



Epic Middle School FAMILY HANDBOOK (2017-18)

Important Contact Information:

Epic Middle School: 1112 29th Avenue, Oakland, CA 94601, 510-689-2035

Education for Change Home Office: 333 Hegenberger Road, Suite 600, Oakland CA 94621

Epic's CULTURE & DISCIPLINE EXPECTATIONS & POLICIES

Routines, Systems, Strategies, and High Expectations

All Epic learning spaces have embedded routines, systems, and high expectations for all Heroes (Students). Sages (Teachers) are also trained to use specific positive and consistent strategies for keeping all Heroes "On-Journey" (learning respectfully in the classroom) as much as possible.

Relationship-Based Supports

All Epic Sages (Teachers) build positive and supportive relationships with Heroes (students). We believe positive and supportive relationships are key for student success.

Sage Strategies

During class Sages (Teachers) use a progressive discipline system, that is centered around positive relationships, fairness and consistency; known as Sage Strategies. Sage Strategies consist of the following steps:

Step 1: Non-Verbal Redirection

During this step a Sage provides a non-verbal redirect to a Hero's behavior when he/she is off journey.

Step 2: Warning/Verbal Redirection

If a Hero continues to be off Journey the next step is for the Sage to verbally provide a reminder of the expectation and redirect a Hero's behavior.

Step 3: Recommit

If the Hero is still off journey after receiving a Verbal Warning/Redirection the Sage asks the Hero to move their seat to the redirect seat and complete a recommit form.

Step 4: Re-Set

If the Hero is still off journey after doing a recommit form, or refuses to recommit, the Hero is sent to the Dean of Students. The Hero remains in the office with the Dean of Students for the remainder of the class period. The student's guardian will receive phone calls when this occurs, both from the Dean of Students and from the teacher at the end of the day.

We believe that Heroes should be given an opportunity to correct their mistakes. When a Hero receives a Re-set he/she is allowed to “redeem” their mistake by going through a reflection process which includes: talking with their Sage, taking responsibility with their community, and/or repairing any harmed relationships.

Re-Routing Process

When a Hero earns 3 Re-Sets in a week this indicates that the Hero needs support in learning new skills, and making a plan for academic success. On Thursdays the Dean of Students will run a report for Heroes who earned 3 Re-Sets in a week, and meet with them Friday at lunch. Heroes will then be required to complete a reflection, and get daily support from the Dean of Students until they can go for 5 consecutive days without receiving a Re-set from any teacher.

Out of School Re-Set (OSR)/(Out of School Suspension)

Our goal is to do everything possible to keep students in school learning. Unfortunately In some rare cases Heroes can be required to take a break from our school community. This is called an Out of School Re-Set (OSR) also known as an out of school suspension. When this occurs caretakers will be contacted in order to discuss the behavior(s) that led to the OSR and the requirements for the Hero’s return to school. At Epic we follow EFC Board Policy on Pupil Suspensions and Expulsions at all times.

Out-of-School Re-Set Redemption Process

We believe that Heroes should be given an opportunity to correct their mistakes. When a Hero receives an OSR he/she is allowed to “redeem” their mistake by going through a reflection process, doing a Family Reflection Packet with their families, participating in a Reintegration Circle with members of the school community, taking responsibility with their community, and/or repairing any harmed relationships.

COMMUNITY ENGAGEMENT EXPECTATIONS & POLICIES

Parents & Family Classroom Visits & Observations-

- We expect our families and teachers to work closely together to support their students learning and growth. Family members are welcomed and encouraged to sit in on classes as visitors and observers. Being a visitor and observer in the classroom means sitting quietly. It is not appropriate to: ask to speak with your student’s teacher while they are teaching; doing the work for your student; or scolding or disciplining any other student in the classroom.
- We also encourage you to come and volunteer to support teachers and staff by making copies, filing papers, supporting in the cafeteria or other tasks as identified by the school. There is a lot to do and appreciate all the support of our volunteers.

Parents & Families Volunteering at Epic

- We also always need volunteers for other activities outside the classroom. Lupe Nuno, EFC Family Engagement Specialist, works with us to coordinate Epic’s Family Leadership Council. Please contact her directly at gnuno@efcps.net if you wish to volunteer for events outside of your student’s classroom.
- Family volunteers should not take photos of students that are not their own.
- We expect our volunteers to treat all students and staff members with respect, use appropriate language and conduct themselves professionally. If this is violated, a parent or family member will be given a warning. If the behavior continues or the behavior is extreme, the ability to be a volunteer at the school may be revoked.

SCHOOL-WIDE POLICIES

Arrival:

- The gates will be open at 7:45am
- Breakfast is served from 7:45-8:05am.
- Options for dropping off students in cars:
 - Use the entrance from Derby Ave to drop off and to pick them up each day. The gates through campus will be open after school to allow for a seamless and safe drop off and pick up. If your students walk to school, they should enter campus through the entrance at Derby St. **Parents cannot double-park to walk students into school. This blocks traffic and forces students to be late to school. We ask police to patrol the area in the morning and ticket any car this is double-parked.**
- After students arrive on campus, they are not permitted to leave campus. If a student leaves campus after arriving (ex: goes to Starbucks or FoodMax) the student will receive consequences laid out in the discipline handbook and will have a meeting between principal and parent.
- Any student not in the classroom by 8:15 am are tardy and must get a tardy pass from the office.
- No pets should accompany parents onto campus for dismissal, arrival or any other time they are visiting campus.

Attendance:

- Attendance will be taken at the beginning of EACH period. Please be sure your child is aware that their tardies will be tracked across all of their classes. This is to ensure that students are arriving on time to each class each day.
- Parents picking up students early from school must go to the office to check their student out, and wait for their student there. **The only reason a student should leave early is for an appointment, family emergency, funeral, religious event, or due to illness.** Every moment missed of class time results in loss of learning.
- Students arriving after 8:15 am are considered **late** and **must** report to the office for a tardy slip.

Visitors:

- All visitors must report to the office, sign in using the visitor's' log, and wear a visitor's ID badge.
- All visitors must sign out in the front office before leaving campus.
- All staff members on campus should direct all visitors to the front office to sign in and receive a visitor's pass.
- Any urgent deliveries (lunches, jackets, etc.) to students should be made through the office.
- Parents are welcome to volunteer during lunchtime and throughout the day. They should contact Rocio Gonzalez in the Adult Learning Center (room 24) to learn how they can help.
- If a family member is bringing lunch to eat with a student:
 - They must sign in at the office.
 - They can only eat at any of the tables outside the building (this is state law).
 - Parents must come DURING the child's lunch time. See the lunch schedule at the end of this document.
 - Please see the nutrition guide to determine what type of food students should be eating during the day on campus to support learning.
- No pets should accompany parents onto campus for dismissal, arrival or any other time they are visiting campus.

Dismissal:

- **No students will be released from school without a parent signature.** If a student is ill, they must be picked up by an approved family member; they will not be permitted to leave alone without parent permission.
- Parents must keep the office up-to-date with who is allowed to pick students up. Students will not be permitted to leave campus with anyone not on the emergency contact list.
- Students who are not attending the after school program need to depart campus no later than 10 min after dismissal.

Absences & Independent Study:

- Being absent from class decreases a student's ability to learn. It is difficult to succeed if a student misses too much work, because it is hard to catch up. In addition, absent students lose interest in school, which results in low academic performance. Although truancy has known effects on individuals, truancy has negative effects on the overall learning environment.
- 3 unexcused absences and/or tardies more than 30 min will generate a SART meeting to implement an attendance contract.
 - Absences from school are excused only in cases of personal illness, injury, or medical appointment (a Medical Verification note may be required), family illness, an emergency situation requiring the student to be absent from school, quarantine of the home by local health officials, death of an immediate relative (limited to three days, unless reasonable cause can be shown for a longer absence), court hearing, observance of a religious holiday consistent with student's established beliefs or creed, attendance at naturalization ceremony, and certain justifiable personal reasons.
- Absences must be excused within **3 days** from the date of the absence.
- After a student has 10 excused absences for the year, any further absences require a doctor's note in order to be excused. Absences without a doctor's note will be unexcused after 10 excused absences.
- Failure to meet expectations of attendance contract will lead to SARB and possible legal prosecution for truancy.
- Parents need to request independent study **two weeks** before the absence will begin. If it is an emergency medical situation, parent should come in as soon as possible to pick up work for the student.
- A student can be on independent study for up to 10 days. If the student does not return from Independent Study and the family has not requested an extension from the school; after 10 days of unexcused absences the student will be exited from the school and the spot will be opened to students on the waitlist.
- If a student needs to be on independent study for longer than 10 days, parents can petition the principals to extend the independent study. This petition must be in written form and explain the circumstances as to why the extension is necessary and what the family will do to ensure that the student continues their academic progress despite being out of school for an extended period of time.
 - The work from independent study must be turned into the office staff for accounting purposes, **not to the student's teacher. The process must begin and end with the office staff.**

Electronics:

Electronics are not to be used inside the building (including during After School & breakfast). Cell phones must be kept in a pocket or backpack in the off position *as soon as a Hero has entered the campus or building and until they leave the building at the end of the day. They can use it to only make calls during dismissal.*

- A Hero's electronic device will be confiscated and returned at the end of the school day if:
 - A Hero uses an electronic device-phone or takes out their device inside the school building during school hours without Sage permission
 - Having a phone accidentally go off during instruction
 - A Hero is found to have used an electronic device during the school day (i.e. called/texted parents, social media)
- **1st Time:**
Any phone that is confiscated must be picked up by the Hero in the office at the end of the day. The Sage will log it in DeansList.
- **2nd Time:**
Any phone that is confiscated a second time must be picked up by the Hero's guardian and cannot be returned to them directly. The office will call home.
- **3rd Time:**
Any phone that is confiscated a 3rd time must be picked up by the Hero's guardian and cannot be returned to them directly. The Dean will call home. They will also be required to check their phone into the front office everyday before being permitted to class for a month.
- **4th Time:**
Any phone that is confiscated a 4th time will be kept for the rest of the school year. Parent will have to meet with principal.

If any Hero needs to contact their family during the day, they should get a pass from their Sage to the office. Sages cannot go to the office in between classes or during lunch. Using their phone to call a parent is not permitted.

Toys, Skateboards, Scooters, Bikes, and Other Distractions to Learning:

- Toys or other distractions to learning from home are not allowed at school. This includes action figures, any action playing cards, and fidget spinners. Any distractions to learning will be confiscated by the teacher on the first offense (see below), the office will hold the toys for repeat offences.
- Skateboards, scooters, bicycles, hoverboards, skate shoes, sports equipment, etc. cannot be ridden or carried on campus during school hours and may be stored in the front office during school hours.

Nutrition Policy:

Overview: Healthy nutrition is closely tied to learning, students ability to be focused in class everyday and get the most out of school. We want to ensure students are building healthy habits they can continue throughout their lives. This includes developing an understanding of how to exercise moderation in their intake of foods that are less healthy. During school hours (including students participating in the After School Program), foods containing high levels of sugar, processed foods and foods high in fat are not allowed to be consumed on campus.

Examples of foods that promote student health and learning: whole foods with little sugar, salt or fat, such as popcorn without butter, fruit, turkey dogs, aguas frescas with non-sugar sweeteners (pina, fresa,

guayaba, Jamaica, sandia, horchata, etc.), nachos (with real cheese, beans, tomatoes, etc), pizza with salad, popped or baked chips, real fruit popsicles (paletas), fruit snack made from real juice, etc.

Examples of foods that do not promote student health and learning: processed foods with high amounts of sugar, salt or fat, such as candy, cupcakes, chips, Hot Cheetos. Takis, cookies, donuts, ice-cream, soda, juice boxes, popsicles, sweetened ice tea, Gatorade, energy drinks, gum.

Parents wishing to bring in treats and snacks for celebrations must first coordinate with the student's teacher and are asked to bring items that promote student health and learning like the ones listed above or other items that are natural and low in sugar. We expect parents coordinate with teachers if they plan on bringing anything into the classroom for students. Teachers will use their discretion about when to distribute food to their class.

Uniforms:

To help ensure a professional learning environment Epic Middle School students are required to wear a uniform daily.

Student Dress Code

The Epic uniform consists of the following:

➤ **Pants**

- Plain jeans or khakis with NO rips
 - Pants can be any color (blue jeans, black jeans, etc., pants must have back pockets).
 - Plain shorts/skirts/or skorts are allowed (cannot to be higher than 1 inch above the knee).

➤ **Tops**

- Grey polo with Epic logo or plain grey t-shirt with an Epic logo
 - Any shirt provided by Epic, or made in school will be allowed.
 - Shirts must be plain, with an Epic logo with no writing or other brand logos.

➤ **Shoes**

- Any comfortable closed toe shoes any color (sneakers, boots, etc.).Socks, tights, or pantyhose should always be worn with shoes (no offensive patterns are allowed).

➤ **Hoodie/Zip-up Jacket**

- Epic grey pullover hoodies are the only acceptable pullover hoodie.
- Zip up jackets are allowed as long as Epic shirt logo is visible.

➤ **The following are not permitted even on free dress days:**

- No sports pants or sweats are accepted as uniform (includes soccer warm ups, basketball sweats, track suits, etc.)
- No holes/rips in pants.
- No open toe shoes ("flip- flops", sandals, slides).
- No revealing clothing (this includes but is not limited to see-through attire, showing excess skin, visible undergarments).
- No hoods/headwear (unless cultural or religious) are allowed to be worn indoors.
- Gang related attire is not allowed (rule applies to color of accessories, shoes, jackets, etc.)

Physical Education

- During active PE days student must come dressed in their regular uniform and are required to bring their PE uniform with them to school. Students will have 5 minutes at the beginning and end of PE to change. Student must change back into their Epic Uniform after PE.
- **PE uniforms may includes:**
- black or grey shorts or sport pants/sweats
- plain grey t-shirt with Epic logo
- sneakers

Free Dress Passes are only redeemable on Fridays.

- One time use passes may be purchased with House Points at the student store. The pass must be presented upon staff request. Students who earn a free dress pass must wear appropriate clothing and follow the guidelines to dress appropriately.

Health & Safety Procedures:

- Every classroom has a first aid kit that teachers should utilize for non-emergency medical issues.
- Families of students with prescription medication must provide the office with an authorization for medication form completed by a doctor. The doctor should also indicate if the medicine should stay with the student to self-medicate or remain in the office. School staff is not allowed to administer medication to students; this includes over-the-counter medicine.
- All gates and entrances are locked all day, including during the afterschool program. All staff and visitors who enter or leave campus **MUST** close the gates behind them. **Only office staff are permitted to open the gate entrance during school and afterschool hours.**

Suicide Prevention Policy:

- The purpose of EFC's Suicide Prevention Policy is to protect the health and well-being of all EFC students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. Please visit EFC's website to view the policy in it's entirety at:
 - https://docs.google.com/document/d/1tIVFpmUMs9HckABfBzD300rnEbdH3NHC8gYMbgy4_w0/edit?usp=sharing

School Materials Policy:

- **Technology:**
 - The Education for Change network is intended for educational purposes. Access to online content via the network may be restricted in accordance with our policies. Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action.
 - Students are responsible for the general care of any technology, including their Chromebooks, that they have been issued by the school. Technology that is broken, or fails to work properly, must be submitted to school administration. **Families must pay** a fee to recover or replace any lost, stolen, and/or damaged school hardware or software due to misuse or negligence by the student.
- **Books & Other Materials:** Any books or materials that are misused, damaged, not returned at the end of year, or are returned in poor condition, will be charged to the family of the student.

8th Grade Promotion Requirements:

- We are excited to celebrate sending off our 8th graders to high school, college, careers and beyond! The Promotion ceremony is a privilege that we hope all of our 8th grade students earn. In order to participate in the promotion ceremony, students must meet all the promotion requirements. These requirements align with our school values and support our 8th grade students to take responsibility for their success.
- **Responsible:**
 - To demonstrate our value of Responsible, students must receive at least a 70% for the work in **each** of their classes and not receive any **1's (failing grade)** on their report card.
 - To demonstrate our value of responsibility, students must maintain an average attendance rate of 95% (**no more than 3 days absences per trimester**). If a student is severely ill, a family member can provide a doctor's note to excuse the absences and students will be expected to make up the work. Absences in excess of the three days per trimester without a doctor's note will not be excused.
- **Responsible:** To demonstrate our value of respect, students should maintain appropriate behavior while at school. Students receiving more than 5 Re-route referrals to the Dean throughout the year will **not** be earn the privilege of participating in the promotion activities.
- **Community Hero:** To demonstrate our value of community, all 8th grade students will be required to complete and document 10 hours of community service. There are many ways to complete this requirement. For example there will be some opportunities to help out at school functions throughout the year. Students can also complete these hours outside of school at their church, helping coach younger siblings on sports teams, community clean-up/beautification projects, etc. Students will be given a tracker towards the beginning of the year and are responsible for tracking their hours and turning this into their Advisory teacher.
- Students and families will receive several updates during parent conferences and individually if students are not meeting any of these expectations as soon as we are aware.
- Students who have individualized education plans (IEPs) will work with their teachers and principal to determine how to adjust these requirements to meet the needs laid out in their education plans and therefore may have slightly different requirements.

Report Card/Conference Timeline:

First Trimester Conferences: December 11-15

Second Trimester Conferences: March 19-23

Final Report Cards Distributed: June 13th

2017-18 Bell Schedule:

6th Grade Regular Day Schedule		6th Grade Wednesday A		6th Grade Wednesday B	
Period	Time	Period	Time	Period	Time
1	8:15-9:07	1	8:15-9:12	5	8:15-9:12
2	9:10-10:02	2	9:15-10:12	6	9:15-10:12
3	10:05-10:57	3	10:15-11:12	7	10:15-11:12
Lunch	10:57-11:32	Lunch	11:12-11:47	Lunch	11:12-11:47
4	11:35-12:27	4	11:50-12:47	Advisory	11:50-12:47
5	12:30-1:22				
6	1:25-2:17				
7	2:20-3:12				

7/8th Grade Regular Day Schedule		7/8th Grade Wednesday A		7/8th Grade Wednesday B	
Period	Time	Period	Time	Period	Time
1	8:15-9:07	1	8:15-9:12	5	8:15-9:12
2	9:10-10:02	2	9:15-10:12	6	9:15-10:12
3	10:05-10:57	3	10:15-11:12	7	10:15-11:12
4	11:00-11:52	4	11:15-12:12	Advisory	11:15-12:12
Lunch	11:52-12:27	Lunch	12:12-12:47	Lunch	12:12-12:47
5	12:30-1:22				
6	1:25-2:17				
7	2:20-3:12				

2017-18 Epic Middle School Calendar of Events

August <ul style="list-style-type: none"> ● 21 First Day of School (Minimum Day) 	February <ul style="list-style-type: none"> ● 2 Student Release (No School) ● 19 President's Day (No School)
September	March

<ul style="list-style-type: none"> ● 4 Labor Day (No School) ● 14 Back to School Night ● 18 Student Release (No School) 	<ul style="list-style-type: none"> ● 2 End of Trimester 2 ● 5-6 Student Release (No School) ● 19-23 Trimester 2 Student Led Conferences (Minimum Days) ● 30 Cesar Chavez (No School)
October <ul style="list-style-type: none"> ● 6 Trimester 1 Progress Reports mailed home ● 20 Student Release (No School) 	April <ul style="list-style-type: none"> ● 2-6 Spring Break (No School) ● 9 Early Release (No School)
November <ul style="list-style-type: none"> ● 10 Veteran's Day (No School) ● 17 End of Trimester 1 (Minimum Day) ● 20-24 Thanksgiving Break (No School) ● 27-28 Student Release (No School) ● 29 Students return from Thanksgiving Break 	May <ul style="list-style-type: none"> ● 14-18, 21-24 SBAC Testing ● 25 & 28 Memorial Day Holiday (No School)
December <ul style="list-style-type: none"> ● 11-15 Trimester 1 Student Led Conferences (Minimum Days) ● 25-29 Winter Break (No School) 	June <ul style="list-style-type: none"> ● 1 End of Trimester 3 ● 6-8 Quest (Minimum Days) ● 13 Last Day of School
January <ul style="list-style-type: none"> ● 1-5 Winter Break (No School) ● 8 Student Release (No School) ● 15 MLK Day (No School) ● 22 Trimester 2 Progress Reports ● 29-31 Quest (Minimum Days) 	

Parent Signature Page

**Must sign one for per child and submit to each child's first period teacher*

Guardians are Teachers can often use help in their classroom and we would be happy to have that here at Epic! Please complete the information below to let us know how you would like to volunteer over the course of the school year.

- I would like to volunteer in my student's classroom! The best times and days for me are (check all that apply):

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> AM <input type="checkbox"/> PM				

- I am interested in:
- Being a member of Epic's Family Leadership Council
 - Helping teacher with paperwork
 - Helping to get projects ready
 - Leading centers or or group work
 - Helping the teacher make copies
 - Reading with students
 - Chaperoning field trips
 - Fundraising
 - Other: _____

- I can't volunteer in my student's classroom, but I am interested in volunteering at school events. Please contact me to get involved.

I have read this handbook in its entirety and understand the policies of Epic.

Student Name: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Phone Number: _____

Email: _____