Portola Middle School
Highly Gifted Magnet &
Academy of Integrated Arts and Technology

STUDENT HANDBOOK & PLANNER

THIS PLANNER BELONGS TO:
NAME: ____________________________  GRADE: ________  HR: __________

SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>SUBJECT</th>
<th>TEACHER</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

USING YOUR PLANNER

- Write down all assignments in the agenda/planner at the time assignment is given.
- Choose a symbol to identify tests or quizzes.
- Record due date of each assignment.
- As each assignment is completed, check it off.
- Set personal goals and monitor completion.
- Teachers communicate with parents/guardians by writing in the parent section at the page bottom.
- Remember to get a parent/guardian signature.
PORTOLA VISION STATEMENT
Portola Middle School and Highly Gifted Magnet are a partnership of teachers, staff, administrators, parents, students, and the community. Combined, we share the obligation of providing a safe, nurturing, and supportive learning environment. Our vision is to provide all students an academically rigorous and comprehensive curriculum to foster maximum academic achievement and positive character development.

PORTOLA PHONE NUMBERS
Main Office..............................818-654-3313
Attendance Office.......................818-654-3317
Counseling Office .........................818-654-3318

ATTENDANCE
One of the most important factors of success in school is excellent attendance and punctuality. Students are expected to attend school all day, every day, and they are expected to be on time for school and each of their classes and to work productively during class time. A detailed Attendance Policy is provided to all families at the beginning of the year. It is important that students and parents understand Portola’s policies related to absences and tardies.

ABSENCES
To be readmitted after an absence, you must bring a signed note from your parent/guardian including your name, your birthdate, the date of the absence(s) and the reason for the absence. If you do not bring an absence note, the absence will be marked as unexcused and you will not be entitled to make up any missed assignments or tests.

TARDIES
Students arriving after 8:00 a.m. must stop at the Attendance Office and obtain an Admit Slip before going to class. Any student arriving to school more than 30 minutes late without a valid, legal reason will incur a partial absence. Three (3) unexcused partial absences will be considered a truancy and may result in discipline and/or referral to the School Attendance Review Board (SARB). During the school day, tardies interrupt the classroom environment and interfere with the learning of other students. Students are considered tardy for class if they are not in their seats when the bell rings at the end of the passing period.

EARLY DEPARTURES
It is important that students be in school all day, every day. Please make every effort to schedule appointments after school hours. If students need to be excused from school early, they must bring a signed note from their parent/guardian indicating the time they must leave and the reason for the early dismissal. This note needs to be turned in to the Attendance Office at the beginning of the school day. If prior notice has not been provided to the school, students will not be released within 30 minutes of dismissal.

Students must check out of school through the Attendance Office before leaving campus. A student will be released from school early only to their parent/guardian. The student may be released to a person listed on the school emergency card only with written authorization from the parent/guardian documented on the early release note. It is very important that the emergency card information is current.

EXTENDED ABSENCES
If a student will miss school for more than three (3) days, the parent/guardian must complete a Prior Principal Approval form. This form can be obtained in the Attendance Office. Submitting this form provides the school with verification that the parent has authorized the extended absence; however, it does not automatically classify the absence as excused under California Education Code. If the absence meets the criteria for an excused absence, the student will be permitted to make up missed work upon their return to school. Teachers are not required to provide work ahead of time for students’ extended absences nor are they required to permit students to make up work if extended absences are classified as unexcused.

Please do not schedule family trips or vacations during school time. These absences are not excused and the loss of instructional time may negatively impact your child’s grades.

ABSENCES – MAKING UP WORK
A pupil with an excused absence shall be permitted to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Unexcused/Uncleared absences are not protected absences and pupils are not guaranteed the opportunity to make up missed work. The opportunity to make up missed work for unexcused/uncleared absences is at the discretion of the classroom teacher.
BEFORE AND AFTER SCHOOL PROGRAMS

The campus of Portola Middle School is supervised from 7:40 am until 2:59 pm. Students should not be dropped off on campus before 7:30 am and must be picked up by 3:30 p.m. unless they are participating in a supervised program. Supervised after school programs include:

- Beyond the Bell Branch (BTB) – includes sports, dance and drill, academic and homework programs. This program is free of charge and is open every school day from dismissal until 6 p.m.
- After School Tutoring – provided free of charge by Portola teachers from 3:00 – 4:00 in selected rooms. The tutoring schedule is posted in the counseling office.
- After School Clubs and Activities - provided free of charge and sponsored by Portola teachers from 3:00 – 4:00 in selected rooms.
- After School Enrichment Program – sponsored by Friends of Portola. These programs are tuition-based and offered in a variety of areas.

BEHAVIOR AND DISCIPLINE

Students are expected to behave appropriately and follow school rules at all times. This includes appropriate language and respect towards staff, students, and property. For minor uncooperative behavior, generally the teacher will first contact parents. However, if such misbehavior continues or if the behavior is not minor, immediate referral will be made to the Dean’s, Counseling, or Magnet Office. In cases of repeated and/or serious misbehavior, appropriate consequences will be assigned and parent contact will be made.

BELL SCHEDULE

School hours are from 8:00 a.m. to 2:59 p.m. on Monday, Wednesday, Thursday, and Friday and from 8:00 a.m. until 1:29 p.m. on Tuesdays. Portola has a rotating schedule, and each day begins with a different period. Some school days are designated as Minimum Days. On those days, school begins at 8:00 a.m. and dismisses at 12:47 p.m.

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>Minimum Day Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOM</strong></td>
<td><strong>TUES</strong></td>
</tr>
<tr>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>8:21</td>
<td>8:21</td>
</tr>
<tr>
<td>10:19</td>
<td>10:19</td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td><strong>Period 3</strong></td>
</tr>
<tr>
<td>8:27</td>
<td>8:27</td>
</tr>
<tr>
<td>9:02</td>
<td>9:02</td>
</tr>
<tr>
<td><strong>Period 1</strong></td>
<td><strong>Period 2</strong></td>
</tr>
<tr>
<td>9:08</td>
<td>9:08</td>
</tr>
<tr>
<td><strong>Period 6</strong></td>
<td><strong>Period 1</strong></td>
</tr>
<tr>
<td><strong>Period 2</strong></td>
<td><strong>Period 3</strong></td>
</tr>
<tr>
<td>12:06</td>
<td>12:06</td>
</tr>
<tr>
<td><strong>Period 6</strong></td>
<td><strong>Period 1</strong></td>
</tr>
<tr>
<td>12:12</td>
<td>12:12</td>
</tr>
</tbody>
</table>

BICYCLES

There is a bicycle lot on the north end of campus located on Linnet Street across from Geyser Avenue. The lot opens at 7:40 am and is locked at 8:00 am until dismissal. **Students must bring their own lock/chain to secure their bicycles.**

BULLYING

Portola takes a strong position against bullying, hazing, and any behavior that infringes on the safety or well being of students, employees, or interferes with learning or the ability to teach. Portola prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

Bullying is any deliberate and unwanted severe or pervasive physical, verbal, or electronic act that has the intention of, or can be reasonably predicted to have the effect of, one or more of the following:

1. Reasonable fear of harm to person or property.
2. Substantially detrimental effect on physical or mental health.
4. Substantial interference with the ability to participate in or benefit from school services, activities, or privilege.

Students are significant contributors toward creating a safe school environment. Students should:

- Be safe, respectful, and responsible for their actions at all times, during, before, and after school, and during school-related events and activities.
- Treat everyone with respect. Participate in school-wide efforts to celebrate diversity. Be sensitive as to how others might perceive actions or words.
- Practice safe and respectful behavior while online and while using electronic devices. Electronic behavior that causes a substantial disruption to school, even if it occurred during non-school hours, may be subject to disciplinary
action, including suspension and expulsion as described in CA Ed. Code § 48900 (r).

- Report bullying or hazing to a teacher, counselor, the dean, or any other staff person.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone to retaliate on his or her behalf.

CAFETERIA
Portola offers a comprehensive school meal program. All food is prepared on site in our cafeteria. The following programs are available every day:

- **Breakfast in the Classroom** – Breakfast is offered to students every day, free of charge. Participation is optional.
- **School Lunch Program** – In addition to a hot meal option, sandwiches and salads are available every day.
- **After-School Snack Program** – An after school snack program is offered, free of charge, every day from 3:00 until 3:15 p.m.

During lunch service, students will be identified by using a unique Personal Identification Number (PIN). The student will key the PIN in the keypad at each cashier station to pay for their meal. LAUSD participates in the National School Lunch Program and some students may be eligible for free or reduced-price lunch. Additionally, students who pay for their lunch may open a cafeteria account (mypaymentplus.com) so that they do not have to carry cash to school every day. Applications and information regarding both programs is provided to all students at the beginning of the school year and upon enrollment. This information may be obtained throughout the year in the Main Office, the Attendance Office, or in the Cafeteria.

CALENDAR
All school holidays, events, and activities are posted on the school calendar on our web site (www.portolams.org). Please check the calendar regularly. The following are important dates for the 2017-2018 school year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2017</td>
<td>First Day of Instruction</td>
</tr>
<tr>
<td>9/1/2017</td>
<td>Holiday – Admissions Day</td>
</tr>
<tr>
<td>9/4/2017</td>
<td>Holiday – Labor Day</td>
</tr>
<tr>
<td>9/12/2017</td>
<td>Back to School Night</td>
</tr>
<tr>
<td>9/21/2017</td>
<td>Unassigned Day – Rosh Hashanah</td>
</tr>
<tr>
<td>11/10/2017</td>
<td>Holiday – Veterans Day</td>
</tr>
<tr>
<td>11/17/2017</td>
<td>Minimum Day</td>
</tr>
<tr>
<td>11/20/2017 – 11/24/2017</td>
<td>Holiday – Thanksgiving</td>
</tr>
<tr>
<td>12/15/2017</td>
<td>Minimum Day</td>
</tr>
<tr>
<td>12/18/2017 – 1/5/2018</td>
<td>Winter Break</td>
</tr>
<tr>
<td>1/15/2018</td>
<td>Holiday – Martin Luther King Day</td>
</tr>
<tr>
<td>2/19/2018</td>
<td>Holiday – Presidents’ Day</td>
</tr>
<tr>
<td>3/8/2018</td>
<td>Open House – Minimum Day</td>
</tr>
<tr>
<td>3/9/2018</td>
<td>Minimum Day</td>
</tr>
<tr>
<td>3/23/2018</td>
<td>Minimum Day</td>
</tr>
<tr>
<td>4/2/2018</td>
<td>Holiday - Cesar Chavez Birthday</td>
</tr>
<tr>
<td>5/28/2018</td>
<td>Holiday – Memorial Day</td>
</tr>
<tr>
<td>6/6/2018</td>
<td>Minimum Day</td>
</tr>
<tr>
<td>6/7/2018</td>
<td>Minimum Day</td>
</tr>
</tbody>
</table>

CHILD ABUSE REPORTING
State law identifies all staff members of our school as mandated reporters of child abuse. In accordance with California Law, a District employee “. . . in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom . . . [the employee] knows or reasonably suspects has been the victim of child abuse or neglect . . . shall report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible. Reporters of child abuse are protected from identification in order to avoid any inappropriate treatment by others. Policies and reporting procedures are available for review in the Main Office.

CLASSROOM OBSERVATIONS
Education Code section 51101 (a) (1) and (2) give parents and legal guardians the right to a classroom observation or a teacher conference “within a reasonable time of the request.” It is expected that parents will receive a response within two (2) working days of making a request.

CODE OF CONDUCT
Students are expected to be courteous and cooperative with all school personnel as well as their fellow students.

- All students must obey rules as posted in individual classrooms and on campus.
- All students must obey the Portola Dress Code.
- Disrespect, profanity, verbal abuse, racial slurs and/or threatening language directed toward any group or individual is prohibited.
- No form of bullying or harassment, including sexual harassment, will be tolerated.
- Cyber-bullying on or off campus could lead to consequences, up to and including expulsion.
- Students are prohibited from making any audio, photo, or video recordings on campus except with permission from Yearbook or Leadership sponsors.
- Students are required to carry a hall pass or summons when out of class during class time.
- Skateboards, scooters, unauthorized games, cameras, electronic devices, toys, and trading cards and any other items that interfere with the educational process are not allowed on campus. Running, pushing, shoving, or other activities that could lead to injury or destruction of property is prohibited.
- Littering and walking through planted areas are prohibited.
- Gum chewing is not allowed anywhere on campus.
- Balloons on campus are prohibited.
- Stealing or possession of another’s property without their permission is prohibited.
- Portola’s “Hands Off” policy does not permit physical contact of any kind between students.
- Students shall not fight or incite others to fight.
- Students shall not threaten or attempt extortion.
• Possession of weapons or dangerous objects on campus is prohibited.
• Selling or use of tobacco, alcohol, dangerous drugs and/or controlled substances is prohibited by law – this includes e-cigarettes and “Vape” products.
• Writing on or damaging school property is prohibited.
• Gambling is forbidden anywhere on campus.

COMMUNICATION
Communication with Faculty & Staff
There are several methods you may use to communicate with staff. You may send an email through the school web site or Jupiter Grades, leave a phone message via the Counseling or Main Office, or leave a note in their mailbox in the Main Office. It is expected that staff will respond within two (2) working days.

Schoolwide Communication
Portola uses Blackboard Connect as our primary method of communication to parents. A weekly message is sent via phone and email on Sunday evenings at 7 p.m. It is very important that contact information is up-to-date to ensure that you receive our messages. If you are not receiving the weekly message, please contact our Attendance Office to update your contact information or add new phone numbers and/or email addresses. In addition to Blackboard Connect, we regularly update the news and calendar sections of the school’s web site (www.portolams.org).

COUNSELING OFFICE
Grade level Counselors are available to assist with academic guidance, social adjustment, and peer relationship issues. Students who would like to see a Counselor must obtain a pass from the classroom teacher or schedule an appointment in advance with the counselor in the Counseling Office. Parents who would like to speak with a Counselor should call the Counseling Office (818-654-3318) to schedule an appointment.

CULMINATION REQUIREMENTS
Beginning with students culminating in Spring of 2017, the Certificate of Completion and participation in the culmination ceremony will be determined based on the marks earned in all subject areas in eighth grade AND additional school-based criteria. Academically eligible students will earn a district-approved Certificate of Completion. Students must earn 50 credits to be academically eligible for a Certificate of Completion. Students earn 5 credits for each semester course with a mark of “D” or better.

Culmination Credit System

<table>
<thead>
<tr>
<th></th>
<th>Fall 8th Grade</th>
<th>Spring 8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>Credits ‘D’ or better</td>
<td>Credits ‘D’ or better</td>
</tr>
<tr>
<td>English 8A</td>
<td>5</td>
<td>English 8B</td>
</tr>
<tr>
<td>Math 8A (CC, Alg, Geo, Alg II)</td>
<td>5</td>
<td>Math 8B (CC, Alg, Geo, Alg II)</td>
</tr>
<tr>
<td>US Hist G&amp;C A</td>
<td>5</td>
<td>US Hist G&amp;C B</td>
</tr>
<tr>
<td>Science-8A</td>
<td>5</td>
<td>Science 8B</td>
</tr>
<tr>
<td>Int PE A</td>
<td>5</td>
<td>Int PE B</td>
</tr>
<tr>
<td>Elective/ELD</td>
<td>5</td>
<td>Elective/ELD</td>
</tr>
<tr>
<td>Total Credits</td>
<td>30</td>
<td>Possible</td>
</tr>
</tbody>
</table>

A total of 60 credits are offered in 8th grade. In order to be academically eligible for the Certificate of Completion, **students may not fail more than two classes in their 8th grade year.**

Schools may set alternative school-site criteria, including behavior, work habits and attendance for participation in the culmination ceremony as long as they inform all students and parents/guardians. Students who meet the academic eligibility requirements per LAUSD criteria WILL receive a Certificate of Completion; however, in order to participate in the Culmination ceremony, Portola Middle School and Highly Gifted Magnet students must meet both academic requirements as well as the additional requirements outlined below:

• Follow school rules. No frequent or serious violations of school regulations. **Any single suspension may disqualify a student from 8th grade activities and the culmination ceremony.**

• Earn positive marks in Cooperation and Work Habits. No more than two ‘Us’ in Cooperation and no more than two ‘Us’ in Work Habits as part of the final grades issued in **BOTH** the Fall and the Spring semesters of 8th grade.

• Maintain an attendance rate of 96% or higher. No more than 7 absences during the entire school year.

• Clear all fines and stop clearance penalties including textbooks, library books, cafeteria obligations, and/or fundraising monies before culmination.

CULMINATION APPEALS
Notifications will be sent home with students, mailed home to parents, and/or parents will be contacted by phone throughout the school year if their child is at risk of being ineligible to participate in culmination. **Final determination for participation in culmination will be at the 18-week mark in the Spring semester.** Parents may file an appeal at the local school level. Appeal forms may be obtained in the Counseling Office. If the issue is not resolved at the school level, a further appeal may be filed at the Local District level (Local District Northwest).
DRESS CODE
As a student at Portola Middle School & Highly Gifted Magnet, you are preparing for current and future opportunities in education and employment. Learning to “dress for success” is part of your school experience. The dress code at Portola concerns safety and behavioral issues that may arise due to inappropriate dress. All students are expected to use common sense and good judgment to support our learning environment and to take an active, positive role in preventing distractions to our instructional program. Our dress code is in effect during ALL school functions, on or off campus. All faculty and staff may enforce the dress code. The following are more specific elements of the Portola Middle School & Highly Gifted Magnet Dress Code:

- Shoes must be enclosed or have a closed toe with a heel back or heel strap.
- Appropriate athletic shoes must be worn for physical education class.
- Sleeveless shirts that extend to the edge of the shoulder/top of arm (no tank tops)
- Dresses, skirts, or shorts must reach the knee.
- All clothing must be long enough so that the midriff is covered at all times.
- When the temperature is below 55 degrees, beanies (no logos) and/or hoods may be worn during non-instructional time.
- Belts must fit around the waist and tuck into belt loops.

Students are not permitted to wear:

- Any clothing that reveals undergarments. Undergarments may not show when student leans forward.
- Halter tops, tank tops, tops with spaghetti straps, bathing suit type tops, blouses, or shirts which expose the midriff or are “see-through”
- Pants that are too large to stay at the waist without a belt
- Pants with rips or tears above the knee.
- Tops or clothing with profanity, sexual overtones, suggestive or derogatory/inflammatory phrases, or references to alcohol, drugs, smoking, gangs, violence, illegal acts or morbidity
- Hats and other headgear, including handkerchiefs, bandanas, “rags,” head wraps of any type, unless proper documentation of religious or medical reasons is provided by parent/guardian.
- Oversized belt buckles, belt buckles with initials, extra long belts, chains, spikes or other dangerous objects.
- Sunglasses

DROPPING OFF PERSONAL ITEMS
Occasionally, students will forget items that they need for school (PE uniform, lunch, homework). Parents may drop these items off in the counseling office for students to pick up during Nutrition and Lunch or between periods. Students will not be paged or summoned to the Counseling Office to pick up items. It is the student’s responsibility to check in the Counseling Office for forgotten items.

ELECTRONIC DEVICES
The Board of Education allows schools to establish guidelines for student cell phone and electronic device use. The Portola Middle School Leadership Council (composed of administrators, teachers, parents and students) has established the following guidelines:

- Students may not use cell phones or electronic devices during school hours.
- Cell phones and electronic devices must be turned off or placed in silent mode and stored where they are not visible during the school day.
- Students may use cell phones and electronic devices before school and after school only when they are not in an organized school activity.
- Teachers may allow students to use electronic devices as part of a classroom activity.
- The school is not responsible for cell phones that are damaged, stolen, or lost.
- No electronic devices, including cell phones, are allowed in P.E.

Students found in violation of this policy are subject to having their electronic devices confiscated by school personnel. Confiscated devices will be turned in to the in the Attendance Office and placed in locked storage. A parent may be required to pick up the device.

EMERGENCY CARDS
At the beginning of each school year, Emergency Cards are sent home to each student’s parent/guardian. The card must be filled out and returned as soon as possible. If, at any time during the school year, home, work, or emergency phone numbers change, the parent/guardian must inform the Attendance Office. This card makes it possible for school personnel to contact someone in the event of an emergency or illness.

EXTRACURRICULAR ELIGIBILITY
Students must maintain a 2.0 grade point average to participate in extra-curricular activities involving out-of-class performances.

GRADES AND GRADE REPORTING
The grade earned by each pupil shall be the grade determined by the teacher of the course in accordance with the teacher’s grading policy that is outlined in his/her course syllabus.

Homework Policy
In accordance with LAUSD policy, Homework may not represent more that 20% of a student’s final grade in a course. Specific homework
policies are set by individual teachers and communicated to students and parents in the course syllabus. After an excused absence, it is the student’s responsibility to work with the teacher to make up missed assignments.

**Report Cards & Progress Reports**
Portola Middle School notifies parents of student progress every five weeks with a Progress Report or Report Card. The grade on the final, 20-week Progress Report represents a student’s final grade in a course for the respective semester.

<table>
<thead>
<tr>
<th>2017-2018 Reporting Periods</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-Week</td>
<td>Sept. 8, 2017</td>
<td>Feb. 9, 2018</td>
</tr>
<tr>
<td>10-Week</td>
<td>Oct. 13, 2017</td>
<td>Mar. 16, 2018</td>
</tr>
<tr>
<td>15-Week</td>
<td>Nov. 10, 2017</td>
<td>Apr. 27, 2018</td>
</tr>
<tr>
<td>18-Week (8th Grade)</td>
<td>---</td>
<td>May 18, 2018</td>
</tr>
<tr>
<td>Final Report Card</td>
<td>Dec. 15, 2017</td>
<td>June 7, 2018</td>
</tr>
</tbody>
</table>

**Online Grade Books**
Most Portola teachers use some form of online gradebook (Jupiter Grades, NGrade). These online gradebooks are provided as a courtesy by the teacher and assist parents and students in monitoring progress in a course. Teacher use of online gradebooks is not mandatory. Further, the online gradebook is not considered to be the “official” course grade. Only the published Report Card/Progress Report grades are considered official and/or final grades.

**Grade Appeals**
Under Education Code section 49066, parents have a right to request a change of a pupil’s final grade on the grounds of Mistake, Fraud, Bad Faith, and/or Incompetency. Any request for a grade change must first be made in writing to the classroom teacher who assigned the grade. A parent must make the request to the teacher within thirty (30) school days of the date the grade report was mailed. This request must reference the teacher’s grading criteria and shall specifically allege how the teacher’s grading of the pupil reflects mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent may present any relevant information, oral or written, in support of the request. The next step, if not resolved with the teacher, is a written request to the principal. The final step is a written request to the Local District Superintendent or designated administrator. Grade Appeal forms may be obtained in the Counseling Office.

**HALL PASSES**
Each student must carry a hall pass from his/her teacher whenever leaving class. Students who need to go to any office or the nurse must first report to class and obtain a pass from their teacher. Students without passes, in non-emergency situations, will be sent back to class to obtain a pass.

**HEALTH INFORMATION**
A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage) casts, splints, crutches, cane, walker, or a wheelchair must have a licensed California health care provider’s written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent’s written request for an excuse will be accepted for up to five days; thereafter, a written request is needed from the student's health care provider.

If a student becomes ill or injured during school hours, he or she should report, with a pass from the teacher, to the Health Office.

**IDENTIFICATION CARDS**
After school pictures are taken in the Fall, each student will receive a Student ID with his or her picture and student information on it. This card is to be carried at all times on campus and will be required to attend Student Body and extracurricular events. The replacement cost for a lost or stolen card is $5.00, and it may be obtained in the Attendance Office.

**INTERNET ACCESS**
Portola provides access to the Internet and email through the LAUSD computer network (LAUSDnet). All uses of District computers and networks are regulated by the LAUSD’s Acceptable Use Policy (AUP), a copy of which is provided to all students at the beginning of each year. Students who do not have a signed copy of the AUP on file will not be permitted to access the Internet at school.

Students may not have access to LAUSDnet resources via the school’s network, including the wireless network, on their personal electronic devices.

It is expected that users will not use LAUSDnet access to threaten, demean, defame, or denigrate others on the basis of race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation or other reason. Further, access to the District’s network and electronic communications technologies, including the Internet and electronic mail, shall not be used for bullying or other such activity for the purpose of harming another person or persons. Violation of LAUSD’s AUP can lead
to loss of Internet/email privileges, and further disciplinary/legal action may also be taken.

No user of LAUSDnet should have an expectation of privacy. LAUSDnet system operators have access to all user account directories and data, e-mail, web pages, and any other files stored on system servers. It is the user’s responsibility to initiate access to material that is consistent with the goals, objectives, policies, and educational mission of the District as well as adherence to any city, state and federal laws.

LOCKERS
Portola assigns both PE and hall lockers to all students. Locker assignments are given at the beginning of the school year. Lockers are recognized as school property and are subject to search by school personnel.

Students may NOT give out their hall and P.E. locker combinations to anyone else OR share lockers. If lockers are shared, the privilege of having a locker may be revoked. If there is a mechanical problem with your locker, you may report it to the Student Store. Students should not bring valuable items to school nor should they store them in their lockers. The school is not responsible for lost or stolen items.

LOST AND FOUND
There are four places where lost articles may be turned in or recovered. Lost backpacks and articles of clothing may be found in the Student Store. Students should look for lost textbooks in the Textbook Room. Valuables, such as purses, keys, and/or electronic devices are turned in to the Main Office. Eyeglasses are turned in to the Health Office.

MEDICATION AT SCHOOL
A student who needs to take medication during school hours must have a statement to this effect, signed by the prescribing physician and the parent/guardian, on file at the school. This includes all non-prescription medications as well. The nurse is not permitted to administer any medicines without proper forms. The required forms are available from the school nurse. Medication must be in original prescription containers and stored in the Health Office. Students found in possession of unauthorized medication are subject to discipline.

NONDISCRIMINATION
Portola Middle School complies with State and Federal laws that relate to issues of nondiscrimination. Title VI compliance states that no person shall be denied any benefits or be subjected to discrimination because of race, color, or national origin. Title IX Compliance states that there will be no discrimination practiced on the basis of gender. Section 504, Title II of the ADA, and other State laws and District policies relating to discrimination are also supported at all times. You may gain further information on in the Main Office.

PARKING
No parking is allowed in front of the school. It is a drop-off and pick-up zone only. There is ample street parking around the school except during drop off and at dismissal. There is no parent parking in faculty lots or on school property.

PERSONAL ITEMS
Expensive personal items, including but not limited to iPads, iPods, headphones, electronic games and cameras, should not be brought to school. The school cannot and does not accept responsibility for personal items that are damaged, stolen, or lost. Students should never leave their belongings unattended, and must not share their lockers or locker combinations with others.

If it is necessary for a student to bring a large sum of money to school for a fundraiser or school event, it should be turned in to the Main Office or designated drop off location immediately upon arrival at school.

PHYSICAL EDUCATION
Per Education Code, all students are required to be enrolled in a physical education class. There are no waivers to be excluded from Physical education classes due to a student’s participation in athletic programs outside of school. Portola requires that all students change into PE attire for class.

PE Uniform
Students may purchase gym shorts and t-shirts in the Student Store. Sweatshirts and sweatpants are also available for cooler weather. Students must wear athletic shoes and socks during physical education classes.

Weather
In cases of inclement weather (excessive heat or rain), alternate PE activities will be offered. Portola adheres to LAUSD policy regarding heat advisories and participation in outdoor activities.

PICK UP AND DROP OFF OF STUDENTS
Traffic is always an issue around our school during drop off and pick up times. Parents must do their part to reduce risks and keep students safe by adhering to posted street signs, refraining from double-parking and blocking driveways, and encouraging their children to cross the street using the crosswalks. Parents may not drive on campus or pull in any parking lots to pick up or drop off their child. Further, students are not permitted to walk through faculty parking lots to enter or leave campus.

Students may enter and leave campus through the main front gate or the north gate (next to the bike and skateboard area) on Linnet and the Youth Services gate on Yolanda (near the PE area). After 3:30 p.m., all students must exit campus at the Youth Services gate. For their own safety, students must wait on campus until their ride has arrived.

SEXUAL HARASSMENT POLICY
Both our school and our District hold to a strict Sexual Harassment Policy that protects all students and staff from being subjected to differential treatment based on gender or sexual orientation. Sexual Harassment is defined as any
unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical contact of a sexual nature made to someone in our educational setting. This policy is posted in all classrooms and offices.

**SKATEBOARDS**

There is a skateboard rack located in the bicycle lot on the north end of campus located on Linnet Street across from Geyser Avenue. The lot opens at 7:40 am and is locked at 8:00 am until dismissal. **Students must bring their own lock to secure their skateboards.**

**STUDENT SEARCHES**

The Los Angeles Unified School District (LAUSD) requires that all secondary schools conduct daily random metal detector searches of students. The purpose of this program is to discourage the bringing of weapons on school grounds, thereby reducing the potential for violent incidents. Portola adheres to this policy and, as such, has established a process to conduct daily random metal detector searches of students. Students who refuse to submit to a wand search consistent with LAUSD guidelines may be subject to disciplinary action.

Please be aware that administrators and administrative designees are also authorized to conduct searches based on reasonable suspicion. Reasonable suspicion searches may occur if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct. Some examples of behavior that may create reasonable suspicion include, but are not limited to:

- Involvement in a fight.
- Making threats against others.
- Anonymous tips that a particular student is in possession of weapons or other items in violation of LAUSD policy.
- Being under the influence or possession of drugs and/or alcohol.
- Being in an area of the campus that is not authorized for students.

**TEXTBOOKS**

Every student is issued a textbook for each of his or her academic classes. Textbooks must be covered at all times, and students must make every effort to keep their textbooks in good condition. Students are responsible for any damage to their textbooks or for replacement of lost books. If a textbook is lost, a student should check with their classroom teacher and the Textbook Room to see if someone else has found the book. A replacement book will not be issued until the lost book has been paid for. Transcripts will not be issued, and culmination may be delayed students owing textbook monies regardless of the year, school, class, or grade in which the book was not returned and/or damaged.

**TRANSPORTATION**

Title V, California Code of Regulations section 14103 states that pupils transported in a school bus or in a school pupil activity 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 road. Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Any student who engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or removal from bus transportation program.

A school bus pass is issued to each student who receives transportation to and from school. The student must carry his or her bus pass at all times. If a bus pass is lost, a replacement can be provided in the Main Office for $2.00.

Issues with bus service may be addressed by calling 1-800 LA BUSES or 1-323-342-1340. If there is a problem with a bus route or if you have a change of address, please contact the Area Bus Supervisor at (818) 891-9038.

**UNIFORM COMPLAINT PROCEDURES**

The Uniform Complaint Procedure (UCP) may be used to report noncompliance of applicable state and federal laws and regulations; file complaints alleging discrimination, harassment, intimidation, bullying; or, unauthorized charging of pupil fees for educational activities; and/or to appeal District decisions regarding such complaints. UCP brochures are available in the Main Office. Complainants are encouraged, where possible, to try to resolve their complaints directly with school staff or with our Local District (Northwest) prior to filing a formal complaint.

**VISITORS**

Portola welcomes parent and community involvement and our school serves as a center for the surrounding community. However, the main purpose of schools is providing an education to students. Under the law, schools are not considered open to the public, or a public forum, such as a public park or sidewalk. Instead, schools are considered a “limited public forum” and may limit public access in accordance with reasonable regulations set by the school.

In order to provide a safe, secure, positive environment on our campus for all students, staff, faculty, and guests, it is imperative that parents and/or visitors to Portola follow these visitor guidelines:

- Present your ID and sign in at the Visitor’s Desk to obtain a visitor's pass.
- Indicate your destination and the reason for visiting campus. Go only to your designated location.
- Upon conclusion of business on campus, inform the Visitor’s Desk of your departure, sign out, and return your visitor's pass.
- Parents who would like to visit specific classrooms should call the Counselor the day before the planned visit to schedule the visitation.

We do not permit juvenile visitors on campus beyond the Office areas during the school day.