

“Be Safe, Accountable, Respectful, and Kind”

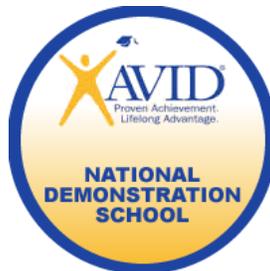


GEORGE A. BULJAN MIDDLE SCHOOL

PARENT/GUARDIAN-STUDENT HANDBOOK 2022-2023

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Roseville, CA 95678
(916) 771-1720
www.buljan.rcsdk8.org
buljanmiddleschool.blogspot.com**

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**Greg White, Principal
Nicole Beardsley, Assistant Principal
Rachael Conway, Assistant Principal**

George A. Buljan Middle School

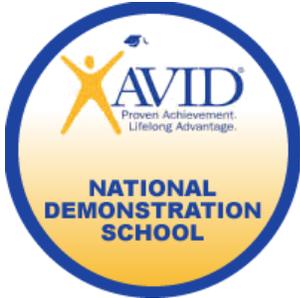
Guiding Beliefs

Vision Statement:

Our vision is one in which the staff, community, and students work together to provide a positive, nurturing, and safe learning environment that encourages responsibility, integrity, and an enthusiasm for learning.

Mission Statement:

Our mission is to provide a quality education for each student, which addresses their unique academic, emotional, and social need, as well as challenges them to become productive and responsible citizens.



Buljan is an AVID school:

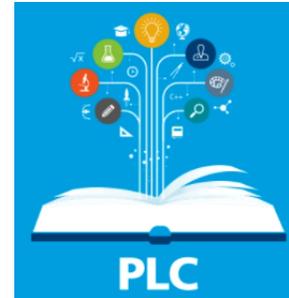
AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society.

At its heart, AVID is a philosophy: Hold students accountable to the highest standards, provide academic and social support, and they will rise to the challenge.



Buljan is a PBIS school:

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.



Buljan is a PLC school

A Professional Learning Community (PLC) is educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve.

PLCs operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.

Our Goals:

1. Increase the overall number of students meeting or exceeding standard in Reading.
2. Increase the overall number of students meeting or exceeding standard in Math.
3. Positively recognize students meeting schoolwide BARK expectations (Be Safe, Accountable, Respectful, Kind) and provide support through WEB.
4. Support English Learner students in gaining at least one proficiency level (ELPI) per year or be reclassified.

NOTICE REGARDING PARENT/GUARDIAN-STUDENT HANDBOOK:

This handbook is reviewed and edited annually prior to being sent for printing. Due to changes in education, campus protocol, district direction, and/or school needs, information in this handbook may be changed, edited, or require additional information. As updates are needed, information will be communicated with students, families, and staff. **Administration reserves the right to review and change school policies or procedures at any time to ensure a positive, safe learning experience for all students.**

2022-2023 Bell Schedule:

Regular Day - A Schedule		Regular Day - B Schedule	
1st Period	8:05-8:57	1st Period	8:05-8:57
2nd Period	9:00-9:47	2nd Period	9:00-9:47
3rd Period	9:50-10:37	3rd Period	9:50-10:37
Flex Period	10:40-11:13	Flex Period	10:40-11:13
A Lunch	11:13-11:46	B 4th period	11:16-12:03
A 4th period	11:49- 12:36	B Lunch	12:03-12:36
5th Period	12:39 - 1:26	5th Period	12:39 - 1:26
6th Period	1:29- 2:16	6th Period	1:29- 2:16

A or B lunch time is determined by 4th period teacher

Wednesdays - A Schedule		Wednesdays - B Schedule	
1st Period	8:05-8:51	1st Period	8:05-8:51
2nd Period	8:54-9:33	2nd Period	8:54-9:33
3rd Period	9:36-10:15	3rd Period	9:36-10:15
A Lunch	10:15-10:48	4th Period B	10:18-10:57
4th period A	10:51- 11:30	B Lunch	10:57-11:30
5th Period	11:34 - 12:13	5th Period	11:34 - 12:13
6th Period	12:16- 12:55	6th Period	12:16- 12:55

Students Not in School:	
Pre-Service Staff Development	8/8/22 - 8/10/22
Labor Day	9/5/2022
Staff Development (District)	8/9/22, 10/31/22, 1/9/23, 4/11/23
Staff Development (School Site)	8/8/22, 11/1/22, 3/13/23
Veteran's Day	11/11/22
Fall Break	11/21/22 - 11/25/22
Winter Break	12/22/22 - 1/6/23
Dr. Martin Luther King Jr. Day	1/16/23
Lincoln's Birthday Observed	2/13/23*
President's Day Observed	2/20/23
Spring Break	4/3/23 - 4/10/23
Memorial Day	5/29/23
Teacher Work Day	6/7/23

Last Day of School: June 6, 2023

GENERAL INFORMATION

School Office Hours: Monday - Friday, 7:30am-4pm

Office Phone Number: (916) 771-1720

Attendance Line: (916) 771-1725

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday: 8:05am - 2:16pm

Wednesday Shortened Day Schedule: 8:05am - 12:55pm

Buljan Middle School provides supervision twenty minutes before and after school. Instruction begins at 8:05am each day. Students are not permitted on campus before 7:40 AM.

Dismissal times are 12:55pm on Wednesday and 2:16pm Monday, Tuesday, Thursday, and Friday. Upon dismissal, students are expected to exit campus immediately and go directly home or to their designated pickup location. Students must be picked up no later than 15 minutes after the dismissal of school.

Students involved in extracurricular activities such as athletics, clubs, or academic support may remain on campus under the supervision of a staff member.

Buljan Middle School does not endorse Buljan Park as an appropriate pickup and/or drop off location, as this area is not supervised.

DAILY ANNOUNCEMENTS

Daily Announcements are read to students during the homeroom period and are posted to our Facebook page at facebook.com/RCSDBuljan.

Announcements, reminders, and highlights are posted on our blog. Families can subscribe at buljanmiddleschool.blogspot.com

ATTENDANCE POLICIES

Absence Hotline: (916) 771-1725

Students are expected to attend school every day. Absences that can be considered excused per EdCode are:

- (1) personal illness or injury;
- (2) personal medical or dental appointment;
- (3) funeral of immediate family member living in the home;
- (4) quarantine under the direction of health officer;
- (5) religious observance

All absences (full or partial days) must be reported to the office the morning of the absence. A written note must be provided to the school office upon the student's return if office contact has not been made. Parents should contact the attendance secretary at 771-1720 for extended absences.

Failure to verify excused and/or unexcused absences may result in a recorded day of truancy.

ATTENDANCE LETTERS:

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. In each instance cited above, parents will receive a letter from school outlining State mandated attendance requirements. A combination of excessive excused and unexcused tardies / absences may also result in letters being sent home.

TARDY POLICY

Attendance is taken during each class period. It is a school expectation that when the bell rings, the student is in the classroom ready to learn. A student who has a medical/dental appointment before school starts and arrives late to school must bring a note from the medical or dental office.

LEAVING SCHOOL EARLY

Leaving school early is discouraged, as it impacts learning. If a student must leave school early, parents must sign the student out in the office. **Students may only leave school early with a person listed as their emergency contact.**

INDEPENDENT STUDY

When parents know their student will be away from school for at least 5 consecutive days, the school may assign work through an Independent Study Program if the student meets the requirements. If the work is completed and the Independent Study Contract is fulfilled, students receive credit for being in school. Below is a list of expectations for the Independent Study Program:

- Parents must inform the office **at least one week in advance** to have their student participate.
- A student may not be on contract for more than **15 school days**
- Students will receive school work to be completed on the day prior to the student leaving, not before.
- The Independent Study Contract must be completed and work returned to the attendance clerk in the office (NOT THE TEACHER) the day of the student's return for the contract to be fulfilled.
- There will be NO Independent Study Contract approvals during the months of April and May due to state testing schedules

Due to high academic demands and the importance of classroom instruction and collaboration, it is not advised that students participate in extended vacations that would cause them to miss school.

ACTIVITIES:

Students who are absent from school (more than three periods) are not allowed to attend or participate in student functions, e.g., dances, sporting events, drama or music performances, clubs or any other school related activity.

PERMISSION TO LEAVE CLASS:

If a student needs to leave class at any time other than regular passing time, permission must be received from the teacher, and the student must have a pass to come to the office during the school day.

GENERAL POLICIES

CLOSED CAMPUS

Buljan Middle School is a closed campus. Gates close after the first bell and are opened at dismissal. All students/parents wishing to enter campus during the school day must enter through the front door of the administration building. **Students leaving campus without permission after arriving at school or during school hours will be subject to disciplinary consequences.** Parents and visitors must sign in at the front office and wear a visitor's badge (Penal Code 627.6).

MESSAGES AND DELIVERIES TO STUDENTS

Items delivered or left in the office by parents (excluding lunches) will not be delivered to students. Students will not be notified of items in the office and it is the responsibility of the student to come to the office during lunch or passing period to pick up items. We will only deliver emergency messages to students.

BIRTHDAYS & OTHER HOLIDAYS Please no balloons, large stuffed animals, cupcakes, or other items that can be a distraction to the learning environment. This includes student-to-student gifts.

MEDICATION

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 them or have it in their P.E. locker. The labeled medication will be kept in the Nurse's office. Medications, both prescription and over-the-counter, can only be given if there are written instructions from a health care provider and written permission from the parent/guardian.

BACKPACKS

Backpacks, book bags, purses, and contents (including cell phones, Chromebooks and other electronic devices) are the responsibility of the student. The school accepts no responsibility for lost items, articles, or books. Keep your backpack with you at all times!

PERSONAL PROPERTY

Students are discouraged from bringing personal items of value to school, and do so at their own risk.

Buljan Middle School is not responsible for damaged, lost, or stolen personal items.

LOST AND FOUND

Clothing and other personal articles found during the school year are turned into either the office or the lost and found in the Multipurpose Room. At the end of each trimester, items not claimed are donated. Students are responsible for claiming lost items.

BICYCLES, SKATEBOARDS, ROLLERBLADES & SCOOTERS

Bicycles are to be parked and locked in the bike rack. Per RMC 11.18.040 all bicycles, skateboards, rollerblades, scooters and other vehicles may not be ridden on school grounds. Students are to WALK all bikes, scooters, and skateboards while on campus. All children under the age of 18 are required to wear a helmet while riding a bicycle (Vehicle Code, Section 21212).

CRISIS RESPONSE PLAN

Students are to follow the Crisis Response Plan posted in each classroom and must remain with their adult supervisor unless otherwise instructed. Safety drills are practiced on a regular basis. It is important that all students follow the correct procedures during drills

BOOKS & SUPPLIES

It is each student's responsibility to keep the textbooks and/or library books in good condition and not to lose them. It is highly recommended that textbooks be covered to prevent damage. **If your child has lost or damaged a school or library book, lost or damaged a school lock, or caused vandalism to school property, parents/guardians are held responsible for the restitution of the lost or damaged items.**

LIBRARY

Students are encouraged to check out books from the school library. The library is open during school hours.

FINES

Students who owe money to the school for lost or damaged textbooks and/or library books may have their report cards held until the fines are cleared. (Education Code 4890(b)) "

NON-SCHOOL FUNDRAISERS

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

STUDENT IDENTIFICATION CARD

Student ID cards are issued at the beginning of each school year and are required at all times while on campus. ID cards are also required for students to check out library books and attend school events. The cost to replace a lost ID card (or bus pass) is \$5.00.

CELL PHONES AND ELECTRONIC DEVICES

We recognize that cell phones and electronics have become a common possession amongst middle schoolers. However, they can also become a major distraction to the learning environment and are vulnerable to theft and damage.

Students are allowed to bring cell phones, earbuds, headphones, personal laptops, and handheld gaming devices to school, and may use them during lunch time at their own risk. However, **all devices must be placed in silent mode and stored in the students' backpack prior to entering the classroom** and remain there for the duration of class time. This includes time spent out of the classroom on a hall pass/to the restroom, and during all school and State tests. Students may not take or make personal calls, texts, FaceTime calls, etc. on their device during class time. Bluetooth speakers are not permitted on campus at any time.

Students may be permitted to use phones or devices for educational purposes during class time **only** with explicit teacher permission. Students are subject to the rules and guidelines of electronics use within each classroom setting.

The school accepts no responsibility for lost, stolen, or damaged cell phones or electronics.

Any violation of the cell phone/electronic device policy could result in:

- A classroom or office referral for technology violation
- Confiscation of phone or electronic device until end of day and/or parent retrieves item from school office.

Administration reserves the right to decide the appropriateness of phone and electronics use on campus and to change the phone/electronics policy and privileges on a case by case basis due to any misuse of devices.

TECHNOLOGY ACCEPTABLE USE & SOCIAL MEDIA

All students and parents/guardians sign the Roseville City School District Student Acceptable Technology Use Agreement at the beginning of every school year. Students are expected to understand and adhere to this agreement in its entirety and agree that they will use the District's Internet access for educational purposes only.

We understand that social media usage is prevalent amongst middle school students. Buljan Middle School prohibits online conduct through social media that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. We strongly encourage parents to actively monitor your child's social media accounts.

PROHIBITED AND/OR INAPPROPRIATE ITEMS

The following items are prohibited at school:

Bluetooth speakers, laser pointers, permanent markers, gum, water guns, blankets, weapons, firearms, smoke or stink bombs, matches, lighters, knives, fireworks, and other items that disrupt the learning environment or are unsafe at school.

Controlled substances, drugs, cigarettes, all items related to vaping and vaping devices, and alcohol are not permitted on a school campus at any time and are subject to disciplinary action.

It is not possible to list every item that is inappropriate; therefore, the major responsibility for determining appropriateness of items brought to school is placed upon the student and the student's parents.

Any type of toys or collectables that students bring on campus that become a distraction to the learning process may become a prohibited item on campus.

Administration reserves the right to decide appropriateness of all items.

DRESS CODE

Parents or guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. It is Buljan Middle School's responsibility to establish a classroom and campus atmosphere that creates the appropriate environment for teaching and learning of middle school-aged students. The purpose of the dress code is to optimize a productive learning environment and to protect the health, safety, and welfare of all students.

GENERAL DRESS CODE POLICY:

Clothing worn on campus must reflect good taste and common sense to promote a safe atmosphere that is conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

Students Must Wear:

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

Students May Wear, as long as these items do not violate the General Dress Code policy above:

- Hats facing straight forward or straight backward. Hats (including beanies) must allow the face to be visible to staff. The wearing of hats indoors is at the discretion of the adult supervisor
- Religious headwear.
- Hoodies. The wearing of hoods indoors is at the discretion of the adult supervisor.
- Ripped jeans, as long as underwear and certain body parts are not exposed.
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is available.

Students Cannot Wear:

- Images or language that depict weapons or violence.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity.
- Hate speech, profanity, or images or language that are overly sexual in nature.
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts

If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, they may be asked to change and/or a parent may be contacted. Repeated offenses may result in disciplinary action.

We are working to ensure a dress code that is inclusive and non-discriminatory, therefore these policies may be updated throughout the year. **The administration reserves the right to decide the appropriateness of a student's attire and to review and change the dress code to ensure the learning environment is maintained.**

GANG AFFILIATION & 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 ensure 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.

ACADEMICS

Buljan Middle School is committed to providing a high quality academic program that meets the needs of all students. Our academic program consists of a six period day. Every student will be enrolled in the following classes: Language Arts, Mathematics, Science, History, Physical Education, and an elective.

Suggestions for Student Success (for Parents & Students)

A few helpful hints:

- Keep an open line of communication with your child's teachers (e-mails, etc.).
- Join the Buljan PTC (Parent Teacher Club). Link is on website.
- Attend Back to School Night and other school-sponsored events.
- Encourage your student to get involved in the wide array of extra and co-curricular activities and clubs offered at Buljan.
- Talk to your child about their studies and extracurricular activities.
- Provide a quiet place without distractions for your child to complete homework and studies.
- Review this handbook with your child.
- Read all communications that are sent home.
- Use the online grade program (OTUS) to check grades, attendance and any assignment information. Please contact the office for questions on how to use this system.
- Help your child organize their binder and backpack weekly. Review their planner and ensure they are utilizing it.
- Contact teachers with academic and behavior concerns as soon as possible.
- Check the daily announcements on the Buljan Facebook Page or read the Buljan Blog to stay informed of current events.

REPORT CARDS

Report cards will be issued to families the week following the end of each trimester. Student grades can be checked any time online. End-of-trimester dates are as follows:

November 4, 2022

February 28, 2023

June 6, 2023

WORK FOR ABSENT STUDENTS

In the event of an absence, it is the responsibility of the student to make up any missed classwork, assignments, and/or homework. Parents and students must contact teachers for clarification on missed work and assignments due to absences. Contact can be made via teacher email or through Otus.

8th GRADE PROMOTION ACTIVITIES

To participate in promotion activities, students must be in positive school standing and have all books, locks, and other school obligations cleared. **Administration reserves the right to determine promotion activity eligibility for all students.**

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. Students are responsible for maintaining the textbook in good condition, reporting any major damage before it is checked out, and being responsible for their textbook throughout the year. All textbooks must be returned at the end of the year or upon the student's last day at Buljan. Lost or damaged textbooks must be paid for. All textbooks and library books must be cleared before attendance at extracurricular events.

HOMEWORK POLICY

Homework is important to student learning at Buljan Middle School. Homework is any activity or assignment that cannot be completed in class by most students or assigned to be performed outside the classroom. Examples include practicing skills learned in class, reading, studying, projects, or completion of assignments. Students are expected to complete homework in a timely manner as determined by the teacher.

RCSD MIDDLE SCHOOL GRADING BELIEFS AND PRACTICES



RCSD ASSESSMENT AND GRADING BELIEFS

- Students should be involved in the assessment and grading process
- Students should know the clear learning targets before they are taught and assessed
- Students should have the opportunity to be taught and assessed to the mastery level
- Assessment and grading practices should reflect a rigorous learning environment that is supportive of ungraded practice, mistakes, learning, and ongoing feedback in a continuous cycle

FOUR CLEAR LEARNING LEVELS

In the RCSD grading system, each learning level has a clear definition and clear performance criteria. The four levels are **Beginning**, **Approaching**, **Proficient**, and **Mastery**. The four levels allow teachers to provide clarity about a learning target, and the criteria to reach each level. Students can then both self-assess and get specific teacher feedback on areas of strength or areas for growth to improve learning. The goal is for all students to reach

Standard Met (Proficient or Mastery).

[Four Learning Levels-Descriptions](#)



YEAR-LONG STANDARDS

Standards are year-long learning expectations. Trimesters 1 and 2 should be viewed as progress regarding student achievement on what they have been taught at that point in the year. Trimester 3 should be viewed as the final report regarding evidence of student learning on year-long academic standards proficiency. The goal is for all students to meet the standard by the end of the year. If a standard or domain is not assessed in a trimester, you will see *NA* for *Not Assessed*.

LEARNING BEHAVIORS

We believe learning behaviors are important and should be reported separately. Students are graded on three behaviors: *Engagement*, *Utilizes Feedback and Resources*, and *Work Completion*. Students receive scores of Rarely (R), Sometimes (S), or Consistently (C). This is reported halfway through and at the end of each trimester.

[Learning Behavior Rubric](#)

FORMATIVE/SUMMATIVE

Formative assessments are used to understand where a student is in the learning progression and the next steps to improve learning. Summative scores are used to determine whether students have learned what they were expected to learn. Think of *formative* as practice, and *summative* as performance.

[Formative or Summative Definitions and Criteria](#)

NO OVERALL SUBJECT GRADE

We believe grades should provide clear feedback about student strengths and areas for growth. Therefore, there is no overall subject grade. Students will get communication, feedback, and grades on specific standards or criteria.

[Domains for Each Subject](#)

DEFAULT CALCULATION

Teachers determine a final grade based on consistency and recency of student evidence. The default calculation in the online gradebook is median, the middlemost number in the set when arranged from least to greatest. The median gets rid of outliers and focuses on the most consistent level of performance over time.

INSUFFICIENT EVIDENCE

A teacher will enter a score of *IE* for *Insufficient Evidence* when they do not have evidence of student learning. The grade will be adjusted when evidence of student learning is available.

MORE INFORMATION

Helpful links:

- [RCSD Assessment, Feedback, and Grading Site](#)
- [Video Explaining the RCSD Grading Policies](#)
- [Research that Supports RCSD Beliefs and Practices](#)

RCS D MIDDLE SCHOOL GRADING PRACTICES



DESCRIPTIONS FOR THE LEARNING LEVELS

Beginning (1-2)	Approaching (3-4)	Proficient (5-6)	Mastery (7-8)
The student may demonstrate a few elements of the standard. The student may need <i>extensive</i> prompting, scaffolding, or support. Errors and/or mistakes <i>do</i> impede demonstration of meeting the standard.	The student can demonstrate some elements of the standard. The student may need prompting, scaffolding, or support. Errors and/or mistakes <i>may</i> impede demonstration of meeting the standard.	The student can demonstrate that the standard is met to a sufficient level of consistency, depth, or precision. Errors and/or mistakes <i>do not</i> impede demonstration of meeting the standard.	The student can demonstrate that the standard is met to a greater level of consistency, depth, precision, or originality. Errors and/or mistakes <i>do not</i> impede demonstration of meeting the standard.
Standard Not Met		Standard Met	

LEARNING BEHAVIORS RUBRIC

Learning Behaviors	Rarely (R)	Sometimes (S)	Consistently (C)
ENGAGEMENT	Student rarely engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).	Student sometimes engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).	Student consistently engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).
WORK COMPLETION	Student rarely completes quality work in a timely manner.	Student sometimes completes quality work in a timely manner.	Student consistently completes quality work in a timely manner.

EXTRACURRICULAR ACTIVITY ELIGIBILITY POLICY

Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students are expected to not have a total of four or more “Rarely” scores (Buljan, Chilton, Cooley), or five or more for IB Schools (Eich).

Students are expected to meet school-wide behavior expectations as outlined in the school handbook. The athletic director, club advisor, or principal designee shall validate if the student is meeting school-wide behavior and learning behavior expectations.

If students do not meet the above criteria for participation in any extracurricular activities, the student has the right to appeal the decision to the site administration.

PHYSICAL EDUCATION, ATHLETICS, & 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.

PE DRESS CODE POLICY

Students **must** dress out for the physical activity required for PE class. This includes the following:

- The official school PE uniform, including shirt and shorts and/or sweats, which are available for purchase from the PE department.
- Athletic shoes must be worn that can be used for physical activity. Slides, flip flops, Crocs, etc. are not permitted.
- All PE clothing needs to be marked with the student's name

PE clothes need to be taken home every Friday to be washed and brought back to school the following Monday.

A limited number of loaner P.E. clothes are available to students on an as-needed basis. Students who repeatedly do not dress out for PE will be subject to disciplinary action.

***Students may not store any other items in their PE lockers other than their uniform.** The school does not assume responsibility for any lost, stolen or damaged personal items left in the locker room.

ATHLETICS

In order to try out or participate in athletics or athletic activities, students must follow all rules in the Athletic Handbook. Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students are expected to not have a total of 4 or more "Rarely" scores. Students are expected to meet school-wide behavior expectations as outlined in the school handbook. The athletic director, club advisor, or Principal designee shall validate if the student is meeting school-wide behavior and learning behavior expectations. If students do not meet the above criteria for participation in any extracurricular activities, the student has the right to appeal the decision to the site administration. **Students must be in attendance at school on the day of an activity, practice, or sports event in order to attend or participate. Students must also fully attend and participate in their PE class on the day of a game or event in order to be eligible to participate.** All students must provide proof of health insurance per district policy or purchase insurance to try out or participate in athletics.

Please reference the Buljan Athletic Handbook for more information and additional guidelines.

SPORTS OFFERED

Buljan participates in the Foothill Intermediate School Athletic League (FISAL). 7th and 8th graders may participate in the sports listed below, and 6th graders may participate ONLY in Track and Field or Cross Country.

Note: Any student/athlete cannot play, practice and/or attend a practice for another team (AAU, church, club, etc.) while attending practice for their school in the same sport at the same time, including cheerleading (CIF Rule 600, Article 6, page 33.)

Fall Sports:

Flag Football
Girls Volleyball
Cross Country

Winter Sports:

Boys Basketball
Girls Basketball
Wrestling

Spring Sports:

Boys Volleyball
Track and Field

We are asking for a \$50.00 donation per athlete per sport to help offset costs (Note: the donation is not required for participation in a sport). Student academic behavior performance will be checked at progress report time and at the end of each trimester. Any student assigned to in-house or at home suspension from school is ineligible to participate in or attend any and all extracurricular activities until the suspension is completed. **Students involved in sports are not excused from detention or teacher/class obligations because of a practice or an athletic event.**

SCHOOL ACTIVITIES

To be eligible to attend school assemblies, dances, athletic events, or to participate in extracurricular club activities, a student must be in positive school standing. Students must:

→ **Students must be in attendance at school on the day of an activity, practice, or sports event in order to attend or participate.**

→ Not be suspended (including at school suspension).

→ Have all outstanding books, locks, and other obligations cleared.

→ Be in good standing with school wide PBIS program.

ID cards are required for entrance to any activity or event. Any students determined to be ineligible to attend a school-sponsored activity will be placed on the ineligibility list and notified by administration.

*****ALL SCHOOL RULES APPLY TO ALL EXTRACURRICULAR ACTIVITIES*****

Students attending afternoon/evening activities must be picked up within 15 minutes of the conclusion of the activity.

When attending school dance/activities, students are expected to follow the guidelines listed under the regular dress code and any special dress code determined by the school for the event (i.e. 8th grade promotion).

PARENT TEACHER CLUB

Buljan Middle School appreciates our active Parent Teacher Club and its generous support of our staff and students. We need you! Please watch for opportunities to help our school in this important way

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Buljan Middle School has adopted Positive Behavioral Interventions and Supports (PBIS), a school-wide proactive positive approach to behavior. All students are explicitly taught school wide expectations. All staff, students, and parents work together to ensure that the students are safe, accountable, respectful, and kind (BARK) at all times.

The matrix below is posted in all classrooms and common areas throughout the campus to ensure students are always aware of their expected behavior in each area of the school:

School Expectations

Area	Be Safe	Accountable	Respectful	Kind
Multi and Outdoor Eating Areas	<ul style="list-style-type: none"> - Walk at all times - Keep hands and feet to self - Sit while eating 	<ul style="list-style-type: none"> -Go directly to eating area at the start of lunch -Use garbage cans and recycle bins - Wait in line patiently - Eat in designated areas 	<ul style="list-style-type: none"> - Line up single file - Do not touch athletic equipment - Follow adult directions 	<ul style="list-style-type: none"> - Help others clean their areas - Say "thank you" to the staff
Bus Area	<ul style="list-style-type: none"> - Walk at all times - Keep hands and feet to self - Stay in your bus line until called - Stay seated while bus is moving - Follow driver's directions 	<ul style="list-style-type: none"> - Wait patiently in line - Have your bus pass out and ready 	<ul style="list-style-type: none"> - Use respectful language - Keep voice volume at a low level - Take trash with you off the bus 	<ul style="list-style-type: none"> - Share seats with fellow riders - Use kind greetings with your bus driver when you enter/exit.
Library	<ul style="list-style-type: none"> - Walk at all times 	<ul style="list-style-type: none"> - Keep food out of the library - Pick up garbage - Push in chairs - Use quiet voices - Follow Internet User Agreement 	<ul style="list-style-type: none"> -Use respectful language toward library staff. - Respect others' work spaces 	<ul style="list-style-type: none"> - Say "thank you" to librarian after being helped
Restrooms	<ul style="list-style-type: none"> - Keep water in sink - Wash hands - Put towels in garbage 	<ul style="list-style-type: none"> - Wash hands - Put paper towels in garbage - Inform staff of vandalism 	<ul style="list-style-type: none"> - Flush toilets - Give people privacy - Respect property, yours and others 	<ul style="list-style-type: none"> - Leave the bathroom cleaner than when you got there
Office	<ul style="list-style-type: none"> - Alert office staff if you are in need of immediate assistance due to illness, injury, etc. -Communicate with office staff about your needs. 	<ul style="list-style-type: none"> - Sign in/Sign out at the desk. - Go directly to your destination 	<ul style="list-style-type: none"> - Wait patiently until someone can help you. - Use a respectful tone of voice when speaking to office staff. -Remove hoods when entering the office. 	<ul style="list-style-type: none"> -Be kind toward members of the community who may also be in the office while you are there.
Parking Lot	<ul style="list-style-type: none"> - Walk at all times - Walk bikes, scooters, skateboards - Watch for cars - Use sidewalks & crosswalks - Look both ways before crossing street 	<ul style="list-style-type: none"> - Be aware of car and bus traffic -Go directly to your drop off/pick up location. 	<ul style="list-style-type: none"> - Be respectful of vehicles and others around you. - Respect others' property 	<ul style="list-style-type: none"> - Wait your turn when crossing the street to allow traffic to flow through when needed.
Assemblies & Special Events	<ul style="list-style-type: none"> - Keep body to self - Follow all arrival and departure procedures. 	<ul style="list-style-type: none"> - Be accountable to learning the information being presented. - Stay in designated areas 	<ul style="list-style-type: none"> - Use/Display appropriate language & behavior - Use respectful applause 	<ul style="list-style-type: none"> - Be aware of others viewing needs
Bike Racks	<ul style="list-style-type: none"> - Walk bikes and scooters - Wear your helmet 	<ul style="list-style-type: none"> - Lock your bike or scooter - Report problems to school administration 	<ul style="list-style-type: none"> - Respect others' property 	<ul style="list-style-type: none"> - Help a fellow student lock up - Help a fellow student get on their way home
Blacktop	<ul style="list-style-type: none"> - Walk at all times - Keep body to self - Gather in groups of no more than 6 to 8. 	<ul style="list-style-type: none"> - Engage in physical activity when on blacktop. - Play games appropriately - Pick up and dispose of garbage 	<ul style="list-style-type: none"> - Speak respectfully and respond appropriately to staff 	<ul style="list-style-type: none"> - Welcome others to join your activities
Quad and Hallways	<ul style="list-style-type: none"> - Walk at all times - Keep hands and feet to self - Gather in groups of no more than 6 to 8. 	<ul style="list-style-type: none"> - Have office or bathroom pass visible during class hours - Use garbage cans appropriately. 	<ul style="list-style-type: none"> - Speak respectfully and respond appropriately to staff 	<ul style="list-style-type: none"> - Greet staff members and peers with "Good morning" or "hi" as you pass by.

School Wide Expectation Grid				
Area	Be Safe	Accountable	Respectful	Kind
Computer Lab / In Class Computers	<ul style="list-style-type: none"> - Walk at all times - Keep hands and feet to self - Practice internet safety rules 	<ul style="list-style-type: none"> - Keep food out of the computer lab - Treat computers and other electronics with care 	<ul style="list-style-type: none"> -- Speak respectfully and respond appropriately to staff. - Observe specific classroom rules 	<ul style="list-style-type: none"> - Provide tech support with instructor approval
Locker Rooms	<ul style="list-style-type: none"> - Take turns getting into lockers 	<ul style="list-style-type: none"> - Lock up your belongings - Report unlocked lockers to PE teachers 	<ul style="list-style-type: none"> - Keep all comments appropriate 	<ul style="list-style-type: none"> - Help keep your locker room clean
Community	<ul style="list-style-type: none"> - Observe all neighborhood signs - Utilize pedestrian walkways - Always walk with a friend 	<ul style="list-style-type: none"> - Keep aware of your surroundings 	<ul style="list-style-type: none"> - Respect the property of others and homes in the community as you pass them. 	<ul style="list-style-type: none"> - Use kind words when speaking to community members
Classroom	<ul style="list-style-type: none"> - Walk at all times - Use classroom tools appropriately - Follow school wide emergency procedures 	<ul style="list-style-type: none"> - Come prepared with all needed supplies - Come prepared with homework completed - Use technology to aid your academics with teacher approval 	<ul style="list-style-type: none"> - Speak respectfully and respond appropriately to staff and peers. - Observe specific classroom rules 	<ul style="list-style-type: none"> - Help and encourage others
Sporting Events	<ul style="list-style-type: none"> - Keep your hands and feet to yourself - Keep yourself and your things a safe distance from the sports action 	<ul style="list-style-type: none"> - Follow event food and drink policies 	<ul style="list-style-type: none"> - Positively represent the Buljan Bulldogs - Use positive language towards Buljan athletes and Buljan opponents 	<ul style="list-style-type: none"> - Demonstrate good sportsmanship - Cheer on all of the athletes

PBIS BEHAVIOR SUPPORT AND CONSEQUENCES

To support our PBIS Program, it is sometimes necessary to further support the students who do not demonstrate safe, accountable, responsible, and kind behavior. These school consequences may include, and are not limited to, School Detention, Alternative Learning Class (ALC or in school suspension), Suspension or Expulsion. Parents/guardians may also be asked to come to the school when further support is needed.

Administration reserves the right to decide the appropriateness of student consequences and to review and change the discipline policy procedures at any time to ensure a positive, safe learning experience for all students.

DISCIPLINE REFERRALS

Buljan's PBIS behavior program tracks student behavior using an office discipline referral system that allows the administration team to survey individual and group behavior data to administer appropriate consequences and steps to improve student behavior and safety on campus:

MINOR REFERRALS

Buljan staff will administer office referrals for "minor" offenses that happen both in and out of the classroom. These referrals serve as warnings for students to change whatever behaviors or choices they make that are not following the PBIS behavior guidelines before their behaviors or choices escalate into a more severe discipline problem.

MAJOR REFERRALS

Buljan staff will administer office referrals for "major" offenses that happen both in and out of the classroom. These referrals are handled by school administration and warrant serious consequences and actions when a student displays behaviors or makes choices that seriously put others, themselves, or the learning process at risk.

Major/Minor Behavior Grid

<u>Behavior</u>	<u>Expected Behavior</u> Acting in a cooperative manner; respectful of school and classroom expectations; responding appropriately when addressed	<u>Warning/Reteach</u> *First Incident; Low Level Intervention Teacher handled, no referral. Teacher discretion for intervention, consequences, and documentation	<u>Minor</u> SWIS referral; teacher handled. Teacher determines intervention to change the behavior, any natural consequence or restorative next steps, and communicates with parents.	<u>Major</u> SWIS referral; administrator handled. Administrator determines intervention to change the behavior, any natural consequence or restorative next steps. Administrator communicates with parents and teachers.
Inappropriate Language	Students will use language that is safe, respectful, and appropriate for school.	Student engages in rude, negative comments, including written messages or actions toward peers excluding profanity. *First occurring incident	Student engages in rude, negative comments, including written messages or actions toward peers excluding profanity that <i>does not stop after a request or reminder from an adult</i>	Swearing or abusive language used to harass, intimidate, show defiance, create an unsafe climate.
Defiance/ Insubordination/ Noncompliance*	Acting in a cooperative manner respectful of school and classroom expectations; responding appropriately when addressed	Student fails to follow reasonable adult directions or requests; passive refusal to participate, extremely slow in response to request, testing the limit.	Student fails to follow reasonable adult directions or requests <i>despite one reminder</i> ; ignoring reasonable request to stop low-level disruption; overt refusal to participate.	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.
Disruption*	Cooperative behaviors; contributing appropriately to class discussions and activities; cell phones off & away during instructional time	Student engages in <i>low-intensity behavior</i> that temporarily interferes with a healthy school environment by interrupting time for learning or normal school procedures for less than a minute.	Student engages in <i>low-intensity behavior</i> that temporarily interferes with a healthy school environment by interrupting time for learning or normal school procedures and it <i>does not stop after a request or reminder</i> .	Behavior that stops the learning in class; defiant repetition of behavior following correction
Physical Aggression	Respect for others' personal space; walking away from and reporting possible conflicts.	Two or more students engage in mutual (two way) low-intensity physical contact without intent to injure.	Two or more students engage in mutual (two way) low-intensity physical contact without intent to injure and it <i>does not stop after a request or reminder from an adult</i> .	Aggravated hitting or kicking; instigating, participating in, or encouraging a physical altercation.
Disrespect*	Contributing positively to the culture and climate of the school and classroom; Responding appropriately to adults.	Student engages in low intensity verbal, nonverbal or written socially rude behavior that is directed at an adult.	Student engages in low intensity verbal, nonverbal or written socially rude behavior that is directed at an adult <i>and does not stop after a request or reminder from an adult</i> .	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.

*not suspendable

SUSPENSIONS AND

EXPULSIONS

The following are causes for suspension and/or expulsion, as defined by Education Code:

- 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. *Not suspendable per RCSD Board Policy.
- 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 against 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 in a non-emergency situation
- Assault or battery toward school personnel (e.g., threatening, attempting to or striking, hitting, pushing a staff member)

Suspension can occur between 1 and 5 days, either in ALC (on-campus suspension) or at home. All of the above mentioned offenses may also result in: parent/guardian contact, counseling/mental health referral, police contact, and a possible temporary alternative educational environment.

Administration reserves the right to decide the appropriateness of student consequences and to review and change the discipline policy procedures at any time to ensure a positive, safe learning experience for all students.

BULLYING/HARASSMENT POLICY

Buljan Middle School strives to create a safe, inclusive, and equitable environment for our students. In addition to academic rigor, we commit to working with students to build skills that will help them be socially successful, effectively navigate conflict, and be kind human beings.

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:

- Verbal conduct such as derogatory comments, slurs, or unwanted sexual advances, invitations or comments, epithets.
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- 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.

→ 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:

- Unwelcome repeated acts of leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominately single-sex class.
- Touching a person's body or clothes in a sexual way.
- Purposely limiting a student's access to educational tools based on student's rejection of or protests against prohibited conduct of a sexual nature.

Terms:

Rude: Inadvertently saying or doing something that hurts someone else.

Mean: Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying: Repeated actions or threats of action directed toward a person by one or more people who have (or are perceived to have) **more power or status** than their target in order to cause fear, distress or harm. Bullying can be physical, verbal, psychological or any combination of these three. Bullying behaviors can include name-calling, obscene gesturing, malicious teasing, rumors, slander, social exclusion, damaging a person's belongings, threats and physical violence.

Cyberbullying: The **intentional** and **repeated** mistreatment of others through the use of technology, such as computers, cell phones, or other electronic devices. Cyberbullying includes, but is not limited to, sending mean, hurtful or threatening messages or images about another person; posting sensitive, private information about another person for the purpose of hurting or embarrassing the person; and pretending to be someone else in order to make that person look bad and/or to intentionally exclude someone from an online group.

Additional policies not outlined in this handbook can be found on the Roseville City School District website at www.rcsdk8.org

