

GEORGE A. BULJAN MIDDLE SCHOOL

100 Hallissy Drive
Roseville, CA 95678
(916) 771-1720
www.rcsdk8.org/buildings/buljan

PARENT-STUDENT HANDBOOK 2009 - 2010



GEORGE A. BULJAN MIDDLE SCHOOL
100 Hallissy Drive
Roseville, CA 95678
(916) 771-1720

SIGNATURE PAGE

PARENT-STUDENT HANDBOOK

We, the parents/guardians of _____
have read and reviewed the Parent-Student Handbook of George A. Buljan Middle
School with our son/daughter. We understand we are responsible for knowing the
information contained within.

Signature of Parent/Guardian

Signature of Student

Date Signed

Homeroom Teacher Signature

Audio and Video Talent Release Form

I certify that I am the parent or guardian of the above mentioned minor child and
give consent to the recording, reproducing, exhibiting, cable casting and distribution
of videotapes, audiotapes and or live productions that have been made or are about
to be made by the above school using the above mentioned child for school related
purposes.

Signature of Parent of Guardian: _____ Date _____

**THIS PAGE MUST BE RETURNED TO THE HOMEROOM
TEACHER OF THE STUDENT WITHIN ONE WEEK**

GEORGE A. BULJAN MIDDLE SCHOOL

**100 Hallissy Drive
Roseville, CA 95678
(916) 771-1720**

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

I would like to personally welcome all of our returning students and parents as well as extend a very special welcome to all of our new parents and students.

As we begin our 17th year of operation, much has changed at Buljan. Over the years, we have grown in student population from 458 students to a current enrollment that is just shy of 1,200 students. Several years ago, we made the successful transition from intermediate school to middle school. In 2004, Buljan Middle School was named as an AVID National Demonstration School, and last spring, Buljan was recognized and selected as one of only a handful of California Distinguished Schools.

As most of you are aware, Buljan Middle School has an outstanding reputation throughout the greater Sacramento area. Much of the school's success can be attributed to the fact that there is a common goal between parents and educators to provide each of our children with the very best educational experience possible. It is with this in mind that I would encourage you to take an active role in your child's education. Parent involvement is essential to our children's academic and social success. Working together, we will continue to offer an excellent education for all of our children at Buljan Middle School.

Regular communication with your student's teachers is strongly encouraged. Please refer to the list of Buljan teacher's e-mail addresses and phone extensions. Also, please note that you may check on your child's progress, grades, and assignments on a daily basis via the school website: www.rcsdk8.org/buljan.html

We have developed this Parent-Student Handbook to provide you with information about Buljan Middle School. It contains general information, procedural guidelines, and tips for parent participation. I ask that you please read this entire handbook, and as always if you have any questions, feel free to contact the school office.

Once again, let's work together to insure the very best opportunity of success for all of our children.

I thank you in advance for your support and cooperation as we look forward to another great year at Buljan Middle School, "THE HOME OF THE BULLDOGS!"

Sincerely,

Greg Gunn
Principal

GEORGE A. BULJAN MIDDLE SCHOOL
100 Hallissy Drive
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(916) 771-1720

Administration and Support Staff

Principal	Greg Gunn
Assistant Principal	Jody Ponzo
Assistant Principal	Pablo Gutierrez
Activities Director	Catherine Baker-Davis
School Secretaries :	
Administrative Secretary	Sheryl Kern
Registrar	Debbie Mulligan
Attendance	Pam Banks
Receptionist	Signe Adcock
Head Custodian	Kevin Schumacher
Night Custodians	Jean Morris
	Paul Smith
School Librarian	Marie Payne
School Psychologist	Cindy Burth
Speech Therapist	Megann Hunt
School Nurse	Kathy Neuberger



General Information

School Hours

Students are not to be on campus before 8:40 a.m. The first bell rings at 9:00 a.m. and classes begin at 9:05 a.m. Students are to go directly home at dismissal time, which is 3:15 p.m. Students must be picked up by 3:30 p.m. Students on campus before 8:40 a.m. or after 3:30 p.m. without a designated school purpose will be subject to disciplinary action.

Closed Campus

The George A. Buljan School maintains a closed campus, no exceptions!

Telephone Usage

A student phone is available to students on an emergency use basis. Students must obtain permission from the office staff before they use the phone.

Messages and Deliveries

The school office cannot deliver messages or make deliveries to students during the day. Students are to pick up items in the office between classes at during lunch.

Visitors

Visitors must check in at the office for safety reasons. Any parent wishing to visit a classroom of their child must contact a school administrator 24 hours prior to the visitation. Visitors must wear a visitor's badge.

Attendance

1. Students are expected to be in school each day unless it is absolutely necessary that they be absent. Students with excessive absences will be assigned to attend Saturday School.
2. When a student is absent, a parent or guardian should call the school **771-1725** each day of the absence. Please state and spell the student's name, your name, reason for absence, and date. If this is not possible, the student must bring a note upon returning to school. This note must include the dates and reasons for absence. Please see below for "Acceptable Reasons for Excused Student Absences." Other absences, even with parental permission, are classified by the State of California as unexcused. For your convenience, parents may report student absences by calling 771-1725 before, during, and after school office hours. **Failure to verify absences may result in a recorded day of truancy.**
3. On the day of returning to school after an absence, students are to report directly to the attendance office for a re-admit slip. Students who neglect to acquire a re-admit slip before going to class will be sent to the attendance office by their teacher and given a tardy.
4. According to the Education Code of the State of California, Sections 46010, 48205, and 46014, we must adhere to the following guidelines:
 - A. ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCES:
 - Personal illness
 - Quarantine under the direction of health officer
 - Personal medical or dental appointments
 - Funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child (limited to one day in the state, and three days out of state)
 - Exclusion for medical reasons (not to exceed 5 school days)
 - Religious observance or exercise

- Personal court appearance

B. REASONS NOT ACCEPTABLE FOR BEING ABSENT FROM SCHOOL:

- Leaving school without proper clearance from the office
 - Out of town without Independent Study Contract
 - Beauty shop, barber shop appointments
 - Oversleeping
 - Personal or family business, vacations
 - Going to work with parent or other family member
 - Going to a concert
 - Under the influence of alcohol or drugs
 - Repairing car or household items
 - Waiting for service or repair people to come
 - Shopping
 - Attending a sporting event
 - Personal transportation problems, missed the bus, car trouble, bike trouble.
 - Other reasons not included in Acceptable Reasons for Excused Student Absences.
5. All absences without written or telephone excuse will be considered unexcused.
 6. Parents must clear absences within two days after student's return to school or the absence may be considered a truancy.
 7. Make up work for students who are absent but have a legal or excused absence shall have one school day for each school day missed in order to make up homework or tests. At the discretion of the teacher, this time period may be extended. It is the responsibility of the student to request make-up work. Students may contact a friend or see the teacher to obtain any missed homework assignments.
 8. Students who are absent from school are not allowed to attend student functions, e.g., Activity Nights, music or drama performances or sports activities during the day of the absence.
 9. Students with three or more unexcused absences are considered truant. **Education Code Section 48260** requires that a pupil who is absent from school more than three (3) days without a valid excuse or who is tardy in excess of more than three (3) days in a school year is truant and shall be reported.

SARB

School Attendance Review Board (SARB). The purpose of the School Attendance Review Board is to provide for intensive guidance and coordinated community services to meet the special needs of students with school attendance and/or school behavioral problems. The School Attendance Review Board is responsible directly to the Board of Education.

Short-Term Vacation Independent Study

A. EXTENDED ABSENCES -

When a student has to miss school for more than 5 days for personal reasons other than what the State of California allows as excused absences, a student has the option of going on Independent Study. The student and parents need to contact the Attendance Office and request an Independent Study application and contract at least **10 days** before the student is to leave. In the contract, the student agrees to get

all homework/classwork from his/her teachers before they leave. All homework/classwork must be completed and returned to their teachers for grading **the day after they return to school**. Failure to return homework results in "no credit" for both grades and attendance.

**B. HOMEBOUND/HOSPITAL INSTRUCTION -
For Extended Illnesses**

Students who become ill or disabled for longer than two weeks during the school year may receive instruction at home. A letter from the doctor must be sent to the principal stating the medical reason and the expected period of time that the student will be homebound. When approved by the school administration, a teacher will be assigned.

Homework Requests: Schoolwork should only be requested when a student is ill or absent from school for three or more days. You may request the homework from the teacher directly by using their email or voicemail.

Information/Homework Hotline – 771-1725

(916) 771-1725. Thank you for calling Buljan's Information Hotline.

- Press "9" and the teacher's extension to hear the Homework assignments.
- To leave a message for a staff member, press the # sign while listening to the message to transfer to voicemail.
- To report an absence press "1". After the tone, please say and spell your students first and last name, the day or dates of their absence and reason for their absence.
- Refer to the list of Teacher Email Addresses, Extensions, and Room Numbers

Leaving School Early/Appointments

If a student must leave school early, it is necessary that he/she brings a note from a parent or guardian stating the reason for leaving, date, time, and who will be picking up the student. **If the person picking up the student is not on the emergency card then the note must state who will pick up the student or a call must be made to school stating who will pick up the student.** Before leaving and upon returning to school, the student and parent must check in at the Attendance Office.

Procedure For Students Transferring

Parents are requested to come into the office when dis-enrolling a student. The student transferring from school must pick up a transfer clearance slip from the office the morning of the last day of attendance. Books, P.E. locks and other supplies must be returned prior to the issuance of a transfer slip. All debts must be paid prior to transferring.

Medication During School Hours

District Policy 6052(e) requires that Parent and Physician Request forms must be submitted in order that school personnel may administer medication during school hours. A student may not carry any medication on his/her person or have it in his/her P.E. locker. The labeled medication will be kept in the Nurse's Office.

Books and Supplies

It is each student's responsibility to keep the textbooks in good condition and not to lose them. In order to facilitate keeping the books in good condition, it is required that all books be covered.

If your child has lost or damaged a school or library book, lost or damaged a school lock, or caused vandalism to school property, you are held responsible for the restitution of the lost or damaged items.

We maintain the right to withhold report cards, diplomas and transcripts, etc. until all bills are paid.

Education Code 4890(b) states: "Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a)."

Fines

Student's borrowing money from the office, or who have fines due in the library will have their report cards held until the fines are cleared.

Library

- Students are encouraged to check out books from the school library. Regular library hours are 8:30 a.m. to 3:30 p.m. everyday. The library is open on Monday and Tuesday during 6th grade lunch and Thursday and Friday during 7th and 8th grade lunch. Students must obtain a pass from one of their morning teachers in order to be admitted.
- We hope you will impress upon your child his/her responsibilities regarding borrowing library materials. Roseville City School District Policy 6004 states, "students will be required to pay for lost or damaged materials". Students with overdue library books forfeit their right to check out additional library books.

If you do not wish your child to have library borrowing privileges, please notify their Language Arts teacher.

Internet Agreement

Before accessing the Internet for teacher assignments, students must have returned the Roseville City School District's Internet agreement form to their Language Arts teachers.

Internet usage for sending/receiving emails, accessing chat rooms and other inappropriate sites is not allowed.

Care of Property

Any student who willfully destroys or damages any school property shall be responsible for paying the fair value of such property and such student will receive additional disciplinary consequences.

Personal Property

The school is not responsible for damaged, lost, or stolen personal items. Students bear the sole responsibility for personal items brought to school. Students are encouraged to leave any personal items of value at home.

Lost & Found

Valuables and clothing items are turned in to the multi-purpose room.

Non-School Fundraisers

Students may not sell any items on campus related to fundraisers that are not officially school-sponsored activities.

Physical Education Program

The California Education Code states that all students must participate in Physical Education unless possessing a certified medical excuse from their physician. Students will dress and have the opportunity to shower daily. Girls' and boys' gym clothes may be purchased through the P.E. Department. All gym clothing should be marked with the student's name.

PRICES OF GYM CLOTHES

Shirts \$12.00

Shorts \$14.00

(If purchased as a "set", the price is \$25.00)

Checks are made payable to Buljan Middle School.

Student Restrooms

Students are encouraged to use restrooms during passing periods. No loitering is permitted.

Student Identification Card

Student I.D. cards are required at all times while on campus. The cost to replace a lost I.D. card is \$3.00 plus an additional \$3.00 if the student has a bus pass.

Cafeteria Procedures

The cafeteria operates out of the Multi-purpose room. The students have a choice of sandwich, salad, or hot lunch. The cafeteria also offers an outside snack bar, which has a variety of single items to purchase during the lunch periods. Food is to be consumed only in the designated area. Students may not leave designated lunch areas without written permission. The district makes NO provisions for charging lunches.

Transportation:

- **Busses:** Bus passes are available per month, per ½ year, or annually. They can be purchased at Buljan Middle School in the office or at the Roseville City School District office located on 1050 Main Street. **Students must have a bus pass in the morning and afternoon to ride the bus.**

If a student forgets his/her bus pass, they will need to call home and arrange for transportation. The student pay phone is provided for this purpose. If transportation cannot be arranged, the student will have to walk home. Only ONE temporary pass per trimester is allowed.

- 1) Riding a bus is a privilege. It is a service provided to allow students safe passage to and from school. Students who do not follow bus rules may be cited by the driver and possibly lose bus privileges.
- 2) Behavior problems (e.g. fights or harassment of other students) occurring either immediately before, during or after bus pick-up will result in loss of bus privilege for a period of time.
- 3) Students who continually require discipline while waiting to enter the bus may lose their bus riding privilege.
- 4) Students are accountable to the school and its code of conduct for their behavior from the time a student leaves home until he/she arrives back home after school.

- 5) The student will refrain from abusive acts or language toward other students or toward the bus driver.
- 6) Profane/vulgar language or obscene gestures are not permitted.
- 7) It is the student's responsibility to know the bus rules.
- 8) **THE TRANSPORTATION DEPARTMENT** has the power to deny a child transportation privileges for disciplinary reasons. You may contact District Transportation Services by calling **786-2723**. For more information refer to the District section of this handbook.

Bus Citation Consequences:

1 st Citation	Warning	Possible Demerits/detention
2 nd Citation	Possible 1-3 days suspension	Demerits/Detention
3 rd Citation	Possible 3-6 days Suspension off bus	Demerits/detention
4 th Citation	6-12 days Suspension off the bus	Demerits/detention
5 th Citation	12-24 days Suspension off the bus	Demerits/detention
6 th Citation	Rest of trimester/year off the bus	

Bicycles / Skateboards / Non Motorized Scooters

Bicycles skateboards, non-motorized scooters, and skateboards are to be parked and locked in racks provided. At no time shall bicycles, skates, rollerblades, Heelys or other vehicles be ridden on school grounds. Students tampering with another student's bicycle, skateboard, etc. will be subject to disciplinary action.



Bicycle Helmet Requirement:

A person under 18 years of age shall not operate a bicycle, or ride upon a bicycle as a passenger, upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets bicycle helmet standards (Vehicle Code, Section 21212).

Academics

Homework

Homework is defined as school-related assignments, which will require time and effort outside of the regular classroom. Homework is an important part of the instructional program that will affect the student's overall grade. Students are expected to complete assigned homework on time.

Suggestions for Student Success

A few helpful hints would include but are not exclusive to:

- a. Students will use their planners on a daily basis.
- b. Keep an open line of communication with your child's teachers. (Student Planners, Homework Hotline, E-mails, website etc.)
- c. Join the Buljan P.T.C.
- d. Attend orientation, Back To School Night, Open House, etc.
- e. Encourage your student to get involved in the wide array of extra and co-curricular activities offered at Buljan.
- f. Talk to your child about his/her studies and extra-curricular activities.
- g. Provide a quiet place without distractions for your son/daughter to complete his/her homework and studies.
- h. Review the Parent/Student Handbook with your child.
- i. Read monthly newsletter
- j. Contact teachers with academic and behavior concerns as soon as possible.

Giving a child responsibility is a non-verbal way of expressing confidence.

Report Cards

Report cards will be issued to the students the week following the end of each trimester. Trimester dates are:

November 20, 2009

March 12, 2010

June 10, 2010

Promotion Policy and Activities:

Grades from other schools are transferred with student and do apply to the students cumulative grade assessment. Those students not meeting requirements cannot participate in any promotion activity.

In order to promote from the 8th grade all students must meet the following requirements:

* 70% cumulative average

* 90 % attendance

* 93 merits

School Activities

Spirit Point Trips

Students are able to earn spirit points throughout the trimester in order to qualify for attending the spirit point field trip.

Along with earning 100 spirit points students must:

Have 93 merits and not be on probationary contract

Have no grades below 60% in any classes

Turn in signed teacher approval slip

Code of Ethics for Athletics and Cheerleading

Participation in athletics/cheerleading activities, as in any co-curricular activity, is a privilege not a right. Any student-athlete who wishes to be a member of an athletic team/cheerleading squad must meet all requirements academically and

must follow school rules and regulations. Acts of disrespect or defiance toward a coach, assistant coach, parent volunteer or parent supervisor, or other team members may result in temporary or permanent suspension from the athletic team or cheerleading squad.

Behavior displaying a failure to obey training rules, a continued lack of effort, a negative attitude or conduct detrimental to the welfare of the team/squad, insubordination, etc. are also grounds for dismissal.

Drinking, smoking or drug use are causes for immediate dismissal from the entire athletic program.

The coach/supervisor may also exercise his/her judgement in recommending to the Assistant Principal that participation in a particular sport would be dangerous for an individual.

An athlete/cheerleader who quits or is dismissed from one team is not allowed to try out for another sport/activity until the season of the first sport/activity is completed. If an athlete is cut from one of the teams, he/she may go out for another sport immediately.

In order to maintain integrity, all members of a team are treated as integral parts of a cooperative venture with the same rules and regulations applying to all.

Students who wish to participate in school-sponsored sports that have similar or overlapping seasons or a school-sponsored sport and cheerleading may do so only if the student can meet the commitment of consistent attendance at practices and games of both sports or cheerleading and the sport.

Coaches and cheerleading advisors shall have the authority of determining if the student's request for dual participation will work and the ability to decide whether a situation that has been approved is to continue or if a change is necessary.

In the event that issues arise which cannot be resolved between coaches, advisors, and/or parents, the principal shall make the final decision.

* Additional guidelines are listed in the Buljan Athletic Handbook.

Athletics, Cheerleading

In order to tryout or participate in any team sport students must meet the following requirements:

1. No student may participate if they are below the passing standard in any two classes. (below 70%).
2. A student must be academically eligible as of the most recent official grading period in order to participate in try outs. Once selected, grade checks will be conducted at official grading period.
3. In order to participate, a student must have at least 85 merts and not on a probationary contract.

Any student assigned to A.L.C. is ineligible to participate in any and all extracurricular activities until the A.L.C. assignment is completed. Students involved in sports are not excused from detention because of a practice or an athletic event.

There will be a \$50.00 transportation fee charged for each student/athlete per sport

Sports Offered

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Flag Football	Boys' Basketball	Boy's Volleyball
Girls' Volleyball	Girls' Basketball	Track (6 th incl)
Cross Country(6 th incl)	Wrestling (6 th incl)	

Sports Schedule

Flag Football	September	-	October
Girl's Volleyball	September	-	October
Cross Country	September	-	October
Boy's Basketball	October	-	December

Girls' Basketball	January	-	March
Wrestling	January	-	February
Track	March	-	May
Boy's Volleyball	March	-	May

Assemblies, Dances, Concerts, and Club Regulations

To be eligible to attend or participate in regularly scheduled school activities such as assemblies, dances, concerts, etc., or participate in co-curricular club activities, a student must have 85 or more merits the day prior to activity and not be on a probationary contract during the current trimester and be in school attendance in every class on day of the activity. Students ineligible to attend school activities must report to their assigned detention area. Failure to report will result in disciplinary action. Students attending afternoon/evening activities such as dances, variety show, etc., must be picked up within 15 minutes of the conclusion of the activity. Failure to do so may result in a loss of the privilege of attending the next regularly scheduled activity.

Dress Code

We at Buljan Middle School believe that appropriate dress and grooming contribute to a productive learning environment. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing.

Some guidelines to follow are:

Pants/Shorts/Shirts

- ❖ Oversized pants are not allowed, and pants must stay up without a belt
- ❖ Hanging belts are not allowed.
- ❖ Suspenders or overalls must be worn over the shoulders.

Skirts, dresses and shorts should be mid-thigh or longer

Shirts/Blouses/Tops:

- ❖ Low cut or revealing tops are not allowed.
- ❖ Shirts/tops must be long enough to cover pants, skirts and shorts so that the midriff is not Visible.
- ❖ No "see-through" or "fishnet" blouses or shirts are to be worn. Under garments are not to be visible, such as bra straps, boxer shorts, etc.

Shoes:

- ❖ Shoes will be worn at all times. High heel shoes and flip flops are considered unsafe and are not recommended.

Hats:

- ❖ While we do not want to limit our student's freedom of speech, hats can be a problem and can indicate gang affiliation or identification. However, state law allows students to wear appropriate hats outdoors to protect from the sun.
- ❖ Hats, Hoods, or Head coverings cannot be worn in the classroom.

- ❖ No bandanas may be worn at any time.
- ❖ Hats are **NOT** to be worn sideways or backwards.

General

- ❖ Pajamas, bedroom slippers, etc. are not allowed.
- ❖ Inappropriate buttons, pins, or jewelry will be confiscated. These are items bearing profanity, advertising sex, drugs, alcohol or tobacco, gangs or violence.
- ❖ Inappropriate lettering, printing, message patches, or messages on T-shirts, backpacks, binders, book covers and other personal items are prohibited. These include any references to drugs, alcohol, satanic themes, sex, etc.
- ❖ Wearing of any gang symbols such as handkerchief, hanging suspenders, chains, shoestrings, earrings, jackets, colors, or devices associated with group intimidation or gang affiliation is strictly prohibited. Suspenders or overalls must be worn over the shoulders.
- ❖ Sunglasses may be worn when students are outside. They must be removed prior to entering the classroom or any building on campus. Appropriate sunglasses include those in good taste and those which do not cause distractions such as resembling toys, tricks, being oversized, and having inappropriate language. The school cannot take responsibility for lost sunglasses.
- ❖ Clothing and accessories which are unsafe and/or dangerous will be confiscated (for example: studded belts, wrist bands, metal belts, chains, handcuffs, earrings, etc.)
- ❖ Cell phones and all electronic devices are to be turned off between 9:00 am – 3:15 pm. Any use of cell phones during school hours including texting will result in confiscations and disciplinary consequences.
- ❖ Students are not to write or draw on arms, hands, face, legs, etc. as it causes a distraction in the classroom.
- ❖ The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing.

We reserve the right to assess the appropriateness of clothing, hair, and accessories and give consequences if deemed necessary.

Make-up:

- ❖ Students are asked to refrain from extreme use of make up as it may be an educational distraction to other students or to the teacher.

Dance / Activity Day: (3:30 – 6:00 P.M. or TBA)

When attending school dance / activity days, students are expected to follow the guidelines listed under the regular dress code or under the promotion dress code. Formal attire is not allowed.

Students need to leave campus no later than 15 minutes after the Dance / Activity Day ends.

Discipline System

Discipline is that part of growing up that helps children to be in charge of themselves. Discipline is part of the total teaching-learning process. Having clear rules of student conduct which are fairly and consistently enforced can help to achieve a safe healthy, and orderly environment in which students can best learn and teachers effectively teach.

The rules of conduct apply to all Buljan Middle School students at times when they are:

1. Going to or from school
2. On school grounds, in school buildings, or on school provided transportation.
3. Away from school grounds or school buildings when representing the school at a school activity.

Merits

The merits a student earns or loses carries from year to year, and from middle school to middle school while they are enrolled in the Roseville City School District. A student must not have lower than eighty-five (85) merits at any given time or they will be placed on a **Probationary Contract** to earn merits back to 100 before participating in any activities.

Probation Contract Information

Probation is a time for the student to undertake serious changes in behavior with the help of parents, administration and the probation committee.

A student on probation will not be allowed to participate in any activity such as assemblies, field trips, sports teams, or attendance at after school activities.

During the probationary period, students must earn their merits back to 100 through work service at the school or community service done within the community before they will be taken off probation.

Failure to meet the probationary contract requirement(s) will result in immediate home suspension for each additional disciplinary pass. Follow up consequences will include: transfer to another middle school in the district, or recommendation for expulsion from the Roseville City School District

Work Service Program

- Morning work service is from 7:00 - 8:30 A.M.
- 30 minutes is required to earn back one merit.
- Students cannot earn merits during class time.
- Any after school work service or lunch-time work service must be arranged by the student with a teacher.
- Work service assigned to a student, will be evaluated by school staff to determine if the student earns merits
- **All merits for participating in any activities must be completed by 4:30 P.M. on the day before the activity.**

Discipline Policy

The following pages list consequences that students can expect if they choose to violate school rules. It is to be used as a guide and is not binding upon school authorities, except as prescribed by the governing board and legal

authority. Students receive Citations, or Disciplinary Passes for infractions of the school rules. Consequences of these infractions are explained below.

CITATIONS-The consequence for the following infractions is 3 Demerits and Detention:

Chewing gum on campus

Tardy to Class

Tardy to School

Class cuts, Truancy (3 demerits per class cut)

Failure to comply with the guidelines of a teacher's Classroom Management Plan.

Further disciplinary action will result for excessive infractions. (Assignment to Saturday School and being declared Truant will occur for being excessively tardy to school, cutting class and/or being truant).

Definition of terms

- **Citation-** Form by which a student is written up by a staff member for chewing gum, tardy to class, cutting class or other infractions as designated by the classroom teacher or any staff member.
- **Disciplinary Pass** - Form on which a student is written up by a staff member for major infractions of the school rules, such as extreme disruptiveness, deviances or disrespect.
- **Administrative Detention** - Student remains after school for 45 minutes under supervision.
- **Alternative Learning Center (A.L.C)** - A modified schedule (8:30 - 12:30) to assist students with academic or behavioral concerns. Students are to leave campus immediately after A.L.C. class ends and are not to return to campus that day. Students in A.L.C. are excluded from attending school activities until their stay is completed. Any combination of offenses can result in A.L.C.
- **Out of School Suspension** - Removal of the student from school for 1 - 5 days. Students are not to enter upon any Roseville City School District campus or any adjacent street during the suspension period.
- **Expulsion** - The student loses the privilege of attending Buljan Middle School for the remainder of the school year.
- **Teacher Detention** - Student remains during lunchtime or after school in the assigning teacher's classroom.
- **Saturday School** - Student attends the study center for four hours on Saturday morning from 8:00 A.M. to 12:00 P.M to resolve attendance issues. Students will be under the supervision of a Saturday School Teacher.
- **SARB (School Attendance Review Board)** - The purpose of the School Attendance Review Board is to provide for intensive guidance and coordinated community services to meet the special needs of students with school attendance and/or school behavioral problems. The School Attendance Review Board is responsible directly to the Board of Education.

DISCIPLINARY PASS INFRACTIONS –

Infraction

1st Disciplinary Pass

2nd Disciplinary Pass

3rd Disciplinary Pass

Consequence

5 Demerits / Detention / Parent Contact

5 Demerits / Detention / Parent Contact

5 Demerits / 3-5 Days A.L.C.

Possible Suspension / Parent Contact

Major offenses that may be documented on a Disciplinary Pass include but are not limited to the following:

- Disruptive, Defiant or Disrespectful Behavior
- Vulgar / Obscene note writing, drawings, gestures, language -or- extreme use of profanity
- Inappropriate use of school computer
- “Gang” writing / drawings / throwing gang signs
- Drawing on / marking on / damaging school property (e.g., books, desks, table, chairs)
- Improper academic behavior: (e.g., cheating, providing, answers, plagiarism, etc.)
- Forgery of Parent / Guardian / Teacher Signature

- Refusal to identify oneself -or- give a false name to any school employee
- Class Walk-Out
- Possession of or use of poppers / possession of or use of stink bombs
- Possession of or use of matches or lighter
- Leaving school grounds after arriving on campus in the morning
- Dress Code violations
- Inappropriate Behavior causing injury, bruising, redness, etc.
- Personal Harassment including but not limited to:
 - Gossiping/spreading rumors
 - Bullying
 - Threatening another student for money, food, etc.
 - Threatening to fight or inflict bodily harm
 - Instigating/creating a disturbance
 - Retaliation
 (Conflict Resolution Process may be used to resolve problems)

A.L.C. (Alternative Learning Center) Major offenses that result in A.L.C. include but are not limited to the following:

<u>Infraction</u>	<u>Consequence</u>
<ul style="list-style-type: none"> • <u>Possession of or use of Tobacco</u> <ul style="list-style-type: none"> -1st offense -2nd offense -3rd offense 	5 demerits/3 days ALC/Parent contact 5 demerits/5 days ALC or Suspension/ Parent contact 5 demerits/3-5 days Suspension/ possible Expulsion
<ul style="list-style-type: none"> • <u>Fighting</u> <ul style="list-style-type: none"> -1st offense -2nd offense -Subsequent offenses 	5 demerits/3 days ALC/Parent contact 5 demerits/5 days ALC or Suspension/ Parent contact 5 demerits/ 3-5 days Suspension/ possible Expulsion
<ul style="list-style-type: none"> • <u>Extreme Overly Aggressive Behavior causing injury to others.</u> <ul style="list-style-type: none"> -1st offense -2nd /Subsequent Offenses 	5 demerits/1-3 days ALC/Parent contact 5 demerits/3-5 days ALC or Suspension/ Parent contact
<ul style="list-style-type: none"> • <u>Extortion</u> <ul style="list-style-type: none"> -1st offense -2nd offense 	5 demerits/ 3 days ALC/ Parent contact 5 demerits/5 days ALC or Suspension Parent contact
<ul style="list-style-type: none"> • <u>Theft, Property Damage</u> <ul style="list-style-type: none"> -1st offense -2nd /Subsequent offenses 	5 demerits/3-5 days ALC or Suspension Parent contact 5 demerits/5 days Suspension/Parent contact
<ul style="list-style-type: none"> • <u>Possession of Firecracker(s) or Bullet (s)</u> <ul style="list-style-type: none"> -1st offense -2nd offense 	5 demerits/1-3 days ALC/Parent contact 5 demerits/3-5 days ALC or possible

- *Vulgar gestures/obscene note writing/drawings/comments made in reference to any school employee* Suspension/ Parent contact
5 demerits/3-5 days ALC or possible Suspension/Parent contact
- *Racial name calling/Racial slurs* 5 demerits/3-5 days ALC/Parent contact
- *Sexual Harassment of students* 5 demerits/3-5 days ALC/possible Suspension
- *Pantsing another student* 5 demerits/3 days ALC/Parent contact
- *Hazing* 5 demerits/3 days ALC/Parent contact
- *Failure to turn in Disciplinary Pass To the Administrative Office* 5 demerits/1-3 days ALC/Parent contact
- *Continuous Personal Harassment – including but not limited to:* 5 demerits/1-3 days ALC/Parent contact
 - Gossiping/spreading rumors
 - Threatening to fight or inflict bodily harm
 - Instigating/creating a disturbance
 - Retaliation

Unlawful Harassment Of Students

Buljan Middle School maintains a **strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, mental or physical disability, or any other basis protected by federal, state or local law, ordinance or regulation.** All such harassment is unlawful. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendment of 1972 and is prohibited by both federal and state law. Irrespective of law, Buljan Middle School believes that all such harassment is offensive. Violation of this policy by another student may result in discipline, which may include **suspension or expulsion**, depending on the nature and seriousness of the violation.

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

1. Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations or comments, epithets.
2. Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movements or interfering with academic performance or progress directed at a student because of sex or race or any other protected basis.
4. Retaliation for having reported or threatened to report harassment.

Other types of conduct which are prohibited in the District and which may constitute unlawful harassment include:

1. Unwelcome repeated acts of leering, sexual flirtations or propositions.
2. Unwelcome 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 enrolled in a predominately single-sex class.
7. Touching a person's body or clothes in a sexual way.
8. Purposely limiting a student's access to educational tools based on student's rejection of or protests against prohibited conduct of a sexual nature.

SUSPENSION and/or EXPULSION –

THE FOLLOWING ARE CAUSES FOR SUSPENSION AND/OR EXPULSION AS DEFINED BY EDUCATION CODE 48900:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, otherwise furnished any firearm, knife, explosive, or other dangerous object unless the pupil has obtained written permission to possess the item from a certificated school employee.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possession of imitation firearm.
- N. Committed or attempted to commit sexual assault or sexual battery.
- O. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding or retaliated a complaining witness.
- Q. Aiding or abetting the infliction or attempted infliction of physical injury on another person.
- 48900.2 Sexual Harassment – In grades 4-12, any inappropriate conduct of a sexual nature that negatively impacts another person or creates an intimidating, hostile, or offensive educational environment.
- 48900.3 Hate violence – In grades 4-12, any student who has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- 48900.4 In grades 4-12, any student who intentionally engages in harassment, threats or intimidation directed against a pupil or groups of pupils.
- 48900.7 Terroristic threats against school officials, school property or both.

In addition to the above offenses Buljan Middle School also recognizes the following as suspendable offenses:

- Pulling fire alarm
- Attempting to set – or – setting a fire
- Calling 911
- Assault or battery toward school personnel (e.g., threatening, attempting to or striking, hitting, pushing a staff member)

All of the above mentioned offenses may also result in 5 demerits, parent contact, police referral and a possible temporary alternative educational environment.

Prohibited Items- include but not limited to:

Electronic Games	Pocket Knives	Stuffed Animals	MP3's/IPOD's
Aerosol Cans	Fireworks	Poppers	Sunflower Seeds
Balloons	Personal Toys	Puzzles	Trading Cards
Bandannas	Gum	Weapons/Replicas	Drugs/Paraphernalia
Laser Lights	Skateboards	Roller-Skates/Blades	Personal Flyers
Cameras*	CD Players	Matches/Lighters	Heelys

*except as required in designated classes

Gang Affiliation and Activity

The governing Board shall maintain campuses, which are safe for students and staff in accordance with the mandates of the Constitution of the State of California.

The Board finds gangs and other groups that promote criminal activity or intimidate students and staff pose a threat to school safety and disrupt the educational process.

The District, with the assistance of local law enforcement agencies, will monitor the behavior, apparel, accessories, and other attributes that may be indicators of gang involvement or emulation, in order to insure a safe and secure campus for students and staff.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute; denotes membership in gangs which advocate drug use, violence, or disruptive behavior which includes flashing gang signs, gang drawings, etc. Students who violate this Board policy will be subjected to appropriate disciplinary action, up to and including expulsion.

Detention

Teachers and/or administrators may require students to remain after school to finish work or for disciplinary purposes. Title V, Education Code, states that students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the maximum school day. We will attempt to give the student 24 hours notice unless prior arrangements have been made with the parent. **It is the student's responsibility to notify the parent.** A student may reschedule detention with parent verification by note or phone call prior to assigned detention date.

Detention begins promptly at 3:20 and ends at 4:05. Late arrivals will be considered "no shows". Dismissal for inappropriate behavior may result in A.L.C. assignment.

- Detention is held only after school. There are no other times available for supervising detention. Students serve detention the day following the infraction of school rules unless rescheduled by the parent through a note or phone call.

No-show to detention	3 demerits/reschedule
2nd no show	4 demerits/reschedule
Afterwards	5 demerits/1 day A.L.C.
- Removal from detention results in loss of merits and possible A.L.C.
- No-show for teacher detention 3 demerits / 1 administrative detention
- Failure to attend a Probationary Detention during assemblies, rallies, etc., because of less than 85 merits

1 st Offense	3-5 Demerits / After School Detention
	Parent Contact
2 nd / Subsequent Offenses	3-5 Demerits / 1-3 Days A.L.C.