

Student/Family Handbook 2025-2026

Nicola Labas, Principal Megan Buie, Associate Principal

> 1110 Carolina Lane San Diego, CA 92102

Telephone: (619)362-4650

Website: https://mtmsteam.org/

School Office Hours: 7:40 am - 3:20 pm Monday-Friday

Mission Statement:

Each child will have the opportunity to develop academically, emotionally, physically, socially, and to their fullest potential as global citizens.

Dear MTM Students and Families,

Welcome to a new school year at *Millennial Tech Middle School*—a vibrant, innovative learning community where every student is known, valued, and challenged to succeed. Whether you are returning or joining us for the first time, we are thrilled to partner with you in building an academic journey rooted in equity, excellence, and purpose.

At MTM, we believe that education should empower students to think critically, act compassionately, and create meaningful change. Our school is committed to providing a safe and supportive environment where students can thrive. Through real-world, project-based learning and a focus on climate action, technology, and social justice, we aim to nurture the next generation of leaders and innovators.

This handbook is your guide to understanding our shared expectations, policies, and values. Inside, you'll find important information about academics, behavior, communication, and resources designed to help every student succeed.

We are honored to work alongside our MTM families and community. Thank you for being an essential part of our school. Let's make this a powerful, joyful, and transformative year!

In Partnership,

Principal Labas and Assistant Principal Buie

Bell Schedule

2025-2026 Bell Schedule

Modified Day Monday		
	Start Time	End Time
Period 2	8:10 AM	8:48 AM
Period 3	8:52 AM	9:30 AM
Nut. Break	9:30 AM	9:38 AM
Period 4	9:40 AM	10:18 AM
Period 5	10:22 AM	11:00 AM
Lunch	11:05 AM	11:35 AM
Period 6	11:40 AM	12:18 PM
Period 7	12:22 PM	1:00 PM

Tuesday-Friday		
	Start Time	End Time
Study Skills/ELD	8:10 AM	8:40 AM
Period 2	8:45 AM	9:35 AM
Period 3	9:40 AM	10:30 AM
Nutrition Break	10:35 AM	10:40 AM
Period 4	10:45 AM	11:35 PM
Period 5	11:40 PM	12:30 PM
Lunch	12:35 PM	1:05 PM
Period 6	1:10 PM	2:00 PM
Period 7	2:05 PM	2:55 PM

Arrival and Drop Off

Campus opens at 7:50 am daily-students are not permitted on campus before then. Students can arrive when gates open and there is only one point of entry at the bus turn around gate unless your child has a special need which would require drop off in another location. Breakfast is free and served daily when school starts at 7:50. Students are expected to be at school on time and ready to line up at 8:00 AM in MTM attire (polo shirt and solid pants) by their teacher's door. Arriving after 8:00 will result in loss of privileges (LOP) throughout the year.

Dismissal:

On Mondays, dismissal is at 1:00 pm and Tuesday- Friday, dismissal is at 2:55 pm. Students will be dismissed at the bus turn around gate for parent pick up or to walk home. Please note there is no supervision at Gompers Park and administration highly recommends that students are picked up at the bus turn around gate, take the bus or ride a bike home for their safety.

Attendance:

Daily student attendance is important to a student's success in middle school. Poor attendance usually results in poor achievement. Students are expected and required by law to attend school every day that school is in session, except on those occasions when the school has been notified that the student is ill or has a family emergency. When a student is absent, we request that a parent/guardian call the school office at (619) 362-4650 to excuse the absence or it will be marked as unexcused. Absences must be cleared within two weeks in order to be excused. Students who have been absent any day throughout the month are required to make up their absence by attending the MTM Saturday Academy, which is offered one day/month. More than 3 absences will result in a loss of privileges (LOP) throughout the year if not made up at Saturday Academy. MTM celebrates students who are on time and those that make up absences at certain celebrations every month. We encourage your child to attend Saturday Academy and Monday school to make

up for absences and tardies. Monday school can be attended to make up tardies and to get help with school work.

Students are expected to arrive at class on time. If a student is late to school, he/she must report to the front office with a parent/guardian. If your child is late and walks alone to school, parents will be notified via phone call shortly after. A note from a parent/guardian is required to excuse a tardy. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. After the third tardy a parent meeting will be held to discuss support to help your child arrive on time. Excessive tardies will result in a loss of certain privileges on campus.

Excused Absences:

Absences or tardies are considered excused for the following reasons only:

- Illness such as vomiting, fever, or contagious disease
- Medical, dental, optometric, or chiropractic appointments
- Court appearances
- Attending the funeral of a family member
- Religious observances

Unexcused Absences:

Unexcused absences or tardies are recorded for reason other than those listed above, The following are examples of unexcused absences:

- Going out of town
- Family celebrations
- No transportation

Excessive Absences/Truancy:

Students who are absent from school for more than 30 minutes of any school day without their parent/guardian's knowledge and without a valid excuse are truant. Students who are truant more than three days will be reported to school authorities. If the truancy continues, the student may be referred to the district's Student Attendance Review Board (SARB).

Independent Study Contract:

Students who will be absent for 5 days or more due to religious or personal reasons should obtain a contract for Independent Study from the main office. Requests for Independent Study contracts must be made at least 10 days prior to the date of planned absences. All classroom assignments provided by teachers must be completed and turned in by date of scheduled return or absences will be unexcused.

Leaving Campus During School:

Should you require your student to leave early for an appointment, please come to the front office to check them out of school with proper ID. When possible, please try to schedule appointments so they do not conflict with school hours. All students who leave school for a medical appointment should provide proof of appointment upon returning to school.

Visitors:

Parents/guardians are always welcome at MTM. As a courtesy to staff, we ask that visitors call or email to schedule an appointment when needing to meet with teachers or administrators. A courtesy of 24 hours is preferred when requesting to visit your child's classroom. In the interest of safety, we require ALL visitors to sign in at the front office and wear a visitor badge while in the building. Students are not permitted to bring peer-age visitors to school.

Uniform Policy/Dress Code:

At MTM, we believe that appropriate dress and grooming contribute to a productive learning environment. San Diego Unified School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity,

gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

The student dress code will be checked upon arrival by all staff members.

Students are expected to wear the following:

- **6th grade students:** Turquoise MTM polo shirt (provided by school); solid black/khaki/blue pants or jeans (no holes), shorts, or skirts and tennis shoes.
- **7th grade students:** Gray MTM polo shirt (provided by school); solid black/khaki/blue pants or jeans (no holes), shorts, or skirts and tennis shoes.
- **8th grade students:** Black MTM polo shirt (provided by school); solid black/khaki/blue pants or jeans (no holes), shorts, or skirts and tennis shoes.
- Jackets, hoodies and sweat shirts may be worn over the polo shirt. These garments must be solid turquoise, gray or black to represent the students colors when all possible. Please note that the polo shirt must be worn underneath in order to be in dress code. Violations of dress code will be handled with the MTM discipline policy, a level one incident.

Students may not wear:

- Violent language or images, including gang-related attire
- Images depicting drugs, alcohol, or any illegal activity/item
- Hate speech, profanity, pornography
- Language or images that create a hostile or intimidating environment or have been used historically to oppress any protected class
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon
- Open-toed shoes (tennis shoes must be worn in PE)
- Slippers
- Pajama bottoms or pajama tops
- Hoods may not be worn in the classroom

Students who do not adhere to MTM's dress code:

- Students will be asked to put on alternative clothing before school starts. Clean loaner uniforms will be provided and returned at the end of the day.
- If students refuse to change clothing, parents will be notified for a meeting and consequences will be the result. After three dress code violations, students will receive leveled consequences as determined by the behavior plan.
- In the event that MTM does not have enough loaner clothing or the proper size, that parent and guardian will be called to bring clothing to school.

Academic Grades:

Throughout the semester, students are given opportunities to demonstrate their mastery of common core standards through assignments and assessments that result in the grades they earn. Every six weeks students will receive **progress reports** to provide information about their achievement to date. Students also receive permanent grades at the end of the semester which become part of their school record and are used to calculate their grade point average (GPA). An 8th grade student's GPA is used to determine eligibility for various privileges at the high school level, including participation in athletics. The following grades are used to describe a student's academic progress:

A = Excellent (4 GPA points) Exceeding standards

B = Above average (3 GPA points) Meeting standards

C = Average (2 GPA points) Close to standard

D = Below average/Needs improvement (1 GPA point) Below standard

F = Failing (0 GPA points) Far below standard

Students who need additional academic support are encouraged to attend Monday school from 1:00-2:00 and after school tutoring. Due to the MTM minimum day, most teachers and staff are available to support students on Mondays.

Citizenship Grades:

Students are given the opportunity to earn their citizenship grade through their attendance, attitude, behavior, and effort during each progress reporting period. Citizenship grades are used to calculate a student's citizenship grade point average. Advisory class, which is held at teh beginning of the day will receive a grade based on positive attendance and participation. Arriving late will impact a student's grade in Advisory. An 8th grade student's citizenship GPA is also used to determine eligibility for various privileges at the high school level, including participation in athletics. The following grades are used to describe a student's citizenship progress:

E = Exceeds expectations (4 GPA points)

M = Meets expectations (3 GPA points)

I = Inconsistent (2 GPA points)

U = Unsatisfactory (1 GPA point)

Pass System:

At Millennial Tech Middle School, student safety, accountability, and instructional time are our top priorities. To help us maintain a focused and respectful learning environment, we have a **schoolwide pass system** in place for all students.

Hallway & Bathroom Pass Expectations:

- All students must have a pass when exiting any classroom for any reason (e.g., restroom, water, front office, another classroom). Students will be asked to sign in and to submit their phone when signing in to use the restroom.
- Bathroom passes are not allowed during:
 - The **first 10 minutes** of class

- The last 10 minutes of class
 These time blocks are critical for instructional routines such as warm-ups and wrap-ups. Students have plenty of time to use the restroom during passing periods.
- Only **one student may leave a class at a time** with a pass.
- Students should go **directly to their destination** and return promptly to class.

No Pass = Loss of Privileges (LOP):

If a student is found outside of class without an official pass, they will be added to the **LOP** (Loss of Privileges) list.

This system ensures that students are safe, where they're supposed to be, and engaged in learning at all times.

Thank you for helping us maintain a respectful and structured school environment!

Loss of Privilege (LOP) List:

The LOP list is used to identify students who have had multiple behavioral challenges and are in need of additional guidance and support. A student will be placed on the LOP list after three behavioral referrals. Parents will be notified after two referrals, so that we can work as a team to support the student. Students have the opportunity to earn their way off the LOP list by attending Monday School and Saturday Academy and demonstrating growth and effort. School support staff intentionally work with students who are on the LOP list to support them in their growth and development.

Academic Probation:

Students must have a 2.0 GPA in academics and citizenship to participate in non-academic activities such as rewards, field trips, special celebrations and time out of class. Prior grading period to the date of the event is the determining GPA. In addition, any major behavior incidents as determined by

administration may result in a loss of privileges to any event on campus due to safety reasons.

8th Grade Privilege Criteria: Promotion & End-of-Year Activities

At Millennial Tech Middle School, we are proud to celebrate the achievements of our 8th grade students as they prepare to transition to high school. In order to participate in end-of-year activities, including the promotion ceremony and 8th grade trip, students must meet specific academic and behavioral expectations. This is in alignment with Lincoln High School.

To Walk in the Promotion Ceremony:

Students must meet all of the following criteria:

- **Earn a 2.0 GPA or higher** (C average or better)
- **Have no suspensions** during the **second semester**
- Be cleared from the LOP (Loss of Privileges) list

8th Grade Trip & Special Events:

Participation in the 8th grade trip and other celebrations is a privilege. Students must:

- Meet the same criteria listed above
- Consistently follow school expectations and demonstrate positive behavior
- Remain in good standing academically and behaviorally leading up to the event

How students can get off the LOP List:

Students may regain privileges by:

- Attending Saturday Academy (4 times to be removed from LOP)
- Attending Monday School (8 Mondays with all teachers signing off)
- Demonstrating improved behavior, academic effort, and responsibility (no referrals, suspensions or behavioral infractions)

8th Grade Promotion Appeal Process

At Millennial Tech Middle School, we believe in holding high expectations while also recognizing student growth, effort, and the potential for second chances. While students must meet the criteria to participate in the promotion ceremony, we understand that there may be exceptional circumstances where an appeal is appropriate.

Eligibility for Appeal:

Students who do not meet one or more of the promotion requirements may submit an appeal **if they meet all of the following conditions**:

- Are currently **in good behavioral standing** (no recent referrals or suspensions within 4 weeks of promotion)
- Have attended Saturday Academy at least 4 times
- Have shown **academic effort and progress** during the second semester
- Have completed a written reflection and/or met with an administrator or counselor to discuss their growth. Administration will have the final decision as to whether or not the Appeal is granted.

Appeal Process Steps:

1. Submit a Written Appeal Form

 The student and/or family must complete a promotion appeal form stating the reason for the appeal, steps taken toward improvement, and why they believe they should be allowed to walk in the promotion ceremony. This must be submitted to the Assistant Principal or Principal 5 weeks prior to promotion.

2. Provide Supporting Documentation

 Documentation may include grade improvement, teacher recommendation, attendance at interventions (like Saturday Academy), and a behavior log.

3. Attend an Appeal Meeting

The student and family will meet with a **Promotion Review** Panel, which may include the Principal, Counselor, and Grade Level Lead, to review the appeal and make a decision.

4. Decision Notification

• Families will receive a written response within 3–5 school days. All decisions made by the panel are final.

This process ensures fairness while honoring students who have taken meaningful steps toward growth. Our goal is always to support students in finishing the year strong and feeling proud of their achievements. In addition, these expectations are designed to prepare students for the high standards of high school and beyond. We are excited to celebrate our 8th graders and are here to support each student in meeting these goals!

Homework:

Middle school students may have homework in each core subject area on a regular basis in order to practice the skills they are learning in class. Homework is to be completed and submitted on the assigned due date. Students will receive course outlines, grading requirements, and homework policies from individual teachers in each class.

Make-up Policy:

Students are responsible for all missed assignments due to being absent. Students are encouraged to keep accurate records of work in their student planner. When returning to school after an absence, students should check with their teachers for missed assignments. Make up work will not be provided or accepted for students who are truant. Many teachers post class information and assignments online-students should check these platforms regularly.

Required Curriculum/Courses:

6th Grade: English, Mathematics, Social Studies, Science 6, PE, Elective 7th Grade: English, Mathematics, Social Studies, Science 7, PE, Elective 8th Grade: English, Mathematics, Social Studies, Science 8, PE, Elective

Progress/Grade Reports:

The PowerSchool Parent Portal website offers secure, private access to student information, including attendance, grades, phone numbers, address, email, and teacher contact details. Please notify school staff when contact information needs to be updated. Students and parents are encouraged to check PowerSchool on a regular basis to ensure academic progress. The web link is: https://powerschool.sandi.net/public/

Students with Disabilities:

For students with Individual Education Programs (IEP) or 504 Plans, the method of reporting progress toward goals is specified within the IEP or 504 plan. Whenever appropriate, the regular reporting process should be used along with any other process specified in the IEP or 504 plan. Reporting dates for students receiving special education and related services may not occur less frequently than reporting dates for all other students.

Earth Lab:

The EarthLab is a partnership between MTM, UCSD and GroundWork SanDiego. They provide climate action and environmental literacy lessons to students throughout the day and after school. This open air classroom environment is a unique resource to the MTM students and provides free after school programs as well as Saturday programs for students and families. Learn more about our partnership with EarthLab here.

Nurse/Health Office:

The health office is located in the main office building. If a student becomes ill, needs first aid, or needs health-related assistance, he/she should inform the teacher and get a pass to the health office. The student must sign in when he/she arrives and sign out when he/she leaves. When the nurse or health tech is not available, the front office staff will assist the students with their health needs. In the absence of the nurse or health tech, parents may be requested to pick up their child and/or give the child medication when needed. Students may not carry any kind of medication with them at school. Parents of students with special health needs must inform the nurse upon enrollment. Students who use long-term or short-term medication at school must have a Physician's Recommendation and Medication form. Medicine must be properly labeled in the original container. The medicine and copy of the directions for taking the medication must be taken to the Health Office. Medicine must be given by the nurse or by a designated staff member. Students need a physician's note to carry an inhaler.

Textbooks/Computer Use:

Students are responsible for all textbooks, computers and computer accessories assigned to them. Students should report any lost or damaged book or computer item to staff. Students are responsible for any lost or damaged books, computer, computer charger and accessories, and the cost of repairing and/or replacing that book or computer item. Students should not use tape or write on any book or computer. If a student leaves the school, all books, computer and computer items must be returned to the library before the last day of attendance. Computer use violation: Students must adhere to the district guidelines regarding appropriate use of district electronics. Only pre-approved extensions and apps are allowed. 6th graders will receive a new chromebook by exchanging their chromebook issued in 5th grade.

Students who have a damaged chromebook will be asked to fill out a written reflection.

Chromebook Responsibility and Replacement Costs

Students are expected to take proper care of their school-issued Chromebooks and chargers. If a device or charger is lost or damaged, the following replacement fees will apply:

• **Chromebook:** \$100.00

• **Charger:** \$15.00

Please encourage your student to handle their technology with care, as these devices are essential tools for learning.

Physical Education:

All students participate in P.E. activities. P.E. uniforms and athletic shoes must be worn for P.E. Students may keep belongings locked up in the PE locker room. MTM does not sell PE uniforms. Students are responsible to provide their own uniforms- a gray top and black bottoms from any store is sufficient

as long as there are no pockets. Key locks are not permitted, more information will be sent home by the PE teacher regarding PE requirements.

ASB:

The purpose of the ASB is to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership. The ASB plans lunch activities, spirit days, dances, and other school events. The Cabinet plans fundraising events, makes decisions on how ASB money will be used, and helps in various other ways during the school year.

Athletics:

The Middle School Athletics Department has partnered with ATHLEAD Advantage to offer Middle School sports within the San Diego Unified School District. MTM will provide On-Campus structured athletics with the purpose of building physical fitness, team bonding and communication skills. All athletics teams are available to SDUSD students in grades 6th-8th free of charge. The school will provide additional information on how to sign up for sports throughout the year .Most practices will take place after school and students must maintain a GPA of 2.0 in order to participate in Middle School sports. In addition, students on the LOP list may not participate in sports. Click HERE for more information on Middle School Athletics.

Behavioral Expectations/Discipline Plan:

The teachers and staff at MTM believe that everyone has the right to learn in a positive learning environment. Students have the right to learn and teachers have the right to teach without disruptive interruptions. Students are expected to be prepared and participate positively in each class during the school day. Any teacher or staff may redirect student behavior at any time. We strongly believe in our community's ability to correct any misgivings or negative situations through purposeful communication and restorative conversation. Using opportunities to talk, learn, and grow, we are able to stop and prevent a large range of issues.

At Millennial Tech Middle School, we are committed to maintaining a safe, respectful, and supportive learning environment. Our discipline plan is guided by a restorative approach and includes clear expectations and responses:

• **Level 1–3 Behaviors** (e.g., minor disruptions, off-task behavior, disrespect, phone and computer violations):

o **1st Offense:** Verbal Warning

o **2nd Offense:** Final Warning

 3rd Offense: Referral to the Wellness Room for intervention, reflection, and support

• Level 4–5 Behaviors (e.g., fighting, threats, vandalism) are serious violations and will be addressed by the School Administration Team. These behaviors will result in appropriate consequences aligned with San Diego Unified School District's Restorative Discipline Policy.

We believe in supporting students through accountability, reflection, and growth.

Parents may be notified if behaviors occur on or off campus by any staff member. Behaviors that result in safety to others will be recommended to our restorative team for corrective action.

The SDUSD Discipline is located **HERE**.

Anti-Bullying, Harassment, Intimidation

San Diego Unified School District will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events. Students who are being bullied or see someone else being bullied are encouraged to tell the bully to stop (if possible), to tell an adult on campus, or to have their parents contact the school to report the situation so it can be addressed immediately. MTM staff takes all reports of bullying seriously and responds according to the district's policy and procedure. To view the district's policy, please go to:

www.sandiegounified.org/anti-bullying-and-intimidation

Prohibited Items:

Students may not bring or chew gum at school, bring sharpies or any other items that interfere with the learning environment. Unauthorized sale, exchange or trading of any item is strictly prohibited. All fundraisers must be pre-approved through ASB. Phones are prohibited out and on in the classroom at all times. Phones must be kept in backpacks. Students who violate the cell phone policy will receive consequences. All staff members have the right to address the cell phone policy and may take a cell phone if it is out or on during the school day. Violating the cell phone policy will result in non-negotiable consequences, which could include a loss of privileges.

Drug-Free/Tobacco-Free Campus:

Possession or use of tobacco or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, smokeless tobacco, electronic cigarettes, or possession of any tobacco product or related paraphernalia during the school day, on or off campus or at any school sponsored activity is considered a violation of Ed Code 48900 H and Penal Code 308. No student may abuse, possess, sell, distribute, or be under the influence of any intoxicating or illegal substance or be in the possession of any equipment or paraphernalia connected with the manufacture or use of any substance during the school day, on or off campus or any school sponsored event. Students under the influence or in possession of the above will be referred to the administration and will receive disciplinary action.

Cell Phones, smart watches, earbuds and home technology:

Cell phones, ear buds, smart watches and home technology are not allowed out or in sight during the school day. Students who need to call home may call from the classroom with the teacher's permission or ask for a pass to the office to call home. Parents who need to contact their student or get a message to

their student during the school day may call the main office. Students may only use cell phones or any other electronic device on campus before school begins (before 8:00) and after school ends (outside the main school gate). These devices must be turned off and kept in their backpack, out of sight during the school day. If an electronic device is seen or heard by staff, they receive a warning and third time confiscated to the office for parent pick up. Loss of privileges will result due to multiple cell phone violations. Students may be asked to check in phones at the front office after the third violation to prevent further violations.

Student Services/Resources:

The counseling department offers the following services:

- Academic Counseling
- Social/Peer Counseling
- At-risk Groups (academic)
- Assistance with organization and PAC card support
- Peer Mediation/Conflict Resolution
- Parent Conferences
- Student Study Teams
- High School/College/Career Planning

Food/Nutrition:

Students may bring lunch or receive a free lunch at school. Breakfast is also available at school each morning starting at 7:50. Students have a nutrition break each day where they can eat a snack from home. Students are expected to walk to the lunch area in an orderly fashion. Students will sit at a table or on a bench during the first 10 minutes of lunch to eat and socialize. After the first 10 minutes, students may be released to participate in a variety of activities on the field or other specified areas that have adult supervision. Students will only be allowed to leave the lunch area if they have a pass to go to the library or a specific classroom. All school rules apply to student behavior at lunch. Calm and appropriate behavior is expected at lunch. All students are expected to clean-up after eating and keep the campus clean. Students who do not

follow school rules or clean up after themselves may be assigned a calm lunch room setting, clean-up detail, or more serious consequences, as appropriate.

Extracurricular Activities/Primetime:

PrimeTime Program: PrimeTime is a district program that provides before and after school child care. This program is free to parents. However, space is limited so parents are encouraged to sign up as soon as possible. Parents and students must follow PrimeTime procedures and all school rules apply at PrimeTime. Applications are only available online in the spring at www.sandiegounified.org/primetime.

Bicycles/Scooters/Skateboards:

Skateboarders, scooters, and bike riders must follow the rules of the road going to and from school. These items must be locked in the storage room. The school is NOT responsible for stolen or vandalized bikes, scooters, or skateboards. Per SD Municipal code 84.12: No riding on school grounds. No riding in the parking lots. Students must wear a helmet. Bikes, skateboards, and scooters may be confiscated for violation of the policy and returned only to a parent. Students who repeatedly violate the policy may lose the privilege of bringing these items to school for a period of time.