

WELCOME STUDENTS!

Dear Students and Parents,

Welcome to the 2019-20 school year. El Portal's mission "We Learn, We Succeed, We Make a Difference" is reflected in our vision of what we want to become. El Portal staff worked together in their establishment of our site's Values and Collective Commitments. These drive what we do at El Portal Middle School and ensure our commitment to student success. 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. We are available to address any questions and anticipate much success in the coming school year.

GO PANTHERS!

Mark Vos, Principal
El Portal Middle School

EL PORTAL MIDDLE SCHOOL MISSION, VISION & VALUES

Mission

WE LEARN
WE SUCCEED
WE MAKE A DIFFERENCE
WE ARE PANTHERS!

Vision

Through our collective commitments, we will embody a culture of continuous improvement as we prepare all students for success in high school.

Values/Collective Commitments

Collaboration

We work together to ensure all students learn at high levels.

Celebration

We recognize achievement on our campus for both students and staff consistently.

Guaranteed Curriculum

We teach the guaranteed curriculum to all students.

Formative Assessments

We utilize frequent formative assessments to monitor student growth toward learning targets and to direct instruction and student supports.

Relationships

We establish connections in an effort to further success.

Positive Learning Culture

We ensure all students learn in a safe environment.

Responsibility

We take collective responsibility.

Accountability

We hold one another accountable.

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IMPORTANT PHONE NUMBERS

Main Office	(209) 838-7095
Main Fax	(209) 838-3017
Counselor	(209) 838-7095
Transportation/Bus Garage	(209) 838-3165
Escalon Unified School District	(209) 838-3591

El Portal Middle School

Mascot: Panther

Colors: Royal Blue & Gold

Yearbook: Panther Tracks

Visit our website for important information,
announcements, sports schedules, etc.

www.elportalmiddle.org



School Calendar 2019-2020

August

- 7 First Day of School
- 15 Back to School Night, 6:00 p.m.
- 21 Staff Development Day – No School
- 28 Minimum Day – School released at 2:10 p.m.

September

- 2 Holiday, Labor Day – No School
- 9-13 6th grade Science Camp
- 18 Minimum Day – School released at 2:10 p.m.

October

- 4 Minimum Day – School released at 2:10 p.m. (EHS Homecoming)
- 9 Minimum Day – School released at 2:10 p.m.
- 30 Minimum Day – School released at 2:10 p.m.
- 31 End of First Trimester 1

November

- 1 Board Designated Non-Teaching Day – No School
- 4 Trimester 2 Begins
- 11 Holiday, Veteran's Day – No School
- 12-14 Parent/Teacher Conferences
- Minimum Days – School released at 2:10 p.m.
- 20 Minimum Day – School released at 2:10 p.m.
- 25-29 Thanksgiving Break – No School

December

- 11 Minimum Day – School released at 2:10 p.m.
- 23-31 Winter Break – No School

January

- 1-3 Winter Break – No School
- 15 Minimum Day – School released at 2:10 p.m.
- 20 Holiday, Martin Luther King – No School
- 27 Staff Development Day – No School

February

- 5 Minimum Day – School released at 2:10 p.m.
- 17-21 Holiday, Lincoln's Birthday & President's Day combined – No School
- 26 Minimum Day – School released at 2:10 p.m.
- 28 End of First Trimester 2

March

- 2 Trimester 3 Begins
- 9-10 Parent/Teacher Conferences
- Minimum Day – School released at 2:10 p.m.
- 18 Minimum Day – School released at 2:10 p.m.
- 26 Awards Night / Open House

April

- 8 Minimum Day – School released at 2:10 p.m.
- 10-17 Spring Break – No School
- 29 Minimum Day – School released at 2:10 p.m.

May

- 25 Holiday, Memorial Day – No School
- 28 8th grade Promotion Ceremony
- 29 Final Day of School – School released at 1:10 p.m.



El Portal Middle School

19-20 Bell Schedule

6th Grade

Period	Regular Day	Period	Minimum Day	Period	Last Day
Passing	8:40 – 8:44	Passing	8:40 – 8:44	Passing	8:40 – 8:44
1 st (48)	8:44 – 9:32	1 st (35)	8:44 – 9:19	1 st – 2 nd (48)	8:44 – 9:32
Passing (4)	9:56 – 10:00	Passing (4)	9:19 – 9:23	Passing (4)	9:32 – 9:36
2 nd – 3 rd (69)	9:36 – 10:45	2 nd – 3 rd (50)	9:23 – 10:13	2 nd – 3 rd (45)	9:36 – 10:21
Nutrition Break (10)	10:45 – 10:55	Nutrition Break (10)	10:13 – 10:23	Nutrition Break (10)	10:21 – 10:31
Passing (4)	10:55 – 10:59	Passing (4)	10:23 – 10:27	Passing (4)	10:31 – 10:35
3 rd – 4 th (69)	10:59 – 12:08	3 rd – 4 th (50)	10:27 – 11:17	4 th (27)	10:35 – 11:02
Lunch (35)	12:08 – 12:43	Passing (4)	11:17 – 11:21	Passing (4)	11:02 – 11:06
Passing (4)	12:43 – 12:47	5 th (32)	11:21 – 11:53	5 th (27)	11:06 – 11:33
5 th (45)	12:47 – 1:32	Lunch (35)	11:53 – 12:28	Passing (4)	11:33 – 11:37
Passing (4)	1:32 – 1:36	Passing (4)	12:28 – 12:32	6 th (27)	11:37 – 12:04
6 th (45)	1:36 – 2:21	6 th (32)	12:32 – 1:04	Lunch (35)	12:04 – 12:39
Passing (4)	2:21 – 2:25	Passing (4)	1:04 – 1:08	Passing (4)	12:39 – 12:43
7 th (45)	2:25 – 3:10	7 th (32)	1:08 – 1:40	7 th (27)	12:43 – 1:10



El Portal Middle School

19-20 Bell Schedule

7th & 8th Grade

Period	Regular Day	Period	Minimum Day	Period	Last Day
Passing	8:40 – 8:44	Passing	8:40 – 8:44	Passing	8:40 – 8:44
1 st (48)	8:44 – 9:32	1 st (35)	8:44 – 9:19	1 st (33)	8:44 – 9:17
Passing (4)	9:32 – 9:36	Passing (4)	9:19 – 9:23	Passing (4)	9:17 – 9:21
2 nd (45)	9:36 – 10:21	2 nd (32)	9:23 – 9:55	2 nd (29)	9:21 – 9:50
Nutrition Break (10)	10:21 – 10:31	Passing (4)	9:55 – 9:59	Nutrition Break (10)	9:50 – 10:00
Passing (3)	10:31 – 10:34	3 rd (32)	9:59 – 10:31	Passing (4)	10:00 – 10:04
3 rd (45)	10:34 – 11:19	Nutrition Break (10)	10:31 – 10:41	3 rd (27)	10:04 – 10:31
Passing (4)	11:19 – 11:23	Passing (4)	10:41 – 10:45	Passing (4)	10:31 – 10:35
4 th (45)	11:23 – 12:08	4 th (32)	10:45 – 11:17	4 th (27)	10:35 – 11:02
Lunch (35)	12:08 – 12:43	Passing (4)	11:17 – 11:21	Passing (4)	11:02 – 11:06
Passing (4)	12:43 – 12:47	5 th (32)	11:21 – 11:53	5 th (27)	11:06 – 11:33
5 th (45)	12:47 – 1:32	Lunch (35)	11:53 – 12:28	Passing (4)	11:33 – 11:37
Passing (4)	1:32 – 1:36	Passing (4)	12:28 – 12:32	6 th (27)	11:37 – 12:04
6 th (45)	1:36 – 2:21	6 th (32)	12:32 – 1:04	Lunch (35)	12:04 – 12:39
Passing (4)	2:21 – 2:25	Passing (4)	1:04 – 1:08	Passing (4)	12:39 – 12:43
7 th (45)	2:25 – 3:10	7 th (36)	1:08 – 1:40	7 th (27)	12:43 – 1:10

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.

ABSENCES

Students who have been absent from school should have a note excusing their absence. Students need to bring their note to the office upon return to school. The note or call needs include date(s) of absence, reason for absence (including the nature of illness), a phone number, and a parent or guardian's signature. A phone call to the office from the student's parent/guardian is also acceptable.

UNCLEARED ABSENCES

All absences must be cleared within **2 SCHOOL DAYS** or they will be **UNEXCUSED** and result in disciplinary action.

NO EXCEPTIONS. Unexcused absences will result in assignment of Saturday School. Failure to attend Saturday School will result in additional disciplinary consequences including, but not limited to, assignment of In-School detention, referral to SARB, lunchtime detention, suspension from extracurricular activities such as dances, non-participation in graduation and graduation related events, and/or suspension.

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 (SARB).

LEGAL ABSENCE (EXCUSED, MAKE-UP ASSIGNMENTS)

- Due to his/her illness.
- Quarantine under the direction of a county or city health officer.
- Medical, dental, optometric, or chiropractic services rendered.
- Attending the funeral services of an immediate member of his/her family.
- Jury duty.
- 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:

- Willful absence from school by the pupil's choice (ditching).
- Excessive or repeated absence from school for reasons other than verified absences listed above.
- 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.
- Leaving campus without checking out with the main office first.
- Being on campus but not attending class.
- Any absence other than legal absences.

The following absences are considered unexcused per state guidelines:

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

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 10 school days. If the absence is more than 10 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

Once a student arrives on the EPMS campus they are not allowed to leave without appropriate consent. When a student knows in advance they must leave the school campus for any reason, they must bring a note signed by their parent/guardian to the office before school. Students may only be picked up by their parent/guardian or person approved by their parent/guardian, and must be signed out through the school office. Any approved persons picking up a student must be at least 18 years of age and able to provide a valid form of identification to office personnel. Failure to secure permission to leave campus will result in the student being considered truant 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 student. Schoolwork missed due to any other absence may not be made up unless the absence was pre-arranged with the office. The student must request make-up work upon his/her return to school or by emailing teachers or checking the appropriate site for daily assignments. The teacher will establish the time and date for completing the make-up including the taking of tests.

TARDY POLICY / 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 who arrives to class ten minutes after the tardy bell has sounded will be considered **ABSENT**. Such absences **MUST** be cleared through the main office to be excused. If not cleared, the absence will be counted as a truancy and appropriate disciplinary action will be taken.
- **Five tardies** to a single class in a grading period will result in an **unsatisfactory** citizenship grade for the current grading period.
- Tardies accumulate across all class periods.
- Students will receive disciplinary consequences when their accumulated total in a trimester reaches **5 or more** tardies.
- All detentions and Saturday Schools that result from violation of the EPMS Tardy Policy **MUST** be served (cleared) for students to participate in school-sponsored extracurricular activities (Ex. dances, promotion).
- Students who fail to attend any assigned detention without first notifying main office personnel will have detention reassigned and will also be assigned a Saturday School.
- Excessive unexcused tardies could result in a referral to the School Attendance Review Board (SARB) or possible suspension for habitual defiance by the administrator.
- At the beginning of the 2nd and 3rd trimesters a student is considered to have no tardies in any classes.

The consequences for violating the EPMS Tardy Policy is as follows:

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

Tardy Sweeps: A tardy sweep will occur when administration notifies the staff to close and lock their classroom doors for a tardy sweep. After classroom doors have been locked, students found to be out of class without a valid reason will be assigned a disciplinary consequence. Tardy sweeps may be conducted at random by administration throughout the school year.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

UNEXCUSED ABSENCES (including single period absences)

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

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

3rd Unexcused Absence - First truancy letter, Saturday School assigned, telephone call, student conference with site administrator, SARB file is started by SARB referral team.

4th Unexcused Absence - Second truancy letter, Saturday School assigned. Student, Parent, Administrator, Counselor, and Attendance Supervisor have mini-SARB conference. Parent/Student Agreement is signed.

5th Unexcused Absence - Third truancy letter is sent, Saturday School assigned. Student, Parent, Administrator, Counselor, District Attendance Supervisor and District Office personnel is made aware through the SARB process. The student may lose activity privileges including extra-curricular activities.

This can happen any time during the school year.

EXCUSED ABSENCES

5th Excused Absence - First letter is sent.

9th 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. The 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).

COUNSELING / ELIGIBILITY

The school counselor is located in the counseling office. Students and parents/guardians may schedule appointments to meet with the counselor. Students must do so before or after school or at lunch. Parents/Guardians may call at any time during office hours to schedule an appointment.

REPORTS CARDS / GRADING PERIODS

Grades are given 6 times each school year. Students will receive a progress report approximately mid-trimester with final grades given via report cards at the completion of each trimester. Parents are encouraged to arrange a teacher conference at any time to check on student progress.

EVALUATION OF GRADES

A = Superior B = Good C = Average D = Below Average F = Failure

Citizenship grades may be given in addition to an academic grade. These grades may cover areas such as punctuality, conduct, attitude, cooperation, courtesy, study habits, and cheating.

ACADEMIC ELIGIBILITY REQUIREMENTS

A student's Grade Point Average (GPA) calculation will be used to determine their eligibility to participate in extra or inter-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)

As a condition for maintaining eligibility for participation in extra or intra-curricular activities, each student shall also maintain a positive record of citizenship. A student **is ineligible** for participation if she/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 privileges** for an amount of time to be determined by an administrator.

EXTRA-CURRICULAR

EPMS highly encourages students to participate in the many athletic programs offered after school. Basketball and volleyball are available to 7th and 8th grade students. Cross Country, track, soccer and wrestling are offered to all students. Participation in any EPMS athletic program requires students to have a **completed** sports physical 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/guardian are also required to complete and sign our Athletic Code of Conduct Agreement.

This includes but is not limited to, students on athletic teams, participation in school dances, 8th grade trip, Student Leadership officers, and Promotion and/or Promotion activities.

1. El Portal Middle School has six grading periods, each is six weeks long (30 days). Academic eligibility will be based on GPA at the conclusion of each grading period. If deemed academically ineligible, a student can reestablish academic eligibility at the conclusion of the next grading period.
2. Students receiving two or more failing grading period grades will be ineligible for one grading period. Such failing grades may be either scholastic "F" or citizenship grades of "Unsatisfactory Citizenship". However, one "F" and one "Unsatisfactory Citizenship" received in the same class will not make the student ineligible.
3. An eligibility list will be prepared the first day of the next grading period. The period of ineligibility will be from the day after this list is prepared and last until the day after this list is prepared for the next grading period.
4. Special Education and Limited English Proficient students will be evaluated at their IEP meetings to see if modifications should be made in the school standards on an individual basis. The IEP meeting must be held before the grading period's work has begun.

STUDENT LEADERSHIP OFFICERS

Any elected Student Body Officer who receives a grading period report of either an academic grade of "F" or an "Unsatisfactory Citizenship" mark will automatically be dropped from office. The Leadership supervisor will be informed of the dismissal. They will be instructed to elect or appoint a replacement before the next Student Leadership meeting. Grades for the grading period in which the officer was elected will be used to determine eligibility for the first grading period next year.

SPECIAL RULES FOR EXTRA-CURRICULAR ACTIVITIES

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. If possible, students with appointments or special circumstances should contact the school office and their coach so that they are not assumed absent. Athletes may be required to demonstrate proof of appointment. Students who are ill, sleep in, are truant or miss one period or more, will not be allowed to participate. If the attendance office does not catch the absence in time, then the student athlete will be required to sit out the next scheduled event.

5-Day Suspensions: including but not limited to Alcohol, Marijuana, Drugs, Drug Paraphernalia, Fights, etc.

1. Any student in possession or under their influence (consumed, smoked, etc.) of alcohol, marijuana or other drugs while on school grounds, going to or coming from school or a school activity, during lunch, or on or off campus will become ineligible to participate in an activity representing the school for 30 school days. The administration may review all cases after one grading period to see if ineligibility may be shortened to one grading period of probation. Criteria for evaluation include the attitude and honesty of the student at the time of the incident, grades, conduct, and attitude while ineligible.
2. Any student during the time of participation of the activity who has been in possession of alcohol, marijuana, other drugs, drug or alcohol related paraphernalia or under the influence in the community where this involvement reflects poorly on EPMS and his/her continued participation would be a detriment may be dropped or suspended from the sport or activity.
3. Students involved in a second offense will be recommended for expulsion.

Classroom Behavior

Students who receive two "Unsatisfactory Citizenship" comments will be ineligible for both extra and intra-curricular activities for one grading period (the same period as academic ineligibility).

School Behavior

1. Students on suspension may not participate in either extra or intra-curricular activities.
2. Students with continual school behavior problems may be ineligible to participate in both extra and intra-curricular activities determined by school administration.

Narcotics, Substance Abuse and Major Crimes

Students found guilty by a court to have used, sold, or possessed narcotics or a controlled substance or committed any major crime reportable to schools such as murder, arson, rape, kidnapping, assault, etc., (see Welfare Institution Code Section 707 (b) & 887 (b) (2) for complete listing of offenses) will be ineligible to participate in both extra and intra-curricular activities for a minimum of the length of one grading period (6 weeks; 30 school days) starting on the first day of school suspension.

Law Violations in the Community

1. Any law violation in the community tends to reflect poorly on the school and may be cause for evaluation and action by the Review Council.
2. Any student, who is involved in violations such as a minor vandalism, malicious mischief, etc., may be given assignments, suspended for a performance or more, or made ineligible for a longer period of time.

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.

DISCIPLINE/CONDUCT

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 each teacher has the right to teach in a pleasant learning environment that is free of disruptions. This requires mutual respect, respect for authority, and self-respect. Students are expected to make responsible choices. As the school recognizes the student's right to make decisions, it is imperative that students and parents understand that students are held responsible for their actions by the school. Teachers are responsible for disciplinary procedures in their classes. They will make their expectations known at the beginning of and throughout each school year. Serious or repeated offenses will be reported to an administrator for further action. School rules, including dress code, are enforced going to and from school, on school-provided transportation and at all school events.

ANTI-BULLYING POLICY

Bullying is a form of abuse directed specifically toward a student or school personnel. It may be committed by means of electronic acts (texting, social media sites/apps, etc.) or by personal contact. EPMS and Escalon Unified School District takes acts of bullying very seriously and ask students to immediately report any act of bullying to a teacher, office personnel or administrator. (E.C. 32261/48900)

CELL PHONES / ELECTRONIC DEVICES

While the school recognizes the convenient nature of cell phones and electronics, it also recognizes the need to preserve a learning environment free of the distractions these create.

Cell phones/Electronics (iPods, game players, etc.) must be turned off and put away during the entire school day (from 8:40 a.m. to 3:10 p.m.). Portable/Bluetooth speakers are not allowed on campus at any time.

Students must come to the front office to call home when ill to help ensure student health and safety; no cell phones may be used. **NO EXCEPTIONS.**

Disciplinary action listed below will apply to all cell phones/electronic devices:

- 1st offense – Parent pickup.
- 2nd offense – Parent pickup and Saturday School.
- 3rd offense – Parent pickup and Saturday School.
- 4th offense – Parent pickup and 1-day suspension for habitual defiance.
- 5th offense – Parent pickup and 3-day suspension for habitual defiance.

A student who refuses to give his/her phone or electronic device to school personnel for violation of the above rules may be suspended for defiance.

DRESS CODE

El Portal Middle School has chosen to offer a casual dress environment for students. Students are expected to use good judgment and to show courtesy to their peers and school staff by dressing in a manner that is presentable and appropriate. At all times students are asked to be cognizant that regardless of their interaction with their peers and members of the school staff, EPMS is first and foremost a place of learning. The following specifics of the EPMS dress code are designed to maintain student safety and promote a positive learning environment:

1. Dresses, skirts and shorts **MUST** be of a modest length and not revealing. Yoga pants and leggings are only to be worn with appropriate length shirt/blouse for covering.
2. Clothing that is extremely revealing, such as low-cut garments, strapless, off the shoulder or see-through tops, or bare midriffs are not allowed. Clothing that does not cover undergarments is not allowed.
3. No spaghetti straps, halter or strapless tops are allowed.
4. Pajamas and/or blankets are not acceptable to be worn to school, with the exception of special school-sanctioned activity days.
5. Hats, caps, hoods and sunglasses, unless they are prescription sunglasses, are not to be worn in the classroom or office.
6. 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**.

DRESS CODE, cont'd.

7. Gang related apparel and paraphernalia is not allowed, including, but not limited to solid color RED or BLUE shirts, bandanas, hairnets, red or blue belts, and shoelaces. Area codes or any clothing, shoes, etc., associated with gangs is not allowed. Stacking colors (wearing multiple items with gang-related colors, such a shirt, belt, shoes and/or shoelaces) is not allowed. Transitory gang colors or other indicators determined by administration are not permitted. (E.C. 35183, 35294.1)
8. The wearing of chains or any other item considered dangerous is not allowed, this includes masks and/or face paint, with the exception of special school-sanctioned activity days and/or events.
9. Shoes must be worn at all times. Slippers are not allowed.
10. Any clothing that the principal or designee deems to have a negative impact on a school learning environment will not be allowed.

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, school administration will assign a consequence which may include Saturday School.

PERMANENT MARKERS

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

SAFE LEARNING ENVIRONMENT

Every student has the right to attend school in a safe environment. It is expected that any student who feels unsafe at school for whatever reason, make a report with school administration immediately.

SEXUAL HARASSMENT

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 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 not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical contact of a sexual nature made by someone from or in the educational setting. Examples of sexual harassment include but are not limited to the following:

1. Conduct that has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.
2. Situations when submission to, or rejection of, 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 descriptions.
5. Graphic verbal comments or sexually degrading descriptions.
6. Graphic verbal comments about an individual's body, or overly personal conversation.
7. Sexual jokes, stories, drawings, pictures or gestures.
8. Spreading sexual rumors.
9. Touching an individual's body or clothes in a sexual way.
10. Cornering or blocking of normal movements.
11. Displaying sexually suggestive objects in the educational environment.
12. 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. If a student feels another's behavior or comments are offensive, he/she should tell that person to stop and report the incident to a staff member or administrator if the person fails to stop.

SKATEBOARDS / BICYCLES / SCOOTERS

Students are not allowed to ride skateboards, bicycles or scooters on school/district property. The riding of skateboards, bicycles and scooters is only permissible when going to and from school and is not permissible during school hours. Students must carry their skateboards and walk their bicycles/scooters upon entering campus. Bicycles must be locked to one of the provided bike racks in front of the school; skateboards and scooters must be checked-in to the MPR immediately after arriving on campus and must be checked-out of the same location at the end of the school day. Violators will have their skateboards, bicycles, or scooters confiscated and parents contacted. Additional incidents will result in disciplinary action.

TOBACCO FREE SCHOOL DISTRICT

The Escalon Unified School District has been designated a Tobacco Free area. There is to be no use of tobacco on school grounds at any time (including, but not limited to: e-cigs, vape pens, etc.) .

GROUND FORS SUSPENSION AND EXPULSION

School administration may suspend pupils from school in accordance with state law, state regulations, and district policy. A pupil shall not be suspended or recommended for expulsion from school unless the administration of the school in which the pupil is enrolled determines that the pupil has engaged in the following behaviors:

Education Code 48900

- a) (1) Caused, attempted to cause or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) or Division 10 of 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 to school property or private property. "School property" includes, but is not limited to, electronic files and databases (u).
- g) Stolen or attempted to steal school property or private property. "School Property" includes, but is not limited to, electronic files and databases (u).
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription 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 Section 110014.5 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property. "School property" includes, but is not limited to, electronic files and databases (u).
- m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so 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 as defined in Section 261, 266c, 286, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or 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, or sold the prescription drug Soma.

GROUNDS FOR SUSPENSION AND EXPULSION, Education Code 48900, cont'd.

- q) Engaged in, or attempted to engage in, hazing, as defined in Education Code 32050.
- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directly specifically toward a pupil or school personnel.
- E.C. 48900.2 Committed sexual harassment as defined in Education Code Section 212.5. This conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- E.C. 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupil, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- E.C. 48900.7 Made terrorist threats against school officials or school property or both.
- E.C. 48900 (s) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance which 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.

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.

GENERAL INFORMATION

ACCIDENTS / INJURIES

Students are responsible for notifying school personnel when they have an accident or are injured **immediately after it happens**. An accident report must be filled out and forwarded to the principal. A parent/guardian will be called in case of serious injury or illness. Medical Emergency Services may also be called, if necessary.

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 student's 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.

BAND PROGRAM

El Portal has an outstanding band program. Symphonic Band is for students who have completed one year in a band program. Wind Ensemble is for students who have played 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. Each student must be willing to perform in concerts, musicals and participate in the trips to local and out of town parades and competitions. Beginners interested in instrumental music may request enrollment in Concert Band.

BILLS/FINES

Students may receive a bill or fine for lost and/or damaged school materials and/or property. Transcripts and diplomas will be held until all bills/fines are paid. All fines must be paid to participate in school activities. During the last 30 days of school, EPMS will only accept cash; no checks will be accepted.

BULLETIN

The bulletin will be read each day at the beginning of first period. Announcements must have prior approval by school administration (or district superintendent, if necessary) and be forwarded to appropriate office personnel by 7:00 am to be in the bulletin the same day. If approval is not granted in time to appear the same day, the news item will be added once approval is received.

BUS TRANSPORTATION / SCHEDULES

The district provides bus transportation to and from school for those outside the walking area. Students riding buses (to or from school or during field or athletic trips) are required to follow bus rules and are expected to adhere to the same rules of conduct as in the classroom. Students **are not** 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, to determine existing stops, or inquire about late busses/weather conditions, please contact the District Transportation department at (209) 838-3165.

CHANGE OF ADDRESS / CONTACT INFORMATION

Every student at El Portal must have current address and emergency contact information on file with the school office. Correct contact information is crucial in case of an emergency with your student. If you change your phone number, move, or have changes to any other information, please notify the school office as soon as possible.

DELIVERIES

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

ENROLLMENT

Students enrolling from another school **must** bring in the following to the EPMS office:

- Proof of Residence (utility bill, mortgage statement, rental agreement, etc.)
- Copy of current Immunization Records
- Copy of current IEP or 504 Plan (if relevant)
- A completed enrollment packet (available in the main office; the district office has packets in the summer)
- Most current grades from their previous school

EPMS will evaluate and place students accordingly within the guidelines of school policy.

FOOD SERVICE

El Portal operates an "Offer vs. 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. Complete meals are offered inside the cafeteria as well as at the outdoor snack bar windows. There is a choice of several entrees, fruits, vegetables, bread items and milk. Water and other select beverages are also offered. Each student has been assigned a pin number to add money to their account. Lunch menus are announced each morning in the 'Morning Bulletin'.

GRIEVANCE PROCEDURE TITLE VI AND TITLE IX

All classes at El Portal Middle School are open to any student regardless of race, color, national origin, ancestry, religion, marital status, sex, age, or physical handicap. It is against school and district policy for any student or staff member to defame, libel or slander any other student or staff member, including comments or actions based on race, color, national origin, ancestry, religion, marital status, sex, age, or physical handicap. Inappropriate comments and actions will not be tolerated by the EHS administration and staff and will be dealt with when identified and/or brought to the attention of EPMS administration. If you feel your Civil Rights have been violated (or observe others having their rights violated)

1. Give the principal a copy of your concerns in writing providing specific information. The principal will provide you with a written response within ten days. It is the expectation and policy at EPMS that such violations not be tolerated.
2. If for some reason the problem cannot be resolved, you may submit a written notice to the superintendent. The superintendent will 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, DC.

For your information, the District Coordinator for Civil Rights Act, Title IX, and Section 504, Rehabilitation Act is: Ron Costa, Superintendent, 1520 Yosemite Avenue, Escalon, CA 95320, (209) 838-3591

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))

HEALTH PROBLEMS

Students with special health problems should contact their counselor. A confidential health list is available to teachers.

HOME AND HOSPITAL INSTRUCTION

If a student cannot attend school for medical reasons for two weeks or more, you may request a teacher come to your home and tutor your student, one hour for each day of the school week. This must be done at the EUSD Office.

LIBRARY

To better serve our students, EPMS has a library that offers a wide variety of books, magazines, audio-visual material and other items for student use. 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/diploma 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.
- Students are responsible for the proper care of their books and materials.
- Students are expected to return loaned materials free of damage.
- Students will receive a fine for anything beyond normal wear and tear. EPMS is not responsible for lost or stolen library or textbooks. If a library or textbook is lost, your student is responsible to pay the replacement cost of the lost book. All fines must be paid to attend school events and activities. During the last 30 days of school, all fines are to be paid in cash; checks will not be accepted.

Library hours: 8:00 a.m. to 3:30 p.m.

LOST AND FOUND

Books (including textbooks), clothing, keys, wallets and other personal articles you find should be turned in to the office immediately. 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.

MEDICATIONS

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). California State law forbids school personnel from administering any medication without this signed, authorized form. Your student's medication will be kept in a locked, safe location in the office for their use. All medication distribution is performed by school office personnel or district nurse.

OFFICE EXPECTATIONS / PHONE USE

Students are to remember that the office is a place of business. For 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. If you have important school related business that requires use of the school phone, you may ask office personnel 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 if during class time. Have your **friends wait outside**; only one person is allowed at the phone at a time.

ONE TO ONE DEVICE POLICY

Escalon Unified School District views the use of student mobile devices as essential to personalization of learning and preparing students for the 21st century. Escalon Unified School District will provide all middle school students with a Chromebook with access to the Web, On-Line Curriculum, Google Docs, Google Classroom, and other web-based tools.

With the appropriate completed Chromebook Insurance form, students will receive their own device for the entire school year (unless otherwise arranged). The care of this device is **your** responsibility. The district offers parents/guardians the option to purchase insurance coverage that will protect against theft and/or damage. If the device is stolen, the parent/guardian is required to file a police report to process any claim. If this is not done, the parent/guardian is then responsible for the replacement cost of the device. If the device is lost, the student is responsible for the replacement cost of the device. Power cords are **NOT** covered under insurance and must be paid for in the event of loss or damage. Without insurance coverage, you will be **responsible for the full replacement cost of a lost or damaged device**. The following "tips" may help you:

1. Devices must remain in their protective case **AT ALL TIMES**. If a device is damaged when a case has been willingly removed, all claims to insurance are forfeited, and liability for damages rests with the student and their parent/guardian.
2. Be aware of the security and safety of your device **AT ALL TIMES**. Do not leave it unattended for any length of time.
3. Exhibit care when using your device. Do not throw or slide your device (or bag/backpack containing your device) on the ground or any other hard or unsafe surface. Be cautious of where you leave your device when playing, etc.
4. Do not lend your device to anyone. Again, **you** are responsible for this device.
5. If your device becomes lost, damaged, or you need help with the device in general, please notify the librarian or an administrator immediately.

For the full list of Chromebook parts/replacement pricing, please see the EUSD 1 to 1 Student Mobile Device Handbook.

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**.

P.E. CLOTHES / LOCKERS

You will have Physical Education each day. California law requires that you take P.E. and therefore you must have a note from your doctor if you are not medically able 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** 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.

A complete gym outfit includes athletic shoes, socks, shirt and shorts. Sweatshirts and sweat pants are optional. El Portal Middle School provides shirts and shorts for purchase, or students may choose to purchase solid blue athletic shorts and solid gray athletic t-shirt elsewhere. All items should be marked with the student's name.

Lockers and school provided locks are issued to all students for use during their Physical Education class. El Portal Middle School is not responsible for any items left in your locker. Only EPMS issued locks may be used on lockers. Locks placed on lockers that are not EPMS locks will be cut off and replaced with an EPMS lock. Lost locks must be replaced by purchasing one with your P.E. teacher or the office for \$5.00. Lockers are not places of absolute privacy and may be inspected with reasonable suspicion that the locker may contain illegal materials. Students are responsible for making sure their personal items are secured and their lockers are locked.

RESTRICTED AREAS

Students are not allowed behind the portable buildings without permission and direct staff supervision. Areas to the east and south of the gym (behind the gym) are restricted for the entire school day unless used for Physical Education and supervised by a teacher.

Lunchtime eating areas – students are given the option of eating in the Multi-Purpose Room (MPR) or in a designated lunch area (snack bar tables/outside stage area tables). No food items are allowed outside of these areas including the grass areas and basketball courts.

STUDENT ACCIDENT INSURANCE

Students may purchase school time or 24-hour accident and sport coverage. The insurance information can be found in the EPMS office or on the EUSD website under the 'Families' tab. **THE DISTRICT HAS NO ACCIDENT COVERAGE FOR STUDENTS.** Insurance coverage is mandatory to participate in after school sports.

STUDENT ACTIVITY / ATHLETIC / FIELD TRIP TRANSPORTATION

Students may have an opportunity to join their class or grade level on a trip away from school. Students must have a permission form signed by their parent/guardian to attend one of these trips. Following all classroom and school rules and maintaining good grades is important to ensure eligibility. Poor behavior and/or poor academic performance can cause a student to become ineligible for the trip, and in this case, participation will be determined by administration.

El Portal Middle School, along with Escalon Unified School District, provides bus transportation for activities, athletic events, band trips, and field trips. In rare situations, transportation may not be available because of a shortage of qualified drivers and/or modes of transportation. For certain activities/trips, transportation may be provided by a district-approved transportation vendor (chartered bus, etc.).

- Students are expected to ride to activities/road athletic events/field trips by a mode of transportation that is approved by EPMS/EUSD.
- Students are allowed to ride to and from activities/road athletic events/field trips with their own parents/guardians.
- Students are not allowed to ride to and from activities/road athletic events/field trips with non-EUSD approved drivers. Adults can apply to become a district-approved driver through the EUSD Transportation department, thus giving them permission to drive students that are not their own children.
- Students may ride home from road athletic events with their own parent/guardian given that the parent/guardian has signed-out on the EUSD checkout form provided by the head coach. Due to safety concerns, **do not** take your child without notifying their coach and signing the checkout form.
- **In extenuating circumstances**, students may be transported home from activities/road athletic events/field trips by other adults, given that the adult has been granted permission by EPMS administration **at least 24 hours prior to the event**. See the EPMS office for the required form.

STUDENT ID CARDS

Each student will be issued a free EPMS Student ID card. Student ID cards will be available at Panther Kickoff and during picture re-take day. The purchase of a picture package with the photography company is not necessary to receive a Student ID card. All students are required to show a valid Student ID card to check out books in the library.

STUDENT LEADERSHIP

Student 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 school year.

STUDENT 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**

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. Students are responsible for the proper care of their books and materials.
2. Students are expected to return loaned materials free of damage.
3. Use ink to write your name in the proper space inside the front cover of the book that you have been issued.
4. Record the number that is stamped in your book. You are responsible for this book.
5. Lend books to others at your own risk. Again, you are responsible for this book.
6. Do not throw or slide books/backpacks on the ground.
7. You may not be allowed to attend student activities or receive your report card/diploma until all fees have been paid. During the last 30 days of school, all fees are to be paid in cash; checks will not be accepted.

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 are encouraged to visit at any time. Adult visitors to classrooms are to check with the teacher for a visitation time and must sign-in with the office when they arrive on campus and when they leave.

A 24-hour notice to teachers and office personnel is recommended.

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.

Bullying - a form of abuse comprised of repeated acts over time that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. The power imbalance may be social power and/or physical power.

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 El Portal staff. (The band performances at Christmas, Spring and promotion are not considered extra-curricular.)

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 11

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.