

GEORGE A. BULJAN MIDDLE SCHOOL

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

www.rcsdk8.org/buildings/buljan

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PARENT-STUDENT HANDBOOK

2019-2020



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

Administration and Support Staff

Principal	Ryan Hartsoch
Assistant Principal	Greg White
Assistant Principal	Ashley Sandor
Activities Director	Ryan Swarts
Administrative Secretary	Sheryl Kern
Registrar	Amanda Couvrette
Attendance	Karen Schayltz
Receptionist	Robyn Heryford
Lead Custodian	Kevin Schumacher
School Librarian	Denise Archer
School Psychologist	Cherie Lambrect
School Counselor	Kathryn Buchan
Speech Therapist	Jen Jacobs
School Nurse	Dorothy Wheatley



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 1:53 p.m. on all Mondays and 3:15 p.m. Tuesday through Friday. Students must be picked up by 2:10 p.m. on Mondays and 3:30 p.m. Tuesday through Friday. Students on campus before 8:40 a.m. or after 2:10 p.m. or 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. No DoorDash or other food delivery service orders will be accepted.

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, assigned a behavior contract, parent conference or referred to SARB.
2. When a student is absent, a parent or guardian should call the school **771-1720** 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 771-1720 before, during, and after school office hours. **Failure to verify absences may result in a recorded day of truancy.**
3. 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.

4. All absences without written or telephone excuse will be considered unexcused.
5. Parents must clear absences within two days after student's return to school or the absence may be considered a truancy.
6. 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.
7. 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.
8. 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.

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. Independent studies is not allowed during the last three weeks of the school year. 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.

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.

To Contact Teachers/Staff – 771-1720

- Press “3” to leave a message or listen to teachers’ daily message.
- Refer to the list of Teacher Email Addresses, Extensions, and Room Numbers.
- To leave a message for a staff member, press the # sign while listening to the message in order 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.

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. Please avoid picking up your child during lunch, if possible.

Procedure for Dis-enrolling a Student

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

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

Students 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 8:40 a.m. to 3:00 p.m. everyday. The library is open on Monday and Wednesday during 6th grade lunch and Tuesday and Thursday during 7th and 8th grade lunch.
- 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 the privilege of borrowing from the library, 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. Inappropriate internet usage 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 (even those 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 for your convenience, however, gym clothes need not be purchased through the school and can be brought from home as long as it meets the guidelines provided by our PE department. All gym clothing should be marked with the student's name.

PE Dress Code Policy:

Students are expected to dress out everyday, unless instructed by their PE teacher not to do so. PE clothing must meet the following guidelines:

- **REQUIRED:**
 - Shorts: Black with elastic waist
 - Shirts: Grey T-Shirts
 - Shoes: Court or running shoes (with laces)
 - ALL clothing **MUST** be identified with a student's last name and first initial
 - All clothing should be taken home every Friday for laundering
 - All gym clothing must be mended or replaced if there are obvious tears or holes
- **OPTIONAL:**
 - Sweat Pants/Shirts
 - **MUST** be black and/or grey
 - **MUST** be worn over approved PE clothes

Buljan PE clothes are available for purchase for \$25 through the PE teachers. Buljan sweatshirts are available for purchase in the front office

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 and at activities. The cost to replace a lost I.D. card (or bus pass) is \$5.00.

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.

Bicycles/Skateboards/Non-Motorized Scooters

Bicycles, non-motorized scooters, and skateboards are to be parked and locked in racks provided. **At no time shall bicycles, skates, rollerblades, scooters or other vehicles be on school grounds before school, during passing periods or during lunch.** 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 learning even if it does not affect a student's grade. Students are expected to complete assigned homework on time. A good guide for determining normal homework time is the child's grade x 10 minutes (6th x 10 = 60 minutes).

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, Showcase Night, 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. Contact teachers with academic and behavior concerns as soon as possible.

Report Cards

Report cards will be available via Power School to the students the week following the end of each trimester-they will not be printed. Trimester dates are:

October 30th, 2019

February 21st, 2020

May 28th, 2020

RCSD MIDDLE SCHOOL GRADING BELIEFS AND PRACTICES



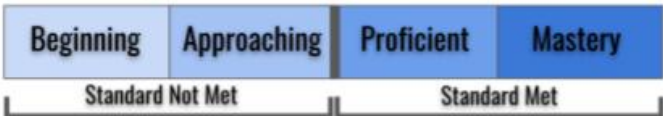
RCSD ASSESSMENT AND GRADING BELIEFS

- 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

Grades should reflect consistent academic achievement on year-long standards proficiency. Teachers determine a final grade based on consistency and recency of student evidence. The default calculation in the online gradebook is *mode*, which calculates the score a student achieved *most* consistently in the trimester.

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](#)

RCSD MIDDLE SCHOOL GRADING BELIEFS AND PRACTICES



DESCRIPTIONS FOR THE LEARNING LEVELS

Beginning	Approaching	Proficient	Mastery
<p>The student may demonstrate a few elements of the standard.</p> <p>The student may need <i>extensive</i> prompting, scaffolding, or support.</p> <p>Errors and/or mistakes <i>do</i> impede demonstration of meeting the standard.</p>	<p>The student can demonstrate some elements of the standard.</p> <p>The student may need prompting, scaffolding, or support.</p> <p>Errors and/or mistakes <i>may</i> impede demonstration of meeting the standard.</p>	<p>The student can demonstrate that the standard is met to a sufficient level of consistency, depth, or precision.</p> <p>Errors and/or mistakes <i>do not</i> impede demonstration of meeting the standard.</p>	<p>The student can demonstrate that the standard is met to a greater level of consistency, depth, precision, or originality.</p> <p>Errors and/or mistakes <i>do not</i> impede demonstration of meeting the standard.</p>
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.).
UTILIZES FEEDBACK AND RESOURCES	Student rarely uses feedback or seeks out resources to improve their learning.	Student sometimes uses feedback or seeks out resources to improve their learning.	Student consistently uses feedback and seeks out resources to improve their learning.
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 six or more “Rarely” scores (Buljan, Chilton, Cooley), or seven 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.

School Activities

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:

- Must have 6 or fewer "Rarely" scores for Learning Behaviors
- Be in good behavioral standing according to school expectations
- Have attended school 90% of the time
- Turn in signed teacher approval slip

Athletics

In order to tryout or participate in any team sport students must meet the RCSD Extra-curricular Activity Eligibility Requirements. In addition, participants are expected to follow the Buljan Middle School Athletic Code of Ethics.

Code of Ethics for Athletics

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 judgment 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.

*** We are asking for a \$50 donation per athlete/sport to help offset costs. The donation is not required for participation in any sport.**

Sports Offered

Fall Sports

Flag Football

Girls' Volleyball

Cross Country (6th grade included)

Winter Sports

Boys' Basketball

Girls' Basketball

Wrestling (6th grade included)

Spring Sports

Boys' Volleyball

Track (6th grade included)

Sports Schedule

Flag Football	September	-	October
Girls' Volleyball	September	-	October
Cross Country	September	-	October
Boys' Basketball	October	-	December
Girls' Basketball	January	-	March
Wrestling	January	-	February
Track	March	-	May
Boys' Volleyball	March	-	May

Assemblies, Dances, Concerts, and Club Regulations

Student ID cards are required to enter a dance. 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 be in good standing according to the behavior expectations on campus 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.

Energy Drinks:

Energy drinks such as RockStar, Monster, Red Bull, etc. are not allowed on campus. If a student is found in possession of an energy drink, it will be confiscated and the student may be subject to disciplinary consequences.

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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Buljan Middle School has adopted Positive Behavioral Interventions and Supports (PBIS), a school wide proactive and 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, responsible, and kind at all times.

School Wide Expectation Grid				
Common Area	Be Safe	Accountable	Respectful	Kind
Multi	<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"> -First come, first served -Have your student ID# ready -Use garbage cans and recycle bins - Wait in line patiently - Eat in designated areas 	<ul style="list-style-type: none"> - Line up single file - Leave athletic equipment alone - Follow adult directions 	<ul style="list-style-type: none"> - Place unused juice and milk in donation crate - Help others clean their areas - Say "thank you" to the cafeteria 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 positive language - Use inside voice - Take trash with you off the bus - Put trash in a trash bin 	<ul style="list-style-type: none"> - Share seats with fellow riders - Say "thank you" to your bus driver when exiting the bus
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"> - Self-reflect before you self-reveal -- in words or pictures - Respect other's personal space 	<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"> - Keep hands, feet, and objects to yourself - Sit upright in office chairs 	<ul style="list-style-type: none"> - Sign in/Sign out - Turn in the paperwork you were sent up with 	<ul style="list-style-type: none"> - Wait your turn when needing to speak - Use inside voice 	<ul style="list-style-type: none"> - Smile and say hello to your Buljan family - Say "thank you" to your office staff
Parking Lot	<ul style="list-style-type: none"> - Walk at all times - Walk bikes, scooters, skateboards - Watch for cars - Use sidewalks/ - Look both ways before crossing street 	<ul style="list-style-type: none"> - Be aware of car and bus traffic 	<ul style="list-style-type: none"> - Use positive language - Respect others property 	<ul style="list-style-type: none"> - Walk with a classmate
Assemblies/ Special Events	<ul style="list-style-type: none"> - Keep body to self - Stay seated - Wait for dismissal instructions 	<ul style="list-style-type: none"> - Focus yourself on the presentation - Sit quietly during the presentation - Stay with your class 	<ul style="list-style-type: none"> - Use/Display appropriate language & Actions - Applaud at appropriate times 	<ul style="list-style-type: none"> - Be aware of others viewing needs

School Rules				
Common Area	Be Safe	Accountable	Respectful	Kind
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 	<ul style="list-style-type: none"> - Play games appropriately - Pick up and dispose of garbage 	<ul style="list-style-type: none"> - Listen and speak respectfully to Buljan staff 	<ul style="list-style-type: none"> - Welcome others to join your activities
Quad and Wings	<ul style="list-style-type: none"> - Walk at all times - Keep hands and feet to self 	<ul style="list-style-type: none"> - Have office or bathroom pass visible during class hours - Keep garbage picked up and use garbage cans 	<ul style="list-style-type: none"> - Walk cautiously through crowded space - Use "excuse me" and "thank you" words 	<ul style="list-style-type: none"> - Greet staff members - Greet peers
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 - Be gentle with computers and other electronics 	<ul style="list-style-type: none"> - Speak politely to staff and fellow students - Listen politely to staff and fellow students - 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 	<ul style="list-style-type: none"> - Use kind words when speaking to community members - Perform kind actions for 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 politely to staff and fellow students - Listen politely to staff and fellow students - Observe specific classroom rules 	<ul style="list-style-type: none"> - Help and encourage others
Buljan Sporting Event	<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 	

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 may also be asked to accompany students to school when further support is needed. PBIS includes monitoring student behavior through data, and this data will be used to determine positive school standing.

Transportation

Busing is available to students living within our attendance/busing area. 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. 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) School Administration has the power to deny a child transportation privileges for disciplinary reasons.

Bus Citation Progressive Consequences:

# Infraction	Consequence
1st Citation Possible demerits/detention	Warning/Parent Contact
2nd Citation	Detention/Parent Contact/Possible Demerits
3rd Citation	Possible 1-3 day suspension off bus Demerits/Detention Parent Meeting
4th Citation	Possible 3-6 days suspension off the bus Demerits/Detention Parent Contact
5th Citation	Possible 6-12 days suspension off the bus Demerits/Detention Parent Contact
6th Citation	Possible Rest of trimester/year off the bus Parent Meeting

Tardy Policy

Students are expected to be in their seats when the tardy bell rings. Teachers are responsible for tracking the tardies of students within their class. STEP (9:05 am) tardies are tracked, and consequences are issued, by the attendance clerk, as students must go through the front office in order to be admitted to class. All other periods will be tracked, and consequences are issued, by the teacher.

The process and consequences for tardies within one class period are as follows:

Tardy #	Consequence
1	Warning issued by teacher
2-5	Teacher Issued Consequence (citation w/ after-school detention, work service in the classroom, etc.)
6-7	Administrative Referral (big form) filled out by teacher. Administration issues 1 detention and 3 demerits.
8+	Administrative Referral (big form) filled out by a teacher. Administration issues increased consequence (up to possible suspension) and demerits. Student is added to the "No Go List" for 4 weeks or the end of the trimester (whichever is longer).

Cell Phone/Electronic Device Policy

Electronic devices, including cell phones are only permitted with the direct permission of staff members. Students found to be in violation of this policy will have their device confiscated and it will be sent to the office.

1st Offense: Device is reissued to the student at the end of the day.

2nd + Offense: Parent will be contacted and must pick up the device by the end of the school day.

Discipline System

In coordination with our Positive Behavior Interventions and Systems, discipline is that part of growing up that helps children to be in charge of themselves, and therefore a 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. **Final determination of consequences is at the discretion of the Buljan administration.**

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.

Activity Restriction List

Students who are unable to demonstrate school expectations may be placed on the Activity Restriction List. While students are on this list (which is determined at the discretion of the administrative team) students should undertake serious changes in behavior with the help of parents and administration.

Students on this list will not be allowed to participate in any activity such as assemblies, rallies, field trips, or other during or after school activities.

During the probationary period, students may potentially earn their way off of restriction through work service at the school or community service done within the community before they will be taken off probation, Saturday School, or through a positive behavior contract with administration.

Work Service Program

- Work service is from 8:00 – 9:00 A.M. or 3:15-4:15 P.M.
- 30 minutes is required to earn back one merit.
- Students cannot earn merits during class time.
- Work service assigned to a student, will be evaluated by school staff to determine if the student earns merits

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.

Dress Code

Student dress and appearance affect student attitudes and conduct. The purpose of the Dress Code is to prevent disruption of the learning environment and minimize the distraction of other students. It is also intended to protect the health and welfare of the student. Any student wearing clothing that is deemed inappropriate based on the listed criteria may be subject to disciplinary action.

- Students are expected to wear clean, neat, and well-maintained clothing.
- Clothing that has references to sex, drugs, tobacco, alcohol, or gang activity may not be worn.
- Clothing must completely cover all underwear and bra straps.
- Strapless tops, low-cut tops, and clothing that show bare midriffs may NOT be worn.
- Shorts, skirts, and dresses must reach to where the fingers meet the palm when standing with arms at sides.
- Sagging pants are NOT to be worn
- Pajamas and slippers are NOT to be worn
- Students must wear shoes at all times.
- The wearing of caps/hats and hoods must be worn forwards, and being allowed to do so indoors is at the discretion of the adult supervisor.
- Blankets are not to be worn or brought to campus.

If a student's attire or appearance causes a distraction to the learning environment or violates the dress code, they will be asked to change. Repeated offenses will result in disciplinary action. 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.

Discipline Policy

Definition of terms

- **Time Out Form-** Form a student fills out after being sent of their classroom for not following classroom expectations.
- **Citation Form -** Form on which a student is written up by a staff member for minor infractions of the school rules, usually (but not always) written after a time out has been given for the same behavior.
- **Referral** – Form on which a student is written up by a staff member for major infractions and are referred to administration for disciplinary actions.
- **Detention** - Student remains after school for 45 minutes under supervision.
- **Alternative Learning Center (A.L.C)** - 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.
- **Lunch 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 8:30a.m. to 12:30p.m. to resolve attendance and behavior 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.

Bullying/Harassment Policy

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.

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:

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.

Buljan Middle School Progressive Discipline/Behavior Referral Levels

	Level 1- Minor Violations (Teacher Initiated Intervention)	Level 2- Major Violations (Administration Initiated Intervention)	Level 3- Major Violations/Illegal Violations (Administration Initiated Intervention)
	<ul style="list-style-type: none"> • Minor off-task behavior • Minor Disruptive behaviors • Minor inappropriate language • Gum • Minor horseplay • Minor physical contact 	<ul style="list-style-type: none"> • Physical Aggression • Repeated (documented) minor disruptive/off task behavior • Major disruption • Major disrespect • Property misuse • Unsafe behavior • Harassment • Repeated disrespect • Major inappropriate language 	<ul style="list-style-type: none"> • Theft • Extreme property damage/vandalism • Major defiance • Harassment (ongoing; creates hostile environment, related to race, gender, ethnicity. • Sexual harassment • Bullying/Cyber bullying-repeated • Possession (substance, weapons, tobacco/products) • Under the influence • Threats • Fighting • Expellable Offenses
	<ul style="list-style-type: none"> • Classroom management strategies • Seat movement • Verbal warning • Proximity • Short re-set, outside of class • Office time-out (with form) • Parent contact • Teacher supervised lunch detention • After school detention • Work Service • <u>Three documented interventions for similar behavior will lead to a Major Referral/Level 2 Offense</u> 	<ul style="list-style-type: none"> • Referral to administration from teacher • Referral to counseling • Referral to counseling groups • Conflict Resolution • Detention(s) • Placement on Activity Restriction List • Work Service • Saturday School • Contract (behavior, CICO, No Contact, etc.) • ALC • Reset/Reflect • Home Suspension • Restitution 	<ul style="list-style-type: none"> • Referral to administration from teacher • Referral to counseling • Placement on Activity Restriction List • ALC-On Campus Suspension • Home Suspension • Parent Meeting • Law Enforcement involvement • Meeting with Probation Officer • Expulsion
	<ul style="list-style-type: none"> • Tier 1 tracking sheet • Time-out form • Citation-small form (w/ parent contact and detention issued by teacher) • ONLINE CITATION-Minor (teacher schedules detention and contacts parents) 	<ul style="list-style-type: none"> • Referral form-big form (w/parent contact and consequence issued by admin.) • ONLINE REFERRAL-Major (admin. Issues consequence and contacts parents) 	<ul style="list-style-type: none"> • Referral form-big form (w/ all contacts and consequences issued by admin.) • ONLINE REFERRAL-Major (admin. Issues consequence and contacts parents)

NOTE: This is a general guideline. Consequences and interventions or combinations of them will be determined based on the situation and individual student.

SUSPENSION (on-site or off-site) 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)

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 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	MP3s/IPODs/Portable Speakers
Aerosol Cans	Fireworks	Poppers	Sunflower Seeds
Balloons	Personal Toys	Trading Cards	Energy Drinks
Bandanas	Gum	Weapons/Replicas	Drugs/Paraphernalia
Laser Lights	Skateboards	Roller-Skates/Blades	Personal Flyers'
Cameras*	Matches/Lighters	Slime Products	Blankets
Vape Pens/Products			

*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.

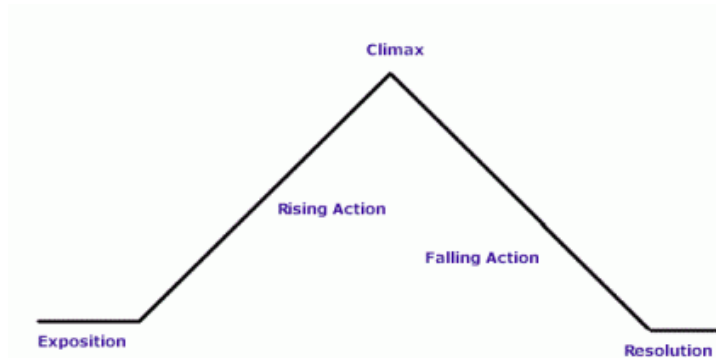
The District, with the assistance of local law enforcement agencies, will monitor the behavior, apparel, accessories, and other attributes that may be indicators of gang involvement or emulation, in order to insure a safe and secure campus for students and staff.

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.

4 Kinds of Writing Structures

* For all papers, use Times New Roman, 12-point font *

Narrative/Short Story



Beginning Middle End

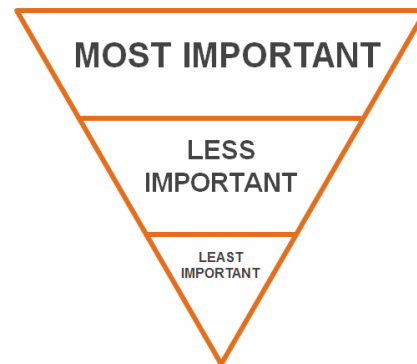
- Sensory Details (Sight, Smell, Sound, Touch, Taste)
- Descriptive Language
- Dialogue
- Describe and Develop Characters and Setting
- ** Note: A Personal Narrative can also follow an “Incident-->Response-->Reflection” structure **

Argumentative Essay

(Persuasive)

- Paragraph 1: Thesis/Claim
- Paragraph 2: Reason #1
 - Explain
 - Evidence
- Paragraph 3-4: Reason #2/3
 - Explain
 - Evidence
- Paragraph 5: Counter Argument
 - Why opposite viewpoint is wrong
 - Evidence
- Paragraph 6: Conclusion
 - Call to Action

Newspaper Article



- Headline (Title): Witty or attention-grabbing
- Byline (Writer's name)
- Dateline (Date of article)
- “Inverted Pyramid” Structure (see image above)
- Lead (First paragraph that includes many of the 5 W's and H):
 - Who
 - What
 - When
 - Where
 - Why
 - How

Expository Essay

(Explanatory)

- Paragraph 1: Attention-grabber, background info, thesis
- Paragraph 2: Topic sentence, concrete details (evidence, facts, quotes), commentary (shows why are concrete details are important), concluding sentence
- Paragraph 3: Topic sentence, concrete details, commentary, concluding sentence
- Paragraph 4: Topic sentence, concrete details, commentary, concluding sentence
- Paragraph 5: Conclusion: Wraps up essay to give it a finished feel

Reading Strategies

MARKING THE TEXT:

NON-FICTION

Informational/Argumentative/Explanatory

This **annotation** strategy uses *four main* marks:

1. Number the paragraphs.

①

②

Start with #1 and continue in order until the end of the text or reading assignment. Circle the number, leaving room in margins. Like page numbers, paragraph numbers will act as a reference so you can easily refer to a specific section.

2. Draw a box around the words or topics that you don't know.



Look up the word's meaning so you can understand the sentence. Also use this symbol to remind you to research topics mentioned in the article that you are unfamiliar with.

3. Circle key terms, names of people, places and dates



To identify Key Terms, ask if it is...

- Repeated
- Defined
- A main idea
- Important to the purpose of the reading

4. Underline or highlight claims and relevant information



A claim is an argument or a statement made by the author. Relevant information is information that is closely connected to the subject being discussed or is important to helping us understand the subject, such as:

- Evidence
- Explanations
- Descriptions
- Data & Statistics
- A Process

5. Write notes in the margins or between paragraphs

Americans didn't think about the environment much until 1970

Write down the questions you have after reading the paragraph, or summarize it in a sentence or a few words. Use margin notes to explain the "marks" you left in the text.