

GLEN EDWARDS MIDDLE SCHOOL

Student ♦ Parent ♦ Teacher

2020-2021 Handbook



Home of the Panthers

MISSION STATEMENT

“The mission of Glen Edwards Middle School is to prepare all students for success in High School and beyond.”

204 L Street, Lincoln, CA 95648

Office (916) 645-6370

24 Hour Attendance Hotline (916) 645-6581

Fax (916) 645-6379

Website <http://gems.wpusd.k12.ca.us>

Principal Lance Van Court

Assistant Principal Shanna Parker

This Handbook Belongs To: _____

TABLE OF CONTENTS

| | |
|---------------------------------------|----|
| Teachers and Staff | 3 |
| Bell Schedules | 4 |
| Important Dates | 6 |
| General Information | 7 |
| Student Handbook/Agenda | |
| Student Schedule | |
| Student Materials | |
| Textbooks | |
| Homework and Grades | |
| Progress Reports and Report Cards | |
| Parent Conferences | |
| AVID | 8 |
| Electives | |
| Honors Academy | |
| ELA & Math STRIVE | 9 |
| Attendance | 9 |
| Appointments | |
| Travel Study | |
| Withdraws/Transfers | |
| School Attendance Review Board (SARB) | |
| Tardies | |
| Procedures | 11 |
| Messages/Deliveries | |
| Lunch Periods | |
| Emergency Cards | |
| Visitors/Volunteers | |
| Student Identification Card | |
| Closed Campus | |
| Drop Off/Pick Up | 12 |
| Cell Phones and Electronics | |
| Dress Code | |
| Backpacks | 13 |
| Prohibited/Inappropriate Items | |
| Behavior | 13 |
| PBIS | |
| Intervention Sequence & Consequence | |
| Friday School | |
| Activities and Student Recognition | 14 |
| Athletics | 14 |
| Physical Education Procedures | 16 |
| Promotion Requirements | 17 |
| Support Services | 18 |
| Health Services | |
| Medication | |
| Insurance | |
| Board Policies & Tobacco Free Schools | 19 |

TEACHERS AND STAFF

Administration Team

| | |
|-----------------|---------------------|
| Lance Van Court | Principal |
| Shanna Parker | Assistant Principal |

Office/Support Team

| | |
|-------------------|-------------------|
| Jenifer Freymond | Secretary |
| Elizabeth Finn | Clerk |
| Holly Baser | Clerk |
| Elizabeth Morales | Health Clerk |
| Kelle LeBeau | Library Tech |
| Gus Nevarez | Custodian |
| Pat Long | Custodian |
| Jesus Gonzalez | Custodian |
| Hunter Dora | Campus Supervisor |
| Kathleen Hart | Campus Supervisor |
| Martha Mora | Campus Supervisor |
| Teddy Powell | Campus Supervisor |
| Tiffany Brown | Campus Supervisor |

Enrichment Team

| | |
|-------------------|----------------|
| Jessica Fernandez | Leadership/WEB |
| Nick Harrigan | AVID |
| Diane Mahan | AVID |
| Lisa Ward | Art |
| Albert Medina | Music |
| Jason Noonan | Technology |
| Ramey Rayos | ELD |

Language Arts Team

| | |
|------------------|---------|
| Wendy Hamasaki | Teacher |
| Daniela Thompson | Teacher |
| TBD | Teacher |
| Jackie Banderas | Teacher |
| Melissa Hargis | Teacher |
| Dennis Santos | Teacher |
| Nick Harrigan | Teacher |

Support Team

| | |
|-----------------|--------------------|
| Cecilia Sanchez | Parent Liaison |
| Tom Kelley | Counselor |
| Victoria Galvan | Psychologist |
| Emily Turnbull | Speech Pathologist |

Math Team

| | |
|-------------------|---------|
| Jessica Fernandez | Teacher |
| Heather Ward | Teacher |
| Ryan Smith | Teacher |
| Rick Smith | Teacher |
| Kelly Ransford | Teacher |
| Ramey Rayos | Teacher |
| Kari Doherty | Teacher |

Physical Education Team

| | |
|---------------|---------|
| CJ Nichols | Teacher |
| Sandie Mullen | Teacher |
| Mike Hankins | Teacher |
| Todd Colson | Teacher |

Science Team

| | |
|----------------|---------|
| Bill Trueman | Teacher |
| Mike Agrippino | Teacher |
| Afton Stolesen | Teacher |
| Rebecca Simko | Teacher |
| Jennifer Mason | Teacher |
| Jada Saul | Teacher |

Social Science Team

| | |
|-------------|---------|
| TBD | Teacher |
| Dave Luci | Teacher |
| Phil Otte | Teacher |
| Gregg Law | Teacher |
| Travis Hunt | Teacher |
| Pat McAdam | Teacher |

Special Education Team

| | |
|-----------------|--------------------|
| Jeff McClaskey | Resource |
| Thomas Kelly | Resource |
| Amanda Moore | Resource |
| Deborah Butler | Special Day |
| Sruti Vadgama | Instructional Aide |
| Angie Seay | Instructional Aide |
| Theresa Palos | Instructional Aide |
| Donna Salsberry | Instructional Aide |
| Desra Perez | Instructional Aide |

Email Addresses

Staff email addresses are the first initial and last name followed by @wpusd.org
 For example: the email address for John Smith is jsmith@wpusd.org

Teachers are available to accept phone calls or to meet before school, during their prep period, or after school. Please call or email to schedule an appointment or classroom visit.

**GLEN EDWARDS MIDDLE SCHOOL
REGULAR
BELL SCHEDULE 2020-2021**

| 6 th Grade | 7 th Grade | 8 th Grade |
|---|---|---|
| PER 1 8:00 – 8:51 (51 min) | PER 1 8:00 – 8:51 (51 min) | PER 1 8:00 – 8:51 (51 min) |
| PER 2 8:55 – 9:46 (51 min) | PER 2 8:55 – 9:46 (51 min) | PER 2 8:55 – 9:46 (51 min) |
| PER 3 9:50 – 10:41 (51 min) | PER 3 9:50 – 10:41 (51 min) | PER 3 9:50 – 10:41 (51 min) |
| PER 4 10:45 – 11:36 (51 min) | PER 4 10:45 – 11:25 (40 min) PAW Period | PER 4 10:45 – 11:25 (40 min) PAW Period |
| LUNCH 11:36 – 12:11 | LUNCH 11:25– 12:00 | PER 5 11:29 – 12:20 (51 min) |
| PER 5 12:15 – 12:55 (40 min) PAW Period | PER 5 12:04 – 12:55 (51 min) | LUNCH 12:20– 12:55 |
| PER 6 12:59 – 1:50 (51 min) | PER 6 12:59 – 1:50 (51 min) | PER 6 12:59 – 1:50 (51 min) |
| PER 7 1:54 – 2:45 (51 min) | PER 7 1:54 – 2:45 (51 min) | PER 7 1:54 – 2:45 (51 min) |

**GLEN EDWARDS MIDDLE SCHOOL
EARLY RELEASE
BELL SCHEDULE 2020-2021**

| 6 th Grade | 7 th Grade | 8 th Grade |
|---------------------------------|---------------------------------|---------------------------------|
| PER 1 8:00 – 8:50 (50 min) | PER 1 8:00 – 8:50 (50 min) | PER 1 8:00 – 8:50 (50 min) |
| PER 2 8:54 – 9:42 (48 min) | PER 2 8:54 – 9:42 (48 min) | PER 2 8:54 – 9:42 (48 min) |
| PER 3 9:46 – 10:34 (48 min) | PER 3 9:46 – 10:34 (48 min) | PER 3 9:46 – 10:34 (48 min) |
| LUNCH 10:34 – 11:09 | PER 4 10:38 – 11:26 (48 min) | PER 4 10:38 – 11:26 (48 min) |
| PER 4 11:13 – 12:01 (48 min) | LUNCH 11:26 – 12:01 | PER 5 11:30 – 12:18 (48 min) |
| PER 5 12:05 – 12:53 (48 min) | PER 5 12:05 – 12:53 (48 min) | LUNCH 12:18 – 12:53 |
| PER 6 12:57 – 1:45 (48 min) | PER 6 12:57 – 1:45 (48 min) | PER 6 12:57 – 1:45 (48 min) |

2020-2021 IMPORTANT DATES

| | |
|------------------|--|
| August 20 | First Day of School |
| August 21 | School Rules Assembly |
| August 24 | Fall Pictures |
| September 3 | Back to School Night |
| September 7 | No School |
| September 11 | Back to School Event/Dance |
| September 25 | Fall Picture Retakes |
| October 2 & 5 | No School |
| October 16 | 1st Qtr. Progress Period Ends |
| October 20-21 | Point Break (7 th Grade) |
| October 23 | Red Ribbon Rally |
| October 23-31 | Red Ribbon Week |
| October 30 | October Event |
| November 2 | No School |
| November 11 | No School |
| November 16-20 | SPECIAL SCHEDULE/12:30 Min Days |
| December 11 | Winter Event |
| December 18 | End of 1 st Semester (2 nd Qtr.) |
| January TBD | S1 Honors Reward |
| January TBD | Frosh Parent Showcase @ LHS |
| February 5 | February Event |
| February 12 & 15 | No School |
| March 19 | 3 rd Qtr. Progress Period Ends |
| April 23 | SBAC Rally |
| May 7 | End Of Year Event (6 th & 7 th Grade) |
| June 3 | Yearbook Signing Event |
| June 10 | 8th Grade Promotion Dance |
| June 11 | 8th Grade Promotion |
| June 11 | End of 2 nd Semester (4 th Qtr.)/ Last Day of School |

GENERAL INFORMATION

Student Handbook/Agenda

This student handbook (agenda) is essential to your child's success in school. Students will keep track of their homework in this agenda and it can be used to communicate with teachers. It will also serve as your child's hall pass. NO STUDENT WILL BE ALLOWED OUT OF CLASS FOR NON EMERGENCY SITUATIONS IF THEY DO NOT HAVE THEIR AGENDA WITH THEM AND SIGNED BY A TEACHER.

Student Schedule

The daily schedule is divided into seven periods, which include language arts, math, science, social studies, physical education, enrichment/intervention and a PAW period.

Student Materials

- Backpack
- Student Agenda
- Binder Paper
- Pen/Pencil

Note: Individual teachers may require additional or alternative materials. Permanent pens or markers are not allowed.

Textbooks

Textbooks and library materials issued are the student's responsibility. Students will be expected to pay for any lost or damaged books. Students who do not return library books will not be allowed to check out additional books until books are returned or replacement fees are paid. Students will not be issued report cards and will be denied participation in end-of-year activities (including Promotion activities) until fines are paid.

Homework and Grades

In order for students to be successful, they must complete all class and homework assignments on time with high quality and accuracy. Grades are calculated on the completion and accuracy of class work, homework, projects, quizzes and tests. Grades are computed as follows:

| | |
|---|---------------|
| A | 90 – 100% |
| B | 80 – 89% |
| C | 70 – 79% |
| D | 60 – 69% |
| F | 59% and below |

Students can expect one hour of homework every night. Homework is an integral part of a student's grade. Families can assist their student by checking the agenda daily for homework assignments and/or the GEMS on-line Parent Portal (Schoology).

If a student is absent for three or more consecutive days, parents may call the office to request homework. Homework will be available in the office to be picked up after 2:45 p.m. the following day. Additionally, it is important to know each teacher's policies and procedures regarding grading, behavior, and classroom expectations.

Progress Reports and Report Cards

Progress reports will be sent home through each student's first period teacher on the following dates during each semester: October 22, 2020 (Qtr.1) and March 25, 2021 (Qtr.3). In addition, grades are available for viewing any time by accessing Schoology.

Report cards are mailed home no more than two weeks after each semester. Students with unpaid fees will receive a letter detailing any debts. The report card will be released once the debt is cleared. Parents should contact the school office if they are not receiving progress reports or report cards.

Parent Conferences

One of the responsibilities of the teacher is to monitor student progress in academics and behavior. If a student is struggling in either area, the teacher may contact you to set up a conference. Parents may also request a conference by e-mailing the teacher directly or leaving a message in the office. The teacher will contact the parent

within 24 hours after receiving the message. Back to School Night, Parent Conferences, and Open House are events all parents should plan to attend for essential information related to their child's academic progress.

AVID

Avid is an elective class for students to prepare for college and careers beyond high school. The academic expectations are that all assignments will be completed and a minimum 2.0 GPA maintained. Students may be removed from the class if expectations are not met.

Electives

Elective classes include technology and art. Students in the 7th and 8th grade have the following elective options (**requires teacher approval*):

- | | |
|--------------------|----------------------|
| • Band* | Advanced Band* |
| • Art | Advanced Art* |
| • Computer Science | Yearbook* |
| • AVID* | Broadcasting* |
| • Leadership* | Guitar |
| • Teacher Aide | Photography/Ceramics |

GEMS Honors Academy

The Glen Edwards Middle School Honors Academy program is designed for students who are performing at or above grade level in their core classes and wish to excel academically. This program is designed to provide a greater depth of understanding and extend critical thinking skills. This program also provides extension activities that may not be offered in the general education setting. Students enrolled in the honors program are surrounded by peers with similar academic interests and are typically those who plan to enroll in the college preparatory courses when they reach high school. This is an accelerated learning program that requires a big commitment by students and their families and should be discussed before enrollment.

Entering Criteria

The Honors Academy is available for students in 6th, 7th and 8th grade. To qualify for the Honors Academy, students must meet all of the following criteria:

Incoming 6th Grade:

- Complete a writing evaluation and math evaluation (to be evaluated by GEMS teachers)
- Meets/Exceeds grade level standards in Math and English
- SBAC score of 3 or 4 for the previous 2 years
- Most recent I-Ready reading diagnostic score at or above grade level
- 5th grade teacher recommendation

**Parent application required

***GATE identified students/students in the First Street Elementary Academy hold priority

Incoming 7th and 8th Grade:

- Application required for readmission or new admission
- From Honors: Grade of C or better; from General Education: Grade of B or better
- Complete a writing evaluation and Math evaluation
- SBAC score of 3 or 4
- Most recent I-Ready reading diagnostic score at or above grade level
- Teacher recommendation (Math and English)

Exit Criteria:

Teachers will contact the parents of any student that is meeting any of the below criteria:

1. Has a D or an F for the course grade
2. Poor work ethic (eg: Is missing assignments)
3. Is missing any major project or essay
4. Has excessive absences impacting academic performance

Parent, Teacher, and Administration will meet to discuss issues that are keeping the student from achieving and develop a work contract for the student to follow for 3 weeks. If at the end of the 3 weeks, the student is failing to meet the contract requirements, the teacher and administration will meet to discuss exiting student from the Honors Academy.

Within the first 6 weeks of course instruction:

Students will be exited if failing to meet the contract requirements.

After 6 weeks of course instruction:

Students may be exited at the end of quarter grading periods per admin and teacher discretion if failing to meet the contract requirements.

Disclaimer: If a student is exited from the Honors Academy, they will be removed from Honors ELA, Honors Math, AND their Honors elective.

The Honors Academy requires students to be enrolled in all 3 honors courses as listed below:

6th Grade

Honors ELA
Honors Math
Honors Band

7th Grade

Honors ELA
Honors Math

8th Grade

Honors ELA
Honors Math

ELA & Math STRIVE

GEMS Intervention Philosophy: The English and math intervention classes are created with “bridge building” in mind. Students who are two grade levels or more behind with gaps in their learning in reading, writing or various math concepts as evidenced by the criteria listed below are considered for STRIVE. Together with the teacher, students work to bridge those gaps, are given opportunities for additional practice on skills being learned, and work toward success in current academic classes. The goal of STRIVE is to accelerate student’s learning and move them into an elective class. STRIVE is not a permanent placement for students, and students can exit quarterly based on criteria below.

GEMS Intervention is a place for kids to . . .

- work and gain skills
- receive remediation
- work on keeping up in current classes

GEMS Intervention is NOT . . .

- a ‘left over’ elective
- a homework club/study hall
- a placement for kids with no other choice

In order to be placed in intervention, students have to meet two or more of the criteria below:

- SBAC scores of 1 or 2
- iReady diagnostic test of two or more grade levels below
- In class diagnostics/tests
- Individual achievement/grades
- Student and parent buy in

In order to be removed from intervention we will evaluate the following:

- 75% or better in current class (ELA or Math)
- Improvement on iReady within two grade levels of student’s current grade
- 80% of iReady work (in level green) is being successfully completed
- Administration and teachers will discuss each student who is being exited from STRIVE

Disclaimer: Students who are in a STIVE class will also have an opportunity to take an enrichment elective during PAW period.

ATTENDANCE

Parents, please make a concerted effort to have your child arrive to school on time and attend school for the entire day. Schools receive state funding based on Average Daily Attendance.

To report an absence, call the 24 Hour Attendance Hotline at 916-645-6581. If phone access is not available, please send a note with the student the first day they return to school. Any absence not cleared within three school days will be marked as unexcused.

When a student returns to school from an absence, they must report to the office before school and obtain an “Admit to Class” slip. Students are not permitted to return to classes without first clearing the absence at the office.

Appointments

If a student needs to check out of school early for an appointment, a note should be brought to the office **before school** to receive an Early Dismissal Slip. This procedure will allow the student to meet their parent in the office without delay. Any student leaving school before the end of the school day with parental permission must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card.

Travel Study

Travel study during the school year is **strongly discouraged**. Students miss valuable instruction and experiences, which cannot be replaced. Any request for travel study must be made at least two weeks in advance and a minimum of 5 school days. The student, a parent/guardian, and an administrator must sign the contract. All work is due on the day the student returns to the school office. To qualify for Travel Study, a student must meet academic and attendance requirements. Administration may deny a travel study request if requirements are not met.

Withdraw/Transfers

In order for all necessary records to be complete, families must notify the Clerk at least two days before a student can transfer or withdraw to another school.

On their last day of attendance, students should report to the office upon arrival to school and obtain a Withdraw Form. They will then follow their regular schedule and complete the checkout process with each teacher during each class period. (*i.e. return textbooks, library books, PE locks, fees/fines, obtain grades, etc.*)

Final clearance must be made with the Clerk during the student's last period of the day by turning in the Withdraw Form to the office. A forwarding address, with zip code and parent signature must be left and a copy of the Withdraw Form will be provided to the parent. Failure to do so could result in delayed enrollment into the next school of attendance.

School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) brings together parents, students, school personnel, law enforcement, county probation and other agencies to review cases of students who are referred for irregular attendance. Students and their families are referred to SARB for the following reasons:

1. **Attendance:** The student and family will be summoned to appear before the SARB Board if the student has been declared habitually truant or has excessive absences or tardies. More than nine absences per year is considered chronically absent.
2. **Behavior:** A student who exhibits chronic misbehavior that requires suspension from school for a total of ten school days or more may result in a hearing by the SARB. The administrator may recommend, at any time, that a SARB hearing be convened if a student overtly or flagrantly interferes with the smooth operation of the school or in any way jeopardizes the health or safety of any individual or group.

The Assistant Principal and Attendance Clerk will send information to the student's home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

| Excused for Illness | Action | Unexcused Absence | Action |
|---|------------------------------------|---------------------------|--|
| 5 th excused absence | Excused Illness Letter #1 | 3 rd Unexcused | 1 st letter |
| 10 th excused absence | Excused Illness Letter #2 | 4 th Unexcused | 2 nd letter and an SST scheduled w/contract |
| 14 th excused absence | Excused Illness Letter #3 | | 3 rd letter; Student Declared Habitual Truant; Referral to SARB Hearing |
| 15 th excused absence and each absence thereafter will REQUIRE a Doctor's Note | No Doctor's note=unexcused absence | 5 th Unexcused | |

A SARB hearing results in a contract with the student and family requiring regular school attendance and appropriate school behavior. Violations of the contract will result in a referral to Community School or a petition on behalf of the minor child to the County Juvenile Court. In addition, if your family is on welfare and your child is delinquent, your Welfare Check may be reduced. CalWORKS requires that all school-age children must attend school regularly and on time.

Tardies

Students are more successful in school when they arrive on time and prepared for class. A student is considered tardy if not seated **by the time the bell rings**. Tardies will be tracked by teachers and reset each semester. Tardies are cumulative throughout the student class schedule. Students who are tardy without a valid excuse will receive the following consequences:

- 4th tardy = 1 hour Friday School
- 5th tardy = 2 hour Friday school
- Every tardy thereafter will result in consecutive 2 hours of Friday School

*** Students who arrive at school after 8:05 a.m. must report to the attendance office for tardy slip. If a student arrives at this time without valid parent notification, they will be issued and serve an Administrative Lunch Detention that day.**

PROCEDURES

Messages/Deliveries

Families need to make arrangements with their students before they leave for school regarding appointments, supplies, and lunch. The office will not accept deliveries of: flowers, balloons, or student projects. **Do not text or call your child directly during school hours as this violates the student cell phone policy.**

Lunch Periods

Meals can be purchased in the Cafeteria. A student may prepay for lunches in the cafeteria before school or during the lunch period. Breakfast is also served daily from 7:30-8:00am, and must be eaten in the cafeteria.

Free and reduced lunches are available to families whose economic circumstances meet the federal criteria for the Free/Reduced Lunch Program. Applications may be obtained at any time from the office and submitted to the Food Service Clerk for approval.

Students must stay in assigned, supervised areas during the lunch period and eat only in designated areas.

Note: Food and drinks are NOT allowed on the blacktop, field areas or restrooms. We strongly discourage parents dropping off lunch because it is a disruption to the front office.

Emergency Cards & Information

Student emergency cards are online. Families should obtain from the office a parent access ID to create an account. Emergency cards contain important information, including names of parents/guardians, addresses, phone numbers, work numbers, email address, medical information, and emergency contacts if parents/guardians are not available. Families MUST inform the office any time the information on the card changes.

Visitors/Volunteers

All visitors/volunteers on campus must check in at the office and be issued a “Visitor Badge” before entering campus. The “Visitor” badge must be visible at all times. Visitors and Volunteers are expected to follow school expectations regarding cell phones and dress code.

Student Identification Card

Student ID cards will be issued to all students in August during Picture Day (8/24/20). ID cards are required to check out library books, equipment during lunchtime, and to gain admittance to extra-curricular activities. The cost to replace a lost ID card is \$3.

Closed Campus

Glen Edwards Middle School is a closed campus. Our front and back gates will be closed at 8:10 and opened at 2:40. All students must enter through the front or back gates. Students leaving campus without permission after arriving at school or during school hours will be subject to disciplinary action. Parents and visitors must sign in at the front office and wear a visitor’s badge. Parents wishing to visit classrooms must arrange the visit with the teacher and give written notification to Administration 24 hours in advance.

Drop Off/Pick Up

There are many drop off locations surrounding the school. The drop off on L Street in front of the school tends to be the most congested. Please note if you are dropping off or picking up in the bus area you **MUST** leave room for the bus to pass. The bus lane is not meant for parking and should be used for continuous pick up of students. If you need to park and wait for your child, please use one of the surrounding side streets such as 3rd & O or 2nd Street.

No student should be dropped off earlier than 7:30am and all students must exit campus 15 minutes after the bell rings. Any student on campus longer than 15 minutes is expected to be attending a supervised after school program (tutoring, sports, and/or after school program).

Cell Phones and Electronics

Cell phones and electronics may be used before and after school. Usage in the classroom is prohibited except at the discretion of the classroom teacher. **Note:** Any phone determined to have been used inappropriately (text/picture/video) may be searched by school administration and/or police. A suspension may result from inappropriate use. An office telephone is available for student use for emergencies only. Emergencies do **NOT** include forgotten lunches, homework/projects, or PE clothes. GEMS is not responsible for lost, stolen, or damaged cell phones or other electronics and will not investigate or search for such items. Cell phone/electronic infractions will be handled as follows:

- **1st Offense** - Device confiscated to the office, warning
- **2nd Offense** - Same as above and a parent must pick up the device. Parents are encouraged to have student keep the phone at home, or the student will be required to check the phone in at the beginning of the day to Administration and pick it up at the end of the school day from an Administrator.
- **3rd Offense** – Friday School assigned and a parent must pick up.

Dress Code

The purpose of the Dress Code is to prevent disruption of the learning environment and minimize the distraction of other students. Students wearing clothing that is inappropriate based on the listed criteria will be subject to disciplinary action:

- Clothing or accessories that have reference to sex, objectify women (i.e. **Fatal** shirts), drugs, tobacco, alcohol, weapons, violence, or gang activity may **NOT** be worn.
- Gang-associated dress or accessories may **NOT** be worn.
- Clothing must not expose buttocks, cleavage, midsection or underclothing when standing still, bending over, raising arms, or in motion.
- Clothing must completely cover all underwear, bra straps, and cleavage. Sheer items that show any undergarments are also not permitted. Sports bras are still considered underwear.
- Strapless tops, spaghetti straps or other straps less than 2" wide, low-cut tops, and clothing that show bare midriffs may **NOT** be worn.
- Sagging pants/shorts larger than one size are not permitted.
- Frayed holes in jeans can not be larger than a quarter and must meet our length of short policy (i.e.no holes higher than your shorts would be).
- No racerback tops allowed
- Pajamas are only allowed during designated spirit days.
- Shoes must be worn on school grounds at all times. Slippers are only allowed during designated Spirit days.
- Hoods must be removed when inside buildings.
- Jewelry that is deemed offensive or unsafe (sharp edges, spiked tips, etc.) to either the wearer or other students is not allowed and must be removed or safely covered when asked.
- No hats unless related to Lincoln or GEMS (i.e. Lincoln Potters, Zebras, etc.)

The administration reserves the right to decide the appropriateness of the student's attire and to review and change the dress code to ensure a productive and safe learning environment as necessary. If a student's articles of clothing, jewelry or accessories violate the dress code or in some other way cause disruption to the

learning environment, they will be asked to change into a school loaner outfit for the remainder of the day (or until suitable clothes arrive from home). Repeated offenses will result in the following disciplinary action:

- **1st Offense** – Student is sent up to the office to change into loaner (if available) and clothes are returned to the student at the end of school day. If available, the guardian needs to bring new clothes.
- **2nd Offense** – Student is sent up to the office to change into loaner, parents are notified, clothes are returned to the student at the end of school day, and 1hr Friday School assigned.
- **3rd Offense** – Same as above and 2hr Friday School assigned

Backpacks

Backpacks, book bags, purses, and contents, including cell phones and electronic devices, are the responsibility of the student. The school accepts no responsibility for lost articles or books. **Keep your backpack with you at all times.**

Prohibited/Inappropriate Items

The following items are prohibited at school: Metal water bottles/metal bottles, gum, smarties, laser pointers, permanent markers, water or toy guns, weapons, firearms, aerosol cans, smoke or stink bombs, matches, lighters, knives, fireworks, vape pens, tobacco products and other items that disrupt the learning environment or are unsafe at school. Bicycles, Skateboards, and Scooters are NOT ALLOWED to be used on campus and must be locked in the bike rack area. Roller shoes and roller blades are not allowed on campus with the exception of roller hockey participants on game days afterschool during the roller hockey season. GEMS is not responsible for lost, stolen, or damaged personal property and will not investigate or search for such items.

For detailed discipline information please refer to the discipline matrix located at the back of the handbook.

BEHAVIOR

Students are expected to have appropriate conduct at all times. No public displays of affection. There will be no horseplay, body shots, or slapping of any part of the body. No throwing water. Students are expected to walk to and from classes. Restrooms can not have more than 3 (three) students at any given time. An orderly campus is essential for the safety and education of all students. The schoolwide expectations are for students to be Positive, Productive, and Professional.

PBIS

GEMS is a PBIS (Positive Behavior Interventions and Supports) school. At GEMS we practice three “P”s of being Positive, Productive and Professional amongst students, staff and the community. A key part to our success with PBIS are our families and community. PBIS is in place to communicate and have transparent consistent expectations for our entire school community. It ensures that our students are safe and productive both on and off campus.

Intervention Sequence & Consequence (Minor):

- **First:** Warning and Log Entry put into Power School
- **Second:** Parent contact (call preferred) and Log Entry put into Power School
- **Third:** 10 minute teacher detention, parent contact, Administration notified, and Log Entry put into Power School.
- **Fourth:** Administration takes over consequences and a support plan developed.

Students suspended from school for twenty or more days will be recommended for expulsion from the school district. Students may also be recommended for expulsion prior to twenty days of suspension if the administration deems that the student’s behavior constitutes a danger to themselves and/or others.

Friday School

If a student receives a referral for breaking a school rule Administration may assign Friday School. Friday school is an opportunity for students to reflect on disciplinary decisions. Depending on the severity of their infraction students can be assigned either one or two hours of Friday School. Friday school begins at 2:55pm and goes until 4:45pm. Parents will be notified by Administration should this be the consequence for their child.

ACTIVITIES

Attendance at dances, honors activities, field trips, choir/band trips and participation in athletics, are privileges, which must be earned. Attendance is limited to GEMS students only unless otherwise arranged with the trip/activity coordinator. Eligibility to participate is based upon the following guidelines:

1. Must maintain a 2.0 with no F's in any subject
2. Attend school the same day to be eligible to participate in practices, rehearsals, or games.
3. No suspensions

Dances and Activities

All school rules are in effect during dances. This includes dress code. Students attending the dance must arrive within the first 30 minutes and stay for the entire dance. Students who arrive afterwards will not be allowed to enter.

Leadership

Student Council officers and class representatives are leaders and role models both at school and in the community. They are expected to exhibit exemplary behavior. They must meet the activity guidelines listed above. In addition, these more rigorous standards apply:

- 2.5 overall GPA with no F's
- No referrals or suspensions

****Not meeting these standards will result in removal from Student Leadership****

STUDENT RECOGNITION

❖ Panther Bucks

- ✓ Awarded to students by any staff member.
- ✓ Can be used in the student store for prizes. The more cards a student has to trade in, the greater the prize.

❖ Outstanding Student of the Semester (Hosted by Lions Club)

- ✓ Nominated by teachers
- ✓ Earns a prize along with a certificate of recognition

❖ Honors Celebration

- ✓ First Semester Cumulative GPA 3.0 or higher
- ✓ Second Semester Cumulative GPA 3.0 or higher (S1 + Q3)

❖ Panther Pride

- ✓ Nominated by teachers
- ✓ Earns a prize along with a certificate of recognition



ATHLETICS

GEMS is a member of the Foothill Intermediate School Athletic League (FISAL). Participation in the league is governed by CIF rules and FISAL bylaws. GEMS offers the following sports.

| FALL | WINTER | SPRING |
|---|---|---|
| Cross Country (6, 7, 8) Flag Football (7, 8) Girls Volleyball (7, 8) Roller Hockey (6, 7, 8) | Boys Basketball (7, 8) Girls Basketball (7, 8) Roller Hockey (6, 7, 8) Wrestling (6, 7, 8) | Boys Volleyball (7, 8) Girls Softball (7, 8) Roller Hockey (6, 7, 8) Track (6, 7, 8) |

(Please note: Roller Hockey is not considered a FISAL sport and is available to all students.)

Expectation of Student Athletes

It's the expectation that student athletes will represent themselves as well as the school in their Athletic Activities as well as while on school campus. This includes being positive, productive, and professional with peers and staff.

Code of Conduct for Parents/Guardians

Athletic events can be both exciting and emotional for parents, and at times can be frustrating. In order to keep our athletic events positive, parents need to demonstrate being positive, productive, and professional while at Athletic Events. This includes sitting in appropriate areas, addressing concerns in a professional manner, and allowing coaches and referees to perform their duties without input from parents during the Athletic Event. If any concerns arise, please follow the 24 hour rule, and then address your concerns with either the coach or administration.

As a parent of a student-athlete at our school, your goals should include:

- Realizing that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encourage our students to perform their best, just as we would urge them on with their class work.
- Participate in positive cheers that encourage our student-athletes; and discouraging any cheers that would redirect their focus, including those that taunt and intimidate opponents, their fans and officials.
- Learn, understand, and respect the rules of the game, the officials who administer them, and their decisions.
- Respect the task that our coaches face as teachers, and support them as they strive to educate our youth.
- Respect our opponents as student-athletes, and acknowledge them for striving to do their best.
- Develop a sense of dignity and civility under all circumstances.

You can have a major influence on your student's attitudes about academics and athletics. The leadership role you take will help influence your child, and our community, for years to come. We look forward to serving you in the year ahead, and appreciate your continued support.

Attendance

Athletes are students first. Attendance is a critical component to education, and student-athletes need to uphold positive attendance. In order to participate in an Athletic Event, including practices, the student must be on campus for at least four periods on the day of the event. Students who leave campus early for anything unexcused or illness will not be eligible to participate in the practice or Athletic Event that day.

Academic Eligibility

All student/athletes who wish to participate in an athletic activity at Lincoln High School must meet the following requirements:

1. Have earned a 2.0 GPA and have no more than one "F" for the grading period prior to their participation and for each succeeding grading period during participation. (Incoming 6th graders will use the final 5th grade report card).
2. Meet standards of satisfactory citizenship.
3. If a student/athlete is eligible at the beginning, and becomes ineligible during a season of sport because he/she is below a 2.0 GPA, he/she remains eligible but will be put on an Academic Contract where behavior and academic minimums have to be met.

Clearance Card

Once students are cleared and made eligible based on the above criteria, they will be given a clearance card. That clearance card will be good for the entire year and all sports the student wants to participate in. Coaches will not clear an athlete to practice or participate in an Athletic Event without a clearance card.

In Event of an Injury

If an injury occurs, the R.I.C.E. principle is recommended in order to promote healing and reduce severity.

R – rest the injured area. Do not move it needlessly or continue to exercise if it hurts.

I – ice the injured area to reduce swelling. Ice applications should be for about 15-20 minutes and then removed for about 45-60 minutes. Ice applications should be done for 48-72 hours after an injury occurred.

C – compress the injured area to reduce swelling. Use an ace wrap to resist swelling but remove it at night if the student feels any numbness, or loss of circulation.

E – elevate the injured area if possible to reduce swelling. Injured legs should be rested about hip level, and arms above the heart whenever possible.

Insurance

Glen Edwards Middle School has insurance policies available for athletes to purchase who may not already have primary insurance. Athletes are responsible for holding their own insurance policies. Whenever the athlete is injured while participating on the school's team, and is seen by a physician, has any test done or misses practices due to injury, the following procedure should be followed:

1. Report all injuries to the coach as soon as possible.
2. Obtain the doctor's findings, restrictions, etc. in writing, and give these to the coach and administration. Athletes must be released by the physician in writing before resuming any practice or playing.
3. When using the school's purchased insurance policy, contact the school secretary for a claim form, if necessary. Parents should only need one claim form per injury to be completed and mailed directly to the insurance company.

PHYSICAL EDUCATION PROCEDURES

Philosophy

To ensure a meaningful and successful physical educational program, Glen Edwards Middle School has established a program that emphasizes personal growth and development with transfer value to leisure time activity.

Curriculum

6th Grade- Working cooperatively to achieve a common goal: skill based

7th Grade- Meeting challenges and making decisions: individual/dual sports and activities, fitness based

8th Grade- Working as a team to solve problems: team sports and activities

Grading Policy

The PE Department will incorporate a weighted grading scale. A student's grade will be based on two different categories: formative assessment (70%) and summative assessment (30%). The following is a list of items that the students will be graded on in each category.

Formative Assessment/Classroom Assessment (70%)

1. Daily participation in activities
2. Effort in warmups, daily lap, fitness activities, and unit activities
3. Being in class and on time (absences/tardies)
4. Behavior during class
5. Sportsmanship/Teamwork
6. Classroom assignments & homework
7. Coming to class prepared for PE
8. Extra credit

Summative Assessments (30%)

1. Fitness tests (mile, pacer, etc.)
2. Performance Assessments/Unit Assessments

Attendance/Tardies

Points are deducted from a students' PE grade when they are absent from class for any reason. School related activities are exempt from the deduction. Make-up forms are available in the PE rooms.

Illness/Physical Limitations

If a student cannot fully participate in physical education, a written note from the parent should be brought to class. Activity modifications will be made for that student. A parent note is required for each day they cannot participate, with a maximum of 3 consecutive days. A doctor's note is required for students who cannot fully participate for 4 or more days.

Ropes Course

GEMS has a seven element Ropes Course located on its campus. It is used once each semester for each PE class as a confidence building/trust activity. It is fully inspected each year and is very safe. All equipment used is certified climbing equipment. Participation is voluntary.

Uniforms

Students are required to wear GEMS uniforms. To ensure proper hygiene, PE clothes are to be worn during PE only, not throughout the day. Uniforms should only be taken home at the end of the week to be laundered and should always be brought back upon returning to school at the beginning of the next week. Uniforms can be purchased throughout the year before and after school. All PE clothing should be permanently marked with students first and last name. Sweats and shorts must be worn at the waist.

Loaner Uniforms

Students who are unable to afford their own GEMS uniform or are unable to come up with a suitable alternative will be issued a loaner uniform to be used as long as needed. The student will care for the uniform and return it laundered at the end of the school year or when it is no longer needed. Students are expected to be responsible for their own PE clothes and are REQUIRED to dress every day!!! Consequences for non-suits are as follows:

- 1st non-suit = Verbal warning, loss of grade points
- 2nd non-suit = Formal warning, marked in Power School, loss of grade points
- 3rd non-suit = Teacher time-out, non participation form, marked in Power School, contact parent, loss of grade points.
- 4th non-suit = Teacher detention, marked in Power School, contact parent, loss of grade points
- 5⁺ non-suits = Referred to Administration, loss of grade points

****Non-suits will be tracked by teachers and reset each semester****

Locks, Lockers, and Locker Rooms

All students will be issued a combination lock and locker. Students are responsible for the lock and the contents of the locker for the entire school year. There are enough lockers for each student to have their own. The sharing of locks and lockers is prohibited. All lost or damaged locks will be replaced at the student's expense (\$8). Appropriate behavior within the locker room is expected at all times.

8th GRADE PROMOTION ACTIVITY REQUIREMENTS



Eighth grade end of the year and Promotion activities are privileges and include: Field Trip (TBD), Awards Assembly, 8th Grade Dance, and Promotion Ceremony. Students must do the following:

1. Return all materials, supplies, textbooks and equipment issued and/or pay all debts by the deadline.
2. Attend school the entire day of the activity.

❖ If during the last seven weeks a student receives the following discipline, it will result in:

- First Administrative Referral - Friday School & Loss of Awards Assembly
 - Second Administrative Referral – Friday School & Loss of Field Trip
 - Third Administrative Referral – Friday School & Loss of the Promotion Dance
 - ANY Administrative Referral resulting in Suspension - Loss of ALL Promotion Activities
- ❖ If a student is suspended, it is at the discretion of Administration whether the student participates in the Promotion Ceremony. Any student suspended for drug or alcohol offenses will not participate in **ANY** Promotion Activities including the Promotion Ceremony.

Appropriate dress for the Promotion Ceremony is as follows:

- It is recommended that boys wear dress shirts and slacks; ties are optional.
- It is recommended that girls wear a dress or blouse with a skirt or slacks
- Clothing must not expose buttocks, cleavage, midsection or underclothing when standing still, bending over, raising arms, or in motion.
- Tuxedos, jeans, shorts, T-shirts and overalls are not appropriate. Dresses or blouses should be in good taste and age-appropriate for the occasion. Spaghetti strap dresses are allowed for the promotion dance.

Please keep this dress code in mind when selecting promotion clothing with your child. School administration has final determination as to what is appropriate for the occasion, and administration will deny entrance should your child choose to dress inappropriately.

SUPPORT SERVICES

Health Services

The District Nurse serves students on a scheduled basis. A school clerk is also available to assist students. Health services at GEMS include vision, hearing and scoliosis screening. Students who are feeling ill may request a pass from their regular teacher to the office for assistance. Students may not be checked out unless a parent or other adult named on their emergency card arrives in the office with proper identification and with parental permission to sign the student out.



Medication

Students **may not carry prescription medication** at school unless they have a signed note on file in the office from a doctor. This includes asthma inhalers. Students **may not carry non-prescription medication** (such as aspirin, Tylenol, etc.) on their person, purses, or backpacks **at any time**.

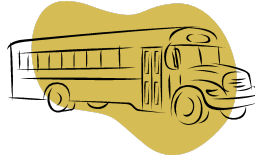
All prescription and non-prescription medication requires parents and the physician to complete a **Medical Authorization Form**, which is filed in the office. Medication must be kept in its original container with complete instructions and will be dispensed by school personnel to the student as directed by the doctor's orders. **The school cannot administer any medication without a completed Medical Authorization Form.**

Insurance

An application for optional student insurance is available in the office. Students participating in after-school sports must carry some form of health insurance and be able to offer proof of insurance to the school.

BOARD POLICIES & BUS RIDING

(Please refer to the District Website for current Board Policies)



TOBACCO-FREE SCHOOLS

In the best interest of students, employees and the general public, the Governing Board therefore **prohibits the use of tobacco products at all times on district property** and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic events. It applies to any meeting on any property owned, leased, and rented by or from the district. It also includes e-cigarette and vapor pens. The superintendent or designee shall inform students, parents/guardians, employees and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

Western Placer Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.