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## INTRODUCTION

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### WELCOME TO GEORGE K. PORTER MIDDLE SCHOOL / GIFTED MAGNET

It gives us great pleasure to welcome you to Porter Middle School, a California Distinguished School. We are proud of our staff, which is dedicated to the service of young people. We want to help you and will provide you with the opportunities to improve and develop. Whether or not you attain your potential will depend primarily on the kind of job you do while you are here. If you decide that you are going to study and get the most that you possibly can out of school, you will succeed.

### PREMIER SCHOOL AGENDA

At the beginning of each school year, each student will be given the Porter Agenda. When he/she gets his/her copy, the student's name is to be put on the title page. The agenda may be kept in a hard-covered 3-ring binder. All students are required to carry the agenda to school daily and to be responsible for following the school rules in the agenda.

This information is to be shared with parents so that they can sign the tear-out. The parent-signed tear-out page is to be returned to the Homeroom teacher for Homeroom credit.

As new students enroll, they will be sent to the Student Store to receive an agenda.

Individual ID cards and agendas may be checked weekly by the Homeroom Teacher. If either item is not available prior to the final mark-reporting deadline, the student may receive a "U" in Work Habits on the final Report Card. A student can obtain a replacement ID card in the Attendance Office for a fee of \$2.00. In addition, students can get a replacement agenda in the Student Store for \$5.00.

### SCHOOL FACTS

This School Agenda has been prepared to help students. In it students will find the answers to many of their questions. They can keep it in their hardcover binders for reference. Students will be responsible for knowing its contents. Since it will be used as resource material in homeroom and in some of their classes, students will need to have it with them every day. In addition, there is a school-wide emphasis on reading during homeroom. Students are encouraged to bring their free reading material with them daily. Following the P.A. announcements, all students will have the opportunity to read.

### THE SCHOOL AND SCHOOL NAME

George K. Porter was an early settler who, in 1876, purchased a large tract of land where our school now stands. This tract was some 5,600 acres in size and included the land between Pacoima Wash and the present Zelzah Avenue.

For a number of years Porter grew wheat on a portion of this area. He later sold large ranches to other individuals. He also played a large part in the founding of the city of San Fernando. From 1861 to 1863, Mr. Porter was a State Senator from Santa Cruz. He passed away November 16, 1906.

George K. Porter was a farsighted pioneer who made the most of his opportunities. We encourage you to avail yourself of our many educational and extracurricular offerings.

Our school was opened in February 1959.

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## PART I: GENERAL INFORMATION

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### TRADITIONS AND PROCEDURES OF THE SCHOOL DAY

- I. DURING THE DAY: Classroom Procedures and Dismissals
  - A. In every class at Porter, the student is to be in his/her seat or designated area and equipped with his materials, before the ringing of the tardy bell.
  - B. In every classroom at Porter, the student remains in his/her seat and waits to be dismissed by the teacher. The ringing of the passing bell does not constitute a dismissal signal.
- II. Period 1: Pledge of Allegiance
  - A. Following the Period 1 tardy chime each morning, we show respect for our flag.
  - B. If still on campus:
    1. Stop walking. Stand quietly and listen to the

Pledge of Allegiance.

- I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.**
2. When the pledge ends, continue walking to your destination.
3. Remain standing during the entire Pledge. Don't use the last few words as your signal to begin sitting down.
4. If for valid personal or religious reasons you do not participate in the Pledge, stand quietly and wait for the rest of the class to finish before you begin to work with classroom materials.
- C. Following the Pledge of Allegiance, announcements are read.

## TARDY POLICIES

It is important that all students be on time to all classes. When a student is tardy, it disrupts the instructional process for other students and for the teacher. Furthermore, tardies can affect the student's work habits mark and can impact their academic grade.

- A. Teachers will focus on the importance of being on time and explain the consequences of repeated tardies.
1. A student is tardy unless seated in his/her assigned seat before the tardy bell rings.
  2. All tardies are cumulative and will be recorded on the ten-week and twenty-week report cards, possibly influencing the work habits mark.
    - a. Three unexcused tardies in a five-week grading period may earn a "U" in Work Habits.
    - b. The teacher will counsel the student(s) by the second tardy. In addition, the teacher will notify the parent.
  3. Acceptable reasons for verified excused tardies are:
    - a. Illness
    - b. Medical and Dental Appointment
    - c. Late school bus

## TARDY LOCKOUTS

At the tardy bell, all teachers will close and lock doors to classrooms per instruction on P.A. Students arriving after the tardy bell will be escorted to the Dean's Office by an Administrator or Campus Security. The tardy is recorded and the students are given a consequence and then sent to class.

The Dean's Office staff will confirm office excuses and tardy notes before sending students to class and provide excused tardy passes with time of day and signature. Students without tardy notes will be issued unexcused tardy passes with time of day and signature. Follow up will be conducted by the Dean or Administrator.

## DRILLS

Drills are held so that in case of a real emergency, you will know exactly what to do. It is absolutely essential that you remain quiet, listen and obey the directions of the teacher promptly.

- A. Fire Drill
1. The signal is a continuous series of short rings.
  2. Follow the directions of your teacher.
- B. Take Cover Drill
1. The signal is a series of long and short rings.
  2. Follow the directions of your teacher.
- C. Earthquake Drill
1. The signal is the teacher's command, "DROP."

2. The procedure is to drop immediately to your knees with your back to the windows.

3. If you are outdoors, move to an open area.

Students will follow directions given by any teacher in the area.

When a fire drill occurs before school, during nutrition, lunch, or passing periods, students are to report to the gym field and line up on the blacktop behind their Homeroom number.

## PHYSICAL EDUCATION

### A. Requirements

1. Students are required to dress in a physical education uniform everyday.
2. Students who forget their PE clothes will report to the boys'/girls' PE office to check out loaner clothes. Boys will go to the boys' PE office, girls to the girls' PE office. Collateral will be taken in order to get the clothes back.
3. Back packs are to be placed in the student's hall locker. No back packs or bags are allowed in the locker room.
4. NO sharing of PE lockers.
5. Do NOT bring anything valuable to your physical education locker. The physical education department is not responsible for anything left inside the PE locker; i.e. cell phone, money, etc.
6. No glass containers or aerosol spray cans are allowed in the dressing room; If found, they will be confiscated.
7. P.E. lockers are not to be used as hall lockers. Only P.E. clothes should be kept in the P.E. lockers.
8. Students with P.E. excuses are expected to dress unless they have a medical excuse for a cast, etc.

### B. Physical Education Uniforms

1. The Physical Education uniform consists of the grey Porter PE shirt and red Porter PE shorts and/or sweat pants. No exceptions. These can be bought at the student store.
2. No shirts or pants under the PE clothes.
3. The PE uniform is NOT to be worn under the school uniform.
4. Tied athletic shoes are required for safety purposes.

## TEXTBOOKS

In the public school system, all students are provided textbooks in order to enhance their learning. The textbooks are now on an automated system that means tighter control of books and more student accountability. It is the responsibility of each student and parent to care for these textbooks. When books are lost or abused, parents must reimburse the school for the cost of the textbook. The average cost of a new textbook is \$60.00 for each book. In order to better care for textbooks, we require that all textbooks be covered. Anyone who has large brown paper bags (from the supermarket) is

requested to please send them to school with your child. We will also provide covers, but supermarket bags are more durable.

If a textbook is lost, the student is to check with the teacher first, then the lost and found, and finally with the Textbook Clerk. If the student is unable to locate the book, he/she should immediately pay for the lost book at the Textbook Room.

## HEALTH OFFICE

**NOTE: California State Law requires that students entering 7<sup>th</sup> grade provide verification of having had the Hepatitis B Vaccine Series, a second MMR vaccine (measles, mumps, and rubella,) and a Tdap (tetanus, diphtheria, pertusis) booster shot. Students who do not adequately provide proof of these vaccinations will be excluded from school.**

**WHOOPIING COUGH (PERTUSSIS) HAS BEEN WIDESPREAD IN CALIFORNIA. *PERTUSSIS BOOSTER SHOT (Tdap) REQUIREMENT BEGINS 7/01/11. ALL STUDENTS ENTERING 7th THROUGH 12th GRADES WILL NEED PROOF OF PERTUSSIS BOOSTER SHOT BEFORE STARTING SCHOOL.***

1. The Health Office can administer first aid and give emergency care. The school nurse is also available to students, staff, and parents for medical advice and health counseling.
2. Except in an extreme emergency, a student must obtain a Health Office referral slip from a teacher to go to the Health Office.
3. If a student is too ill to remain in school, he/she must check through the Health Office before going home.
4. If the Health Office is closed, students should report to the Main Office for emergency needs.
5. If a student has an accident or an animal bite at school, on the way to or from school, he/she should report it to the Health Office.
6. A DOCTOR'S NOTE IS REQUIRED for readmission to school following any absence of five or more days:
  - a. any prolonged illness
  - b. any communicable disease or condition
  - c. surgery
  - d. hospitalization
  - e. any injury requiring sutures, casts, splints, crutches, brace(s), or wheelchair.
7. Medications at School
  - a. Students may not carry or use medication on campus without written consent.
  - b. Students who need to take medication during school hours must have a medication form on file in the health office, signed by a physician and the parent/guardian.
  - c. Self-administration of medication may be permissible by special arrangement with the school administrator and nurse. The required forms are available in the health office.

d. Medication taken in school must be kept in its original container, be correctly labeled, and kept in the health office.

8. Excuses for Physical Education include:
  - a. Students who need to be excused from participation in PE must bring a note, written and signed by their parent/guardian, stating their medical reason for the excusal request. This note must be given to the physical education teacher before class begins.
  - b. Students who need to be excused from PE for more than a few days due to illness or injuries must obtain a doctor's note.
9. Students should not use a cell phone to contact parents when feeling ill. Students should report to the Health Office at all times for illness and parent will be notified from there.

## THE CAFETERIA

Hot lunches are available at the cafeteria and students have the choice of purchasing the regular hot lunch or selecting items from the a la carte menu. Students should:

1. Walk to the cafeteria.
2. Have the correct change. Change is available at the Student Store.
3. Wait their turn in line quietly.
4. Be courteous; use good manners.
5. When finished eating, throw their trash in the trash can and leave the lunch and quad areas clean.
6. NEVER cut in front of other students in line.

## CAFETERIA AREA ETIQUETTE

Basic Rules for health and safety:

1. If a student is eating, he/she must sit down at a table.
2. If a student is standing and talking, s/he must move out of the eating area and into the outskirts of the tables; this provides more room and less congestion.

Cleaning the tables and placing the empty cans in a recycling container is each student's responsibility.

Porter students take pride in keeping their campus clean and free of litter.

## STUDENT STORE

Some school supplies may be purchased in the Student Store. This helps to build our student body fund, that is used for student activities. The Student Store is open before school, during nutrition, during lunch, and 15 minutes after school.

In addition to selling school supplies and gym clothes, the Student Store sells healthy snacks and drinks.

Students should not bring MORE THAN \$10.00 to school.

When writing a check for pictures, yearbook, etc., students must include their own name and homeroom

on the bottom of the personal check. Checks will not be accepted the last month of school.

## STUDENT STORE SCHEDULE

7:30 - 7:54	Before School Sale –school supplies and healthy snacks
10:18 - 10:33	Nutrition – Change line, school supplies, healthy snacks and drinks
12:33 - 1:03	Lunch – Change line, school supplies, healthy snacks and drinks
3:03 - 3:20	After School Sale – school supplies, healthy snacks, and drinks

## LOST AND FOUND

### Location: Student Store

For the convenience and protection of all, a Lost and Found Center is located in the Student Store, Main Office and the Girls and Boys PE offices. It is open before school, during nutrition, and after school. All articles, when found, should be turned in immediately to the Lost and Found Centers.

## ID PICTURES

Individual pictures of all students are taken each year on dates announced in advance. A flyer explaining this picture-taking activity is distributed through the homeroom. Required ID pictures are taken during Physical Education classes. Students are expected to carry school identification cards at all times. Duplicate ID cards may be obtained at the Attendance Office for a fee of \$2.00.

## VISITORS

Parents/guardians need to schedule an appointment with the teacher or staff member by telephone or e-mail, or by completing the Request for Parent Visit form in the Main Office indicating the staff member, date and time requested for the visit. Visits are to be scheduled at least one full school day in advance to allow for teacher notification.

Upon arriving adults having school business are expected to check in at the Main Entrance and identify themselves and receive a visitor's pass. If no one is at the front, please proceed to the Main Office. Unaccompanied student age visitors are not allowed on campus during school hours without the express permission of the school site administrator.

When visiting a classroom, enter and leave the classroom as quietly as possible. Do not converse with students, teacher and/or instructional aides during the visitation. Do not interfere with any school activity during the visitation.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

## THE LIBRARY

- The library is open daily during nutrition and lunch. **This schedule is subject to change.**
- Students coming to the library during class time must have a signed hall pass and must sign the visitor's log at the circulation counter.
- Student's coming to the library during nutrition and lunch do not need a hall pass.

### Library Courtesies

- Respect others by working quietly and keeping your work area neat and clean.
- Reshelf reference books and magazines when you are finished with them; leave all other books at the end of the table or on the book cart.
- Push your chair under the table when you are ready to leave.
- Do not bring food, snacks, candy, or gum into the library.

### Checking Out Books

- Students must present their Porter Student ID when checking out books.
- Books may be checked out for two weeks and may be renewed for an additional two weeks.
- Students may have a maximum of three library books out at any given time.
- Reference books and magazines are for library use only; they may not be checked out.
- Students may not check out additional books if they have an overdue book.
- Students may not check books out of the library for another student.

### Returning Books

- Return books on or before the date due.
- Place the returned book(s) on the circulation counter near the computer or give it to the person working at the counter.

### Fines and Lost Books

- A fine of \$.10 per day is charged for each book not returned on the date due.
- Fines are not charged for excused absences, school holidays, or weekends.
- Students are required to pay for any lost or damaged books checked out under their name.
- Students who have a lost or overdue book may not check additional books out of the library until the book is returned or paid for.
- Eighth grade students who have outstanding library debts (fines/lost books) may not be able to participate in class activities including the culmination ceremony.

### Lunch Period in the Library

The library doors close five minutes before the end of the lunch period.

## Library Computers

- The library computers are used for book searches and class assignments only.
- Computers are available to students who have a current Porter Student ID with a sticker permitting internet use.

## ACCEPTABLE COMPUTER USE POLICY

To preserve the school computers and network, each person using the school computer is required to adhere to the Acceptable Computer Use Policy: Students using the machines must treat the facilities with respect so that the equipment will remain operational and virus free. A signed **Computer Use** form must be on file to grant school computer access.

1. School computer use is a privilege. Acceptable use of school computers shall consist of a class-assigned activity of gathering research information for a class.
2. GAMES, CHATROOMS, MESSENGERS & PERSONAL EMAILS ARE NOT PERMITTED – First violation cancels privileges. This is to avoid the introduction of an unknown computer virus from emails/messages.
3. Drinks, snacks, and gum are to remain out of the computer areas. Machine privileges will be canceled the first time this rule is violated.
4. Water bottles and drinks are prohibited at the computer workstations or in backpacks near the computer workstations.
5. Problems should be reported to the instructor immediately to avoid possible liability for the student and parents.
6. Monitors must be left at their correct standard settings. If the student thinks the monitor needs adjustment, the student should not attempt to adjust the monitor. Notify the instructor to make the adjustment.

7. Computers must be shut down under supervision. Students should not turn off the computer power switch because it is a part of a network and must remain on-line.
8. Adding, removing, or changing icons, backgrounds, or screensavers on the desktop is prohibited. The computers are configured in a standard way for uniformity.
9. If there is a problem with the mouse, report it at once to the instructor. Do not take the mouse apart for any reason.
10. Students should watch for vandalism and report it at once to the instructor. Unreported vandalism will result in the loss of computer privileges.
11. When a student works on a file, it must belong to him/her. The student must not move, copy, or change the work of another student. The server will keep track of all file activity and times. The student will be held responsible for his/her actions.
12. Cords and attachments to the computer must be left connected. Students must report any problems at once to the instructor. Disconnection of cords will result in the cancellation of machine privileges.

## LOCKERS

All lockers are issued at the beginning of the year in the homeroom. Lockers and combinations to the locker are to be known only by the student to whom the locker is assigned; therefore, the school is not responsible for textbooks or other items taken from lockers. **Do not share your locker combination with anyone.** It is not wise to store valuables in lockers. Locker problems are handled at the Student Store before school and during nutrition. Lockers are loaned to students. Abuse of lockers by student(s) and/or the sharing of lockers by students will result in revocation of locker use. Random locker checks are conducted on a daily basis.

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## PART II: COUNSELING OFFICE

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### COUNSELORS

Counselors are available during the regular school day and by appointment after school. A student must obtain a pass before coming to the Counseling Office. If a counselor is not available, the student should leave a written request with the secretary. As soon as the counselor is free, he/she will summon the student to the office.

- A. You may wish to see your counselor for any of the following reasons:
  1. To seek help with personal and school problems.
  2. To discuss changes in program.
  3. To discuss the situation that may lead to trouble for a student or for the school.
  4. To secure information regarding past achievement and to seek suggestions for improvement.

5. To obtain information regarding various public and private educational programs.
6. To discuss elective and academic subject choices.
7. To arrange for homework assignments during prolonged illness.
8. To secure explanations of school rules and regulations.

A student's counselor plays an important role in his/her school life and provides many valuable services. A student should see his/her counselor for school survival!

### REPORTS TO PARENTS

Reports to parents will be sent home with all students at appropriate intervals during the semester on designated dates. A straight line indicates satisfactory or above marks. The Report Cards indicate marks of:

A	Superior
B	Better than average
C	Average
D	Barely Passing
Fail	Failure
INC.	Incomplete
NM	No Mark: Attendance less than 3 wks.
NC	No credit
E	Excellent
S	Satisfactory
U	Unsatisfactory

The February and June marks are the final marks for each semester.

### Class of 2011 Culmination Requirements

- A. A certificate is awarded to those students who have satisfactorily completed the Middle School requirements as prescribed by the local school.
- B. In order to participate in culmination exercises, each student:
  1. Must pass all subjects in the 8<sup>th</sup> Grade. No FAILS in subjects allowed on February and June report cards.
  2. Must not earn more than two (2) U's in COOPERATION, or more than three (3) U's in a combination of WORK HABITS and COOPERATION.
  3. Must clear all "uncleared absences" with the Attendance Office personnel.
  4. Must clear all school debts including library, textbooks, Student Store, and any un-served DETENTIONS and/or campus beautifications. .
  5. Must not sustain any serious disciplinary infraction during the 8th grade year. THIS MAY KEEP A STUDENT FROM PARTICIPATING IN THE CEREMONY. Students will be given an opportunity to make amends for their infraction.
- C. The counselors will review the records of each 8th grade student and certify the eligibility of each candidate for a certificate and participation in culminating exercises.

### EIGHTH GRADE ACTIVITIES

Eighth grade students may attend the following extra-curricular activities only if they have met culmination requirements up through the marking period the event takes place. If an activity takes place during the Spring semester, Fall final marks will be included in determining eligibility to participate.

- Eighth Grade Dances
- Eighth Grade Awards Ceremony
- Eighth Grade Picnic
- Grad Night at Magic Mountain

### TITLE IX AND SEXUAL HARASSMENT PREVENTION

A federal law called Title IX prohibits schools from discriminating against students on the basis of their gender. All boys and girls must be treated equally in the following areas:

- The classes they can take.
- The way they are treated in the classroom.
- The kind of counseling they are given.
- The extracurricular activities in which they can participate.
- The honors, special awards, scholarships and graduation activities in which they can participate.

Title IX also protects any student from sexual harassment. This means no student, teacher; administrator or other school employee can make unwelcome sexual advances or comments to students. All students have been spoken to regarding Title IX and Sexual Harassment prevention procedures. Students may see either the Dean, Counselor, Magnet Coordinator, Assistant Principal or Principal for questions or information. There are also pamphlets with information on Title IX and Sexual Harassment Prevention available in all the offices.

## PART III: ATTENDANCE OFFICE

One of the most important factors of student success is good attendance. To receive passing grades, students should attend classes regularly and get to class on time.

### ATTENDANCE ACCOUNTING

- A. Notification on the third day of absence  
Parents must telephone the Attendance/Magnet Office on the third day of an absence. The Attendance Office telephone number is (818) 920-2094. The Magnet Office telephone number is (818) 920-2750.
- B. Returning from absence

After an absence, students must bring a verification of absence signed by a parent or guardian. Students should report early with the verification to the Attendance/Magnet Office. Students arriving to the Office after the tardy bell rings will receive a "TARDY UNEXCUSED". The Office is open at 7:30 a.m.

If verification is not returned on the 10th day, the absence will become a truancy. Upon the third unexcused absence for more than any 30 minute period from school in any school year, the student may be classified as truant. This could be grounds for referral to the SARB and could be passed on to the City or District Attorney's Office for possible prosecution.

- C. Tardiness to school

A student arriving after homeroom is over must report to the Attendance Office.

D. Notes to leave school grounds

Notes to leave school for appointments or personal business should be brought to the Attendance when the student arrives at school. The note must contain: (1) the reason for leaving, (2) the time the student will leave, (3) the parent's signature, and (4) the name, grade, homeroom number and your home phone number of the student.

E. Leaving the grounds

No student is to leave the school grounds during the school day without clearing officially with the Attendance Office. This includes going home for lunch, dental or medical appointments or for any other reason. The official permit should be shown at the gate in order to exit.

### EMERGENCY CARDS

Emergency information must be on file in the Attendance/Magnet Office. This card provides the nurse and other offices with names of persons who should be contacted if a student becomes ill or injured. EVERY student must have an emergency card on file.

**Students will be released only to those adults listed on the emergency card. Proper ID will be required in order to protect the safety of the student.**

### CHANGE OF ADDRESS

Parents must notify the Attendance Office immediately whenever changes occur in the home address, telephone number, the parent's work address or phone number. A student who moves out of the Porter area after 20 weeks of enrollment may remain at Porter provided a satisfactory citizenship, scholarship and attendance record has been maintained.

### TRANSPORTATION

A. Public Bus Transportation

Information regarding public bus transportation may be obtained from the Attendance Office personnel.

B. Transportation by Automobile

Pupils may be transported to and from school by their parents or an authorized adult. Students should never accept a ride from a stranger. Parents transporting students to and from school load and unload on Kingsbury Street, Montgomery or Densmore Ave. For safety reasons, please have your child use the crosswalk and do not allow students to walk through the parking lot.

C. Bicycle Transportation

Students may ride their bicycles to school if the following are observed:

1. Students must wear a bicycle helmet and proper safety gear.
2. The bicycle is required by law to be licensed by the Los Angeles Police Department.
3. Students must park in designated areas and lock their bicycles. The bicycle parking area is located off Densmore Avenue on the service road.
4. During school hours, bicycles are to be locked in the bicycle racks. No bicycles are to be chained to fences or posts or other objects in other parts of the school.
5. Parking in the bicycle area is always at the student's own risk. The bicycle parking area is locked. Reasonable safeguards are taken to insure the safety of a students' bicycle but we cannot assume responsibility for theft or damage to bicycles.

D. Students may not ride bicycles on campus or bring bicycles in classrooms or hallways. Bikes must be walked on and off campus.

## —————PART IV: STUDENT SAFETY AND/OR CONDUCT CODE—————

### STANDARD SCHOOL ATTIRE

The Standard School Attire has been adopted to maintain the educational excellence and safety at Porter Middle School/Gifted Magnet. School attire is to be appropriate and not disrupt the educational environment. All students are expected to dress in neat, clean, and properly fitted clothing. Students are also expected to care for their personal cleanliness and hygiene.

Below is a description of the Standard School Attire:

#### PANTS/ SHORTS/ SKIRTS/ SKORTS

**Acceptable**

Material: Cotton, cotton/polyester blend, twill and narrow corduroy, jeans

Colors: Solid colors: Khaki, Black, Navy Blue

**Unacceptable**

- overalls
- sweatpants, exercise, athletic or warm-up wear
- sagging below waistline
- **tight fitting**
- taped, rubber banded, or stapled hem

- gathered at waist (bunching)
- dragging / touching the ground
- oversized or extra wide legs
- split, torn, or cut pants, skirts, shorts, or skorts
- knee length (shorts) must be above the knee and below hanging fingertips
- low-rise style pants

#### SHIRTS

**Acceptable**

Material: Cotton, cotton/polyester blend, cotton knit

Color: Solid colors: Red, White, or Navy Blue

Style: Polo shirt, **3 button only**

**Unacceptable**

- large words or logos across shirt
- buttoned down (Oxford style)
- **tight fitting**
- **oversized**
- **midriff / low cut**
- **short in length**

- sheer / see through tops
- sports jerseys
- shirttails less than 6 inches below the waistline
- sleeveless (tank tops, strapless, spaghetti-strap, etc.)

### PORTER GRADE LEVEL or CLUB T-SHIRTS

#### **Acceptable**

Material: cotton/ cotton blend

Style: Porter Grade Level or Club Tee-Shirt

MUST say Porter and be approved by the administration.

### UNDERSHIRTS

#### **Acceptable**

Material: cotton, cotton/polyester blend

Colors: white only

Number: one undershirt or turtleneck **only**

#### **Unacceptable**

- multi-colors
- multi-layering
- extending beyond sleeve or bottom of polo shirt

### OUTERWEAR/ JACKETS/ SWEATERS

#### **Acceptable**

Styles: Any solid colors, styles or designs or Club sweaters or jackets with Porter Middle School logo only.

#### **Unacceptable**

- professional team logos

### SHOES/SOCKS

#### **Acceptable**

Styles: Shoes with back strap, full back, and flat soles

#### **Unacceptable**

- soles higher than two inches
- platform shoes
- **socks pulled up to the knees with shorts or skirts**

### ACCESSORIES

#### **Belts:**

- not extend more than 3 inches longer than waistline
- no dangling / hanging
- no initials or insignias on buckles
- belts must be woven through all loops

#### **Headgear:**

- baseball caps (with Porter Logo or no insignia) for protection from the sun (outside only)
- hoods worn up only in **cold weather (outside only)**
- beanies worn in **cold weather (outside only) Solid colors – NO logos.**
- **hair colors or styles should not be distracting to the educational process**
- no scarves, bandannas / bandanna-style headbands (unless prescribed by a doctor or part of a religious observance)

#### **Backpacks:**

- No writing, marking, patches, pins, or tape on backpacks. Backpack must be in same condition when purchased other than normal wear.

### MISCELLANEOUS:

- no sunglasses (unless prescribed by a doctor)
- no visible wallet chains/chain-like accessories
- no earrings greater than 1- inch diameter loops, no dangling styles, and no spike gauges
- no leather bracelets or belts with metal designs, spikes, or studs
- no colored jelly or bead bracelets, due to social behaviors represented by the different colors
- no extreme makeup
- no glitter / stickers; writing on any body parts
- no spiked or dangerous jewelry (handcuffs, choker-chains, over-sized necklaces or leather spiked/studded accessories)
- body piercing is not allowed except for the ears

\*\*\* NOTE: P.E. clothes may only be worn during the P.E. period. Wearing of the P.E. uniform at any other time will be considered a violation of the Standard School Attire.

### ALTERNATIVE DRESS DAYS

The Standard School Attire Committee, on a month-to-month basis, will determine modified dress days. These days will be theme-based and announced prior to the date. Adherence to Standard School Attire will be a main factor as to the allowance of a modified dress day.

**Warning: Any clothing or accessory that depicts any form of profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, sexual overtones, promotion of gang/criminal activity or is offensive to any gender, race, religion, ethnicity or nationality is unacceptable and not permitted.**

### CONSEQUENCES

Students violating the prevailing Standard School Attire (the policy in effect at the time of violation) shall be subject to the following consequences:

- An attempt will be made to contact the parent to bring the appropriate clothing.
- The student's name will be logged in a Master File.
- If the parent cannot be contacted or will not bring a change of clothing, the student will be issued a set of loaner clothes (school pants/shirt). The student will then be sent back to class with an office excuse.

1st offense - change of clothes, letter of consequences and notification of improper dress with tear-off.

2nd offense - phone call or letter home and given paper pick up

3rd offense - phone call or letter home and given after school detention (1 day)

4th offense - phone call or letter home and given after school detention (2 days)

More than 4 offenses – Additional disciplinary actions

### SCHOOL SAFETY RULES

The following are unacceptable behaviors:

- hitting, tackling, horse playing or pushing another student

- bike riding, roller skating, scooter riding or skateboarding on campus
- running
- spitting
- jumping around benches; use benches only for sitting
- sitting on tables
- throwing water
- climbing fences
- throwing or shooting objects in class or on campus
- entering the faculty parking lot
- obstructing the path of school buses
- jay walking - use crosswalks

In addition:

- Obey bicycle safety rules; wear a helmet.
- Listen to and comply with all instructions given during safety drills.
- Respect school and personal property.
- Students, who play "Keep Away" with other students' personal belongings including backpacks, purses, clothing, etc., will be responsible for damages or loss of any items.
- Positive attitude, common sense, and good judgment prevent problems from occurring.

#### **TAKE PRIDE IN YOUR SCHOOL – STOP GRAFFITI**

- Students are not to bring permanent markers or felt pens to school.
- Students are not to bring spray paint cans to school.
- Students are not to deface school property in any manner.
- Teachers will take markers or felt pens from students. They will not be returned.
- Students writing on or defacing school property can receive paper pick-up, detention, suspension, or an opportunity transfer from the school and can be cited by police.

Parents will be charged for the clean-up and/or repair of any writing or defacing of school property that cannot be cleaned or repaired by the student.

#### **CONDUCT CODE**

This Conduct Code was developed in accordance with the School Leadership Council. It is the standard for student behavior outside of classroom at all times.

All students will carry a Porter ID card at all times. When asked by any adult member of the staff, the card will be surrendered to that person. Failure to carry or to surrender an ID card will result in disciplinary action.

Students that fail to follow the Student Code of Conduct, including proper dress, will be referred to the appropriate administrator for disciplinary action.

1. Students are not allowed to bring balloons or flowers to school at any time.
2. For extra-curricular activities, students will follow the Porter eligibility policy.

3. Students are expected to show respect to teachers, administrators, other adults and other students at all times.
4. Students are expected to have proper authorization when being out of class or leaving campus.
5. The following are not allowed:
  - alcohol, tobacco, smoking, matches, lighters, drugs or drug paraphernalia
  - weapons or any type of weapon replica
  - paints or markers
  - point ending scissors
  - foul language
  - vandalism or graffiti
  - radios or recording devices
  - cameras
  - cards of any kind such as playing, trading, collectors, etc.
  - laser pointers
  - any type of toys
  - firecrackers or other explosive materials
  - aerosol spray cans of any type
  - large amounts of money (no more than \$10.00)
  - white-out or rubber cement, white-out writing on books, notebooks, backpacks, binders, etc.
  - perfume, cologne or after-shave lotion
  - glass containers

**STUDENTS ARE RESPONSIBLE FOR THEIR OWN BACKPACKS. DO NOT LEAVE THEM UNSUPERVISED.**

**THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL ITEMS;**

#### **CONFLICT RESOLUTION**

1. Do not spread rumors or talk about others or carry messages from student to student.
2. Student having problems with other students should see their counselor, an administrator, dean, or teacher for assistance.
3. All matters of discipline or counseling are private and may not be discussed with other students.
4. Mutual combat where all parties involved are responsible for physical contact requires equal punishment for all parties. Where individuals are specifically identified as the aggressor, the aggressor will be assigned a heavier consequence.

Participating in Conflict Management does not mean a student is in trouble; It means s/he is solving a problem.

#### **DISCIPLINE PROCEEDINGS**

Students who violate any one of the following rules will be subject to penalties that may include detention, suspension, or an opportunity to transfer to another school. Parent conferences are extremely important when dealing with these offenses.

Reasons for Discipline Proceedings:

- Threatened, attempted, or caused physical injury to another person
- Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object

- Possessed, used, sold, furnished, or found to be under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind
- Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxication of any kind
- Committed robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Offered, furnished, or sold any drug paraphernalia
- Disrupted school activities or willfully defied the authority of school personnel
- Knowingly received stolen school property or private property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault or sexual battery
- Harassed, threatened, retaliated or intimidated a student who is a witness in a school disciplinary proceeding.
- Engaged in sexual harassment (grades 4-12)
- Attempted to cause, threatened to cause or participated in hate violence (grades 4-12)
- Engaged in harassment, threats, or intimidation against any pupil or group of students (grades 4-12)
- Made terrorist threats against students, school officials or school property
- Two or more referrals in one day may result in a suspension

### **CELL PHONE USE**

Students are permitted to possess cellular phones on campus provided that any such device shall remain "off" and stored in a locker, backpack, purse, pocket or other place where it is not visible during school hours. Students are only permitted to use cell phones on campus before and after school.

Students must comply anytime a request is made by school personnel to cease the use of a cell phone. If a cell phone is observed by staff, during school hours or activities, it shall be confiscated until redeemed by a parent or guardian.

### **PHOTOGRAPHY**

Students may not use electronic devices, including but not limited to cameras and cell phones to take pictures or video on campus without the permission of an administrator. There are serious consequences for violating this policy, including but not limited to the electronic device being confiscated and possible student discipline.

### **WARNING:**

Any student found to be in possession of tagging supplies, personal items with tagging writing, samples of tagging on supplies/personal items, illegal substances,

dangerous objects, banned articles of clothing, etc. will be responsible for the possession of such items unless they are turned in to a supervising adult teacher, custodial staff, clerical staff, or administrator immediately. If the item has not been reported to an adult before being asked to empty pockets, purses, or backpacks, it will be assumed that the item belongs to the student in possession of it. Automatic disciplinary action will be taken in every case.

**NOTE: Any student found to use, possess, or to furnish drugs, firearms, or weapons (real or replica) will automatically receive an Opportunity Transfer and possible expulsion.**

### **ZERO TOLERANCE**

Porter has a Zero Tolerance for the following:

- Weapons - real or replicas
- Drugs - possession or sale
- Racial slurs, teasing, put downs or name calling directed at people because of their race, religion, disability, gender, ethnicity or sexual orientation.
- Fighting/physical injury to others
- Sexual harassment
- Bullying

Students involved in any of the above will be disciplined accordingly.

There are no exceptions to Zero Tolerance.

Random, metal detection and locker checks are conducted daily per LAUSD policy.

### **L.A. SCHOOL DISTRICT POLICE DEPARTMENT JUVENILE CITATION PROGRAM**

At Porter Middle School, we have had very few arrests; however, a process has been established between the LAUSD School Police and the L.A. County Juvenile Traffic Court in lieu of arresting juveniles who are cited to traffic court for certain offenses. Citing a juvenile to traffic court does not make them a ward of the court and, at the discretion of the Traffic Court Referee, penalties can include:

- Fines can range in cost.
- Suspension of driving privileges for one year
- One year delay in obtaining a driver's license
- Community service
- Six months probation or referral to the Probation Department
- Referral to the District Attorney for petition

A sampling of the misdemeanors which the School Police Officer may release from field custody includes:

- Disturbing the Peace, Fighting, Petty Theft under \$50, Keeping Lost Property
- Vandalism under \$250
- Graffiti under \$250
- Illicit Gaming/Gambling
- Trespassing/Loitering
- Minor in Possession of Alcohol

### **PORTER PRIORITIES– STUDENT RESPONSIBILITIES**

1. Personal Respect - Actions and communications of students must show regard and respect for others.
2. Property Respect - Students are responsible for the school equipment and property with which they work. Damages will be charged to violators.
3. Attention - Students are expected to give their attention and respect to class activity without having to be asked by the teacher.
4. Supplies - Students must bring to class all necessary materials required by that teacher.
5. Punctuality - A student is marked tardy if he/she is not in his/her seat or at his/her station when the tardy bell begins to ring.
6. Dismissal - The signal to leave class comes from the teacher. The bell rings to alert the teacher and the class.
7. Food - No drinks, snacks, or gum is to be brought to class. Only water is allowed.

## STEPS TO SUCCESS

### I. CLASSROOM ORGANIZATION

1. Have appropriate materials as designated for each class every day.
2. Keep books covered throughout each semester.
3. It is highly recommended that students keep a three (3) ring notebook with sections for each subject.
4. Head each paper with full name, period and date in the upper right-hand corner.
5. Wait to be dismissed by your teacher, not by the ringing of the bell.

### II. CLASSROOM BEHAVIOR

1. Students should be courteous at all times to their teachers and classmates.
2. Students are to remain in your seat unless given specific permission to do otherwise.
3. Do not eat or chew gum in the classroom.
4. Raise your hand and wait to be called on before speaking.
5. A student's personal belongings are his/her own responsibility.
6. Damaging or writing on school property, including desks, books, lockers, and walls is vandalism and students will be held responsible.
7. Make-up work is a student's responsibility. When a student is out of class, it is his/her responsibility to find out exactly what work has been missed.

### III. STUDY SKILLS

1. Select a regular place, free from distraction, for study at home.
2. Plan ahead so all materials necessary are ready for studying.
3. Use services provided to help i.e., tutorial, library, individual teacher assistance.
4. Understand the assignment and know what is expected. Follow directions exactly.
5. Be attentive in class.
6. Have all materials organized and ready to bring to school each morning and to each class during the day.

### IV. TIME MANAGEMENT

1. Be in the assigned seat with all materials ready to work when the tardy bell rings.
2. Homework is an integral part of class work and should be turned in on time.

3. Learn to budget your time wisely in doing homework and review certain subjects nightly on your own initiative.
4. When in class, direct all work, time and attention to that subject. Work from other classes or personal notes will not be permitted.
5. Plan passing periods so that personal needs are met and you arrive at the next class on time and with materials.
6. Set aside time each day for study or specified homework.

## V. NOTEBOOK ORGANIZATION

Organize and maintain a neat and functional notebook.

1. A three (3) ring notebook is recommended. This notebook will hold materials for all classes.
2. Use dividers to separate subjects.
3. The use of an agenda book is extremely beneficial for organization of work.
4. Decide on the best method for organizing papers within each subject division.
5. A zippered holder for pencils and pens is useful.
6. A notebook, with paper and materials, must be brought to class each day.
7. Put a cover over each textbook you are given.

## VI. TIME MANAGEMENT IN SCHOOL

### Before School

1. Have school materials ready and in the same place before your departure from home. If possible, decide what to wear and what you need to take to school before bedtime, so that valuable time is not spent on these decisions the next morning.
2. Know how long it takes to reach school from home and allow this time plus extra for any unforeseen delay.
3. When returning from an absence, allow extra time to bring the absence note into the Attendance Office. This should be done before the passing bell.

If a student is not in the Attendance Office before 7:50 a.m., he/she will not receive a tardy excuse to class.

### During School

1. A student should schedule minimum time with friends, especially between classes at the opposite ends of the campus.
2. Try to meet personal needs before school, during nutrition, lunch, physical education, and after school.
3. Remember, passing period is only six minutes long and does not provide time to socialize. Punctuality is important, since excessive tardiness affects grades.
4. Class time should be spent in the classroom. Trips to the Health Office, restroom or drinking fountain should be restricted to emergencies.
5. Requests to see counselors or administrators should be filled out before or after school, except in extreme emergencies.
6. Parents should know a student's plans for the day before he/she leaves home.
7. A hall pass or permission slip is required whenever a student is out of class.

## VII. TIME MANAGEMENT AT HOME

### Budget Time

1. Between the time a student leaves school until bedtime, he/she has approximately six or seven hours. Time should budget for:
  - a. recreation
  - b. homework
  - c. dinner
  - d. household chores
2. Depending upon a student's grade level and assignments, he/she may have to allow 30 minutes to two hours each day for homework.
3. Schedules can vary from day to day, depending upon other activities and responsibilities, but time for homework and/or review should be a part of each day's plans.

### Doing Homework

1. Know the exact assignments and plan the time necessary for each one.
2. Try to study in a place free from distraction.
3. Have all necessary materials ready to use as needed. Assemble these things before beginning homework.
4. It is often best to do the more difficult assignments first.
5. If nothing specific has been assigned, review work from classes that you find difficult.
6. When homework takes a lot of time, a brief break is beneficial.
7. When homework is finished, get all materials organized to return to school.
8. Adequate sleep will help in performing daily tasks more efficiently.
9. Remember, it is easier to keep up than catch up!

### High Quality of Work

1. Work should be neat and well spaced, without write-overs or cross-outs.
2. Work should be legible and accurate, written in your best handwriting or neatly typewritten.
3. Work should be written in blue or black ink, unless specifically assigned otherwise.
4. Work should be proofread and corrected.
5. Work should be completed and, if more than one page in length, stapled or clipped, ready to turn in on the due date.

### Obtaining Assignments Missed Due to Absence

1. Procedure for an absence of less than two days: Student should obtain the missed assignments from classmates or whatever other sources the teacher has arranged.
2. Procedure for an absence of more than two days:
  - a. On the third day of absence, parents may phone the secretary in the Counseling Office to request homework assignments.

- b. Homework assignments are then picked up in the Counseling Office after 3:15 p.m. on the third day of absence. Teachers must have twenty-four hours notice in order to prepare the assignments, as they have teaching responsibilities during the school day.

## VIII. HOMEWORK

Homework is a necessary part of each student's program. It is related to class work and is assigned according to whatever is needed to complete or expand upon class assignments. The amount is reasonable and will depend on the nature of the class. The following is considered as a reasonable schedule:

Grade 6 – 20 minutes per academic class daily

Grade 7 – 25 minutes per academic class daily

Grade 8 – 30 minutes per academic class daily

Magnet has its own homework schedule which is made available to students and parents the first week of school. Homework policy is subject to change by District.

## IX. LISTENING AND NOTETAKING SKILLS

### Useful Techniques of Listening

1. Show good listening manners
  - a. Look at the speaker
  - b. Do not doodle, read, whisper or fidget
2. Use effective techniques of listening
  - a. Listen for the speaker's purpose
  - b. Learn to follow a speaker's main points
  - c. Learn to listen for words or phrases such as: so, next, therefore, however, furthermore and finally
3. Take notes when necessary
  - a. You cannot rely on your memory to remember details
  - b. When you want to be sure to remember the information you are hearing, jot down notes
  - c. Keep these questions in mind: What is the speaker's purpose? What do I want to get out of his/her talk? What main points does he bring out? How well does he support his main points?
4. Listen carefully
  - a. Take down class assignments accurately. Be sure you have all the instructions, understand them, and follow them
5. Learn to listen critically
  - a. Evaluate what you hear
  - b. Distinguish between fact and opinion

### Useful Techniques of Note-taking

1. Have all necessary equipment ready before the presentation begins (paper, pen or pencil, ruler, etc.).
2. Give full attention to teacher or person making the presentation.
3. Listen to the entire statement. Select the main idea and write it down so that it will help you remember what was said. You do not want to write down every word.

4. Organize notes in a logical sequence.
5. Use of an outline form is recommended.
6. Copy accurately all notes from the board.
7. Write down any questions that occur during the presentation and ask them during the period of time allowed for questions.

**TEST-TAKING SKILLS**

**Test-Taking Skills**

1. Study well in advance of the test. Make note/flash cards to assist in studying.
2. Read directions clearly and work examples.
3. Students
  - a. Read directions carefully.

- b. Read entire question and all possible answers before selecting an answer.
- c. Eliminate obvious wrong answers.
- d. Reread the question.
- e. Select the best answer from those left.
- f. Do not spend an excessive amount of time on any one problem.
- g. If having trouble finding an answer, DON'T PANIC. Go on to the next problem and then go back to the unfinished ones before the test ends.
- h. On true and false questions, look for key words like "always," "seldom," "all the time," "never," etc. Go with the first impulse when in doubt.
- i. When finished, go back and check the answers.

**PART V: CLUBS AND ORGANIZATIONS**

**CLUBS**

Students are encouraged to participate in the extra-curricular programs available at lunch and after school. Below is a list of past clubs available to all Porter students. Any students interested in forming a new club must find an adult sponsor on campus, ten interested students, and see the Leadership sponsor for more information.

Art Club	Knitting Club
Christian Club	Olympians
Compassion Into Action Club	Book Club
Ecology Club	Garden Club

**OLYMPIANS**

The purpose of this scholarship society is to encourage high standards of learning, to recognize high scholastic achievement, and to provide opportunities for rendering service to the school.

- a. The students must earn 10 points (A=3, B=1, C=0). Students enrolled in Honor classes may earn an additional point for each A or B up to two additional points.
- b. No "U's," "D's," or "Fails" on the final twenty-week report card are permitted.

Olympians meet as scheduled by the sponsor. Meetings will be announced over the PA system during homeroom. Olympians participate in activities that provide service to the school.

**LEADERSHIP**

Leadership is a class composed of 7<sup>th</sup> and 8<sup>th</sup> grade students. The primary goal is to develop leadership skills by hosting a variety of student activities and

volunteer projects. These activities include one school spirit day per month, four (4) dances per year, two (2) fundraisers, two (2) charity drives, and a Talent Show. In addition, students are expected to contribute four (4) hours per month of school or community service. This service can be performed by assisting with activities, volunteering outside of school, or helping in the community.

Eligibility for the Leadership class is determined through an application, teacher recommendations, an interview, and grades. Students maintain a C average and have no U's in Cooperation or Work Habits throughout the school year, as they set the standard for excellence on our campus.

This group will be under the guidance of the Leadership Advisor and directed by the Associated Student Body Officers. ASB officers are elected in June of the previous year and serve a one-year term.

**8<sup>TH</sup> GRADE HOMEROOM REPRESENTATIVE**

Students elected as 8<sup>th</sup> grade Homeroom Representatives must be willing to meet with 8<sup>th</sup> grade officers and sponsors in a specific location during Homeroom. These students bring back to the homeroom any information regarding 8<sup>th</sup> grade activities, culmination information, and matters that must be voted on by class members. Representatives must remain on par for the year or they will be excused.

**NOTE REGARDING STUDENT ACTIVITIES:**

**In order to participate in any extracurricular activities, students must attend three (3) periods of school on the day of the event.**

**PART VI: CORNELL NOTES SHEET**



