

# E. V. CAIN STEM CHARTER MIDDLE SCHOOL

Auburn Union School District

## PARTNERS IN LEARNING CONTRACT 2016-2017

Name: (Print) \_\_\_\_\_ Grade: \_\_\_\_\_

We believe that children learn from adults and that love, care, encouragement, positive support, and a wholesome, nurturing environment are critical to the healthy development of every child. We are committed to working together to provide a positive educational environment in order to promote students' achievement.

### As administrators we pledge to:

- Create a welcoming and positive learning environment at our school.
- Ensure a safe and orderly learning environment.
- Support the partnership between parents, student, and staff.
- Encourage parents to be involved in decisions that affect their student's education.

*Cindy Giove*  
Principal

*Steve Schaffer*  
Assistant Principal

### As teachers we pledge to:

- Provide motivating and interesting learning experiences in our classrooms.
- Explain our goals and expectations to students and parents.
- Use teaching methods and materials that work well for each student.
- Teach and practice classroom and school behavioral expectations and review the Student Planner.
- Work with parents to ensure their student's best possible education.
- Provide a safe and positive atmosphere for learning.

*E.V. Cain STEM Charter Middle School Staff*

### As a student I pledge to:

- Work as hard as I can at school and on my homework.
- Tell my parents what I am learning at school.
- Ask my teachers for help when I don't understand something.
- Follow all school and classroom rules.
- Arrive at class on time and prepared to work.

*I have read the Student/Parent Handbook and understand the expectations and consequences.*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### As a parent I pledge to:

- Provide quiet study time at home, encourage good study habits, and oversee homework.
- Talk with my student about his/her activities every day.
- Play an active role in my child's education by attending conferences, looking at school work, contacting/speaking with my child's teachers, reading the Cat Pause newsletter, and volunteering when available.
- Be sure that my student attends school on time each day (unless ill).
- Support school and district policies as outlined in the Student/Parent Handbook.

*I have read the Student/Parent Handbook and understand the expectations and consequences.*

Parent(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign and return this page to your first period teacher.*

# E. V. CAIN ESCUELA INTERMEDIA STEM CHARTER

Distrito Escolar Auburn Unión

## CONTRATO DE SOCIOS EN EL APRENDIZAJE 2016-2017

Nombre: (Escribe) \_\_\_\_\_ Grado: \_\_\_\_\_

Creemos que los niños aprenden de los adultos y que el amor, el cuidado, el ánimo y el apoyo positivo y un ambiente solidario e integral son críticos para el desarrollo sano de cada niño. Estamos comprometidos a trabajar juntos para proveer un ambiente educativo positivo para promover el desempeño estudiantil.

### Como administradores prometemos:

- Crear un ambiente de aprendizaje cálido y positivo en nuestra escuela.
- Asegurar un ambiente de aprendizaje seguro y ordenado.
- Apoyar la asociación entre los padres, estudiantes y el personal.
- Animar a los padres a participar en las decisiones que afectan la educación de sus estudiantes.

*Cindy Giove*  
*Directora*

*Steve Schaffer*  
*Subdirector*

### Como maestros prometemos:

- Proveer experiencias de aprendizaje emocionantes e interesantes en nuestros salones.
- Explicar nuestras metas y expectativas a los estudiantes y a sus padres.
- Usar métodos y materiales de enseñanza que trabajan bien para cada estudiante.
- Enseñar y practicar expectativas de conducta para el salón y la escuela y repasar la Agenda Estudiantil (Student Planner).
- Trabajar con los padres para asegurar la mejor educación posible para sus estudiantes.
- Proveer un ambiente de aprendizaje seguro y positivo.

*Los maestros y personal de E.V. Cain STEM Escuela Intermedia Chárter*

### Como estudiante prometo:

- Trabajar lo más arduamente que pueda en la escuela y con mi tarea.
- Decirle a mis padres lo que estoy aprendiendo en la escuela.
- Pedirle ayuda a mis maestros cuando no entienda algo.
- Seguir todas las reglas de la escuela y el salón.
- Llegar a la clase a tiempo y preparado para trabajar.

*He leído el Manual de Estudiantes/Padres y entiendo las expectativas y sus consecuencias.*

Firma del Estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

### Como padre prometo:

- Proveer un tiempo de estudio tranquilo en el hogar, animar buenos hábitos de estudio y supervisar la tarea.
- Hablar con mi estudiante sobre sus actividades a diario.
- Jugar un papel activo en la educación de mi niño asistiendo a conferencias, revisando el trabajo escolar, contactando/hablando con los maestros de mi niño, leyendo el boletín "Cat Pause" y siendo voluntario cuando esté disponible.
- Asegurándome que mi estudiante asiste a la escuela cada día a tiempo (a no ser que esté enfermo).
- Apoyar a la escuela y a las pólizas del distrito explicadas en el Manual de Estudiantes/Padres.

*He leído el Manual de Estudiantes/Padres y entiendo las expectativas y sus consecuencias.*

Firma(s) del(os) Padre(s): \_\_\_\_\_ Fecha: \_\_\_\_\_

*Por favor firmen y regresen esta página a su maestro del primer período.*

Welcome to E.V. Cain STEM Charter Middle School! We are excited to begin another school year full of academic, extracurricular, and co-curricular opportunities for our sixth, seventh, and eighth graders. Student safety and academic success is our highest priority, and we are committed to working with families to help all students have a great year. With an emphasis on our sense of community and support for one another, our students and staff have embraced the Wildcat spirit that makes our school a great place to spend each day!

We ask all parents/guardians to review this handbook with your child to ensure you have an accurate and complete understanding of our programs, procedures, and expectations here at E.V. Cain. If you have any questions or concerns regarding this handbook, please contact our school office. Again, we welcome you to the E.V. Cain family and look forward to a fantastic 2016-2017 school year!

**E.V. Cain STEM Charter School Mission Statement: The mission of the E.V. Cain STEM Charter Middle School is to provide a comprehensive program and supportive environment that guides all students to realize their highest potential. Our school-wide values of “Be Safe, Be Respectful, and Be Responsible” are embedded in the school culture.**

### Important School Calendar Dates 2016 - 2017

| Trimester 1<br>August 10 – October 28, 2016                                       | Trimester 2<br>October 31, 2016 - February 24, 2017  | Trimester 3<br>February 27, 2017 - June 1, 2017  |
|---|--|--|
| August 10 – First Day<br>September 5 – Labor Day<br>October 28 – End of Trimester | October 31 Staff Development – No School<br>November 11 - Veteran’s Day<br>November 14 - Conference Day<br>November 15 – 18 – Minimum Days/Conferences<br>November 23 – 25 - Thanksgiving Break<br>December 16 – Minimum Day<br>December 19 – Jan 2 - Winter Break<br>January 3 - Staff Development – No School<br>January 16 - M.L. King Holiday<br>February 20-24 - February Break<br>February 24 – End of Trimester | April 10-17 - Spring Break<br>May 26-June 1 – Minimum Days<br>May 29 - Memorial Day<br>June 1 – End of Trimester |

| Regular Day Schedule |                                   |                      |             | Minimum Day Schedule |                                   |                      |             |
|----------------------|-----------------------------------|----------------------|-------------|----------------------|-----------------------------------|----------------------|-------------|
|                      | 6 <sup>th</sup> & 7 <sup>th</sup> | 8 <sup>th</sup>      |             |                      | 6 <sup>th</sup> & 7 <sup>th</sup> | 8 <sup>th</sup>      |             |
| <b>Bell</b>          | <b>8:04</b>                       | <b>8:04</b>          | <b>Bell</b> | <b>Bell</b>          | <b>8:04</b>                       | <b>8:04</b>          | <b>Bell</b> |
| <b>HR/1</b>          | <b>8:09 – 9:04</b>                | <b>8:09 – 9:04</b>   | <b>HR/1</b> | <b>HR/1</b>          | <b>8:09 – 8:48</b>                | <b>8:09 – 8:48</b>   | <b>HR/1</b> |
| <b>2</b>             | <b>9:08 – 9:59</b>                | <b>9:08 – 9:59</b>   | <b>2</b>    | <b>2</b>             | <b>8:52 – 9:27</b>                | <b>8:52 – 9:27</b>   | <b>2</b>    |
| <b>3</b>             | <b>10:03 – 10:54</b>              | <b>10:03 – 10:54</b> | <b>3</b>    | <b>3</b>             | <b>9:31 – 10:06</b>               | <b>9:31 – 10:06</b>  | <b>3</b>    |
| <b>4</b>             | <b>10:54 – 11:38</b>              | <b>10:58 – 11:49</b> | <b>4</b>    | <b>6</b>             | <b>10:10 – 10:45</b>              | <b>10:10 – 10:45</b> | <b>6</b>    |
| <b>5</b>             | <b>11:42 – 12:33</b>              | <b>11:49 – 12:33</b> | <b>5</b>    | <b>4</b>             | <b>10:45 – 11:19</b>              | <b>10:49 – 11:23</b> | <b>4</b>    |
| <b>6</b>             | <b>12:37 – 1:28</b>               | <b>12:37 – 1:28</b>  | <b>6</b>    | <b>5</b>             | <b>11:23 – 11:58</b>              | <b>11:23 – 11:58</b> | <b>5</b>    |
| <b>7</b>             | <b>1:32 – 2:23</b>                | <b>1:32 – 2:23</b>   | <b>7</b>    | <b>7</b>             | <b>12:02 – 12:37</b>              | <b>12:02 – 12:37</b> | <b>7</b>    |

#### PLC Mondays\* & Rally Schedules

|              | 6 <sup>th</sup> & 7 <sup>th</sup> | 8 <sup>th</sup>    |
|--------------|-----------------------------------|--------------------|
| <b>Bell</b>  | <b>8:04</b>                       | <b>8:04</b>        |
| <b>HR/1</b>  | <b>8:09 – 8:57</b>                | <b>8:09 – 8:57</b> |
| <b>2</b>     | <b>9:01-9:45</b>                  | <b>9:01-9:45</b>   |
| <b>3</b>     | <b>9:49-10:33</b>                 | <b>9:49-10:33</b>  |
| <b>4</b>     | <b>10:33-11:10</b>                | <b>10:37-11:21</b> |
| <b>5</b>     | <b>11:14-11:58</b>                | <b>11:21-11:58</b> |
| <b>6</b>     | <b>12:02-12:46</b>                | <b>12:02-12:46</b> |
| <b>7</b>     | <b>12:50-1:33</b>                 | <b>12:50-1:33</b>  |
| <b>Rally</b> | <b>1:37 – 2:23</b>                | <b>1:37 – 2:23</b> |

\* School is dismissed at 1:33 on PLC Mondays

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Student Codes/Logins

## **ACADEMICS:**

We believe that academic honesty and personal integrity are fundamental components of every student's education and character development. The E.V. Cain staff expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. ALL work submitted must be the student's own work. ANY work copied from a book, the Internet, or another student without acknowledging/citing said work as such by student and submitting said work for credit, is plagiarism. Copying and/or allowing copying of a fellow student's work is cheating. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty and integrity. Students found to have committed an act of academic dishonesty shall be subject to district and school discipline rules (BP 5131.9). Please refer to your student's grade level policies for appropriate disciplinary consequences.

**Academic Support:** Students may access extra academic support by making an appointment with their teachers before school, at lunch, and after school Monday through Friday. Students may also voluntarily attend Z.A.P. (Zeros Aren't Permitted) during lunch for more assistance. The Compass Learning program is also available online for each student to participate in leveled instruction to improve academic success. Students can visit our computer labs before school or during lunch daily. After school tutoring is available through Success Club, Mondays 1:33 – 2:30, Tuesdays through Fridays from 2:30-3:30.

**Alternative Learning Center (A.L.C.):** A.L.C. is a designated classroom for students who need to complete assignments and assessments, classroom suspensions, in school suspensions, or independent study. Students have access to core curriculum and computers to support their academic needs.

**Grade Checks:** Parents and students are encouraged to monitor student progress in classes through Aeries.net. Directions and log-in information are sent home at the start of the school year through each student's English class and are available on our school website. Teachers will provide class requirements, grade level policies, and grading procedures to their students.

**Homework:** Homework is a very important part of the instructional program. To make education meaningful, it is critical to practice skills and apply learning. Homework provides the student with the opportunity to extend his/her education beyond the classroom situation by working independently and teaches valuable lessons in study skills, responsibility, and time management. The amount of homework will vary from day to day and class to class. It is important that students and parents select a regular time and suitable environment to do this work.

If a student chronically fails to submit homework in a timely manner, the teacher should contact the parent(s) to discuss the situation. A conference, phone call, or an email are all considered forms of parent contact. It is the parent's responsibility to check homework online and/or their student's Student Planner to monitor classroom assignments. Parents are encouraged to contact teachers in a timely manner regarding questions and/or discrepancies.

Students who miss school due to an excused absence will be given the opportunity to complete comparable homework assignments and get full-credit if work is completed satisfactorily and within a reasonable amount of time (EC 48205).

**Progress Reports:** Progress reports are sent home mid-trimester and report cards are sent home at the end of each trimester. Please see our school calendar for these dates.

**Student Planners:** The school provides each student with a planner at the beginning of the school year to help students organize their time and assignments. Students are to record assignments and keep track of events using the planner. We strongly encourage parents to review their student's planner and help them to effectively use this valuable tool. Replacement planners cost \$5.

**Student Success Team (S.S.T.):** The Student Success Team is available for students who are not experiencing academic success. There are prerequisites for a parent requesting an S.S.T. meeting. S.S.T. meetings are not substitutes for parent/teacher conferences. If you answer no to any of the following questions, please contact your student's teacher(s) as a first step in supporting student success. All criteria below **MUST** be satisfied before an S.S.T. may be scheduled:

- Has your child participated in an intervention program for at least 6-8 weeks? (Success Club, Z.A.P., etc.)
- Does your child have D's or F's on a progress or trimester report card?
- Have you met with each of your child's teachers to express your concerns?
- Are you using Aeries.net to monitor your child's work and academic progress?
- Does your child have a history of scoring Below Standard on state tests?
- Does your child have a history of scoring Low or Low Average on MAP tests?

**Zeros Aren't Progress (Z.A.P.):** A lunch time study hall is provided for students with incomplete or missing assignments. Students may be required to attend via a teacher request, or they may attend on their own. Time will be given for students to retrieve lunch from the cafeteria. We provide Z.A.P. during the lunch period Monday – Friday.

### **ACCOLADES/POSITIVE RECOGNITION:**

Students are recognized for positive school achievement in academics, effort, attendance, and citizenship. Students may be recognized in more than one area. Students are also recognized throughout the school year in a variety of ways including public recognition at assemblies and in the classroom.

**Academic Honors:** Each trimester, students who achieve a 3.5– 3.9 GPA in all subjects will be recognized as Honor Roll students. Principal’s Honor Roll recognition is given for students achieving a 4.0 (“Straight A’s”) grade point average.

**Perfect Attendance:** Student attendance and academic achievement are closely related to one another. At the end of each trimester, we recognize students with perfect attendance. Students who have tardies or go on Independent Study are not eligible for perfect attendance.

**Other Trimester Awards:** Classes may challenge other classes to spirit and other creative competitions, and they may hold drawings for special prizes. We believe in rewarding students for their excellence!

- **Wildcat Bucks** are distributed to students for exhibiting safe, responsible, and/or respectful behavior. They are awarded at staff members’ discretion to recognize exemplary behavior that improves our school culture. Wildcat bucks may be redeemed in the student store for school supplies and other fun items.
- **Prize Patrol** team representatives will surprise students with prizes throughout the year for achievements large and small.
- **Rallies** will celebrate student and school success and achievements.

### **AFTER SCHOOL PROGRAMS AND ACTIVITIES:**

Students are invited to participate in a wide variety of after-school enrichment classes, clubs, activities, and programs. Times and dates will be published in parent newsletters, emails, student bulletins, and on the school website. Parents need to arrange transportation home for their student immediately following the activity. Students who are waiting for a ride from an after school activity must wait in front of the school and are expected to act responsibly, showing respect for others and school property. Students who have habitual problems being picked-up in a timely manner may not be allowed to continue to participate in after school activities.

**Boys & Girls Club:** The Boys and Girls Club is available on campus, for a nominal fee, to all students. Parent permission and registration is required. The Boys & Girls Club has a facility on campus, on the blacktop near the basketball courts. The Boys & Girls Club offers Power Hour Tutoring after school in addition to their other enrichment activities. Applications are available by calling 530-889-2273 or visiting their website at: <http://www.bgcplacercounty.org>

**Athletics:** E. V. Cain STEM Charter Middle School participates in the Foothill Intermediate Schools Athletic League (F.I.S.A.L.). Students of all grade levels are eligible to participate in cross-country, soccer, track, and wrestling. Seventh and eighth grade students may also participate in flag football, volleyball, and basketball. A student/athlete may not practice or play in a school sport while participating in the same sport in the same season for another team (i.e. AAU, church, Bidy, club, city league, tournament teams, etc.). Wrestlers are exempt from this rule and may participate for both club and school. In order to be eligible to participate in the sports program, a student must have:

1. A minimum grade point average of “C” (2.0) with no “F’s”
2. No suspensions during the trimester of participation
3. Maintain a letter grade of “C” or above in P.E.

Representing E. V. Cain STEM Charter Middle School as an athlete is a privilege. It is an opportunity for Wildcats to showcase their athletic prowess and teamwork while demonstrating good sportsmanship. The following are basic athletics guidelines for our students:

- Students must have a completed Athletic Packet signed by a parent/guardian to try-out or participate. Athletic Packets are available in the school office or on the school website.
- Students must meet the three eligibility requirements stated above during the sports season. Coaches may require athletes to circulate grade checks and submit them directly to the athletic director. If at any time during the playing season a student does not meet the eligibility requirements, he/she will be put on probation for two weeks to fulfill this requirements. During the two-week probation period, the student will not be allowed to compete in contests unless their GPA is above 2.0. If the student’s grades do not meet the eligibility requirements by the end of the two-week probation period, he/she will be removed from the team or put on another athletic contract.
- Students must attend school for at least four periods or four hours on a game day or on Friday preceding a Saturday competition.

**Extra-Curricular and Co-Curricular Activities (AUSD BP 6145):** Extracurricular and co-curricular activities may include but are not limited to clubs, enrichment classes, dances, and field trips. Students must be enrolled at E.V. Cain STEM Charter or E.V. Cain Homeschool in order to participate in all extracurricular activities. Students must attend school for at least four periods on the day of the activity to be eligible to participate. Students who receive a suspension from school during the trimester of the activity may be ineligible to participate or may require a behavior contract to participate in activities.

**ASSEMBLY BEHAVIOR:** Wildcats are expected to exhibit safe, respectful, and responsible behavior during assemblies. Students are expected to abide by the following guidelines: 1) Enter and exit the gym in an orderly fashion; 2) Sit with their assigned class in an area designated by their teacher or administrator; 3) No gum in the gym; 4) No hats to be worn during an assembly; 5) Always be courteous to guests and presenters. Students shall avoid shouting or stomping unless it is a designated activity (e.g. during a Rally).

**ATTENDANCE:** If a student is absent from school, the reason for the **absence must be reported by calling the school office** on the day of the absence. Parents/guardians should be prepared to provide their student's name, date of the absence, the reason for the absence, and relationship of the person reporting the absence (e.g. mom, dad, grandma). **The attendance line is available 24 hours a day at (530) 823-6106 extension 2.** If verification has not occurred within three school days, the unverified absence will be recorded as unexcused.

**Absences:** Excessive absences (more than 14 total days) due to illness must be verified by a physician. Excessive excused and/or unexcused absences will result in a referral to the School Attendance Review Board (S.A.R.B.). This is a truancy mediation program operated by the county's district attorney, probation office, and/or juvenile court. *Chronically absent and/or tardy students may be required to attend Saturday school in an attempt to provide instructional minutes and/or remediation for low grades and/or low scores on standards-based, grade level assessments.*

The following are the only legal excuses that will be accepted by the office for absences and/or tardies as outlined in EC 48205: 1) Personal illness; 2) Quarantine under the direction of the county or city health officer; 3) Medical, dental, optometric or chiropractic appointments, or court appearance; 4) Attendance at funeral services; or 5) Participation in religious exercises or to receive moral and religious instruction in accordance with district policy. The student shall be excused for this purpose on no more than four days per school month. NOTE: Family vacations are unexcused absences unless an Independent Study contract is granted.

**Arrival/Departure:** School will begin at 8:09 a.m. Please do not arrive before 7:45 a.m., as there is **no** adult supervision until that time. Staff members are on duty from 7:45 a.m. until 8:04am. **E. V. Cain STEM Charter Middle School is a closed campus, and students may not leave school grounds once they are on school property. If students are caught leaving campus, they will be subject to disciplinary consequences.**

Students are expected to leave campus after the final bell rings unless they have permission to remain on campus (e.g., after school tutoring, athletics, etc.). Students are not to remain on campus past 2:55 p.m. unless under the direct supervision of a staff member. ***Dropping students off at the Auburn Placer County Library or at local businesses is strongly discouraged.***

**Class Tardy:** Being on time and prepared for class promotes student academic achievement. Students must arrive to their class per their teacher's established procedures. A student who is tardy to any class (3) times during a trimester will receive a lunch detention. Habitual tardiness will be addressed with the student and parent/guardian by the school administration.

**Early Checkouts:** Please arrange for medical and dentist appointments after school hours. Early checkouts from school cause a disruption to the instructional program. If checking your child out early is unavoidable, please come to the office to sign your child out. At that time, your child will be called to the office. Parents/guardians should be prepared to show valid identification as an authorized adult when signing students out. Only a parent/guardian or a person listed on a student's emergency release card (with a note from the parent) may sign a student out of school. Upon return, the student must sign-in in the office.

**Independent Study/Travel Study:** Parents who foresee their student being absent for **one or more school** days may request an Independent Study Contract in the office at least 5 school days prior to the first day of absence to prevent loss of learning time. To receive full credit for missed assignments, the Independent Study Contract must be completed and returned to the Attendance Clerk the day the student returns to school

#### **BICYCLES, SCOOTERS, SKATEBOARDS AND HOVERBOARDS:**

All students riding bicycles, scooters, or skateboards to and from school must observe the following rules:

1. Students must wear a helmet when riding to and from school (CA Vehicle Code 21212).
2. Students must walk their bikes/scooters/skateboards on campus at all times.
3. Bicycles/scooters must be placed in the designated fenced bike rack near the bus lane and must be locked each day.
4. Skateboards must be stored in a classroom with teacher permission.
5. No hoverboards are allowed at school.

## **BUS RULES:**

Students must have a valid bus pass in their possession to ride the bus. Students may only ride the bus to and from school from their designated bus stop on their assigned bus. Students may not change buses, get off at a different bus stop, or ride a bus other than their assigned bus.

A bus transportation fee will be charged for students who ride the bus to and from school. The only students exempted from the transportation fee are students who have transportation stipulated in their Individual Educational Plan. Families may qualify for free or reduced transportation rates based on family income as defined by state and federal guidelines. For more information about transportation, please call the **District Office (530-885-7242)** or **Durham Transportation (530-887-9909)**.

The "Regulations and Laws Concerning Operation of School Buses in California" issued by the California Department of Education, Title V, Article 4, Section 14263 states: *Authority of the driver- (A) Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or a road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations.*

Riders who do not follow the bus rules, or school rules on the bus, may be reported to the school's administration, and students may receive a citation from the bus driver. If a student receives a citation from a bus driver, the parent may contact Durham Transportation at 887-9909. Camera mounts may be installed on buses for video surveillance and may be used to provide evidence of student misconduct. The principal will determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent shall be given notice and warning. In cases of a severe violation or repeated offenses, the rider may be denied transportation for a period of time that is determined by the driver and the principal (California Code of Regulations, Title 5, Section 14103). Disciplinary action taken by Durham Transportation, and supported by the Auburn Union School District, will be as follows: The first referral results in a warning. The second referral results in a 2 day suspension from the bus. The third referral results in a 2 weeks suspension from the bus. The fourth referral results in a 2 month suspension from the bus. Serious behavior problems may result in immediate suspension from the bus.

## **CELL PHONES:**

Cell phones may be used before the first bell, at lunch, and after the last bell. Unless given permission by a staff member, cell phones must be turned off while in class. Students should not use their cell phones to call or text home due to illness or other personal matters during the school day. If a student is ill, he or she must ask an instructor for a pass to see the school health clerk, who will determine if a parent needs to be notified. If a cell phone is found in the "on" position or used during class time, it may result in disciplinary consequences. Students who chronically violate the cell phone policy may be required to turn in their cell phones to the office during the school day or may not be permitted to have a cell phone on campus for the remainder of the school year. Projection of personal media either through excessive loud volume or personal speakers is also prohibited. Under no circumstances are cell phones to be used in the locker rooms!

## **CLOSED CAMPUS:**

To ensure student safety and their supervision, the Board of Trustees established a closed campus policy at all district schools. Once students arrive on the school grounds, they must remain on campus until the end of the school day. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action [Education Code 44808.5]. Parents must sign students out of school in the main office.

**Appointments:** Students will only be released to a parent/guardian or emergency contact person listed on the Emergency Card. Students will not be removed from their classroom until the parent/guardian or emergency contact person is present in the main office.

**Illness/Injury:** Students who become ill or receive an injury will obtain a pass from their teacher prior to reporting to the nurse's office. Students will only be released to a parent/guardian or emergency contact person listed on the Emergency Card. Students are required to report all injuries to the health assistant.

**Field Trips and Extracurricular Activities:** Students will not participate in field trips unless they have given their teacher a completed permission slip. Students must also meet behavior/citizenship requirements in order to be eligible for field trips and extracurricular activities.



### **CONTACTING YOUR CHILD AT SCHOOL:**

Our staff recognizes the importance of providing students with sustained, uninterrupted instruction. Interruptions and distractions must be limited to ensure that teachers can dedicate classroom time to the instruction of students. Please make arrangements with your students before school to eliminate the need to text them or have them called out of class to deliver a message.

### **COUNSELING DEPARTMENT:**

School counseling services recognize the dignity and worth of each individual and respect the differences that exist among all students. The success of this program relies on the development of a strong team relationship between the student, parent/guardian, teacher, administrator, support staff, and counselors. Requests for counselor assistance can be made by students, parents, and staff members by contacting the school counselor at (530) 745-8837.

### **DANCES:**

Dances are a privilege and serve as a means of rewarding students who are maintaining good academic standing and good citizenship by honoring the three Wildcat Values. Dances are available for a nominal fee to all E. V. Cain students. To be eligible for participation in a school dance students must attend at least 4 periods on the day of the dance with an excused absence for the periods missed. Students who have excessive behavioral infractions or excessive academic deficiencies may not be eligible to participate in the dance unless authorized by school administration.

When students choose to attend a school dance, they will be expected to adhere to the following expectations. Students may lose the privilege of attending dances for failing to abide by these expectations.

- Students must bring their current year student/school identification card as well as a parent-signed dance ticket.
- Students must follow school dress code guidelines.
- Students need to make arrangements for pick up prior to the dance.
- Students will be admitted to the dance up to 30 minutes after the start time. Students arriving after the dance commences must be accompanied by their parent(s).
- Students will not be permitted to leave the dance prior to its end unless they are picked up by their parent/guardian.
- All students must be picked up within 15 minutes after the dance ends.
- Forms of suggestive/explicit dancing are strictly prohibited. Students participating in these forms of dancing may be removed from the dance, parents may be called, and the students involved may be sent home.
- School dances are for E. V. Cain STEM Charter Middle School students only.

### **DISCIPLINE:**

E. V. Cain students are expected to follow the Wildcat Values: Be Safe, Be Responsible, and Be Respectful. We maintain behavior standards in accordance with the California Education Code and Wildcat Values. Students are expected to comply with the prescribed course of study for their grade level and treat themselves and others with respect and dignity. School rules reinforce these values. The resolution of academic and behavior problems is a joint effort between the students, parents, teachers, and school administrators. Subsequently, communication between students, parents, teachers, and school administrators shall be completed in a timely and respectful manner.

**Bullying/Cyber Bullying:** Bullying is repeated exposure over time to negative aggressive actions. Bullying can take many forms including physical, verbal, psychological, relational, or cyber bullying. Cyber bullying is bullying using electronic information or communications (text or images) to humiliate, harass, tease, intimidate, threaten, or slander one or more students. Any student engaged in the act of cyber bullying which has a negative impact on the victim's academic performance, or creates an intimidating, hostile, or offensive educational environment, will be subject to school discipline. Cyber bullying through the use of any school district owned, operated, and supervised technologies is prohibited and will result in the loss of a student's technology privileges per the Acceptable Use Policy. Administration or designee may report allegations of cyber bullying to law enforcement authorities.

**Bullying/Harassment:** Students have the right to be free from threats, intimidation, inappropriate teasing and name-calling that create an intimidating and/or hostile school environment. Bullying/Harassment can have significant effects on students and can lead to even more serious retaliatory behaviors. We are committed to maintaining a school environment that is free from bullying and harassment. Since harassment and bullying often occur when adults are not present, it is important for students who are victims OR bystanders to report these incidences to teachers, yard supervisors, administration, or other school personnel immediately. The school administration takes all reports of bullying, harassment and retaliation seriously and will respond with appropriate and significant disciplinary action (Ed Code 48900, BP 5131).

**Classroom Intervention:**

Minor disciplinary problems such as excessive talking, not bringing materials to class, homework-related issues, along with other posted classroom rules, will be dealt with by teachers and parents. Teachers and administrators will follow these progressive discipline steps below regarding Academic and Behavior Intervention when working with students and their families. For serious infractions, administrators may waive levels 1, 2 and 3.

**Academic Intervention:**

Level 1: Missing assignments causing a student to earn a “D” or “F” grade, and the student is not taking the initiative to fix the problem. Step 1: Parents sign a notice or progress report. Step 2: If missing assignments are not cleared up in a timely manner, student is referred to Level 2.

Level 2: Teacher assigns a consequence and notifies the parent. Student must attend lunchtime Z.A.P.; or make an appointment for before school, lunch time, or after school with the teacher; and/or the student attend Success Club. If the academic issues persist after a set probationary period, student is referred to Level 3.

Level 3: Teacher schedules a conference with the parent and student to review academic and behavior expectations. If the academic issues persist after a set probationary period, student is referred to Level 4.

Level 4: Teachers schedules a conference with the parent, student, and an administrator. An S.S.T. may be appropriate at this level if the student’s academic concerns apply to all or most classes.

**Behavior Intervention:**

Level 1: Warning issued to the student. Student takes behavior slip home to be signed by the parent and returned to teacher the following day.

Level 2: Student earns a detention, and teacher calls home to notify the parent. Student takes Behavior Slip home to be signed by parent and returns it to the teacher the following day. Student serves a 30-minute detention, either before or after school, within four school days of the incident.

Level 3: Classroom Suspension (California Education Code 48910). Teacher calls A.L.C. to notify A.L.C. supervisor that a student is on the way. Teacher will contact a parent/guardian before the teacher leaves for the day. The teacher shall ask the parent or guardian of the student to attend a parent-teacher conference regarding the suspension. Teacher will inform an administrator. Student serves his/her classroom suspension in A.L.C. for up to two of the days that follow, during that class period.

Level 4: Administrative Referral. Student sent to an administrator with a completed Behavior Slip. Administrator issues a disciplinary consequence and contacts the parent/guardian.

**Disciplinary Actions Appeal Process:** This process applies to disciplinary actions other than suspension or expulsion. (Appeal for either suspension or expulsion is outlined in board policy). If a student chooses to appeal a disciplinary action, these are the procedures to follow. This process must begin within one week of receiving a disciplinary action.

1. Student discusses the action with the teacher or other staff member who issued the disciplinary action.
2. If the student’s appeal is denied, the student may request a parent discuss the disciplinary action with the teacher or staff member who issued it.
3. If the parent’s appeal is denied, the parent may request a meeting with the teacher or staff member and an administrator.
4. If an administrator denies the parent’s appeal, they may request a meeting with the superintendent.

**Diversity and Racism:** Recognizing and valuing diversity creates a school environment that is welcoming and productive. The California Education Code states: “All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution (Ed Code 201).” Harassment based on personal characteristics or status will be viewed as significant and will be addressed with appropriate and significant disciplinary action.

We appreciate diversity and make every effort to guarantee the rights, safety and learning opportunities of all students. In working to accomplish our goal of establishing a bias-free environment, the staff and administration will uphold the Education Code as it states: “There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California’s public schools. California’s public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity (Ed Code 201).” Any act of racism or discrimination will be viewed as significant and will be addressed with appropriate and significant disciplinary action.

**Enforcement of the Discipline Plan:** When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student’s behavior. Staff shall enforce disciplinary rules fairly, consistently, and without discrimination (BP 5144a).

**Harassment/Sexual Harassment:** Harassment is one or more specific, unrelenting and unwanted acts that are related to race, gender, sexual orientation, disability, etc., and create a hostile educational environment. Harassment can occur even if the behavior is not directed at the individual who feels harassed. Sexual harassment of any student by another student, an employee, or other person at school or at a school-sponsored or school-related activity is prohibited. Any student who engages in sexual harassment of anyone at school or a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action (BP 5145.7). Sexually harassing behaviors that will not be tolerated include, but are not limited to unwelcome sexual flirtations, contact, rumors, jokes, stories, drawings, pictures, gestures, threats, verbal abuse, comments or sexually degrading descriptions. Students may not bring to school or have in their possession any material depicting or describing indecency, obscenity or sexual behavior.

**Respect for Staff:** It is the job of all staff on campus to ensure that all students are safe and have the opportunity to learn. In order to carry out the duties of their job, it is important for all staff members to be treated with respect. This means students are expected to act and speak in a manner that recognizes the staff's authority in the classroom, on the school campus and at school related events. All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools (Ed Code 48908).

Students are to respond courteously to the direction of staff members even if they are in disagreement with the direction being given. If a student has questions or concerns about the direction(s) they are being given by staff, the student is still expected to comply with the directions, unless it is illegal or unethical. Then, at an appropriate time, the student should talk individually with the staff member to explain his or her concerns regarding the direction given. Students who demonstrate disrespectful behavior toward staff members will be subject to appropriate discipline.

**Student Rights:** We strive to model respect for all students and support their rights. In respecting those rights, students will always be given the opportunity to present their perspective in situations regarding potential misbehavior. In addition, multiple sources of information will be sought and taken into consideration as part of the investigation process.

#### **Suspensions and/or Expulsion:**

Serious behavior infractions may result in a suspension at home, suspension in school (i.e. time in the Alternative Learning Center), or a combination of these options, as determined by a school administrator or designee. If a student is suspended from school, during the suspension period he/she will lose the right to attend school and school activities. During the suspension period the student may not be on any school campus in the district for any reason. School suspension will result in the loss of merits as determined by administration. A student may be suspended or expelled: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period whether on or off the school campus; 4) During, going to, or coming from a school-sponsored activity. A student may accrue no more than twenty days of suspension within a school year. If a student does reach twenty days of suspension, he or she will be considered for expulsion from the school district. Students who are suspended at home may have a long term behavior contract. A student who violates a behavior contract may be considered for expulsion from the school district.

Some violations of the California Education Code will automatically lead to consideration for expulsion. Students may be suspended from school by administrator or designee for any of the following violations of California Education Code **48900**: A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (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 a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a 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 a 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, and either sold, delivered, or otherwise furnished to a 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.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 drug paraphernalia, as defined in Section 11014.5 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.
- (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, 288, 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 a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (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, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to 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 that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from a school sponsored activity.

**Prohibited Items:** To promote a safe and orderly learning environment, certain items are prohibited on our campus and on the school buses. This is not an all-inclusive list, but contains items that have a potential for causing problems. These items will be confiscated and returned only to parents. The school is not responsible for the theft of these items, and they may not be brought to school or on a school bus: Aerosol sprays (e.g. AXE), water balloons, squirt guns (except at a school-sanctioned event), glass, matches/lighters, laser pointers, bandanas, stink bombs/poppers, nuts/seeds with shells, permanent markers (larger than extra fine point), energy drinks, portable speakers, or weapons.

**Violence:** A safe environment is essential if students are to be focused and ready to take advantage of the learning experiences on campus. Part of a safe environment includes feeling unthreatened by the use of force or violence by others on campus. Students who are involved in the use of physical force or violence on another person on campus will be addressed with appropriate, significant disciplinary actions.

**DRESS CODE:**

Students not conforming to the dress code may be required to change; if a change of clothing is not available, parents may be called to bring alternate clothing to the school. Students who chronically fail to adhere to the dress code may be subject to disciplinary action. **Our school dress code is as follows:**

- Bandanas may not be worn or displayed at school.
- Any clothing depicting or promoting violence, drugs, alcohol, tobacco or gang affiliations, or can be considered as sexually harassing or suggestive in nature, is unacceptable.
- Clothing that promotes racism, hate, violence, drugs, or contributes to a hostile learning environment is unacceptable.
- At no time shall private body parts or undergarments be exposed or displayed for others to view.
- All tops must have two straps, and each strap must be at least one inch in width. The top must cover the chest, midriff, sides, and back. Tube tops, backless tops, one shoulder tops, and spaghetti straps are not permitted at school.
- Tops and pants must meet, and no underwear or midriff shall be showing.
- Shoes must be worn at all times and must be safe. Athletic shoes are required for physical education.
- Pajamas shall not be worn to school unless it is an approved "pajama day" by the administration.

**DRESS CODE continued:**

- Hats may be worn to school as a form of sun protection. Caps must not be worn backwards or sideways. Teacher discretion will be used in individual classrooms.
- Shorts, skirts, and dresses must pass the following test in order to be considered acceptable: Standing, with arms relaxed at each side, the ends of your index finger shall touch the bottom of the garment.
- If leggings, “yoga” pants, and/or tights are worn, the hem of the shirt must reach at or below the index finger. If there is a slit or holes in the clothing, these must be below your index finger.

**EMERGENCY PROCEDURES:**

Emergency drills (e.g. fire and lockdown) are required by law and practiced on a regular basis. Students are expected to listen to and cooperate with staff members during emergency procedures. Teachers receive training for fire drills, lockdowns, and evacuations. Copies of the fire, lockdown, and evacuation plans are posted in each classroom. Students will be disciplined for disrupting emergency drills and/or misusing fire alarm devices. A referral to law enforcement may be made.

If there is an emergency on campus requiring the early release of students, parents will be notified and a checkout system will be put into place and proper identification must be shown prior to the release of any student. Students will only be released to an adult whose name appears on the student’s emergency card. If students are evacuated to another area, the parents will be notified, when possible, of the evacuation and where students are being moved. An emergency evacuation form is included in the student registration packet contact information. A checkout system will be in place at the evacuation site.

**END OF YEAR INCENTIVE TRIPS:**

End of the year incentive trips are a privilege and serve as a means of rewarding students who are maintaining good citizenship by honoring the three Wildcat Values. Students who meet the following requirements, listed below, by 3:00 p.m., three school days prior to the trip will be eligible to participate in their incentive trip. Please follow the directions on the grade level specific end of year field trip permission slip. In order to be eligible, students must meet all of the following requirements during the third trimester: 1) Clear all debts (i.e., library books, athletic uniforms, textbooks, P.E. locks, etc.); 2) Maintain an attendance rate of at least 85%; 3) Achieve at least a 1.50 grade point average (27 point GPA minimum) with no more than one “F” for the third trimester; and 4) No suspension during the third trimester. Students on behavior and/or shortened day contracts may forfeit their incentive trip. A student’s eligibility will be determined by an administrator after reviewing the student’s progress. An administrator may waive the above requirements for special circumstances.

**FIELD TRIPS:**

Students who ride the bus to a field trip location must return to school on the bus. Students who do not honor the Wildcat Values of safe, respectful, and responsible behavior may not be permitted to attend class, grade level, and team field trips. Teachers may, at their discretion, permit these students to attend a field trip provided that the student’s parent(s) accompany him/her on the field trip. Students who will not be participating in a field trip activity are still required to attend school and will be assigned to an alternate classroom. Students who do not attend on the day(s) of a field trip will accrue unexcused absences for the day(s) that they miss. Parents must pick up students promptly after field trips. If a student is not picked up promptly, teachers may need to call the authorities to take your child home. Parents attending field trips need to adhere to Volunteer Guidelines (BP 1240) before participating to obtain required fingerprinting and/or DMV clearance.

**FOOD/CAFETERIA:**

Breakfast is available for a nominal fee from 7:45 a.m. to 8:00 a.m. Lunch is available during fourth and fifth period. Eligibility for free or reduced-price meals is based on federal guidelines. Application forms for free or reduced price meals are mailed home each August and available in the school office. Applications must be renewed annually.

**Lunchtime Guidelines**

- All parents/visitors must check in at the school office and wear a visitor’s badge before going to the lunch area; student lunches are to be brought to the school office and will be delivered to the student by school personnel.
- Students are to clean up after themselves when they are finished eating and follow recycling guidelines.
- Food and drinks are to be consumed only in the designated eating areas; Students are to stay within the designated boundaries of the lunch areas until released by the yard supervisors.
- Sodas and caffeinated beverages, including energy drinks, are not allowed at school.
- No glass containers of any kind are allowed during lunch or any other time during the school day.
- Students are not to sit on the tops of the picnic tables or railings.
- Running and athletic play should only take place on the courts or fields; Students participating in games must show good sportsmanship and work cooperatively with other students. Students who habitually argue during a game will be removed from the game and possibly from future games; all equipment checked out must be returned by the end of the lunch period.
- Students are to comply with all directions given by lunch duty supervisors. Rule infractions may result in detention and/or lunch area clean-up as determined by the yard supervisors.

**GIFTED AND TALENTED EDUCATION (G.A.T.E.)/RAPID LEARNER:**

All students identified for G.A.T.E. will be given the opportunity to develop their talents in a variety of ways. The classroom program includes opportunities for differentiated instruction. Parents with questions about classroom differentiation should contact their student's teacher(s). Rapid Learner/G.A.T.E. enrichment opportunities are developed and offered throughout the school year.

**HALL PASSES:**

All students are expected to have a pass either when leaving a classroom during scheduled class time, or when leaving the office. Students are expected to show passes at the request of a school employee. Students will be directed back to their classroom if they do not have a pass.

**LIBRARY:**

The school library will be open during both lunch periods, with computers and a printer available for student use. Students are allowed to borrow up to 3 books at a time for a period of ten school days. Materials may be renewed as necessary unless requested by another student. The Placer County Library is also available for student use Tuesday through Sunday. The Placer County Library is located at 350 Nevada Street in Auburn.

**LOST AND FOUND:**

Many articles of clothing become lost or are left unclaimed. All personal belongings should be marked, and found items should be turned in to the lost and found located in the main hallway. Items not claimed by the end of each trimester will be given to a local charity.

**MEDICATION:**

All medications, whether prescription or over-the-counter, must be authorized by a physician and the parent/guardian. Any medication must be in the original, labeled container with written directions of a physician and written permission of the student's parent or legal guardian must be provided. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. An adult must bring the medication to school along with the completed authorization forms. The dosage on the container and the Auburn Union School District Medication at School form must match. Medication at School forms are available in the school office. Parents are responsible for picking up any remaining medications at the end of the school year or they will be discarded. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. (The only exceptions are asthma inhalers and EpiPens if a physician gives written authorization.)

**PARENT TEACHER CLUB:** We greatly value our partnership with our parents and the support they provide to our students and staff. Please see the school website for meeting dates and opportunities to become involved!

**PHYSICAL EDUCATION PROGRAM (Seventh and Eighth Grade Students):**

Our Physical Education goal is to offer a variety of activities throughout the year with an emphasis on health and physical fitness. The Physical Education program is structured to meet the needs and interests of all students while following California State Content Standards. Students may be excused from Physical Education activities for a maximum of 3 days with a note from the parent each day. Phone calls and text messages will not be accepted. A medical note from a doctor will be honored for the duration of the period stated by a licensed physician. All notes must be sent to the office; a copy will be given to the P.E. teacher.

Students in grades 7 and 8 change into E. V. Cain P.E. uniforms and participate daily. Uniforms may be purchased in the main office or at any clothing store. Students may not write on, draw on, or alter their P.E. clothing in any way including cutting any part of the uniform. Grades are determined by participation, which includes dressing in physical education attire. A limited number of 'loaner' uniforms are available in the Health Clerk's Office. Three or more non-suits in a trimester will result in a lunch detention. Students who chronically do not dress for P.E. may receive additional disciplinary consequences.

**No cell phones or recording devices are allowed to be used in the locker room or during PE.** Students violating this rule will be given disciplinary consequences from school administration. Also, no aerosol sprays are allowed at school.

It is imperative that all possessions (e.g. cell phones, iPods, etc.) are stored in lockers during the P.E. class and that the lockers are securely locked. Backpacks and valuables should not be left in the locker room without being locked in a locker. This includes during afterschool events such as team sports. If students have any questions regarding how to lock their locks in a secure manner, they must ask one of the P.E. teachers for assistance. Students who fail to lock personal possessions in the provided lockers may be subject to disciplinary action. The school is not responsible for lost or stolen objects.

**PERSONAL PROPERTY:**

Students are asked to leave items that are valuable or special at home. E. V. Cain STEM Charter Middle School and the Auburn Union School District are not responsible for any personal items that are stolen, lost, or damaged. These items include, but are not limited to, the following: cell phones, cameras, iPods, laptops, tablets, clothing, shoes, jewelry, and toys. Students should never bring large sums of money to school. Students should NOT leave backpacks, wallets or purses unattended. Please leave your valuables at home.

**PROMOTION/RETENTION CRITERIA:**

The Eighth Grade Promotion Ceremony takes place in our Life Lab on campus in the late afternoon/early evening on the last day of school. Promotion activities include the End of the Year Incentive Trip, Promotion Dance, and Promotion Ceremony. These activities are designed to encourage and reward eighth grade students for their efforts and achievements. **Students must be eligible for promotion in order to participate in any promotion activities.**

**Promotion Ceremony:** Students must meet the following requirements to be eligible for the ceremony: 1) Maintain a minimum grade point average of 1.50 (27 point GPA minimum) for the school year (eighth grade) and have no more than one "F" in the third trimester; 2) Clear all debts (e.g. library books, athletic uniforms, textbooks, etc.) by 3:00 p.m. three school days prior to the ceremony; 3) Maintain an annual attendance rate of at least 85%; 3) and have no serious suspensions, ongoing behavior issues, or recent behavior issues, as determined by the school administration. A student's eligibility will be determined by an administrator after reviewing the student's progress. An administrator may waive the above requirements for special circumstances.

**Appropriate Dress for the Promotion Ceremony:** Student dress should reflect the dignified nature of the Promotion Ceremony and follow the school dress code.

**Boys:** Dress shirts and slacks; tie is optional. Shorts and t-shirts are not acceptable.

**Girls:** Dresses, skirts, or dress slacks and blouses. Backless, strapless, and formal attire are not recommended. Casual long dresses and spaghetti-strap dresses are acceptable.

**Promotion Dance:** Students must meet the same eligibility requirements as the promotion ceremony. Additionally, attendees must be E. V. Cain students. Guests are not permitted to attend the promotion dance. Please note that students on behavior contracts and/or a shortened day schedule may not be eligible to participate in the promotion dance. The student and his/her parents shall schedule an appointment with an administrator to review the student's behavior and/or behavior contract at least one week prior to the promotion dance.

**STUDENT IDENTIFICATION CARDS:**

Students are issued photograph identification cards at the beginning of the school year. Identification cards are used in the food lines, for entrance to special events, evening activities and sporting events, checkout of materials, etc.

**VISITORS:** All visitors to the school campus must sign in at the office. Visitors will be given a visitors badge to wear while on campus. We encourage families to visit the school and see their student in our learning environment. Visits during school hours should be first arranged with the teacher, Principal, or Assistant Principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time. Students are not allowed to bring friends or relatives to school without prior administrative approval.

**W.E.B.: Welcome Every Body:** W.E.B. is a middle school transition program that welcomes sixth grade students and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, W.E.B. trains members of the eighth grade to be W.E.B. leaders. As positive role models, W.E.B. leaders are motivators, leaders and teachers who guide sixth grade students to discover what it takes to be successful in middle school.