate Stay on task

Drop Off/Pick Up

SAFE	RESPECTFUL	RESPONSIBLE
Students may begin arriving at 7:15 at elementary and 7:45 at middle school to eat breakfast Supervision begins at 7:15 and 7:45 am respectively Students must be signed out by a parent or guardian before leaving campus Enter the school through the main entrance after 7:45 at the elementary and 8:15 at the middle school At the elementary disabled access is available in the front of the school and disabled parking is available in the staff lot At the middle school disabled access is available at the side door of the auditorium and parking is available in the staff lot	Be patient with other drivers/ pedestrians Plan in advance so that you can drop your child(ren) off in a timely manner	Arrive on time The parking lot is reserved for staff only 6:00 am -3:00 pm on both campuses Park only in marked spaces please

Hallways/Stairways

SAFE	RESPECTFUL	RESPONSIBLE
Keep hands, feet and objects to yourself Stay to the right Follow directions the first time given Listen when others talk	Use a soft voice Enjoy displays with your eyes and not your hands	Pick up trash Have a pass



Innovation Lab/Mac Lab/Library

SAFE	RESPECTFUL	RESPONSIBLE
Enter quietly Be seated as directed Walk in this area Keep your hands and feet to yourself	Listen to the Innovation Teacher/Librarian Use quiet voices Handle technology gently Handle books gently Stack returned books on the counter Return checked out books on time Return books to designated spots	Use innovation lab/library for media arts, reading and research Check out books before removing them from the library Push chairs under the tables

Playground/Yard/Upper and Lower Fields

SAFE	RESPECTFUL	RESPONSIBLE
Keep hands, feet and objects to yourself Be a problem solver Seek adult help, when needed Stay out of the school buildings during lunch, recess and nutrition Play Structure at elementary -Tagging and chasing games are only allowed during PE Swings -Remain seated in swing -Keep both hands on the chains -Swing forward and back (not sideways) -If you are waiting please wait a safe distance from the swing and count 20 forward 20 back -Jumping out of the moving swing is prohibited -Pushing another person is not allowed	Be kind with your words & actions Handle the equipment appropriately Follow directions the first time given For elementary students: Wait patiently for your turn -Follow the rules of the game that is being played. -Share equipment and take turns -Use kind words -Be a friend by including others	Keep grounds clean Remain in assigned areas Take care of your personal needs Return equipment to its rightful place Elementary students line up quickly and quietly Middle school students make your way to class quickly and on time Wait patiently for your teacher -Follow all the playground rules even when no one is looking -Use playground equipment properly -Resolve disputes cooperatively

Restrooms

SAFE	RESPECTFUL	RESPONSIBLE
Go, Flush, Wash, Leave Elementary students are to go to the restroom in pairs (selected by a	Use quiet voices Clean up after yourself Report to the office if the restroom	Use toilet tissue as intended Use restroom for personal needs only



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teacher) All students K-8 need a pass to be in the restroom at all times Games are not allowed in the restroom Vandalism will not be tolerated Report water spills	needs attention Students should use the restroom during breaks	Return promptly to classroom
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Special Programs

Academics Innovation Lab//Library and Chromebooks - Students use the innovation lab at the elementary campus and the library at the middle school campus throughout the year as scheduled by their teacher or on their own to check out library books. In addition, our students use chromebooks daily to research, write, publish, and present using google docs and slideshows. Students collaborate using google docs and class quizzes using web interfaces like Kahoot and academic learning platforms such as Canvas.

Clubs - Student Council is available to students in grades 4-5 by teacher recommendation and Associated Student Body (ASB) is available to students in grades 6-8. Student Council meets regularly at lunch at the elementary campus and ASB is a zero period class at the middle school.

English Language Learners - English Learners are assessed using the ELPAC annually to measure language acquisition. English Learners are instructed during designated ELD time and language supports using language objectives to support language demands during content area instruction. The middle school campus has a variety of clubs chartered through ASB that meet at lunch or after school.

Math Field Day - Students from each school in grades 4-8 work together in teams to compete in a district-wide math competition. Students prepare for the event two months before the competition to hone their math skills and build their team.

Safety - Monthly emergency drills are held on the elementary campus and quarterly on the middle school campus. Each campus has a safety committee who meets quarterly to monitor the school safety plan.

Science Fair - All students are invited to enter our campus Science Fair. All 3-8 graders and GATE students are required to participate. There will be an informational night before the fair. Science fair projects are judged by staff volunteers and members of the Pasadena/Altadena Science community in order to be selected for submission to the district's Innovation Exposition.

Special Education - The Pasadena Unified School District provides Special Education Services to children identified as having special needs as young as two years old. The extent of participation in services is dependent



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on individual needs and may range from weekly speech therapy, to sessions to on-going Resource Specialist Program (RSP) services to placement in a Special Education Classroom. Parents or guardians who feel that their child might need Special Education services should talk first to their child's teacher or with school administrators so that a referral can be made.

Spelling Bee - Each year students in grades 4-6 are invited to participate in our campus and district spelling bee.

Innovative Programs

Arts Magnet Grants - In 2017-2018 Altadena received a Federal Arts Magnet Grant. Students at Altadena Arts Magnet receive up to 16 hours per week of discrete arts and arts integrated instruction. Onsite we have a dance studio complete with ballet bars, mirrors and a fully sprung dance floor, an art studio, a music studio and a Black Box Theatre. With arts partnerships, our students are able to experience instruction in all five arts disciplines including Visual Art, Dance, Theatre, Music and Media Arts. AAM is a nationally certified demonstration magnet school!!!

Eliot Arts is a new recipient of the same Federal Arts Magnet Grant. This grant will fund PUSD's first arts conservatory and many upgraded or new arts spaces and fabulous artists in residence. Eliot Arts has a dance studio complete with ballet bars, mirrors and a fully sprung dance floor, an art studio, a music studio and a ceramics studio with a kiln. We have our Fabrication Lab, our Mac Lab, Sewing Lab and are building our scene shop where students can design and build their own sets for our productions.

GATE - GATE learners experience differentiation and extension through a structured, purposeful inquiry that engages students in their own learning. GATE students are required to participate in extra enrichment activities such as Math Field Day, Black History Bee, Spelling Bee and Innovation Exposition. GATE students are offered extension activities as well as differentiated class instruction to meet their needs.

My Masterpieces - My Masterpieces is an award winning program of the [Pasadena Educational Foundation](#), operated in partnership with Pasadena Unified School District and ten museums and arts organizations. Students visit local treasures like Kidspace Museum (Kindergarten), Huntington (1st grade), City of Pasadena Public Art



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Walking Tour (2nd grade), Gamble House (3rd grade), Pasadena Museum of History (4th grade), and Norton Simon (5th grade).

Music - At Altadena Eliot Arts, music is a part of daily life. We value and encourage music education through our vocal and instrumental programs on both campuses. We have a rock band, concert band and now marching band at the middle school.

- **General Music** - Students in grades K-2 will receive weekly instruction in general music by a credentialed music teacher.
- **Choir** - **The Principal's Honor Choir** is an optional, after school program for students in grades 1-5 by audition only.
- [Southland Sings](#) is a music composition workshop for students in grades 2-3
- All 3rd grade students take **recorder and ukulele** first semester and **violin** second semester once a week with our instrumental music teaching artist, Allison Rafanan. Their year culminates in an end of year concert.
- **Orchestra/Band/Modern Band** - Students in 4th and 5th grade will play concert band and rock band instruments. Altadena has many instruments available for students to check-out and use for home practice. Their year culminates with an end of year concert. Students in grades 6-8 may choose from Band, Orchestra, Marching Band, Rock Band or Choir.
- **Rose Bowl Aquatics** - Third grade students visit the Rose Bowl Aquatics center to take swim lessons.
- **Homework Policy:** Pasadena Unified School District has developed homework policy based on evidenced-based research
- The purpose of homework is to practice skills or to reinforce knowledge that has been learned in the classroom in order to help students master a specific skill
- To reflect on what was learned in the classroom
- To be used as a way for students to prepare for future classroom activities
- To transfer knowledge and extend skills learned in one context or subject area to another situation

All students grades K-8 should be reading or be read to for at least 30 minutes per day.



Altadena Eliot Arts Magnet Family Handbook 2023-2024

School Innovation Lab/Library

At the Elementary campus our Innovation Lab/library with a full time library coordinator. This is a collaborative work space and a library with a puppet theatre and books to read and check out. At the middle school campus, our library serves as a space for students to study, conduct research, read and collaborate with peers and our librarian.

Getting Involved

Parent Teacher Association (PT(S)A) - Parental involvement has proven to be an important part of a child's education. While we encourage you to attend PTA meetings and get involved with our wide range of committees, we understand that everyone's schedule allows for a different level of participation. We have planned many great fundraising activities for the 2023-2023 school year. We hope that you will support us as we raise funds for field trips, events, and teaching materials. For more information see the letters from our PTA/PTSA presidents above.

Statutory Councils

Annual Funds - Annual Fund is an organization designed for the sole purpose of raising money for our PUSD schools to offset budget deficits and provide enrichment. At each campus our annual fund goal is to raise at least \$100K per year for arts, campus beautification and post grant sustainability. We ask our families to consider a monthly recurring donation of \$45 per month. Parents plan an annual giving drive for school families and the local Altadena community. Annual fund chairs and their committees work alongside school site administration and staff to determine how funds are spent. For more information on our Annual Fund please see the individual letters from each site chair above.

AAPC (African American Parent Council) - is a coalition of collaborative parents, students, schools, and communities. The AAPC respects and embraces the diverse cultures of our communities, facilitates educational equity and improvements in academic outcomes, values varied forms of parent involvement to foster the healthy development of all students, and provides tools and skills necessary for families to access information to



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purposefully participate in a rapidly changing world. This year, AAPC will meet right after PT(S)A on the second Tuesday of each month.

ELAC (English Language Advisory Council) - Parents participate in the English Learner Advisory Committee to address issues specifically related to English Learners. The committee typically reviews EL data and programs and advises the principal, school staff, and SSC on programs and services for English Learners to assure the needs of ELL students are being met. This year, ELAC will meet right after PT(S)A on the second Tuesday of each month.

SSC (School Site Council) - The council is a school governance body that strives to improve student achievement through review and approval of the SPSA (School Plan for Student Achievement), oversight of funding for specially funded accounts, dissemination of information about school events, and planning of current and future programs. For more information about Elementary School Site Council, please contact Ms. Panagiota Regopoulos at regopoulos.panagiota@pusd.us For more information about Middle School Site Council, please contact Dr. Erica Peters at peters.eric@pusd.us

Fundraising

Both sites host several fundraising events throughout the school year. Each of these fundraisers are planned in the summer before school opens and are coordinated by Annual Fund and PTA parent volunteers.

Forms to Be Completed and Returned

Behavior/Academic Compact Agreement*

(digitally acknowledge receipt and understanding on Parent Portal)

Signed Receipt of Parent Handbook*

(digitally acknowledge receipt and understanding on Parent Portal)

Anti-Bullying Compact Agreement*

(digitally acknowledge receipt and understanding on Parent Portal)

Emergency Form

(return digitally to AAM magdaleno.rosa@pusd.us or Eliot thornton.mary@pusd.us or print and bring to the office)

Walking Field Trip Form*

(return digitally to AAM magdaleno.rosa@pusd.us or Eliot velasquez.madelyn@pusd.us print and bring to the office)



ALTADENA ELIOT ARTS MAGNET ACADEMIC COMPACT 2023-2024
Altadena Eliot Arts Magnet and French Dual Language Immersion School

School Administration

As the Principal of Altadena Eliot Arts Magnet, I will:

- Make decisions that are driven by what is best for students;
- Act with integrity and respect in my interactions with students, parents and staff;
- Make information regarding the school easily accessible and encourage diverse input and differing opinions about issues related to Altadena and Eliot's single plan of student achievement;
- Encourage the participation of parents and the community in all aspects of Altadena Eliot Arts Magnet;
- Maintain a safe school environment; and
- Provide high quality services for students, using all resources prudently, efficiently and equitably.

<u>Dr. Benita Scheckel</u>	<u>June, 2023</u>
Principal Signature	Date

Teacher

As a Pasadena Unified School District teacher, I will:

- Teach classes through interesting and challenging lessons that engage students in learning and promote student achievement;
- Endeavor to motivate my students to learn;
- Incorporate the campus values in teaching, academic and behavioral standards;
- Incorporate State of California grade level standards in teaching and learning;
- Have high expectations for student achievement and behavior, enforce rules equitably and help every child to develop a love of learning;
- Communicate regularly with families about student progress;
- Encourage parent involvement in school activities;
- Provide meaningful homework assignments to reinforce and extend learning;
- Participate in professional development opportunities that improve teaching and learning;
- Support the formation of partnerships between families and community organizations;
- Participate in collaborative decision making with other school staff and families for the benefit of students.

<hr/>	<hr/>
Teacher Signature	Date



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Student (Please review these with your child and have them sign)

I agree to carry out the following responsibilities:

- Come to school on time every day, ready to learn and work;
- Bring only necessary materials to school and be responsible for my textbooks, materials, and clothing;
- Know that I am responsible for my own learning, and will ask parents and teachers for help only when needed
- Submit completed assignments and homework on time;
- Know and follow all classroom and school rules;
- Limit my television, video games, and computer time and read at home every day;
- Show respect for the school, my classmates, the staff, and myself;
- Practice the campus values and 8 Pillars of Character in my interactions with students and staff and in my pursuit of academic excellence; and
- Make healthful food choices regarding snacks and lunch.

Student Signature

Date

Grade

Family/Parent (Please review these and sign)

I agree to carry out the following responsibilities:

- Help students understand their responsibilities as listed above.
- Provide and ensure a quiet time and place for homework.
- Monitor television, video games, and computer time.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school on time every day, gets adequate sleep at night, gets regular medical attention, and eats nutritious meals and snacks;
- Regularly monitor my child's progress in school;
- Support the school's safety, discipline and dress code policies;
- Participate in school activities such as Back-to-School Night, Parent-Teacher Conferences and Open House;
- Communicate the importance of education and learning to my child; and
- Respect the school, staff and families.

I agree with all parts of this Parent/Student Handbook and will follow the rules and procedures as outlined and described.

Parent/Guardian Signature

Date



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Anti-Bullying Compact

I, _____, a student at Altadena Eliot Arts Magnet, agree to work together to stop bullying at our school.

“Bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- B. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Common behaviors attributed to bullying include put-downs, name calling, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

AAM and Eliot believes that no one deserves to be mistreated and that everyone regardless of race, color, religion, immigration status, nationality, size, gender, popularity, athletic ability, academic, social ability, or intelligence has the right to feel safe, secure, and respected. We desire to prevent bullying by establishing a positive, collaborative school climate, and clear rules for student conduct. Every student has the responsibility to help stop any type of bullying by 1) stopping rumors whenever possible, 2) telling an adult/supervisor when you see someone being bullied, or 3) telling an adult or campus supervisor when you hear of plans to bully someone or start a fight.

I agree to:

- Treat everyone with kindness and respect.
- Not engage in verbal, physical bullying or cyberbullying.
- Be aware of the school’s anti-bullying policies and procedures.
- Abide by the school’s anti-bullying policies and procedures.
- Speak out against verbal, physical bullying and cyberbullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

The discipline procedure for bullying is as follows:

1st Offense: Investigation by behavior interventionist or RtI Coach, counseling, verbal warning, parent contacted.

2nd Offense: Probable suspension by Administrator (1 to 5 days depending on severity)

3rd Offense: Automatic suspension by Administrator; Probable referral to placement hearing.

Please note that all students engaging in bullying behaviors are equally responsible, although consequences may vary. If you have friends who are bullying a student, you must immediately remove yourself from the situation and report it. By signing this, you are acknowledging that you understand 1) what bullying and cyberbullying is; 2) your rights regarding bullying; and, 3) the possible consequences associated with bullying others.

Adapted from New Lenox School District and LAUSD

Student’s signature

Dr. Benita Scheckel

Principal’s Signature

Date