

# Swope Middle School Advisory 2023-2024 Handbook

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## Class Description

Advisory classes are designed to help you balance your academic load with your future goals and improve the school. You will have lessons on how to access grades on Infinite Campus, time management, study skills, and goal settings. You will meet with Ms. Pajarillo to discuss grades and academic progress and any other concerns.

## Expectations

**Treat Advisory class as you would in any other class.** Students should be in class on time with the computer, planner, and pencil ready. Students should participate. **Advisory is NOT a study hall, where you can do anything, you want.** I expect that you use your class time productively.

## Grades

Every week, students will be graded on these:

- Behavior (10 pts) - 50 points per week
- Grade check (10 pts.)
- Parent Signature in planner (10 pts.)

## Schedule:

**Monday:** i-Ready

**Tuesday/Thursday:** planner check/free reading

**Wednesday:** SEL/Activity

**Friday:** I-Ready/Fun Friday

## Materials

Students will sign contract agreements to use class computers. You will need your planner and pencil every day. You will need a book for Tuesday/Thursdays!

<u>Classroom Rules</u>	<u>Student Responsibilities</u>
<ul style="list-style-type: none"><li>• Act mature.</li><li>• Respect the teacher and others around you.</li><li>• Bring your materials and a pencil every day!</li><li>• No gum! No food/eating. Only water.</li><li>• No phones! It will be taken away.</li><li>• Swope school rules <b>ALWAYS</b> apply in the orchestra room.</li></ul>	<ul style="list-style-type: none"><li>• Ask your teacher for help whenever you need it.</li><li>• Taking care of your computer.</li><li>• Supplies must be in lockers</li><li>• Dress accordingly to dress code.</li><li>• Planner Accountability (writing in planner)</li><li>• Organization of materials.</li><li>•</li></ul>

**Ms. Pajarillo's Office Hours:** Students can visit Ms. Pajarillo during office hours for any reason. The best time would be during lunch or after school before 2:45pm. Wednesdays are usually not available due to WCSD mandated teacher meetings. Please have your student email me or ask me ahead of time because lunch schedules vary every day.

**Attendance, Tardies, Sign Out:** One of the most important aspects in life is simply showing up! Attendance is crucial, any tardies or unexcused absences will impact your overall grade. If student must use the restroom, students will need to sign out using their planner AND sign out with Ms. Pajarillo's "Sign Out Sheet." Behavior/participation points will be lost if a student is constantly leaving during class time. Students may not use the restroom 5 minutes after or before the bell rings.

**Discipline:** If a student is disruptive or harmful to the classroom-learning environment, the following action will be taken:

- 1<sup>st</sup> **offense**- verbal warning, private talk with Ms. Pajarillo
- 2<sup>nd</sup> **offense**- private talk, orchestra detention, call to parents
- 3<sup>rd</sup> **offense**- visit to school discipline, conference with parents

**PLEASE RETURN THIS PAGE TO MS. PAJARILLO BY  
FRIDAY, AUGUST 25th**

**This will be the first grade in the grade book! Do not miss it!**

This contract verifies that the undersigned student and parent/guardian have read the Swope Middle Advisory Handbook and understand its contents and the responsibilities and expectations of Advisory class.

My signature indicates we cleared our schedule to be available for these important performances.

\_\_\_\_\_  
Please PRINT (Student name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Sign (Student name)

\_\_\_\_\_  
Please PRINT (Parent name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Sign (Parent name)

