

A WELCOME TO STUDENTS

Dear Students and Parents,

Welcome to the 2018-19 school year. El Portal's mission as a "community of successful learners" is accomplished through the collaborative efforts of staff, parents, students and community. Our faculty and staff take pride in their profession and are committed to maintaining rigorous academics with high expectations within a positive educational setting. Students leave EPMS prepared for the demands of high school and with the knowledge of what it takes to succeed.

The EPMS handbook is a valuable tool to be used to promote your success as a Panther. While it contains important information concerning school policies and procedures, the handbook should be used as a tool by students and parents to effectively monitor assignments. Regular and consistent use will develop effective organizational strategies promoting future success.

We look forward to working with each of you this school year. We are available to address any questions and anticipate much success in the coming school year.

GO PANTHERS!
Mark Vos
EPMS Principal

School Colors:	Royal Blue & Gold
Mascot:	Panther
Yearbook:	Panther Tracks

EL PORTAL MISSION, VISION & VALUES

Mission

We are a community of successful learners.

Vision

We distinguish ourselves as a united community of motivated learners and critical thinkers. We celebrate achievement as our rigorous academics prepare our students for the demands of high school. Together, we hold each other accountable and ensure everyone is successful. Students, faculty, staff, administration and parents work together to build a respectful environment where all students learn and leave El Portal prepared for future endeavors.

Values

We value every student and ensure their success through:

- Collaboration
- Accountability/Responsibility
- Community
- Celebration



**School Calendar
2018-2019**

August

- 8 First Day of School
- 16 Back to School Night, 6:00 p.m.
- 22 Staff Development Day – No School
- 29 Minimum Day – School released at 1:40 p.m.

September

- 3 Holiday, Labor Day – No School
- 10-14 6th grade Science Camp
- 12 Minimum Day – School released at 1:40 p.m.
- 26 Minimum Day – School released at 1:40 p.m.

October

- 12 Minimum Day – School released at 1:40 p.m. (EHS Homecoming)
- 17 Minimum Day – School released at 1:40 p.m.

November

- 2 End of First Trimester 1
- 5 Trimester 2 Begins
- 7 Minimum Day – School released at 1:40 p.m.
- 12 Holiday, Veteran's Day – No School
- 13-15 Parent/Teacher Conferences
- Minimum Days – School released at 1:40 p.m.
- 19-23 Thanksgiving Break – No School

December

- 5 Minimum Day – School released at 1:40 p.m.
- 21-31 Winter Break – No School

January

- 1-4 Winter Break – No School
- 16 Minimum Day – School released at 1:40 p.m.
- 21 Holiday, Martin Luther King – No School
- 30 Staff Development Day – No School

February

- 6 Minimum Day – School released at 1:40 p.m.
- 18-22 Holiday, Lincoln's Birthday & President's Day combined – No School
- 27 Minimum Day – School released at 1:40 p.m.

March

- 1 End of First Trimester 2
- 4 Trimester 3 Begins
- 11-12 Parent/Teacher Conferences
- Minimum Days – School released at 1:40 p.m.
- 20 Minimum Day – School released at 1:40 p.m.
- 21 Open House / Awards Night
- 30 Spring Break – No School

April

- 3 Minimum Day – School released at 1:40 p.m.
- 10 Minimum Day – School released at 1:40 p.m.
- 19-26 Spring Break – No School

May

- 1 Minimum Day – School released at 1:40 p.m.
- 27 Holiday, Memorial Day – No School
- 30 8th grade Promotion Ceremony
- 31 Final Day of School – School released at 1:10 p.m.

ATTENDANCE

California Law requires all students under the age of 18 to attend school regularly. El Portal Middle School takes attendance very seriously and closely monitors student attendance. Our attendance is period-based; periods 1-7 must be attended or an absence must be cleared with a **legal absence excuse** within two business days, otherwise Saturday school may be assigned.

RESPONSIBILITY OF STUDENTS:

Perfect attendance is a goal for which every pupil should strive. Research has shown a positive correlation between perfect attendance and academics.

LEGAL ABSENCE (EXCUSED, MAKE-UP ASSIGNMENTS):

1. Due to his/her illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic services rendered. (Please provide a doctor's note to the office for your student's absence).
4. Attending the funeral services of an immediate member of his/her family.
5. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and had been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

ILLEGAL ABSENCE (UNEXCUSED, NO MAKE-UP):

The following will be considered unexcused absences and may result in the assignment of Saturday School by the EPMS office:

1. Willful absence from school by the pupil's choice (ditching).
2. Excessive or repeated absence from school for reasons other than verified absences listed above.
3. In cases where students have excessive illness absences (10 absences during a school year), a doctor's note will be required to excuse the absence.
4. Leaving campus without checking out with the main office first.
5. Being on campus but not attending class.
6. Any absence other than legal absences.

The following absences are unexcused per state guidelines:

7. Oversleeping, family business, vacations, delayed by train, car trouble, out of town, etc.
8. Appointments, court, vacations, etc. can be prearranged, and then student will be allowed to make up their work.
9. Any student missing 10 days without notifying the school will be dropped.
10. Students with unexcused absences will be assigned Saturday School. Repeated unexcused absences will be dealt with according to the District School Attendance Guidelines.

ABSENCES

Pupils who have been absent from school should have a note excusing their absence or phone call. The note and or call needs include date(s) of absence, reason for absence (including the nature of illness), a phone number, and a parent's or guardian signature.

UNCLEARED ABSENCES

All absences must be cleared within **2 SCHOOL DAYS** or they will be **UNEXCUSED** and result in disciplinary action. **NO EXCEPTIONS.** Make-up work will be permitted when the absence has been properly prearranged with the administrator and teachers. If the student and his/her parents fail to take steps to correct the unexcused absences, the matter may be referred to the School District or School Attendance Review Board.

PRE-ARRANGED ABSENCES

When a student knows in advance they will be absent due to court, a family trip or activity, religious activities, he/she should prearrange that absence by sending a note or calling the office. Pre-arranged absences will be accepted for absences of 4 days or less. If a student fails to prearrange the absence, he will not be allowed to make up work during that absence. Students or parents with questions regarding this process should contact the Assistant Principal. Pre-arranged absence arrangements must be made **AT LEAST 2 DAYS IN ADVANCE of the absence.**

SHORT-TERM INDEPENDENT STUDY

Students may request to be placed on short-term independent study for a period of no less than 5 and no more than 20 school days. If the absence is more than 20 school days the student will be disenrolled from El Portal Middle School. Students and parents will meet with school administration to review the program contract prior to beginning the program. The contract states that students will inform their teachers at least 2 school days before the start of the contract period. Using the program assignment sheets, teachers will assign student work based on the number of days the student will be participating in the program. **All assignments are due the day the student returns to school. Students will be assigned Saturday School if assignments are not completed at the time the student returns to school.**

STUDENTS LEAVING CAMPUS FOR ANY REASON

Students Checking Out

When a student knows in advance they must leave the school campus for any reason, they **should** bring a note signed by their parent/guardian to the office before school. Failure to secure permission to leave the campus will be considered a "cut" from school and will result in disciplinary action.

1. No student is to leave campus without being signed out through the office.
2. Every effort should be made to notify the office concerning appointments in advance to minimize class interruption.

Make-up Work Missed

Schoolwork missed due to legal absence may be made up by request of the pupil. Schoolwork missed due to any other absence may not be made up except by arrangement made prior to the absence, or as otherwise provided. The student must request make-up work upon his/her return to school or by **emailing teachers or checking the website for daily assignments.** The teacher will establish the time and date for completing the make-up including the taking of tests.

Tardy/Late Check-In Procedure

In addition to good attendance, coming to class on time is the student's responsibility. The teacher follows district policy that requires students to be in their assigned place before the tardy bell rings.

- A student that arrives to class within the first ten minutes of class time without an excused admittance slip will be considered tardy.
- A student that arrives to class after ten minutes will be considered an absence that needs to be cleared through the main office to be excused. If not cleared it will be counted as a cut and appropriate disciplinary action will be taken.

Five tardies to a single class in a grading period may result in an unsatisfactory citizenship grade for the current grading period.

Tardies are also accumulated as a total across all class periods.

Students will receive disciplinary consequences when their accumulated total in a trimester reaches 10 tardies.

5 Tardies = Student is placed on a Tardy Contract

6-10 Tardies = Detention assigned for each tardy

11+ Tardies = Saturday School and eligibility review by school administration.

- Excessive unexcused tardies could result in a referral to the school attendance board or possible suspension for habitual defiance from the administrator.
- At the beginning of the 2nd and 3rd trimester a student is considered to have no tardies in any classes.

SCHOOL ATTENDANCE AND REVIEW BOARD (SARB)

Unexcused Absences (including single period absences)

1st Unverified Absence - Saturday School assigned and telephone call to parent.

2nd Unverified Absence - Saturday School assigned and telephone call to parent.

3rd Unverified Absence - In-house suspension assigned. Telephone call and student conference with site administrator.

4th Unverified Absence - In-house suspension assigned. Student, Parent, Administrator, Counselor, and Attendance Supervisor have mini-SARB conference. Parent/Student Agreement is signed.

5th Unverified Absence - In-house suspension assigned. Student, Parent, Administrator, Counselor, district attendance supervisor and District Office personnel over SARB is made aware. SARB referral. Possible loss of activity privileges and student extra-curricular activities.

This can happen any time during the school year - these are suggested timelines.

Excused Absences

5th Excused Absences - First letter is sent.

10th Excused Absence - Second letter is sent. Direct parent contact is made. A doctor's note may be required for additional absences*. Student, Parent, Administrator, Counselor, and Attendance Supervisor have mini-SARB conference. District Nurse is notified.

15th Excused Absence - Third letter is sent. SARB referral. Possible loss of activity privileges and extra-curricular activities.

This can happen any time during the school year - these are suggested timelines.

Excessive Illness Absences

Questions have arisen regarding the school's recourse regarding those parents who say their child is "ill" when the principal or other school staff members have information to the contrary, or when the child is absent due to "illness" many times during the Trimester. The school principal has the discretion to require a doctor's verification when he/she believes that these illnesses are excessive (Education Code 46011). Then, if the parent does not comply with this request, it would be appropriate to begin SARB procedures. The SARB, in turn, could direct the parent to provide a doctor's verification, and if the parent does not comply with this directive, the SARB can refer this parent to the District Attorney (Education Code 48260.6b).

GENERAL SCHOOL BUSINESS

ADMINISTRATIVE ASSISTANCE:

If you have a problem or concern and would like to see an administrator, you may make an appointment with the school secretary.

AERIES PARENT PORTAL:

The AERIES Parent Portal is an excellent way to access student assignments, grades and attendance. To create a new account you will need an email address, your students' ID number and the school issued verification code. If you have questions or need assistance with your account, please call the school office at (209) 838-7095.

OFFICE USE:

Students are to remember that the **office is a place of business**. In order for our office personnel to best serve the students, they must be allowed to perform their duties. The school office is for **business and emergencies only** and students are to remain out of the office except for these purposes.

OFFICE PHONE USE:

If you have important school related business, you may ask the school secretary for permission to use the school phone. You **must** have a pass if you come to the office at any time to use the phone. **Have your friends wait outside; only one person is allowed at the phone at a time.**

INJURY:

Injuries **must** be reported to a teacher or directly to the office **immediately after it happens**. Your parent/guardian or family doctor will be called in case of serious injury or illness.

CHANGE OF ADDRESS / CONTACT INFORMATION:

Every student at El Portal must have a current address and emergency contact information on file in the office. **When you change your phone number, address or other information, please notify the attendance secretary as soon as possible.**

INSURANCE:

You may purchase student accident insurance at any time during the school year. If you participate in any after-school athletic activity during the year, you are required to have student accident insurance or be covered by an insured policy that your parents already have.

MEDICATIONS:

California State law forbids school personnel from administering any medication. Any medications that must be taken during school hours (either prescribed or over-the-counter) must be accompanied by a consent form that is **signed by your doctor and your parent (this form is available in the school office)**. This medication will be kept in a safe location in the office for your use.

FIRE DRILLS:

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the instructions. A fire evacuation map is posted in each classroom; study it carefully so you will know how to evacuate from each of your classes.

EARTHQUAKES:

Earthquake drills shall take place periodically. When these are done or **in case of an earthquake** all students and staff are to proceed as follows:

- A. Inside the building - take cover under a desk, table, etc. and **stay there**. Wait for instructions.
- B. Outside - Move away from buildings, trees and power lines. Stay in the open if possible. **Do not run. Wait for instructions.**

DELIVERIES:

Balloons are not allowed on campus. Any deliveries (flowers, etc.) will be held in the office until the end of the school day. Due to new Federal regulations, we will no longer allow food deliveries in the office from outside vendors (pizza, etc.). Parents are still allowed to send/bring lunch for their student but **ONLY** for their student. They will not be allowed to share food items with other students.

VISITORS:

Students from other schools **will not** be allowed as visitors on our campus. **Parents/guardians are always welcome** at El Portal Middle School and they are encouraged to visit at any time. Adult visitors to classrooms are to check with the teacher for a visitation time and must check in with the office when they arrive on campus and when they leave. **A 24-hour notice to teachers and office personnel is recommended.**

LOST AND FOUND:

Textbooks and other articles that you find should be turned in to the office. You may check for missing items **only** before school or during the lunch hour. Personal items not claimed by the last day of each month may be given away to charity.

TITLE IX GRIEVANCE PROCEDURE:

The following steps are to be followed if you feel your civil rights have been violated.

1. Give the principal a copy of your concerns in writing. It is helpful if you can provide specific information related to your concern. The principal will in turn provide you with a written response within ten days.
2. If for some reason the problem cannot be resolved, you may then submit a written notice to the superintendent. The superintendent will in turn respond in writing within ten days.
3. Any concern that cannot be satisfactorily resolved in this manner may then be referred to the Director, Office of Civil Rights, Washington, D.C.

The Title VI, Title IX Section 504 is:

Mr. Ron Costa, Superintendent
Escalon Unified School District
1520 East Yosemite Avenue
Escalon, CA 95320

GENERAL SCHOOL BUSINESS

DRESS CODE:

A pupil who goes to school without proper attention to personal cleanliness or dress may be sent home to properly prepare for school (C.C.R. 77 No. 39). The Escalon School Board and the El Portal Middle School staff **require that a student be neat, clean and maintain a style of dress, hair and grooming that the principal and the staff consider appropriate for the student's gender, age and school activity.** The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school. The following general guidelines are to be observed:

1. Dresses, skirts and shorts MUST be of a modest 5" inseam and not revealing. Shorts that are not appropriate are cutoffs, form-fitting, jogging or short shorts (less length is unacceptable), high slits or swim attire. Yoga pants and leggings are only to be worn with appropriate length shirt/blouse for covering.
2. Clothing which is sexually suggestive or extremely revealing such as low-cut garments, strapless, off the shoulder or see-through tops, bare midriffs, torn garments or any clothing that does not cover undergarments is not allowed.
3. Tops must cover the back to the level of the armpits and all straps on all garments must measure at least one inch.
4. No spaghetti straps, halter or strapless tops or dresses are allowed.
5. Pajamas and/or blankets are not acceptable to be worn to school at any time.
6. Hats and sunglasses, unless they are prescription sunglasses, are not to be worn in the classroom or office. Hats with bills are to be worn with the bill facing forward.
7. Clothing or adornments with questionable pictures, patches, slogans, or words related to drugs, alcohol, gangs, tobacco, sexual products or practices are considered inappropriate and **are not allowed.**
8. Any bandanas, hairnets, rubber bands, red or blue belts/shoe laces or any clothing that may be associated with gangs is **not allowed.** (E.C. 35183, 35294.1) The wearing of chains or any other items considered dangerous is not allowed.
9. Shoes must be worn at all times.

In decisions involving a **subjective judgment, the principal or designee shall be the final authority.** Dress code violations will result in the student having to wear school-provided attire for the remainder of the school day. Students will not be allowed to call home for a change of clothing. Students will be allowed two warnings; on the third offense, Saturday School will be assigned.

EPMS CELL PHONE/PERSONAL ELECTRONIC SIGNALING DEVICES POLICY:

Students may **NOT** use personal electronic signaling devices including, but not limited to: iPods, photographic devices and cellular/digital telephones during regular school hours (8:40 a.m. to 3:10 p.m.). **Devices must be turned off and out of sight for the entire day.** No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the student's health and the use of which is limited to health-related purposes. If an infraction of this policy occurs, the student's device will be confiscated and will be handed over to administration.

Consequences are as follows:

- 1st offense = confiscation with parent pick-up
- 2nd offense = confiscation, parent pick-up, assignment of Saturday School
- 3rd offense = confiscation, parent pickup, assignment of Saturday School
- 4th offense = confiscation, parent pickup, **One-day suspension** – Habitual defiance (EC: 48900 K)
- 5th offense = confiscation, parent pickup, **Three-day suspension** – Habitual defiance (EC: 48900 K)

*****THE DISTRICT ASSUMES NO RESPONSIBILITY FOR THE LOSS, THEFT OR DAMAGE OF PERSONAL PROPERTY BROUGHT/STORED ON CAMPUS BY ANY STUDENT AT ANY TIME.*****

PERMANENT MARKERS:

Possession of any permanent marker is not permitted at any time.

"GUM RULE":

Gum chewing is **not allowed** on campus at any time. This includes seeds, etc. Habitual offenders will be sent to administration for discipline - Habitual defiance (EC: 48900 K)

STUDENT GOVERNMENT/LEADERSHIP:

Student Government/Leadership is run by an elected executive council composed of a president, vice-president, treasurer, secretary, 7th and 8th grade director of student activities and 7th and 8th grade representatives. A 6th grade representative is elected at the beginning of the year.

CAFETERIA:

El Portal operates an "offer versus serve" lunch program. Under this program all students are offered a reimbursable meal. The food service department offers a minimum of five choices in which the students must select three. The department offers complete meals inside the cafeteria as well as at the outside windows. There is a choice of several entrees, fruits, vegetables, bread items and milk. The department will also offer water and Gatorade. Each student has been assigned a pin number to add money to their account. Lunch menus are announced each morning in the 'Morning Bulletin'.

TRANSPORTATION:

BIKES / ROLLERBLADES / SKATEBOARDS / SCOOTERS

If you ride a bicycle to school, the bicycle may only be parked in the designated area. The bicycle should be locked and is left at your own risk. **THOUGH THE DISTRICT PROVIDES A DESIGNATED PARKING AREA FOR BICYCLES, THE DISTRICT ASSUMES NO RESPONSIBILITY FOR LOSS, THEFT OR DAMAGE.** Helmets for bike riders, scooter riders and skateboarders are required to be worn while riding to and from school, and is enforced by the Escalon Police Department. Bicycles must be locked in the rack at the front of the school. This parking area is then off limits for all students until the end of the school day. **"Walk" your bike, skateboard, scooter, etc., on campus as per City ordinance.** Rollerblades are not allowed on campus. Students who use them as transportation are to remove them once they arrive on campus and keep them in their backpack. Skateboards and scooters may be brought to campus but must be checked in at the Multi-Purpose Room (MPR) prior to school starting and checked out at the end of the day. Note that students must check-in both their board, scooter and helmet. **Skateboards, bikes, scooters, etc., are not allowed to be ridden on campus or in classrooms at any time.** **THE DISTRICT ASSUMES NO RESPONSIBILITY FOR THE LOSS, THEFT OR DAMAGE OF PERSONAL PROPERTY STORED IN THE MPR OR LEFT UNATTENDED BY THE STUDENT.**

TRANSPORTATION (CONT'D):

ONE-STOP PER STUDENT BUS POLICY: Students will not be permitted to ride buses other than their assigned bus. Students will be bused to one location within the District's attendance boundaries. If there is a change of address during the school year or to determine existing stops, contact the District Transportation Manager at (209) 838-3165.

INSTRUCTIONAL PROGRAM

CURRICULUM:

Curriculum for 6th through 8th grades is based on California State Standards and is planned to provide students with a strong foundation in the basic subjects. Academic core curriculum including, mathematics, language arts, (includes reading/literature, English, spelling and writing skills); social studies and science will be provided each student. All students will also be enrolled in health and P.E. Elective classes **may** include: band, gardening, computers, ELD, visual and/or performing arts. Math/reading strategy classes are also offered.

SUPPLIES:

Each student must have a book bag/backpack and binder or sturdy folders. These will be used in all classes every day. Students will learn how to organize them effectively and use them daily for their assignments.

The binder or folders should have:

1. A strong durable cover.
2. A plastic pouch with pencils and pens.
3. A supply of binder paper.
4. A calculator.
5. Additional supplies may be required by grade level teachers.
6. Each student is required to have this **Agenda Planner**.

REPORT CARDS:

Report cards are issued three times during the year. Grades of A, B, C, D, and F are given for achievement. Comments will be added regarding your study habits and behavior. **Report cards for students owing money for charges, lost books, etc., may be held pending payment of such charges.** Progress reports will be issued approximately mid-way each trimester for all students.

PARENT CONFERENCES:

Special conference periods have been planned to provide all parents/guardians the opportunity to meet with teachers. For the convenience of those parents/guardians who work out of the area, an evening conference is available. Individual parent conferences may be scheduled whenever there appears to be a problem at school. **Parents/Guardians are always welcome at El Portal Middle School but must check-in at the office.**

PROMOTION/RETENTION POLICY:

The Escalon Unified School District has adopted guidelines for promotion and retention for all 6th through 8th grade students. 8th grade students not meeting promotion requirements **will not be eligible** to participate in the promotion trip, the promotion ceremony, attend the promotion dance or participate in last day activities. **Promotion ceremony participation requires a cumulative 2.0 GPA and no 'F' grades in the 3rd trimester.** Promotion trip participation will be based on 3rd trimester progress report grades. Students who earn a school suspension may lose some or all end of year promotion activities. Parents **will not** receive a refund for tickets already purchased by the school for such activities due to any ineligibility reason.

HOMEWORK:

The Escalon Unified School district considers homework to be an important part of the instructional program. Our school board has adopted a homework policy that will be given to all students and their parents early in the school year. Copies of this policy are available at all times in the office. Teachers and administrators are always ready to discuss the homework situation as needed with students and/or their parent/guardian. As a general policy, homework for 6-8th grade students will occur 4 times per week and may occasionally require more time. Remember that students work at different paces.

TEXTBOOKS:

The taxpayers of California and the Escalon Unified School District have purchased textbooks for you to use and the care of these textbooks is **your** responsibility. **By law, you will be charged for lost or damaged textbooks;** in many cases, you will be charged the full price of a new book. The following "tips" may help you:

1. Use ink to write your name in the proper space inside the front cover of the book that you have been issued.
2. Record the number that is stamped in your book. You are responsible for this book.
3. **Remember to cover your books.**
4. Lend books to others at your own risk.
5. Do not throw or slide books/backpacks on the ground.

FIELD TRIPS:

You may have an opportunity to join your class or grade level on a trip away from school. You must have a permission form signed by your parent/guardian if you attend one of these trips. You need to remember to follow the classroom and school rules, and maintain good grades. Poor behavior and/or poor academic performance can prevent you from taking one of these trips, and in this case your participation will be determined by administration.

INSTRUCTIONAL PROGRAM (CONT'D)

LIBRARY:

El Portal Middle School has a library/media center to better serve the students. We have a wide variety of books, magazines, audio-visual material and other items for your use. Library hours: 8:00 a.m. to 3:30 p.m. Some general guidelines are:

- You may check out only two books at a time.
If you have an overdue or lost book, you may not be allowed to attend student activities or receive your report card until the debt has been paid.
- Your library privileges may be taken away for a period of time if you disobey library rules.
- The librarian has the right to refuse your entry to the library, and may dismiss any student whose behavior disrupts others.
- You must pay for any lost or damaged books.

An Adopt-A-Book Program has been established at our school to build a more extensive library. Students are encouraged to purchase a book from the California Reading List, and then donate it back to the school. The student's name will then appear in the front of the book as being adopted by that person.

BAND PROGRAM:

El Portal has an outstanding band program. Intermediate band is for students who have completed one year in a band program. Advanced Band is for students who have played for at least two years or who have special permission from the director. Jazz Band is for 7th and 8th grade students who want to play modern and pop music. It meets after school once a week. Each student must be willing to perform in concerts, musicals and participate in the trips to local and out of town parades. Beginners interested in instrumental music may request enrollment in beginning band.

OUR QUALITY PHYSICAL EDUCATION PROGRAM

PHYSICAL EDUCATION:

You will have P.E. each day. California law requires that you take P.E. and therefore you must have a note from your doctor if you are not going to take P.E. or if you need to be placed on a limited program. Your parent/guardian may write you a note to excuse you for up to **three days**. **After three days, a doctor's note is required in order for your student to be excused from P.E. for any extended length of time longer than the original three days requested.** All notes (both parent and doctor) are to be given to the El Portal office and a copy will be given to the P.E. teacher.

Recommended clothing for P.E. includes; **solid colored shorts and t-shirt (gray preferred) without logos, white socks and athletic shoes.** You may bring these from home or purchase a set (shorts & shirt) at El Portal. Students are required to dress appropriately for P.E. activities. Showers are available for all students at the end of the P.E. period. Students must provide their own towels should they choose to shower.

LOCKERS:

Lockers are being provided in P.E. as an accommodation to the students. Personal items should not be left in the locker overnight, on holidays or on weekends. **THE DISTRICT ASSUMES NO RESPONSIBILITY FOR THE LOSS, THEFT OR DAMAGE TO PERSONAL PROPERTY STORED IN THE LOCKER OR LEFT UNATTENDED IN THE LOCKER ROOM.**

INTRAMURAL PROGRAM:

El Portal's noon intramural program is based upon the fundamental principle of maximum participation. All students, regardless of age or ability, are encouraged to participate. The ultimate goal is to develop social and physical skills necessary to enjoy a lifetime of recreational activities. Some activities might include: softball, basketball, volleyball or moonball.

AFTER-SCHOOL ATHLETIC PROGRAMS:

EPMS highly encourages students to participate in the many athletic programs offered after school. Basketball, softball and volleyball are limited to 7th and 8th grade students. Cross Country, Track, soccer and wrestling are offered for all students. Participation in any EPMS athletic program requires students to have a sports physical completed and signed by a parent AND doctor **PRIOR** to the student participating in the program, including try-outs or practice. Completed sports physical forms must be brought to the EPMS office for verification and to be kept on-file. All participating students and their parent are also required to complete and sign our Sports Code of Conduct Agreement.

All students in extra-curricular activities must be in school ALL DAY on the day of the activity in order to participate in a game or practice.

Students with doctor or dentist appointments or other special circumstances must come to school for the remainder of the day to be eligible to participate. Students who are ill, sleep in, cut and miss one period or more will not be allowed to participate.

ELIGIBILITY REQUIREMENTS:

In order to be eligible to participate in extra or co-curricular activities, a student in grades 7 through 12 shall have earned a **minimum 2.0 grade point average during the preceding grading period with no "F" grades.** (Board Policy 5131.3) This policy also applies to 6th graders who choose to participate.

As a condition for maintaining eligibility for participation in extra or co-curricular activities, each student shall also maintain a positive record of citizenship. A student **shall not** be eligible for participation if s/he receives 2 unsatisfactory marks in citizenship during the preceding grading period.

(Board Policy 5362)

A suspension from school will result in an immediate loss of privilege for an amount of time to be determined by an administrator.

DISCIPLINE PLAN

El Portal Middle School prides itself on a discipline plan that is firm, fair, and consistent. We feel each student deserves and has the right to learn and that each teacher has the right to teach in a learning environment that is free from disruptions. It is imperative that students and parents understand that students are held responsible for their actions by the school:

- 1) **While on school grounds**
- 2) **While going to or coming from school**
- 3) **During the lunch period, whether on or off campus**
- 4) **During, or while going to or coming from, a school sponsored activity. (E.C. 48900)**

A student may be suspended or recommended for expulsion for the following reasons according to Ed. Code 48900:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object unless the pupil had obtained written permission to possess the item from a certificated school employee and concurrence by the principal to possess said object.
- c) Unlawfully possessed, used, sold or furnished, or been under the influence of any alcoholic beverage, or an intoxicant of any kind, or controlled substance as defined in the Health and Safety Code.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage of school or private property.
- g) Stole or attempted to steal school or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school or private property.
- m) Possessed an imitation firearm. "Imitation firearm" means a replica as a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault or sexual battery.
- o) Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing.
- r) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
 1. While on school grounds.
 2. While going to or coming from school.
 3. During the lunch period, whether on or off the campus.
 4. During, or while going to or coming from a school sponsored activity.
- s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury of another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Miscellaneous Pertinent Education Codes:

1. Committed sexual harassment. (E.C. 48900.2)
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (E.C. 48900.3)
3. Engaged in harassment, threats, or intimidation. (E.C. 48900.4)
4. Created a hostile educational environment. (E.C. 48900.4)
5. Made terroristic threats, verbal or written, against school officials, school property, or both. (E.C. 48900.7)

REFERRALS AND CONSEQUENCES

Consequences will be progressive and may include:

- Warning, Conflict Resolution, Detention, Saturday School, Suspension, Exclusion from School Activities.
- Repeat offenses result in more serious disciplinary responses. Continued violation of the same rule(s) or regulation(s) may result in a recommendation to Disciplinary Review Board (DRB), alternate placement or expulsion.
- The administration reserves the right to objectively determine consequences based on the seriousness of a particular infraction and/or the previous discipline record of the student who commits the offense. According to E.C. 48903, *the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year.* For students transferring from another school district, the number of school days of suspension accumulated may be counted toward the maximum number of days for which a pupil may be suspended in any school year. A recommendation for expulsion will result with the accumulation of 20 days suspension. **It is the policy of the Escalon Unified School District that all pupils at school or under the jurisdiction of the school (at school or at a school activity, on the way to or from school or at bus stops) are subject to school rules.**
- **Truancy** is treated as a separate issue, with the student receiving one hour of detention for each full or partial class period missed. The student is also subject to district policies concerning truancy and will be referred to the School Attendance Review Board (SARB) for habitual tardiness or absence.
- **Pulling fire alarms** is also treated separately, with the student receiving an automatic 5-day suspension and police contact.

SOME EXAMPLES OF POLICY VIOLATIONS

1. Caused or attempted to cause **damage to school or private property.** (E.C. 48900, f)
2. **Stole or attempted to steal** school or private property. (E.C. 48900, g)
3. **Sexual Harassment.** (E.C. 48900.2) The Governing Board of the Escalon Unified School District prohibits sexual harassment in the school environment of students by any person (including other students) in any form. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the educational setting.

Examples of sexual harassment include the following: 1) conduct that has the purpose or effect of unreasonable interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment; 2) situations when submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution; 3) unwelcome leering, sexual flirtations or propositions; 4) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; 5) graphic verbal comments about an individual's body, or overly personal conversation; 6) sexual jokes, stories, drawings, pictures or gestures; 7) spreading sexual rumors; 8) touching an individual's body or clothes in a sexual way; 9) cornering or blocking of normal movements; 10) displaying sexually suggestive objects in the educational environment; and 11) any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Any student who feels that he/she is being harassed should notify the supervising staff member and an EI Portal administrator. (E.C. 48900)

4. Committed an **obscene or vulgar act or gesture**; use of habitual **profanity or indecent language** either in writing or verbally. (E.C. 48900, i)
5. Any act of **defiance or disobedience** either in language or in action against school personnel; refusing to comply with the reasonable requests or orders of school personnel; refusal to identify oneself for school personnel; encouraging or supporting a fight or fighter. (E.C. 48900, k)
6. **Habitual disruption** or interfering with the orderly conduct of school activities. (i.e. habitual improper clothing, gum chewing, etc.) (E.C. 48900, k)
7. Causing, attempting or threatening to cause **physical injury.** (E.C. 48900, a)
8. Possession of any object on campus which could be deemed a **dangerous object.** (E.C. 48900, b)
9. Possessed, used or under the influence of any **controlled substance, an alcoholic beverage, or intoxicant** of any kind. (E.C. 48900, c)
10. Possession or use of **tobacco products.** (E.C. 48900, h)
11. Possession of, offered, arranged, or negotiated to **sell any drug paraphernalia** as defined in Health and Safety Code. (E.C. 48900, j)
12. Committed robbery or extortion. (E.C. 48900, e)
13. Participate in an act of hate violence. (E.C. 48900.3)
14. Creating a hostile educational environment. (E.C. 48900.4)
15. Made terrorist threats against school officials, school property or both. (E.C. 48900.7)

DEFINITIONS

Assault - unlawful attempt to commit a violent injury on another person.

Battery - use of force or violence causing serious physical injury to another person.

Campus Clean-Up - assigned during lunch recess or before/after school.

Conference - a formal conference held between the student and one or more school officials in which the student must agree to correct his/her behavior.

Conflict Resolution - a mediated meeting resulting in an agreed upon resolution.

Contract - written on behalf of a student to assist in improving attendance, behavior, and/or grades.

Detention - student is detained for a pre-arranged 45 to 60 minute period(s).

Disciplinary Review Board (DRB) - student may be referred when behaviors are habitual or are serious but do not require expulsion.

Expulsion - the student is not allowed to attend regular classes for a period to be determined by the School Board.

Extra-Curricular Activities - include the following: dances; sports; assemblies; sign and flag carriers; scorekeepers, band reviews; grade level field trips; spelling bee; student leadership; promotion dance, excursion and last day activities; etc., as determined by the EI Portal staff. (The band performances at Christmas, Spring and promotion are not considered as extra-curricular.)

Guided Study - student is assigned by a teacher in order to complete assignments.

Parent Involvement - Parent(s) are notified by personal telephone call, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s) and appropriate school personnel.

School Attendance Review Board (SARB) - student is referred to when attendance is a habitual problem. A performance contract will be established.

Sexual Harassment - see page 10

Student Success Team (SST) - a meeting of student, parents, teachers and/or other school personnel to identify concerns and determine an action plan to improve behavior, attendance, or grades.

Suspension - student is not allowed to attend classes, but may with teacher approval complete assignments, for up to 5 days. The student is not to be on or near school premises or to attend school activities during the duration of the suspension. The student is to be under the guidance and direction of a parent or guardian during the suspension.

Terrorist Threats - a threat to commit a crime which could result in death or injury to a school official or family members or cause damage to a school site.