

GLEN EDWARDS MIDDLE SCHOOL

Student Parent Teacher

2022-2023 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.org>

Principal: Ana Castillo

Assistant Principal: _____

This Handbook Belongs To: _____

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TEACHERS AND STAFF

Administration Team

Ana Castillo	Principal
Jessica Fernandez	Assistant Principal

Office/Support Team

Jenifer Freymond	Secretary
Elizabeth Finn	Clerk
Samantha Homler	Clerk
Adilla Suffizada	Health Clerk
Kelle LeBeau	Library Tech
Gus Nevarez	Custodian
Jacobo Herrera	Custodian
Jesus Gonzalez	Custodian
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Hunter Dora	Campus Supervisor
Kathleen Hart	Campus Supervisor

Enrichment Team

Jennifer Mason	Leadership
Nick Harrigan	AVID/Sport Lit-Movies
Diane Mahan	AVID
Lisa Ward	Art/Ceramics/Photo
Robyn Harp	Music/Choir
Jason Noonan	Technology
Ramey Rayos	ELD/Financial Lit

Language Arts Team

Jackie Banderas	Teacher
Taylor Greenside	Teacher
Georgia Offner	Teacher
Dennis Santos	Teacher
Melissa Hargis	Teacher
Erin Davina	Teacher
Nick Harrigan	Teacher

Support Team

Cecilia Sanchez	Parent Liaison
Skyeler Tang	Counselor
Isaac Larson	Psychologist
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	Speech Pathologist

Math Team

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Sylvia Fulton	Teacher
Kelly Ransford	Teacher
Rick Smith	Teacher
Ben Johnson	Teacher
Joan Starkey	Teacher

Physical Education Team

Ada Baracosa	Teacher
Sandie Mullen	Teacher
Todd Colson	Teacher
Ryan Smith	Teacher

Science Team

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

Social Science Team

Dave Luci	Teacher
Anastasia White	Teacher
Pat McAdam	Teacher
Gregg Law	Teacher
Travis Hunt	Teacher
Phil Otte	Teacher

Special Education Team

Jeff McClaskey	Resource
Deborah Butler	Resource
Amanda Cuomo	Resource
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Elizabeth Bollington	Special Day Instructional Aide
Theresa Palos	Instructional Aide
Maha Petersen	Instructional Aide
Donna Salsberry	Instructional Aide
Angie Seay	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.

BELL SCHEDULES 2022-2023

6TH & 7TH GRADE					
Early Release: 6th-7th Grade (Monday)		Regular Day: Tuesday-Thursday		PAW Schedule - Friday	
Period	Time	Period	Time	Period	Time
1	8:15-9:05	1	8:15-9:15	PAW	8:15-8:50
2	9:09-9:56	2	9:19-10:16	1	8:54-9:45
3	10:00-10:47	3	10:20-11:17	2	9:49-10:40
Lunch	10:47-11:22	Lunch	11:17-11:52	3	10:44-11:35
4	11:26-12:13	4	11:56-12:53	Lunch	11:35-12:10
5	12:17-1:04	5	12:57-1:54	4	12:14-1:05
6	1:08-1:55	6	1:58-2:55	5	1:09-2:00
				6	2:04-2:55

8TH GRADE					
Early Release- 8th Grade (Monday)		Regular Day - Tue-Fri		PAW Schedule - Friday	
Period	Time	Period	Time	Period	Time
1	8:15-9:05	1	8:15-9:15	PAW	8:15-8:50
2	9:09-9:56	2	9:19-10:16	1	8:54-9:45
3	10:00-10:47	3	10:20-11:17	2	9:49-10:40
4	10:51-11:38	4	11:21-12:18	3	10:44-11:35
Lunch	11:38-12:13	Lunch	12:18-12:53	4	11:39-12:30
5	12:17-1:04	5	12:57-1:54	Lunch	12:30-1:05
6	1:08-1:55	6	1:58-2:55	5	1:09-2:00
				6	2:04-2:55

2022-2023 IMPORTANT DATES

August 18	First Day of School
August 19	School Rules Assembly
September TBD	Back to School Night
September 5	No School
September TBD	Back to School Event/Dance
September 23	Fall Picture Retakes
October 13	1st Qtr. Progress Period Ends
October 14 & 17	No School
October TBD	Point Break
October TBD	Red Ribbon Rally
October TBD	Red Ribbon Week
October TBD	October Event
November 1	No School
November 11	No School
November 21-25	SPECIAL SCHEDULE/12:30 Min Days
December TBD	Winter Event
December 22	End of 1 st Semester (2 nd Qtr.)
January TBD	S1 Honors Reward
January TBD	Frosh Parent Showcase @ LHS
February TBD	February Event
February 17 & 20	No School
March 17	3 rd Qtr. Progress Period Ends
April TBD	SBAC Rally
May TBD	End Of Year Event (6 th & 7 th Grade)
June TBD	Yearbook Signing Event
June 7	8th Grade Promotion Dance
June 8	8th Grade Promotion
June 9	End of 2 nd Semester (4 th Qtr.)/ Last Day of School

We plan to have school events however until we have further staffing they are listed as TBD. Dates will be posted to our website and schoology when determined.

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, elective or intervention and a PAW period.

Student Materials

- Backpack
- Student Agenda
- Binder Paper
- Pen/Pencil
- Chromebook (Charged)

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

Textbooks/Chromebooks

Textbooks, chromebooks 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 & 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 2:55 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 & Report Cards

Progress reports will be sent home via Parent Square on the following dates during each semester: October 20, 2022 (Qtr.1) and March 23, 2023 (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. The report card will also be sent digitally through ParentSquare and parents MUST have authenticated to the program to open it. 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.

Classes/Courses

For detailed information about Classes and Course Descriptions, please see our Course Catalog posted on our website.

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 be for a minimum of 5 school days. Travel Study Requests will not be accepted after May 19th, 2023. 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) / Pursuant to Ed Code 48205

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 are 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:

- 1st & 2nd tardy = Teacher warning
- 3rd & 4th tardy = Parent contact and Log Entry put into Power School
- 5th tardy = 10-minute teacher detention, parent contact, and Log Entry put into Power School
- 6th + = Referral to administration, Log Entry put into PowerSchool, Administration takes over consequences and a support plan is developed.

*** Students who arrive at school after 8:25 a.m. must report to the attendance office for tardy slip.**

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, door dash/uber eats, whole pizzas 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 7:45-8:10am, 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 can be obtained at any time (online) from the district website.

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 (8/11/22 & 8/12/22) and for those who require a makeup picture 9/23/22. 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 8:15am and opened at 2:45pm. 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 7:45am and all students must exit campus within 10 minutes after the bell rings. Students can enter campus on 3rd Street, L Street or O Street. Any student on campus longer than 10 minutes is expected to be attending a supervised after school program (tutoring, sports, and/or after school program). All traffic laws need to be followed when dropping off and picking up.

Cell Phones & Electronics

Cell phones must be off and put away during the school day. 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. Friday School assigned.
- **Additional Offenses**- Parent meeting with Administration will be required.

Dress Code

In collaboration with parents, students, staff and faculty, GEMS remains committed to preparing students to be Positive, Productive, and Professional. The expectation of the administration and staff is that each student and staff member will follow the dress code during school hours, athletic events, and any school event. Guidelines for appropriate dress include the following:

- Clothing, jewelry, or accessories that degrade religion, race, or sexual orientation and clothing that references alcohol, drugs, violence, sex, offensive language, or gang references is prohibited.
- Undergarments or areas where undergarments would normally be must not be visible; pants must be worn at the waist.
- Clothing must not be transparent (sheer) unless it is worn in combination with other garments that are not transparent.
- Strapless tops, spaghetti straps or other straps less than 2" wide, low-cut tops, and racerback tops may **NOT** be worn.
- Bottoms of tops must be below the belly button and not expose the back.
- All bottoms must adequately cover the student's body while sitting, standing or in motion.
- Skirts, shorts, or other articles of clothing must cover undergarments.
- Holes in pants or any "skin expensing" fraying of the jeans or shorts shall not expose undergarments or skin that would normally be covered by undergarments.
- No flags
- Shoes must be worn on school grounds at all times. Slippers are only allowed during designated Spirit days.
- 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.
- Per Board Policy teachers may require that students remove hats, caps, sunglasses, or other headgear in the classroom. No hoods may be worn in the classroom.
- No red or blue hats unless Lincoln-related.

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, and log entry put into Power School.
- **Fourth:** Referral to administration, log entry put into Power School and administrative detention assigned.
- **Fifth+:** 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 3:15pm and goes until 5:15pm. 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

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)	Boys Basketball (7, 8)	Boys Volleyball (7, 8)
Flag Football (7, 8)	Girls Basketball (7, 8)	Girls Softball or TBD (7, 8)
Girls Volleyball (7, 8)	Roller Hockey (6, 7, 8)	Roller Hockey (6, 7, 8)
Roller Hockey (6, 7, 8)	Wrestling (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.

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.

PE 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 and Spandex shorts are not permitted.

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- these are special order locks). 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**.

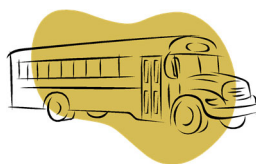
All prescription and non-prescription medication requires parents and the physician to complete a **Medical Authorization Form**, which is filed in the office. Medication must be kept in its original container with complete instructions and will be dispensed by school personnel to the student as directed 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.