



ELK GROVE UNIFIED SCHOOL DISTRICT

2026-27

Student Handbook



8365 Whitelock Parkway
Elk Grove, CA 95757



Administration Office + Student Services
(916) 683-7680



epms.egusd.net



Administration Office (916) 685-5703
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ELIZABETH PINKERTON MIDDLE SCHOOL

Elizabeth Pinkerton has served the Elk Grove Unified School District in a variety of capacities during her 40-year tenure (1962-2002). The “School Names Committee” recommended that the 9th middle school be named in her honor.

Elizabeth Pinkerton is a distinguished educator at local, state, and national levels; a dedicated wife, mother, mentor, author, local newspaper columnist; and an esteemed leader in the Elk Grove community. Long-time colleagues also describe her as an innovative and creative thinker who has worked hard planting and nurturing the seeds for a quality education for ALL students. It is no accident that every program under Elizabeth’s directorship has flourished.

Elizabeth Pinkerton must have begun developing her action plan as a four-year old driving her father’s tractor on the family farm in Bayfield County, Wisconsin.

The Pinkerton family consists of Elizabeth and her husband Tom, and their children: Mike, Pat, Sarah, and Tim (deceased). All four were educated in the district Elizabeth loves most – Elk Grove Unified.

Time marches on...and the Pinkerton family has grown to include two daughters-in-law: Connie and Barbara and five grandchildren: Willie and Kevin carry on the tradition of an Elk Grove education; Abbott, David, and Patrick go to school in Boise, Idaho.

Elizabeth is a graduate of Wisconsin State College at Superior and earned a master’s degree at California State University, Sacramento. She has also attended the Principals’ Institute at Harvard University.

Elizabeth joined Elk Grove Unified School District as a seventh grade teacher at Elk Grove Elementary in 1962. She was part of the staff that opened Joseph Kerr Junior High School in 1964. She served as Director of State and Federal Programs for 15 years, but prior to that she was vice principal at James McKee Elementary School and Elk Grove High School, and principal at James Rutter Middle School. Known for her innovation in education, she is a distinguished educator at local, state, and national levels. As a local historian, she is a published author on Elk Grove history and writes a column for the *Elk Grove Citizen*. During her 40 years in education she worked hard planting and nurturing the seeds for a quality education for all students in the Elk Grove Unified School District.

An inspiration to all, Elizabeth taught many current staff, teachers, and administrators in the Elk Grove Unified School District.

Prepared by: Martin J. Cavanaugh

[version 1.0.1 - JH]



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MISSION STATEMENT

Elizabeth Pinkerton Middle School will provide all students with a high-quality education in a safe, socially enriching, physically challenging, and academically rigorous learning environment that prepares and encourages them to reach their greatest potential as responsible citizens.

To that end, Elizabeth Pinkerton Middle School will provide for all students:

1. Rigorous standards-based curriculum in preparation for high school and other advanced education opportunities.
2. The knowledge and skills necessary to attain optimal health and physical fitness and to maintain both throughout their lives.
3. Opportunity for personal development through cultural, athletic and extracurricular activities.
4. An atmosphere that fosters mutual respect, acceptance of diversity and cooperative, collegial behavior.
5. Opportunity to contribute positively to their school and community.
6. Curriculum that incorporates the use of technological skills necessary for academic and career success.

VISION

All students at Elizabeth Pinkerton Middle School will learn the essential academic skills in each subject. Staff will work collaboratively to develop and evaluate common assessments and use this data to instruct, intervene, and enrich as necessary.

COLLECTIVE COMMITMENTS

In order to achieve the shared vision of our school, Elizabeth Pinkerton staff have made the following collective commitments.

- As a collaborative group, we will utilize a variety of instructional strategies to promote success for all students.
- Student learning and well-being will drive instruction.
- We will provide students with resources, strategies, and information to help students succeed and to assist parents in understanding their student's academic progress.
- We will use evidence of student learning through common assessments to inform and improve our practice.
- We will be productive, positive, and supportive members of our collaborative department in order to achieve our SMART goal.
- We will provide timely interventions and support for students who are struggling.
- We will adhere to the curriculum calendar/scope and sequence developed by our departments.



MESSAGE FROM THE PRINCIPAL

July 2026

Dear Elizabeth Pinkerton Middle School Community,

Welcome to the new school year! We are excited to welcome both our new and returning students back to school. As always, this year promises to be fun and full of academic, athletic, and enrichment opportunities intended to challenge and affirm all students.

Thank you for your ongoing partnership and collaboration. Our commitment to supporting all students both academically and social-emotionally continues to lead our work. The strength of our teaming and looping model helps provide students with a strong foundation from which to thrive. We hold high expectations for academic achievement while at the same time recognizing the power of building positive relationships with students in order to help them grow.

Professional Learning Communities (PLCs) and Positive Behavior Interventions and Supports (PBIS) provide the constructs through which we meet the needs of all students. Teachers use collaboration time during late-start mornings to develop common assessments, review data, and create plans for intervention and extension. School-wide expectations for safe, respectful, and responsible behavior are explicitly taught and reinforced throughout the school year so that students feel connected to and part of a school community focused on positive relationships and interactions.

This handbook serves to outline schoolwide expectations and behavioral rules, and acts as a quick lookup guide for policies and procedures whenever questions arise. Our goal is to establish open lines of communication with each of you as we strive to partner and collaborate with our families so that all students succeed. We look forward to meeting each of you in person, and we can't wait to see all of you in the coming weeks.

Sincerely,

Kimberlee Wallace, Principal
Elizabeth Pinkerton Middle School



EPMS Handbook

ACADEMIC CODE OF CONDUCT

The staff of Elizabeth Pinkerton Middle School expects the highest standards of honesty and fairness from all students. Promoting the ideals of education, responsibility, and self-discipline are essential. Therefore, to protect everyone's right to a fair and meaningful evaluation, this ACADEMIC CODE OF CONDUCT has been adopted.

- A student who exhibits any behavior which in the judgment of the teacher indicates dishonesty while taking an examination, quiz, or any assignment shall receive a zero for that exercise and it may not be made up. In addition, the student will be referred to their counselor.
- A student who copies an assignment from another student shall receive a zero for that assignment, and the student who allows an assignment to be copied shall also receive a zero and it may not be made up.
- A student who, for the purpose of cheating on an examination or assessment, enters a classroom carrying evidence of premeditation – such as aids, notes, or another student's notes are not allowed – shall receive a zero for that examination and it may not be made up. In addition, the student will be referred to an administrator.
- A student who is apprehended for taking, without permission, another student's written assignment or project for personal use or academic credit shall receive a zero for that assignment and will receive disciplinary consequences for theft. The assignment may not be made up.
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, falsifying records, removing or copying of any materials (student, teacher, or other), etc. shall be disciplined as follows:
 - A student enrolled in the course in which the infraction occurred shall receive a grade of "F" for the assignment/examination for which the infraction takes place. Also, the infraction may affect any awards or honors the student may receive. This will be at the discretion of the committee(s) in charge of the awards. The student may receive disciplinary consequences.
 - A student NOT enrolled in a course, however, who is involved in such an infraction, shall receive disciplinary consequences.

A student who plagiarizes any print or online material and presents it as his/her own will receive a zero for that assignment and may not make up the assignment.

ACCIDENTS

Students are to report any accidents to their teachers or to the Student Services office. Teachers will complete an accident report and turn it into the Student Services office. If a student becomes ill at school, he/she is to report to the Nurse's Office or send word to the main office immediately.

ADVOCACY

Twice a week students will participate in an Advocacy class that is approximately 35 minutes with a teacher who will act as the students' advisor during their two years at Elizabeth Pinkerton Middle School. The Advocacy Program provides students with information regarding effective study skills and organization, guides students to respect and appreciate diversity, builds a sense of community through Community Circles, establishes a six-year plan to maximize their experience at Cosumnes Oaks/Elizabeth Pinkerton, college/career planning, and accesses the services/resources offered at Elizabeth Pinkerton Middle School and Cosumnes Oaks High School. In addition, the Advocacy period will be used for award ceremonies and school-wide assemblies.

ASSEMBLIES/RALLIES

From time to time, students may have the opportunity to attend assemblies. During assemblies, students are expected to be attentive and courteous. Students failing to follow the standards of good behavior during an assembly will be removed and disciplinary action will be taken.

Assemblies/Rallies	
Be Safe	● Stay seated until dismissed ● Walk up the bleachers ● Sit in area designated by teacher ● Listen to instructions ● Leave backpacks in the classroom
Be Respectful	● Listen to the person speaking ● Support your peers and participate positively ● Maintain personal space for yourself and others ● Remove your hat and/or hoods indoors
Be Responsible	● Listen actively and participate ● Stay with your teacher ● Pick up after yourself ● Wait to be dismissed

ATHLETICS

The Elk Grove Unified School District’s middle school athletic program provides equal access for all students. It guarantees opportunities for maximum participation, through competition in athletic programs, which promotes school spirit, self-esteem, sportsmanship, team work, and positive social skills.

The district sports program includes:

Competitive interscholastic co-ed and same gender sports teams. There will be a limited number of players per team.

The sports offered will include:

- Cross Country
- Girls Volleyball
- Boys Volleyball
- Girls Basketball
- Wrestling competitive team
- Boys Basketball
- Track and Field competitive team

ATHLETICS AND SCHOOL SPONSORED ACTIVITIES

All students who wish to participate in extra-curricular and co-curricular activities must:

- Have earned a 2.0 GPA in their overall 7th and 8th grade program for the grading period prior to their participation. This GPA must be maintained for each succeeding grading period during participation. A student who receives a failing progress report (F grade) in any class during the participating season will be removed from participation in the activity, placed on academic probation, and will remain on probation until the student again earns a passing grade in the designated class or classes.
- Meet standards of satisfactory or excellent citizenship.
- Maintain a satisfactory attendance record.
- Please see the Student-Athlete and Parent Handbook at www.egusd.net for further information on academic eligibility, attendance, and citizenship requirements.
- Athletes will receive a uniform for their sport. Athletes must return their uniform at the end of the season. Athletes who do not return their uniform will be added to the No Activities List until their Coach or Athletic Director receives their uniform.

Sport	Season	Initial Eligibility Process
Cross-Country	August	Term 1
Volleyball (Girls)	August	Term 1
Basketball– 7 th Grade	January	Term 2
Basketball – 8 th Grade	October	Term 1
Wrestling	November	Term 1
Track and Field	March	Term 3
Volleyball (Boys)	March	Term 3

For more information about athletics, please see the "Athletics and School Sponsored Activities" above. Please contact the EPMS Athletic Directors, Katelyn Ferrie (kferrie@egusd.net) or Whitney Van Etten (wvanette@egusd.net) for updated information.

ATTENDANCE

(Located in the Student Services building)

OFFICE HOURS: 7:30 A.M. – 4:00 P.M.

EMAIL: EPMSATTEND@EGUSD.NET (Include Name of Student, Student ID#, Reason, Date, Name of Person emailing and relationship to student, Contact Phone#)

ATTENDANCE OFFICE TELEPHONE NUMBER: (916) 683-7680

Students are expected to attend school regularly. Academic success and achievement begin with a commitment to being punctual and prepared for the rigors of school. Maintaining this high standard will positively affect a student's progress and grade, as well as reinforce a strong work ethic for the future. **Keep in mind that missing one class on the 4x4 block schedule is equivalent to missing two classes on a traditional schedule. Therefore, attendance is extremely important.** Regular attendance and punctuality are key elements in determining your success at Elizabeth Pinkerton Middle School. Irregular attendance will negatively affect class progress and grades. Parent(s)/guardian(s), please feel free to call (916) 683-7680 to check your student(s) attendance at any time.

HOW TO CLEAR AN ABSENCE

ABSENCES MUST BE CLEARED WITHIN SEVEN (7) SCHOOL DAYS beginning on the day they return to school. Students who do not clear their absence(s) within the seven days will be considered truant from school.

- A. **EMAIL: EPMSATTEND@EGUSD.NET** (Include Name of Student, Student ID#, Reason, Date, Name of Person emailing and relationship to student, Contact Phone#)
- B. **PARENTS MAY CALL THE ATTENDANCE OFFICE AT (916) 683-7680 OR WRITE A NOTE. WHEN CALLING IN, PLEASE IDENTIFY TYPE OF FAMILY MEMBER (mother, father, guardian, step-parents, or grandparents). NOTES ARE TO BE DELIVERED TO THE ATTENDANCE OFFICE BEFORE SCHOOL, DURING LUNCH, OR AFTER SCHOOL.** The note should include the student's name, identification number, dates of absence(s), reason for absence(s), telephone number where parent/guardian can be reached to verify the note, and parent/guardian signature. Once an absence is excused, the student will be issued a "re-admit". **Students are to show their re-admit to each teacher to clear their absence on the teacher's attendance records.** Re-admits slips will be delivered to the student's first period class and the teacher will distribute the re-admit to the student. If calls/notes are received prior to 2:00 p.m., re-admits will be in the first period class the following day. Calls/notes received after 2:00 p.m. will result in re-admits being delivered on the day after next.

C. **EXCESSIVE ABSENCES**

Students with excessive absences will be reported to the School Attendance Review Board (SARB) and may be required to provide verification of illness from a doctor.

CLASSIFICATION OF ABSENCE

EXCUSED: Illness, doctor, eye or dental appointments, death in the immediate family.

SCHOOL APPROVED: Field trips.

UNEXCUSED: Truancy, flat tires, running out of gas, missing the bus, transportation issues, sibling or parent illness, oversleeping, suspensions, and vacations.

EXTENDED ABSENCES

Elizabeth Pinkerton Middle School recognizes that situations may arise which may require students to be away from school for an extended period of time. Teachers will prepare Independent Study Assignments for absences 10 days or less. However, the school does not provide Independent Study Assignments for students absent longer than 10 consecutive days. Your student may be dropped from our enrollment if he/she is absent longer than 15 consecutive days.

LEAVING SCHOOL EARLY

A. PARENTS MUST CALL (916) 683-7680 OR WRITE A NOTE ASKING THAT THE STUDENT BE RELEASED FROM SCHOOL EARLY.

The note should include all of the information noted above as well as the date and time the student needs to be excused from class and the expected date/time of return. If a student is unable to return by the designated time, the parent should follow-up with a call or note. Elizabeth Pinkerton students must have parents sign students out before a permit to leave will be issued.

NOTE: An Early Dismissal Request must be submitted prior to 2:30 pm each day. Students will not be released after 2:30pm.

B. PARENTS/GUARDIANS MUST SHOW IDENTIFICATION IN ORDER TO CHECK A STUDENT OUT OF SCHOOL.

For the safety of our students, there will be no exceptions to this rule. **Students will be called to the office once identification is verified.**

C. STUDENTS WILL BE ISSUED A “Permit to Leave”.

A pass will be sent to the student’s class telling them to pick up their permit in the Attendance Office. If the permit is not picked up and the student leaves the school grounds, the student will be recorded as truant.

D. RETURNING TO CLASS.

Students must report to the Attendance Office upon return to school. Their re-admit will be date/time stamped and the student will return to class.

BELL SCHEDULES

Elizabeth Pinkerton Middle School

2026 - 2027 BELL SCHEDULE

MONDAY & WEDNESDAY • LATE START SCHEDULE 9:20 AM - 2:52 PM					
7TH GRADE			8TH GRADE		
Period	Begin	End	Period	Begin	End
1	9:20	10:20	1	9:20	10:20
BREAK	10:20	10:25	BREAK	10:20	10:25
2	10:30	11:30	2	10:30	11:30
LUNCH 7	11:30	12:02	3	11:35	12:35
3	12:07	1:07	LUNCH 8	12:35	1:07
ADV	1:12	1:47	ADV	1:12	1:47
4	1:52	2:52	4	1:52	2:52

TUESDAY, THURSDAY & FRIDAY • REGULAR SCHEDULE 8:20 AM - 2:52 PM					
7TH GRADE			8TH GRADE		
Period	Begin	End	Period	Begin	End
0	7:10	8:10	0	7:10	8:10
1	8:20	9:45	1	8:20	9:45
BREAK	9:45	9:50	BREAK	9:45	9:50
2	9:55	11:20	2	9:55	11:20
LUNCH 7	11:20	11:52	3	11:25	12:50
3	11:57	1:22	LUNCH 8	12:50	1:22
4	1:27	2:52	4	1:27	2:52

REGULAR MINIMUM DAY		
Period	Begin	End
0	7:10	8:10
1	8:20	9:17
2	9:22	10:19
Break	10:19	10:29
3	10:34	11:32
4	11:37	12:35

REVERSE MINIMUM DAY		
Lunch	11:05	11:35
Period	Begin	End
1	11:40	12:23
2	12:28	1:11
Break	1:11	1:21
3	1:21	2:04
4	2:09	2:52

FINALS • MINIMUM DAY (QUARTER 1/QUARTER 3)			
Day	Period	Begin	End
Thurs	1	8:20	10:20
	Break	10:20	10:30
	2	10:35	12:35
Fri	3	8:20	10:20
	Break	10:20	10:30
	4	10:35	12:35

FINALS • MINIMUM DAY (QUARTER 2/QUARTER 4)			
Day	Period	Begin	End
Thurs	3	8:20	10:20
	Break	10:20	10:30
	4	10:35	12:35
Fri	1	8:20	10:20
	Break	10:20	10:30
	2	10:35	12:35

BACKPACKS

Lockers are only available in P.E. Students with disabilities or other physical limitations, which prohibit them from carrying a full backpack, may request accommodations after a written verification from a medical doctor is provided. Students should maintain custody of their backpacks at all times. **This means students need to lock their backpack in a locker during PE and should never leave their backpack inside or outside a classroom unattended. Students accept responsibility for any lost or stolen items due to leaving a backpack unlocked or unattended.**

BICYCLES/SKATEBOARDS/ROLLERBLADES/HELMETS /SCOOTERS

If you ride a bike to school, park your bike in the enclosed, fenced bike rack area (next to the Administration Office) when you arrive. Each bike should be **locked** with its own individual lock and the key/combination should not be disclosed to anyone. If you have an after-school activity, leave your bike locked in the rack area until you are ready to leave school. All bikes should be recovered before 6:00 p.m., and no bikes should be left overnight. Elizabeth Pinkerton Middle School is not responsible for unlocked bicycles or for bicycles left overnight at the site. **All students riding their bike or scooter to school are required to wear a helmet.** Students who ride scooters or skateboards should secure their skateboard/scooter with a lock to the skateboard rack by the MF wing. At EPMS we do not have a storage area for hoverboards and students are discouraged from bringing them to school. The riding of bikes, skateboards, scooters, hoverboards and roller blades is prohibited on school grounds at all times. This includes parking lots, as well as the sidewalk around the campus. The school is NOT responsible for lost, stolen or damaged bicycles or skateboards.

E-SCOOTERS AND E-BIKES

Motorized e-scooters and e-bikes have become increasingly popular among students as a mode of transportation. However, the California Vehicle Code (CVC) includes specific requirements for operating these self-propelled modes of transportation that many families may not be aware of.

Under California law ([CVC 21235](#)), riders must be at least 16 years old and must hold a valid driver's license or learner's permit to operate an e-scooter. Recently, we have seen many younger students riding these devices to and from school, which is not permitted by state law.

The law also mandates that all e-bike riders under the age of 18 wear a helmet, be at least 16 years old to operate a class 3 e-bike (please refer to [CVC 312.5](#) to determine what class e-bike your student may have and what legal restrictions may be in place), and adhere to all bicycle traffic laws.

For the safety of all students and in accordance with the law, e-scooters and class 3 e-bikes are no longer allowed on middle school campuses.

We appreciate your support in helping us maintain a safe and legally compliant environment for our school community.

BIRTHDAYS/SPECIAL OCCASIONS

Celebrations of students' birthdays must remain positive, appropriate, and safe. Flowers, balloons, candy, etc. other than those available at school-sponsored events, will not be delivered to a student to acknowledge any special occasion. These items disrupt the educational process. If these items are delivered to school they will be kept in the Student Services or Administration office until the end of the school day. **Homemade food items are not to be brought to school or distributed.**

BUS RULES

In order to ensure the safety of students being transported, all students must abide by the bus conduct rules established by the Elk Grove Unified School District. Students can be denied transportation if there is any infraction of the rules. For further information regarding bussing and transportation, please call the EGUSD Transportation Department at (916) 686-7733.

1. Be courteous and respectful to the bus operator, other students, and passersby. Keep windows closed unless otherwise instructed by the bus operator.
2. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. Use only his/her appropriate bus stop. A note must be written by parent/guardian and pre-approved by the office to ride the bus to a different stop or with a friend.
3. When wishing to transport live animals, insects, or reptiles, to or from school, arrange for them to be transported by other means than on the bus.
4. Refrain from transporting hazardous or destructive objects of any kind, such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards or ball bats.
5. Respect the rights and property of others on the bus and at the bus stop. Do not damage or deface any part of the bus, tamper with the radio, controls, emergency exits or other equipment, shoot or throw any objects inside/outside or at the bus or in any way endanger the safety of others.
6. Avoid all fighting and rough-play while at the bus stop, on the bus or when getting on or off the bus.
7. Always enter and leave the bus through the entrance door, except in emergencies.
8. Keep windows closed unless otherwise instructed by the bus operator. When necessary to cross the street, always cross in front of the bus. When leaving the bus at other than the student's appropriate bus stop, give the bus operator a written request, signed by the parent/guardian and approved by the site administrator and/or his/her designee. Remain seated, facing forward with feet, legs and other objects clear of the aisle while the bus is in motion. Keep all parts of the body inside the bus.
9. Remain quiet at railroad crossings. Do not use profane language, obscene gestures, or create excessive or unnecessary noise.
10. Help keep the bus safe and free from litter by not eating, drinking, or smoking on the bus.

CAFETERIA

To encourage good nutrition, a well-balanced lunch is offered free of charge on a daily basis. The lunchroom management and fellow students will appreciate cooperation in:

1. Eating inside for lunch on a daily basis.
2. Depositing all litter in wastebaskets. Please adhere to food waste disposal guidelines.
3. Leaving the tables and floor in a clean condition for others. Failure to do so may result in the loss of lunch privileges and/or assignment of school consequences.
4. Respecting that classes in session are off limits during lunch, except for students under the supervision of a teacher.
5. Refraining from theft and horseplay in the cafeteria.
6. Waiting in line to purchase food, not providing money for others to buy food for you or "cutting" in line.

Multipurpose Room	
Be Safe	• Walk • Remain seated until ready to leave • While in the speed lines, use rails for your hands only
Be Respectful	• Take your appropriate place in line and wait your turn • Keep voices at an inside speaking volume • Be inclusive of all students • Maintain personal space • Be courteous of all staff and students
Be Responsible	• Clean up after yourself • Buy food only for yourself • Report spills or other problems to staff

CELL PHONES

In an effort to keep students focused on school and on positive interactions with one another, cell phone use is prohibited at EPMS.

Students are expected to:

1. Turn off their cell phones and place them in their backpack before entering campus.
2. Keep their cell phones off and in their backpacks for the entire day.
3. Use office phones or ask office staff for permission to use their phones to contact home.

Students are free to use their cell phones at the end of the school day after being dismissed from class by their teacher. If a student is in the Administration Office or the Student Services building for any reason, they may not use their cell phone. Administration will contact parents if necessary and/or the student can request to use the phone in the office to contact their parents.

Use of cell phones during the school day without permission will result in the cell phone being confiscated. Forgetting to turn off the cell phone is not an acceptable excuse. If a student is going to bring a cell phone to school, they are expected to be responsible for turning it off upon entering campus. If a cell phone is confiscated by a school employee, the student will have the option to pick up the phone after school on the first incident. **Further incidents will require parent/guardian pick up of cell phones from the Administration Office.**

The school is not responsible for any lost or stolen cell phone or electronic device.

Per EGUSD AR 5131.8 students in grades 7-8 may not use Mobile Communication Devices while on campus, except when a teacher or administrator grants permission to the student per EC 48901.5/ EC 48901.7. Mobile Communication Devices must be turned off and placed out of sight during the school day. Students in these grades need to call parents and may use phones located in the school administrative office.

All students in grades TK-12 must comply anytime a request is made by school personnel to cease the use of Mobile Communication Devices, even before or after school. If such a device is observed by staff during school hours or activities when use of the device is not authorized, or after a student has been directed by school personnel to cease use of the device, it shall be confiscated until redeemed by a parent/guardian/caregiver or as determined by the school principal/designee. However, a student shall not be prohibited from possessing or using a Mobile Communication Device under any of the following circumstances: (EC 48901.5, EC 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student to possess or use a Mobile Communication Device, subject to any reasonable limitation imposed by that teacher or administrator;
3. When a licensed physician or surgeon determines that the possession or use is use of which is limited to purposes related to and necessary for the student's health and well-being as required in the student's health plan; and/or
4. When the possession or use is required by the student's individualized education program or 504 plan.

ELECTRONIC DEVICES

iPods, iPads, CD players, radios, PSP, Gameboy, DS and other electronic devices and games are not permitted to be used during school hours (including lunch). These items are often lost or stolen at school and should be kept at home. **Students and their families accept full responsibility for the loss or theft of these devices when they are brought to school.** If an iPod or any other electronic device is being used during school hours (including lunch), it will be confiscated and turned in to the Vice Principal's Office. Parents must make arrangements to recover the item from the Vice Principal. These confiscated items will not be released to students. **The school is not responsible for any lost or stolen electronic devices. We encourage students to leave all electronic devices at home.**

Chromebooks should be used during class or in the library. They should not be out during break and lunch unless in the library or in a classroom.

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.

CITIZENSHIP STANDARDS

At Elizabeth Pinkerton Middle School, the following grades are issued for the evaluation of citizenship: E, S, N and U. This citizenship evaluation is consistently expected and required by all teachers.

O = OUTSTANDING

A student enthusiastically comes to class each day prepared and motivated to independently learn, leads class discussions and initiates a leadership role in group work. Consistently models class rules and is an optimistic and constructive role model for other students to follow. Seeks to surpass class expectations.

S = SATISFACTORY

A student comes to class each day prepared, takes responsibility for his or her own learning, participates in classroom discussions and group work, follows class and school rules, and is a positive and constructive role model for other students.

N = NEEDS IMPROVEMENT

A student's behavior does not meet the requirements expected of all students. The student must come prepared, take responsibility, participate in class, follow class and school rules in order to meet the Satisfactory requirements.

U = UNSATISFACTORY

This student's behavior may be disruptive and may warrant behavior consequences. This student fails to follow class and school rules and fails to follow the directives of the teacher. Students receiving a U in citizenship will be placed on the no-activities list until progress reports are issued in the following term. If the student does not have any U's in citizenship at the time progress reports are issued, they will be removed from the No Activities List.

CHANGE OF ADDRESS

Parent(s)/guardian(s) are to notify the office immediately of any change in address, telephone number, or guardianship. To change an address, proof of new residence is required, i.e. SMUD or PG&E bill, new rental agreement, or mortgage statement. See below for acceptable documents:

Parent(s)/Guardian(s) must produce ONE of the following documents for change of address:

- Property tax receipts for the current residence
- Mortgage statement, rental property contract, or lease agreement
- Current utility service (e.g. PG&E, SMUD, water, garbage, sewer) contract, statement, or payment receipt
- Rental property payment receipt
- Parent or guardian's recent pay stub (with current resident address listed)
- Voter registration
- Correspondence from a government agency (e.g., documentation from the Department of Human Assistance, court documents, motor vehicle registration, driver's license)

CLASS SUSPENSION

Students may be assigned class campus suspension by either their classroom teacher or an administrator.

CLOSED CAMPUS

The Elk Grove Unified School District has a “**CLOSED CAMPUS**” policy at Elizabeth Pinkerton Middle School. Students are expected to stay on campus once they arrive unless they have legal permission to leave. Permission to leave is obtained through the Student Services office. Teachers may not excuse students to leave campus for any reason. Students reported on another campus during the regular school day will be subject to disciplinary action.

CLUBS

Elizabeth Pinkerton Middle School's club program is designed to make available as many different interests and activities as possible to meet the needs of the student body. All clubs meet at times convenient to their members. With the help of an advisor, the plans, the activities, and the functions of each club are decided upon and carried out by the members and their elected officers. The success of each activity depends upon the loyalty and work of the clubs' members and the capabilities of its officers. A club is only as good as its members make it. Students are encouraged to make their time productive through active participation.

CONDUCT/COURTESY

Students at Elizabeth Pinkerton Middle School are expected to act in a respectful and courteous manner. No student may:

1. Carry weapons, fireworks, or any other dangerous objects to or from school and/or school-sponsored activities.
2. Damage or steal school/private property.
3. Injure or threaten another person.
4. Commit an obscene act or use vulgarity.
5. Disrupt school activities or defy the authority of school personnel.

CONFLICT MANAGEMENT

To co-exist peacefully, students need skills to resolve conflicts that may arise. Peer conflict management teaches democratic principles and communication skills. Students who are having problems with each other, and who choose to discuss these problems with the assistance of a counselor or Vice Principal, will work to reach an agreement. Once the agreement is reached, students who do not abide by it will be referred for disciplinary action.

COUNSELING

The counseling program is an integral part of our total school program. Our school counselors work closely with the Elizabeth Pinkerton Middle School staff, faculty, administrators, families, and community to provide a supportive, effective and safe environment in which all students can succeed. The Elizabeth Pinkerton Middle School counseling program provides academic guidance and career exploration. Counselors assist students in identifying academic and career goals and in planning courses of study that will lead to the achievement of these goals. Students and families are encouraged to contact the counseling office to set up appointments if they would like to meet with a member of the counseling staff.

DANCES

When students attend a dance, they do so to enjoy a social event. Dances will be chaperoned by staff and parent volunteers. **Students on the No-Activities List are excluded from dance and activity participation.** Students are expected to comply with all school rules and with all directions given by chaperones. The following rules are intended to guarantee that all participate and enjoy these events:

- Only Elizabeth Pinkerton Middle School students may attend school dances.
- A parent/student expectation contract must be signed and on file before attending dances.
- When students enter the dance, they will receive a wristband. If they are observed exhibiting any inappropriate behavior, including dirty dancing, horseplay, etc., the wristband will be removed. If a 2nd violation is observed, they will be required to leave the dance and the parent will be contacted.
- No one will be allowed to leave a dance before it is over unless an authorized adult picks him or her up.
- Parents/guardians are responsible for providing transportation at the end of the dance. **Students who do not have a ride 15 minutes after the end of the dance will be unable to attend the next dance or school activity.**

DRESS CODE

Elizabeth Pinkerton Middle School Dress Code

Dress Code Policy



Front and back of clothing must connect with shoulder straps.

- No strapless tops

At all times undergarments must not be visible

No clothing that displays inappropriate or offensive images or wording

Footwear must be worn at all times

Clothing must completely cover this portion of the body

General Guidelines For Student Clothing:

1. Shirts must have straps over the shoulders.
2. Shirt must cover the entire midriff area (there should be no cleavage or abdomen visible) and should not expose underwear.
3. Shorts, pants, leggings, etc. must not expose underwear or skin as depicted in the image above.
4. Pants must be worn so as not to expose underwear. This includes “sagging” your pants and excessively high tears in jeans.
5. Clothing cannot have depictions or references to drugs (including “Cookies” brand clothing or other marijuana/other drug brands), alcohol, violence, sexual content, gangs, or gang symbols.

6. Hats can be worn on campus that comply with rules listed above. Teachers can set their own classroom policies on hoods, hats, and non-religious head coverings.

Reminder:

- School is an academic setting, students should present themselves in a professional manner as part of our responsibility to prepare students for college and career.

EGUSD Revised Dress Code Board Policy

DROP-OFF/PICK-UP

The student designated drop-off and pick-up area is located directly in front of the Student Services and Administration Office building. Parent(s)/Guardian(s) are to use this designated drop-off area before and after school when bringing and picking up their student. Please do not use the library parking lot for drop off or pick up. Crosswalks are to be used at all times.

ELIZABETH PINKERTON MIDDLE SCHOOL WEBSITE

Visit the Elizabeth Pinkerton Middle School website at: <http://epms.egusd.net> This site will keep you posted on the events and activities that will affect you. There will be many exciting events and news/information that you will want to know about. A monthly calendar of events will be posted on the website.

You can also like us on Facebook, and Instagram to see pictures from various EPMS events and stay up to date on upcoming events:

Facebook : <http://facebook.com/PinkertonMSWolves> Instagram: **Pinkertonms**

FIRE DRILL INSTRUCTIONS

- Students are to follow these procedures when the fire signal sounds:
 - Evacuate all buildings. Quietly exit the school according to the directions posted in your classroom and remain with your teacher.
 - Do not run or loiter.
 - If you are not in a classroom, move immediately with other students to the nearest designated area.
 - Stay at least fifty (50) feet away from all buildings.
 - When the all-clear signal is given, return to class immediately.

GRADES (Progress Reports & Report Cards)

The progress report grading period will take place approximately every 4 weeks. Report cards will be distributed at the end of each term. The specific dates will be posted on the school website.

Progress reports are distributed through the student's Advocacy class. Progress reports will only be mailed to parents/guardians of students receiving failing grades of D's or F's. Report cards will be mailed to all parent(s)/guardian(s) of Elizabeth Pinkerton Middle School students.

GRAFFITI

Graffiti, tagging, or other marks made on school or private property is strictly prohibited. Elizabeth Pinkerton Middle School will not tolerate any graffiti. Violators will be subject to administrative disciplinary action, as well as possible criminal charges. In addition, they will be charged for graffiti removal.

GUEST TEACHER POLICY

The students of Elizabeth Pinkerton Middle School are expected to welcome guest teachers with cooperation and respect. Students will represent Elizabeth Pinkerton Middle School with their best behavior towards those who substitute for their regular classroom teacher. **Students who are not cooperative and respectful towards guest teachers will receive consequences from the classroom teacher of record or school administration as a result of their poor behavior.**

GUM

Gum is permitted at Elizabeth Pinkerton Middle School, however, all students are expected to dispose of their gum in a garbage can. If a student discards their gum on the ground, under a desk, or in any other inappropriate location, they will be issued a detention and the violation will be recorded in Synergy. **GUM IS NOT PERMITTED IN ANY PHYSICAL EDUCATION CLASS.** In addition, if a student is chewing their gum in a manner that is disruptive to their teacher or other students they will be asked to discard the gum in the garbage can. If the student refuses, consequences will be issued for defiance.

HALL PASSES

If students are out of class during the class session, they must possess a hall pass from an authorized staff member.

IDENTIFICATION CARDS

At the beginning of each school year, student ID photos are taken at school and students are issued ID cards. These ID cards include a barcode label for library resource checkout. This label must not be damaged or tampered with in any way. Replacement of the ID card and/or bar code due to loss, damage, or tampering will cost the student \$5.00. Students are expected to carry this card with them on campus and are expected to present the ID upon request of staff members. These measures guarantee our students' security and prevent non-students from disrupting the school. Students not presenting an ID card on request may receive school consequences.

ILLNESS AT SCHOOL

If a student becomes ill at school, he/she is to report to the Student Services building. Students who are ill must first obtain a pass from their teacher to leave the classroom. A student who is ill may leave campus with a parent or guardian only if excused by the School Technician or an administrator, and after signing out. All health information should be updated annually, and changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be reported immediately so that the school can make immediate contact if the student is injured or becomes ill.

INSURANCE

The Elk Grove Unified School District does not carry accident or injury insurance on students. The responsibility for individual coverage lies with the parents or guardians. Low cost insurance is available and is highly recommended. Information regarding insurance is provided to each student at the beginning of each school year.

INTERNET ACCESS

Internet access is a privilege provided for student use in technology class, computer labs, classrooms and the library. **Internet use is strictly limited to websites specifically related to class assignments.** Students are NOT allowed to access personal email, discussion boards, instant messaging or any kind of online chatting during school hours. Online chatting includes the misuse of the Google Classroom suite to create chat threads with peers. Violators will be subject to administrative disciplinary action, as well as possible loss of internet access privileges on campus.

LIBRARY

The library is open daily to support reading, research, classwork, and quiet activities. Most books may be checked out for three weeks. A current physical student ID is required for entry and to check out materials unless accompanied by a member of staff.

Chromebooks may be used quietly for schoolwork. Broken Chromebooks can be exchanged in the library during tech hours only, which include before school, both lunches, and after school until closing. Exchanges are not available during class time, and no loaners are provided.

Central desktop computers may be used for schoolwork and printing. Printing is free for school-related use; a small fee applies to personal printing.

There are no overdue fines, but fines will be assigned for lost or damaged materials. Unresolved accounts may result in placement on the No Activities List.

The library catalog is accessible to families anytime through the library website or ClassLink.

Library Hours

Tuesday, Thursday, Friday: 8:00 a.m. – 3:30 p.m.

Monday & Wednesday: 8:30 a.m. – 3:30 p.m.

Closed during school breaks and summer.

Library	
Be Safe	• A school ID card is required to enter the library • Students coming during class must have a pass and ID • Consume any food and beverages outside the library.
Be Respectful	• Use the library for quiet study, reading and activities • Use quiet voices • Follow directions from all library staff members.
Be Responsible	• Bring your current year EPMS ID card in order to check out materials. • Return all materials on time. • Protect your borrowed materials from damage or loss.

LOCK DOWN INSTRUCTIONS

When the Lock Down alert is given, students and teachers are to do the following:

- Remain in the classroom away from doors and windows.
- Lock classroom doors, close windows and blinds.
- Reserve classroom phone for emergency use only.
- If outside, go immediately to the nearest classroom or building.
- Await further instructions from school officials.

NOTE: During a Lockdown situation, students will not be released to parents/guardians. Parents are asked to stay away from the school and from roads leading to the school to allow access for emergency and law enforcement personnel.

LOST AND FOUND

The Lost and Found is located in the Multi-Purpose Room. Students are urged to secure their books and personal items at all times to avoid the possibility of loss or theft and are encouraged not to bring valuable possessions or large sums of money to school. Lost and Found items that are not claimed will be donated.

MAKE-UP WORK

Nothing can replace the learning and experience that takes place in the classroom; therefore, it is important that students attend class every day. In those instances when students must be absent, they may collect missed assignments, or an alternate assignment approved by the teacher. For excused absences, students have the same number of days to complete the assigned work, as they were absent. *Example: if a student is absent 3 days, he/she has 3 days to complete and return the make-up work.* Excused absences are those only identified as “excused” by ADA. **If your child will be missing finals, please contact your child’s teachers as soon as possible to determine a makeup date for the final. It is at the teacher’s discretion as to when the makeup final will be given.**

MEDICATION

Students are not permitted to bring medication to school (prescription and non-prescription) without written doctor's approval. If your child must take medication at school, a parent must come in and pick up an authorization sheet to be filled out by the doctor before medication can be administered. A parent must bring the medication to the school, in its original container, with the physician's instructions for administering the medication along with the authorization sheet. The medication and/or a reserve supply should be kept in the Health Office at all times and will be kept securely locked in the school office. Students may not carry medication on campus. Failure to follow this procedure may result in school consequences. Please contact the Student Services office at Elizabeth Pinkerton Middle School to obtain forms and information regarding this procedure.

NO ACTIVITIES LIST

A No Activities List (NAL) is kept at Elizabeth Pinkerton as a reminder of our expectations that students act responsibly.

Students may be placed on the No Activities List if they meet the following criteria:

- 1. They earn an "F" on a progress report or report card
- 2. Their GPA is below a 2.0 on report card
- 3. They receive a "U" for citizenship on a progress report or report card
- 4. They receive a total of 5 or more tardies to their 2nd-4th period classes

*School administration reserves the right to place a student on the No Activities List based on student behavior that is disruptive to school activities.

Students who are placed on the No Activities List for the reasons listed above stay on the No Activities List UNTIL THE NEXT GRADING PERIOD.

If a student is SUSPENDED, they are placed on the No Activities List for 15 school days starting on their first day of suspension.

Consequences of the No Activities List

- 1. Students on the No Activities List may not participate in any school activity. This includes participating on sports teams as an athlete, attending sports games, dances, or other special events held at school.

Students who owe fines or materials to the library are also placed on the list. Library fines must be paid to clear a student from the list. For more information, please refer to the [No Activities List Information slides](#).

OFFICE TELEPHONES

The office telephone is a business phone to be used by students for emergencies and only with permission from the office staff. **Teachers will not allow students to use classroom phones during class time.**

OFF-LIMIT AREAS

Some areas of the campus are “off-limits” to students during the school day. Students who are in these areas without authorization will be subject to detention and/or suspension. These areas include parking lots, physical education playing fields, in and around the library without teacher supervision, and any area beyond the designated yellow lines at lunch, unless directed by a teacher or administrator.

PERSONAL RESPONSIBILITIES

It is the responsibility of students not to leave personal items unattended. This responsibility includes not bringing to school large sums of money, leaving PE lockers unlocked or storing backpacks in unsecured areas.

PHYSICAL EDUCATION TARDY/NON-DRESS POLICIES

The Physical Education Student Handbook will fully explain the policies, procedures and activities at Elizabeth Pinkerton Middle School.

PE non-dress will be divided into two categories:

- Use of “loaner clothing.”
- Refusal to dress for PE using own clothes or “loaners.”

USE OF “LOANER CLOTHING” POLICY

If students do not bring their PE uniform to school, they will be required to wear a set of loaner clothes to PE class. Loaner PE shirts and shorts are available during the beginning of each class in the locker room office. Students who require the use of loaners will be required to fill out a slip of paper with their name, student ID#, and teacher and turn the slip into the PE office to receive the loaners.

Students are allowed three loaners per term without consequence. Students will still be able to get loaners after three; however, consequences will apply.

NON-DRESS POLICY

The number of offenses is counted on a per-term basis. If students do not have their own PE uniform and they choose not to wear loaner clothing, the following consequences will apply:

1st Offense: Lunch detention and parent contact

2nd offense: Two day lunch detention and parent contact

3rd offense: One day on-campus suspension, parent contact, and an automatic “N” in citizenship

4th offense: Two day on-campus suspension, parent contact, and an automatic “U” in citizenship

PE Locker Room	
Be Safe	• Walk into the locker rooms. • Open the door carefully. • Maintain personal space. • Keep aisles clear of personal belongings. • Keep your hands to yourself.
Be Respectful	• Put away electronic devices before entering the locker room. • Throw away food, drinks and gum before entering the blacktop. • Treat facilities with respect. • Spray deodorants and perfumes/colognes are prohibited in the locker rooms.
Be Responsible	• Remember to bring your PE clothes. • Keep voices at an inside speaking volume in the locker rooms. • Be out of the locker room before the tardy bell. • Report inappropriate activity and damaged facilities. • Exit the locker rooms after you are dressed.

PHYSICAL EDUCATION PERSONAL ACTIVITY LOG

The state of California is now requiring all secondary schools on a 4x4 block schedule to provide evidence of compliance with the required minutes of physical education beginning in 2008/2009. The state requires 200 minutes of PE every 5 school days throughout the school year. Our program well exceeds the yearlong requirement, but we do not meet the requirement for weekly minutes because of the lack of four terms of Physical Education. Due to the fact that our students are in PE only 18 weeks out of 36, we are now required to provide evidence of fitness and exercise by our students for the entire duration of the school year.

Students are required to fill out a Personal Activity Log (PAL) weekly for the duration of the two terms that they are in Science. The PAL document will be distributed to students prior to the end of their PE term and can also be found on the EPMS website under the Physical Education Department page. Science teachers may also provide copies of the PAL upon student request. Students will be trained on filling out the log by their PE instructor. The PAL is simple and straightforward to use. Any exercise that students do can be logged on the PAL. After school practices and walking to and from school can be logged. There must be evidence that students know and can apply the five fitness components (flexibility, aerobic endurance, muscular endurance, muscular strength, and body composition) and the F.I.T.T. concept (Frequency, Intensity, Time and Type). Contact your child's PE teacher with any questions or concerns. Thank you for your support in this matter and we look forward to continuing to build healthy and fit young men and women in our community.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to student behavior through establishing clear, consistent expectations and the behavioral supports students need in order to be successful socially, emotionally, and academically at school. Please reach out to your student's school counselor, if you need additional assistance. To submit a Request for Assistance, please complete the [MTSS Request for Assistance](#) form.

Multipurpose Room	
Be Safe	• Walk • Remain seated until ready to leave • While in the speed lines, use rails for your hands only
Be Respectful	• Take your appropriate place in line and wait your turn • Keep voices at an inside speaking volume • Be inclusive of all students • Maintain personal space • Be courteous of all staff and students
Be Responsible	• Clean up after yourself • Buy food only for yourself • Report spills or other problems to staff

Quad/Outdoor common areas	
Be Safe	• Walk only • Use walkways and paths provided • Keep hands and feet to yourself • Stay within coned areas unless you have a pass • Pay attention to your surroundings
Be Respectful	• Use kind and school appropriate words • Maintain personal space • Follow instructions from adults • Use social media appropriately during morning and afternoon time
Be Responsible	• Clean up after yourself • Listen to announcements • Listen for bells • Keep your backpack and belongings with you at all times

Office Areas	
Be Safe	• Enter offices only if you have a purpose for being there • Keep hallways clear
Be Respectful	• Use inside voices • Ask permission to use phones, computers and nurse's station • Speak politely to office staff • Wait your turn
Be Responsible	• Clean up after yourself • Identify yourself and your purpose in the office to office staff • Log off computer when finished • Respect private conversations

Bathrooms	
Be Safe	• Walk • Open stall doors carefully • Knock before opening a stall door • Keep water in the sink • Keep doorway clear
Be Respectful	• Flush • Take care of your business then exit • Treat facilities with respect
Be Responsible	• Clean up after yourself • Wash your hands • Report inappropriate activity and damaged facilities • Follow school rules

Classrooms	
Be Safe	• Walk at all times • Maintain personal space • Keep aisles clear of personal belongings
Be Respectful	• Follow all classroom rules • Listen to the person speaking • Wait your turn • Maintain attentive posture (S.L.A.N.T.)

	• Treat all materials and property with respect • Be in the classroom before the tardy bell
Be Responsible	• Be prepared to participate appropriately • Arrive on time • Bring necessary materials and supplies • Give your best effort • Clean up after yourself

Assemblies/Rallies	
Be Safe	• Stay seated until dismissed • Walk up the bleachers • Sit in area designated by teacher • Listen to instructions • Leave backpacks in the classroom
Be Respectful	• Listen to the person speaking • Support your peers and participate positively • Maintain personal space for yourself and others • Remove your hat and/or hoods indoors
Be Responsible	• Listen actively and participate • Stay with your teacher • Pick up after yourself • Wait to be dismissed

Arriving to/Leaving Campus	
Be Safe	• Use crosswalks and sidewalks • Watch for cars and other hazards • Be aware of your surroundings • Walk bikes, scooters, hoverboards and skateboards
Be Respectful	• Use school appropriate language • Keep sidewalks clear • Maintain personal space
Be Responsible	• Pick up after yourself • Enter and exit campus in a timely fashion

	• Be a role model for your peers • Encourage your parents to follow protocol
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Library	
Be Safe	• If your teacher sends you on a pass, sign in and out on the clipboard at the front counter • Consume any food and beverages outside the library
Be Respectful	• Use the library for quiet study and ready only • Use quiet voices • Follow directions from all library staff members
Be Responsible	• Bring your current year EPMS ID card in order to check out materials • Return all materials on time • Protect your borrowed materials from damage or loss

Locker Room	
Be Safe	• Walk into the locker rooms • Open the door carefully • Maintain personal space • Keep aisles clear of personal belongings • Keep hands to yourself
Be Respectful	• Electronic devices remain in backpack and out of use • Throw away food, drinks and gum before entering the blacktop • Treat facilities with respect • Spray deodorants and perfumes/colognes are prohibited in the locker rooms
Be Responsible	• Remember to bring your PE clothes • Keep voices at an inside speaking volume in the locker rooms • Be out of the locker room before tardy bell • Report inappropriate activity and damaged facilities • Exit locker rooms after you are dressed

PROMOTION CEREMONY AND ACTIVITIES

The 8th Grade Promotion Ceremony is a special opportunity to recognize students as they complete their middle school experience. To participate in the promotion ceremony, students must meet all of the following criteria:

- Earn no more than one (1) F during the fourth quarter of 8th grade and maintain a cumulative 8th grade GPA of 1.0 or higher.
- Have no home suspensions during the 20 school attendance days immediately preceding the promotion ceremony.
- Clear all outstanding library, instructional materials/textbook, and middle school uniform fines/fees prior to the promotion ceremony.

PROPERTY (SCHOOL/PRIVATE)

It is everyone's responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the campus clean by not throwing papers, gum, sunflower seeds, etc. on the floors and walkways and cleaning up after themselves. Writing and carving on walls, desks and chairs will not be tolerated. Students will be charged for all damages or losses occurring to school buildings, books, equipment or property. They will also be responsible for monetary losses suffered by another student as the direct result of their inappropriate actions. Vandalism at Elizabeth Pinkerton Middle School will not be tolerated and students will receive severe disciplinary consequences as a result of these actions.

RESPECT FOR OTHERS

The Elizabeth Pinkerton Middle School community is composed of people from various cultural, racial, and religious backgrounds. This community is built on mutual respect for the dignity and worth of all the individuals. Since intolerant and prejudicial comments and/or actions contradict this philosophy, their use cannot and will not be tolerated and may lead to serious disciplinary action, including suspension or expulsion.

SCHOOL CONSEQUENCES

1. **Teacher Warning** - Teacher talks to student about observed behavior and clearly states school/classroom expectations.
2. **Teacher phone call home** - Teacher calls and informs parent of social/academic behaviors that are areas of concern.
3. **Teacher/Team Detention** - Teacher may assign lunch detention in the classroom or by team. In addition, students may lose their lunch privileges for a time; in this case students will report with their lunch to an assigned room.
4. **Class Suspension** - Students may be assigned a class suspension for infractions of the discipline policy. They will report promptly to the administration office for the entire period(s) assigned. Students are expected to work and strictly follow the rules of class suspension.
5. **Suspension/Expulsion** - Students violating the Education Code may be suspended or expelled. Students and parents will be informed of the violation and the consequences.
6. **No Activities List** - Students receiving less than a 2.0 GPA, unsatisfactory citizenship (U's), any disciplinary consequences which require a home suspension or having overdue books or fines will be placed on the **No Activities List**. **Students placed on the No Activities List will not participate in school activities or athletics for the period of time they remain on the No Activities List. Students who earn a home suspension will be on the No Activities List for 15 school days, starting with the first day of suspension.**

SCHOOL BOUNDARIES

No school boundary should be considered permanent. When school boundaries change, some students may have to change schools. For more information, call the District's boundary hotline at 916-686-7755. All students registered on or after January 1, 2001, may be subject to off-loading in the future. Please contact the Secondary Education Department at 916-686-7706 for questions and/or additional information.

SEXUAL HARASSMENT

The Governing Board of Elk Grove Unified School District prohibits sexual harassment of or by students. Any student, who engages in the sexual harassment of another person, may be subject to disciplinary action up to and including expulsion. The Board of Education expects students or staff to contact the principal or designee immediately in order to file a complaint. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

SEXUAL HARASSMENT - AR 5145.7(a)

Prohibited sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment
3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students.
7. Touching an individual's body or clothes in a sexual way.
8. Cornering or blocking of normal movements.
9. Displaying sexually suggestive objects in the education environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of sexual harassment complaint.

CHALLENGING STUDENT RECORDS

Procedures for Challenging Records

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code Section 49070; 34 CFR 99.20)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student (cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 5125 - Student Records)

Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records in accordance with the following procedures. (Education Code 49061, 49063)

Within 30 days of receiving a request to correct or remove information from a record, the Superintendent or designee shall meet with the parent/guardian and with the district employee who recorded that information. (Education Code Section 49070)

If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state orally, and/or in writing, the reasons for which the grade was given. In the absence of clerical or mechanical error, fraud, bad faith or incompetency, the student's grade as determined by the teacher shall be final. (Education Code Section 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Resolution of Challenge/Appeals

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/guardian's allegations. (Education Code 49070)

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 days, appeal the decision in writing to the Governing Board. (Education Code Section 49070)

STUDENT STORE (PACK SHACK)

The Student Store is a place for students to purchase many needed school supplies, school clothing items (PE clothes and “spirit wear”), and food items throughout the school year. All items are moderately priced. Most days, the Student Store is open during lunch dependent upon staffing. All profits from the store are used by the student body for student activities. Sign-up and payment for field trips will take place in the student store.

SUSPENSION APPEALS PROCESS

The school recognizes that not all decisions made by staff are in agreement with students and/or parents. The following steps outline the formal appeal process for home suspensions. **On campus suspensions may not be appealed.**

If you have a concern regarding a suspension:

1. Meet with the vice principal or teacher-in-charge to discuss your concerns.
2. If you are not satisfied with the outcome of the meeting with the vice-principal, contact the school secretary to set up an appeal meeting with the principal.

TECHNOLOGY AND SUPPLIES

- Chromebooks have been issued to all EGUSD students. It is expected that students bring their device as required by their teachers (just as they would a textbook or other materials).
- Students are responsible for bringing their DISTRICT DEVICE ***charged*** to campus daily. Please understand that our ability to support multiple students charging a Chromebook in class is limited, devices should be charged.
- Students should bring all other materials as required by their teachers daily.
- Students without a device or whose device is not sufficiently charged will be provided with a device by EPMS staff.

TARDY POLICY AND CONSEQUENCES

Definition: A student is **tardy** unless physically inside the classroom or standing in line prior to the final bell. **Tardies are counted per teacher, per term.** Administration will assign consequences for repeated tardies after the second tardy. Consequences may include being placed on the No Activities List.

TEACHER ASSISTANT (TA)

Students are allowed to apply to become a teacher assistant (TA) for one term per school year. Students are required to maintain a minimum of a 2.5 GPA, and no U's or N's in citizenship or suspensions. To be a TA, students must get three (3) teacher recommendations. All necessary forms are located in Student Services.

TEXTBOOKS

Textbooks are an important component of the instructional program. They are very expensive and expected to last for a number of years. It is important that students cover textbooks, handle them carefully and store them in a secure location. Students will be charged for books that are damaged or not returned promptly at the end of the course. Textbooks are checked in and out from special windows located at the front of the library building. A current Student ID card is required at the time of checkout.

TUTORING

When a student is having problems with a subject, the student is asked to discuss the situation with the classroom teacher. Teachers will provide recommendations for tutoring outside of class time. This may include before or after school tutoring, or lunchtime tutoring. Teachers are not required to provide tutoring but may choose to do so at their discretion.

VISITORS

Parents/guardians are welcome to visit the school. Twenty-four (24) hour notice is preferred. Visitors will be provided a handout with visitor guidelines during class. **A visitor's pass, issued by the Main Office staff, is required for all visitors to Elizabeth Pinkerton Middle School.** Students are not to bring unauthorized guests, small children, or animals to school during school hours as these can be disruptive to the learning environment and the school cannot accept responsibility or liability.

YEARBOOK DISTRIBUTION

EPMS Yearbooks are sold online or by calling the company directly. The link to purchase a book and the phone number can be found on the EPMS website. Books are available to be purchased from approximately the 2nd week of school to the last day of March. Books are sold on a first come, first served basis and the school cannot order extra books once the final order is placed. Several emails will be sent home during the school year to remind students and parents about purchasing a yearbook. Yearbook distribution is in May with the date to be determined by the yearbook advisor and school administration.

PROGRESSIVE DISCIPLINE AND DISCIPLINARY PRACTICES

A student may be disciplined, suspended, or expelled for acts enumerated in Disciplinary Practices and Progressive Discipline that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.
4. During, while going to, or coming from a school sponsored activity.
5. For conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance. [EGUSD AR 5144.1]

Alternatives, Interventions and Progressive Discipline

EGUSD has a defined and progressive set of interventions, remediations and consequences that schools follow when a student misbehaves. The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

- Parent Contact – verbal or written communication with the parent or guardian
- Counseling – individual or group meetings of the student, which consist of teachers, counselors, administrators, parents, and the student to address the behavior issue and develop a plan of action to correct the student's behavior.
- Personal Responsibility – students participate in directed activities such as written apologies, restitution, school/ community service, conflict resolution skills.
- Detention – Students participate in behavior modification for a period of 30 minutes to 1 hour during non-instructional time.
- Community Service - Student may be assigned work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs.
- Parent Conference – a formal meeting between the parents or guardians and school personnel to discuss the student's needs.
- In-School Suspension – assignment of student to separate supervised activity during the school day with the intent of correcting inappropriate activity.

Grounds for Suspension or Expulsion

A student shall not be disciplined, suspended or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of an act as defined by any of the following subdivisions identified in Ed Code 48900 inclusive of:

- Acts of Violence [E.C. 48900(a)]
 - (1) Causing Physical Injury, (2) Acts of Violence
- Weapons and Dangerous Objects [E.C. 48900(b)]
- Drugs and Alcohol [E.C. 48900(c)]
- Sale of "Look-Alike" Controlled Substance or Alcohol [E.C. 48900(d)]
- Robbery or Extortion [E.C. 48900(e)]
- Damage to Property [E.C. 48900(f)]
- Theft or Stealing [E.C. 48900(g)]
- Tobacco [E.C. 48900(h)]
- Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]
- Drug Paraphernalia [E.C. 48900(j)]
- Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]
- Possession of Stolen Property [E.C. 48900(l)]
- Imitation Firearm [E.C. 48900(m)]
- Sexual Assault or Sexual Battery [E.C. 48900(n)]

- Harassment of a Student Witness [E.C. 48900(o)]
- Prescription Drug Soma [E.C. 48900(p)]
- Hazing [E.C. 48900(q)]
- Bullying and Bullying by Electronic Act [E.C. 48900(r)]
- Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]
- 48900.2 (Sexual Harassment)
- 48900.3 (Hate Violence)
- 48900.4 (Harassment, Threats or Intimidation)
- 48900.7 (Terroristic Threats)
- 48915 (Expulsion)

(Please see the Table of Education Codes Related to Discipline for more detail.)

Students who commit these offenses may be suspended from school and/or to the Superintendent's designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program.

Major acts of misconduct must be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school following suspension due process procedures.

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. A principal or designee may suspend a student for up to five days. A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day's class. A suspension may be extended under certain conditions.

There are two kinds of suspension – on-campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary.

Expulsion, as ordered by the Board of Education, is the removal of a student from all schools in the Elk Grove Unified School District for violating the California Education Code.

The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for due process and rights to appeal any order of expulsion.

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy.

Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

The Role of Parents and Guardians

School rules are designed to teach children to be responsible, respectful, and safe. Parents and guardians have a key role in maintaining welcoming, safe campus environments that are conducive to learning.

Parents and guardians are urged to review district and school standards of conduct and rules with their children at the start of each school year, with special emphasis during critical transitional years when children move from

elementary to middle school, and from middle to high school. Reinforcing positive behavior and acknowledging children for demonstrating appropriate conduct is important. If parents or guardians spot a behavior problem, they should contact school staff, who will partner with them to find solutions. Parent/student handbooks are available online in English, Spanish, Hmong and Vietnamese.

The Elk Grove Unified School District is committed to strong partnerships between home and school to establish and enforce appropriate standards of conduct for students. In the event of student misconduct, teachers, school or district personnel will contact parents first, unless the infraction is so serious that police notification is mandated.

Assistance is available for parents or guardians who are dealing with difficult or out-of-control children. Parents are given tools to empower them as they work toward modifying the behavior of their difficult children. To find out more, visit the webpage of the Student Support and Health Services at www.egusd.net/student-support-and-health-services.

Behavioral Requirements for Participation in Graduation Ceremonies

Students must demonstrate good citizenship to participate in the graduation ceremony. Any student who has received an off-campus suspension from school in the spring semester prior to graduation will be notified in writing that if a second off-campus suspendable event occurs, he/she will not be eligible to participate in the graduation ceremony.

Any senior student who receives an off-campus suspension within the last 20 school attendance days prior to the date of graduation may be denied the privilege of participating in the graduation ceremony, even if that off-campus suspension is the student's first off-campus suspension during his/her senior year. If a student receives an off-campus suspension that falls on the day of graduation practice or of the graduation ceremony, that student will not be allowed to participate in graduation. A senior student with a second off-campus suspension will be denied the privilege of participating in the graduation ceremony. In addition, a senior student may not attend the graduation ceremony while under off-campus suspension, even if the off-campus suspension is the first for the student during the senior year. Each high school student and his/her parent/guardian will receive annual notification of this policy. [B.P. 5127(a)]

Prohibition on Possession and Use of Tobacco and Nicotine Products

Per California Education Code 48900(h):

- (1) Possessed or used tobacco, or products containing tobacco or nicotine products, including,. But not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (2) Pupils who voluntarily disclose their use of tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.

Per EGUSD AR 5131.62:

Students shall not possess, smoke, or use tobacco or any products containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited tobacco products include, but are not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and electronic nicotine delivery and vaping devices. "Electronic nicotine delivery and vaping devices" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, hookah pens, and similar devices. Students who possess or use tobacco or tobacco products as defined in this administrative regulation on school premises or at school-sponsored events shall be subject to disciplinary procedures.

Law Enforcement Partnerships

The Division of Safety and Security works in cooperation with the Sacramento County Sheriff's Department. This department also works closely with the Elk Grove Police, Sacramento Police, Rancho Cordova Police and the

Sacramento County Probation Department. Each comprehensive high school region has an assigned Sheriff's deputy as a School Resource Officer (SRO).

The SRO works with each region's high school, middle school and elementary schools' site staff to enforce laws and mentor the District's youth. Additional officers are dedicated to alternative education sites, assist at elementary and middle schools as well as address truancy problems.

Interview of a Student by Law Enforcement

Students can be interviewed by law enforcement officers while at school. In instances where law enforcement is involved, the principal or designee shall attempt to minimize disruption at the school and provide privacy to the student. School officials are required to make every effort to contact a parent or guardian at the time a peace officer requests to interview a student, unless directed not to by the peace officer. For example, no notification will be made in the case of child abuse or neglect. The principal or designee may be present for the interview if allowed by the officer and with the student's approval. [B.P. 5145.11]

Release of a Student to Peace Officer

If a peace officer removes a student from school, the principal or designee shall take immediate steps to notify a parent or guardian, except when a student has been taken into custody as a victim of suspected child abuse or neglect. In such cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

Search and Seizure Policy

The Search and Seizure Policy governs the District's authority to search individual students and their property and the student's responsibility to submit to searches. Under Board Policy 5145.12, school officials may conduct a search when there is a reasonable suspicion the search will uncover evidence that the student is violating the law or the rules of the school or District.

General inspections of school properties, such as lockers and desks, may be conducted on a regular, announced basis. Any items in a locker shall be considered the property of the student to whom the locker was assigned. The school principal or designee may search the person of a student, the student's locker, backpack, purse or other belongings if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325; B.P. 5145.12]

To ensure the safety of students and staff, schools may conduct random searches for weapons using metal detectors.

The District may use specially trained, non-aggressive dogs to detect the presence of substances prohibited by law or District policy. Dogs may be used in the inspection of lockers, vehicles, or personal property, but may not be used to search a person.

Education Codes

For more information about Education Codes, please refer to the [EGUSD Parent/Student Handbook](#).

APPENDIX I - EGUSD Table of Education Codes Related to Discipline 2025 - 2026	
• Acts of Violence [E.C. 48900(a)] – (1) Causing Physical Injury – (2) Acts of Violence	• Sexual Assault or Sexual Battery [E.C. 48900(n)]
• Weapons and Dangerous Objects [E.C. 48900(b)]	• Harassment of a Student Witness [E.C. 48900(o)]
• Drugs and Alcohol [E.C. 48900(c)]	• Prescription Drug Soma [E.C. 48900(p)]
• Sale of "Look-Alike" Controlled Substance or Alcohol [E.C. 48900(d)]	• Hazing [E.C. 48900(q)]
• Robbery or Extortion [E.C. 48900(e)]	• Bullying and Bullying by Electronic Act [E.C. 48900(r)]
• Damage to Property [E.C. 48900(f)]	• Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]
• Theft or Stealing [E.C. 48900(g)]	• 48900.2 (Sexual Harassment)
• Tobacco [E.C. 48900(h)]	• 48900.3 (Hate Violence)
• Profanity, Obscene Acts, Vulgarities [E.C. 48900(i)]	• 48900.4 (Harassment, Threats or Intimidation)
• Drug Paraphernalia [E.C. 48900(j)]	• 48900.7 (Terroristic Threats)
• Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]	• 48915 (Expulsion)
• Possession of Stolen Property [E.C. 48900(l)]	• Type 1 Diabetes
• Imitation Firearm [E.C. 48900(m)]	• Type 2 Diabetes