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### STATEMENT OF NONDISCRIMINATION

The Bonita Unified School District does not discriminate on the basis of handicap, sex, race, color, national origin, or lack of English skills in the educational programs or activities that it operates. BUSD is required by Title IX not to discriminate in such a manner. Noncompliance should be reported to the Title IX coordinator who is available at the district office. Reasonable accommodation for handicapped pupils will be provided in accordance with the Rehabilitation Act of 1973 and E 504, Title VI, Civil Rights Act of 1964 and Title IX Education Amendment Act of 1972.



## ACADEMICS

### REGULAR BELL SCHEDULE

Period 1	9:00 - 9:56
Period 2	10:01 - 10:54
Nutrition Break	10:54 - 11:05
Period 3	11:10 - 12:03
Lunch (6 <sup>th</sup> grade)	12:03 - 12:36
Period 4 (7 <sup>th</sup> / 8 <sup>th</sup> grade)	12:08 - 1:01
Period 4 (6 <sup>th</sup> grade)	12:41 - 1:34
Lunch (7 <sup>th</sup> / 8 <sup>th</sup> grade)	1:01 - 1:34
Period 5	1:39 - 2:32
Period 6	2:37 - 3:30

### COMPACT DAY

Period 1	9:00 - 9:32
Period 2	9:36 - 10:08
Period 3	10:12 - 10:44
Break (6 <sup>th</sup> grade)	10:44 - 11:06
Period 4 (7 <sup>th</sup> / 8 <sup>th</sup> grade)	10:48 - 11:20
Period 4 (6 <sup>th</sup> grade)	11:10 - 11:42
Break (7 <sup>th</sup> / 8 <sup>th</sup> grade)	11:20 - 11:42
Period 5	11:46 - 12:18
Period 6	12:22 - 12:54



### CURRICULUM

#### REQUIRED COURSES FOR 6<sup>TH</sup> GRADE:

English	Social Studies
Math	Earth Science
Physical Education	Elective

#### REQUIRED COURSES FOR 7<sup>TH</sup> GRADE:

Math	Social Studies
English	Physical Education
Life Science	Elective

#### REQUIRED COURSES FOR 8<sup>TH</sup> GRADE:

English	Social Studies
Physical Science	Physical Education
Math	Elective

**Honor Roll:** Students with outstanding academic achievements are recognized by the school through the Honor Roll. The following guidelines will determine your eligibility to be on the Honor Roll.

<u>Grade Average</u>	<u>Honor Roll</u>
4.00	Principal's Honor Roll
3.99 – 3.50	School Honor Roll
3.49 – 3.00	Honor Roll

**More than one “U” in citizenship in any one marking period will keep students from attaining Honor Roll status for that grading period.**

Students who obtain a GPA of 3.50 or higher in the first two trimesters will be rewarded with the opportunity to go to an end of the year activity and will be recognized with an honor roll certificate at the end of the year.

**Intervention Programs:** Ramona Middle School provides students with intervention opportunities within the school day as well as before school. Placement decisions will be based on assessment data including: performance on state tests, BUSD benchmark and/or assessment tests in math, language arts, and reading. Math tutoring is available through the math teachers before school one or two days a week. Many teachers will make themselves available for help before school and/or during lunch time. Please check with an individual teacher for details.



**Library:** The materials in the Library are for students to use for school assignments and recreational reading. Students are responsible for the materials they check out and should return them promptly so that other students may use them.

The Library is open from 8:15 a.m. to 11:15 a.m. and 12:00 to 3:30 p.m.

**Library/Textbooks:** Textbooks are assigned to each student. **All textbooks must have your name clearly marked on the inside in the space provided. All lost or damaged books must be paid for by the student at the time of the loss or damage.** Students must notify their parents, library staff, and teacher immediately if a book is lost. **Students who have not cleared their records may be prohibited from attending school activities, receiving their yearbook, or grade reports may be withheld.**

**Library Use Policies:** A current ASB or student identification card is required to use a computer and to check out library books. If using the internet, a properly completed internet-use form must be on file with the

school and a "NET" sticker must be present on the student ID card. Computers are to be used for school assignments and research purposes only. Games, e-mail, and chatting are not permitted. There is no food, drinks, or gum allowed. The library is for quiet study. Very minimal amounts of noise are permitted.

Any student found not following these policies or behaving disrespectfully will be disciplined according to the Ramona School-wide Discipline Plan.

**Make-up Policy:** You are responsible for making up work missed due to absence. We encourage students to keep an accurate record of assignments in their student planner.

When you return to class after an absence, check with your teacher for missed assignments. Work may be requested for absences of 3 days or greater. Please allow 24 hours for the work to be collected. Make-up work **will not** be provided for students who are truant from school. Generally a student has the number of days absent to return work for credit.

**Physical Education:** Ash gray T-shirts and Kelley green shorts or ash gray sweat tops and pants must be purchased by the second week of school from finance office. All students must dress out everyday in their own P.E. clothes or Ramona loan clothes. Continual use of loan clothes will result in disciplinary action. The only exception is a doctor's note, which should designate no dressing and/or no physical activity.

Students may be excused from participating in the physical activities with a parent note for up to three (3) days only. For longer excuses, there must be doctor's note.



## ACTIVITIES

**Activities Eligibility:** Students must attend school the day of an event to be eligible to attend.

### Reminders:

1. Ramona activities are for Ramona students ONLY!
2. District Policy requires that all students ride the bus to and from all school-sponsored events.
3. Dress code for special activities is the same as daily school dress code.
4. Students who have not cleared assigned proctor or assistant principal detentions may not attend the activity.
5. These activities are considered a privilege and may be taken away for disciplinary reasons by the administration. Students in attendance are expected to conform to all school rules of conduct and are subject to all school rules and policies.

**Activities Program:** The Ramona Activities Program wants to support YOU! As you grow and learn academically, the Activities Program wants to provide you with opportunities to grow socially. If you have an interest in starting a new school club, see the ASB Director. We have five to six after-school dances during the year that provide opportunities for friends to have fun together. There are also a variety of activities during lunch for participant and spectator alike. Become involved in student government, and you can have a voice in the Ramona Activities Program.

**Promotion Ceremony Criteria:** The eighth grade promotional ceremony is a special award for 8<sup>th</sup> students who have successfully completed middle school. Dress for the promotion ceremony must meet regular school dress code policy. A typical 8<sup>th</sup> grade student will take 18 classes during the year (6 per trimester). This student must pass 15 or more classes to be eligible. A student's 4<sup>th</sup> failing trimester mark will eliminate them from promotion. Students may be placed on a contract due to behavior problems and lose the privilege of attending the promotion ceremony if problems persist.

**Renaissance in Action:** Renaissance is a recognition program designed to recognize students and staff performing at "personal best" levels. For some that will mean "excellence," or "well done," or "improved," or "winning attitude," etc. Students and staff will be encouraged to achieve their "personal best" through a variety incentive programs. Some of the incentives are:

- Renaissance Rewards.
- Award Rallies
- Eighth Grade Class Trip
- Renaissance Shirts
- Action competition
- End of the year Action Team Party
- Kudos/R-Stars

**ASB Cards:** Each Ramona student is encouraged to become an active participant in student activities. By purchasing an ASB card, you support Ramona Activities such as Renaissance, lunch events, action competitions, music on the Quad, and dances. With your ASB card you can buy a discounted ticket to all Ramona school dances. The chip card and Student Store also have discounts for ASB cardholders.

**Student Government:** The Ramona Student Council is made up of 8<sup>th</sup> graders who are elected ASB officers, class representatives and Leadership students. Student Council is the *voice* of the Ramona Student Body and is an organization that promotes leadership, initiative, and responsibility in its membership.



## ATHLETICS

**Ramona Sports:** Available sports include: football, volleyball, basketball, and track.

**Athletic Eligibility:** The student members of our athletic teams represent Ramona Middle School. As a school representative, all athletes are expected to display good sportsmanship and exemplary behavior on and off the competitive field. To be eligible for a team, students must be ‘cleared.’ Athletic clearance includes a physician-completed physical, and a current GPA of 2.0 or more. Satisfactory citizenship is also required of student athletes. Students are removed from athletics if they earn 3 demerit points on their report cards; two points assigned for every “U” and one point for every “N” recorded for behavior in class. Students must have no encumbrance to the school (monetary or material). If a student’s grades fall below minimum standards, he/she will be ineligible to participate in athletics for the next trimester.

**Conduct:** Each student is expected to behave in accordance with the Ramona School Wide Discipline Plan. Any assigned detention must be served before participating in practice or games. Any suspension may result in dismissal from team.

**Attendance:** In order to participate on the day of a game, the student must attend a **minimum of four periods** on that day.

**Athletic Uniforms:** All students are financially responsible for the care of their uniforms and agree to replace them in the event they are lost, stolen, or damaged.



## ATTENDANCE

**Absences:** Daily attendance at school is the best way to ensure academic success. At Ramona attendance will be closely monitored. We expect parents/guardians to call Ramona on the day of absence, at (909) 971 – 8260 ext 6031, from 7:30 a.m. to 4:00 p.m.

After 4pm, you may leave a voicemail regarding an absence. When leaving a voicemail – please leave the following info:

- Name (first and last) and the exact date(s) of absence.
- Reason for the absence
- You may leave info regarding more than one absence.

Medical and dental office visit notes are encouraged. Students requiring crutches, wheelchairs, etc. will need a doctor’s note for confirmation.

Students more than 30 minutes tardy are considered absent and require a parental or doctor’s note.

If you choose to send a note, please confirm with your child that the note was given to the office on the day of his/her return to school. Since it would be impossible to call on each and every absence for clarification, it is the responsibility of the parent/guardian to contact the school regarding absences.

**Arrival Time:** Because there will be no campus supervision before 8:30 a.m., students should not arrive before that time unless they are taking part in a supervised activity or zero period class.

**Tardiness:** If you are arriving after 9:10am – please report directly to the office.

**Truancy:** Students who are absent from school for more than thirty minutes of any school day without their parent or guardian’s knowledge and without a valid excuse are truant. Students who are truant more than three days will be reported to school authorities as habitually truant. If the truancy continues, the student may be referred to the School Attendance Review Board and other juvenile authorities. All students with full-day truancy will be assigned an In House Suspension.

**Leaving Campus During School Hours:** If a child is called out of class early, it can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours. Should you require your child to leave early – please go to the front office so that the student may be called out of class. A signature of authorization, with the time, will be required by the adult who picks up the student (if the child is returning, please sign him/her back in with return time). **If the student is leaving with someone other than the legal parent/guardian, please write a note to inform the front office and deliver before school begins on that day. All notes will be verified by a phone call.** Students leaving campus without proper authorization will be considered truant.

**Independent Study:** The Independent Study Program is a State provision that follows strict guidelines. This privilege is for five or more consecutive missed school days due to vacations, personal business, or per a doctor’s orders. Parents/guardians must notify the office at least one week prior to the proposed absence and comply with State and Ramona Middle School guidelines.



## CAMPUS GUIDELINES

**Cell Phones:** Electronic communication devices, such as cell phones, shall be permitted on campus with the following guidelines and restrictions:

Middle school students who possess electronic communication devices may not turn on or use the electronic communication device on school grounds until the end of the official instructional day, unless there is a life-threatening situation. Cell phones that are out and visible or that ring during the school day will be confiscated. Cell phone use is prohibited during passing periods and lunch. Repeated incidents will be treated as school disruption and defiance. See Discipline section for detailed consequences.

**Hall Passes:** Students are not to be out of class without a teacher's authorized pass or an office summons. Students without a pass will be returned to class. When issued a pass, keep in mind that students are to use it for its intended purpose, reporting directly to a destination.

**Obstacle course and Project Adventure course are off limits except during a supervised class activity.**

Students are to stay in supervised areas at all times.

**Prohibited Items:** A student should bring to school only those materials needed for learning. Valuables are not to be brought to school. The following items are prohibited at school: TOYS, BALLOONS, COLLECTABLES, EXCESSIVE AMOUNTS OF MONEY, MARKING PENS, SPRAY CONTAINERS, RADIOS, CD PLAYERS, MP-3 PLAYERS, CAMERAS, SKATEBOARDS, SCOOTERS, ROLLERBLADES, PLAYING CARDS, TRADING CARDS, GAMES, WALLET CHAINS, SHOCKER PENS, POPPERS, BLANKETS, AND LASER POINTERS.

**Gum, sunflower seeds, and toothpicks** present sanitation and cleaning problems. These items are prohibited at school. Glass bottles and sports bottles that are not clear are not allowed.

**Responsibility:** Students are responsible for all items in their possession. Never leave your backpack, books, or personal property unattended. The school cannot be held responsible for loss or damage to personal property, including cell phones and electronic devices. Large sums of money and articles of real or sentimental value **should not** be brought to school. When items of value must be brought to school, take them to the office for safekeeping until they are needed.

**Selling on Campus:** There is absolutely NO SELLING ON CAMPUS unless it is approved by the ASB Director. This includes school fundraisers. A student found selling will be reported to the administration office.

**Visiting Other Schools:** All students must stay off all other school campuses. You are not allowed to visit other

students or teachers on any other campus at any time without permission. Regardless of the reason, suspension may result.



## DISCIPLINE

**Behavioral Expectations:** At Ramona we expect our students to treat each other with kindness and to demonstrate responsible behavior and good decision making. We follow 4 R's for conduct:

- Respect yourself
- Respect each other
- Respect all adults on campus
- Respect the property of others

Students should come to school prepared to learn with materials (textbooks, homework, P.E. clothes) needed for each class.

**Ramona Discipline Plan:** The philosophical base of the Ramona School wide Discipline Plan is built upon the following beliefs:

1. We believe in a consistent school wide plan.
2. We believe in a proactive discipline plan based on active listening and counseling involving all staff members.
3. We believe in providing a safe and orderly environment where students can learn.
4. We believe in a student-centered atmosphere, which recognizes students as unique individuals.
5. We believe in "discipline with dignity."
6. We believe in a progressive and uniform behavior modification plan built upon a system of positive rewards.

Because we have designed an effective plan with all staff members participating, the following conditions will exist on campus:

1. A safe, clean environment for students and staff.
2. Self-assured students capable of making positive choices and willing to attempt new challenges.
3. Students who demonstrate positive self-image and higher self-esteem.

### **Progressive Discipline Steps:**

Step 1	Student Warning and Parent notification by teacher
Step 2	20 minute teacher detention with phone call home
Step 3	Proctor detention assigned
Step 4	Referral to an Administrator

Double Proctor Detentions are assigned for students found to be misbehaving for a substitute teacher.

**B.U.S.D. Code of Discipline Guidelines on pages 8-11.**

**Proctor Detentions:** Proctor detentions are held before school from 7:50am to 8:30am. on Monday, Tuesdays and Thursdays. If you are assigned a proctor detention, you will be issued a form that must be signed by a parent and presented at the time of your detention. This signed form must be presented for admission to proctor detention. Parents will always be given at least a one day notice before the detention must be served. **Failure to report to proctor detention will result in the issuance of two detentions.** Habitual failure to report to proctor detentions for any reason will result in an In House Suspension and/or possible referral to administration for further disciplinary action.

**Suspension and Expulsion:** Some situations may warrant an automatic referral to administration for suspension and possible expulsion. The California Education Code and the Bonita Unified School District's Code of Discipline (see appendix A) will be the basis for determining the appropriate consequence.



## DRESS CODE

In order to maintain a school climate for learning, increase self-esteem of students, and ensure campus safety and security, Ramona Middle School has a dress code. **A complete dress code is included in Appendix B.** PE uniforms are to be worn in PE class only. Students must wear street clothes to all classes except PE. We strictly follow the BUSD dress code.



## PARENT COMMUNICATION

An open line of communication between the school and parents is very important. **Parents are encouraged to always make contact with the teacher as a first step in communication about the student's academic progress.** There are several general ways that we try to keep the lines of communication open to you. The following are regular communication procedures.



**Web-Based Access:** Parents have access to grades via a web-based grade book, Standards Score. It is located at <http://login.clihome.com/login.asp>. Students and parents will be issued Standards Score login information at the beginning of the school year. There is a link to Standards Score through Ramona's web site at [www.bonita.k12.ca.us/ramona](http://www.bonita.k12.ca.us/ramona).

**Back-to-School Night/Open House:** These two evenings are set aside so that parents can see for themselves all the good things that are happening at Ramona. Please check the calendar of school activities and mark your personal calendar to attend.

**GATE News:** The GATE program offers enrichment mini-courses two times a year that students can participate in before or after school. The GATE committee hosts an evening parent meeting in the fall and mails home three newsletters during the year. Field trips may also be offered to GATE students.

**Marquee:** Weekly updates on our electronic marquee highlight upcoming events

**Newsletter, Viking Voice:** This document is accessible via our school webpage for students and families. Families may sign up at the office for email notifications which would include newsletter, daily bulletin and other school announcements.

**Progress/Grade Reports:** Students will receive a report card each trimester. After the close of each grading period, report cards will be mailed home. Teachers will send a progress report at the mid-point of the trimester when the student's work is below average. If you have any concerns regarding your child's progress, you are encouraged to call your child's teacher.

**PTA:** The PTA is very helpful in assisting the staff and students in many ways. The PTA Board is an active group and needs parental support throughout the year. Assistance is generally needed in preparing mail outs, helping with refreshments, chaperoning activities, assisting teachers, and other jobs that come up during the school year. If you would be willing to assist in any way, please call the school.

**Ramona Web Site:** The Ramona web page can be accessed through the B.U.S.D. web site at [www.bonita.k12.ca.us/ramona](http://www.bonita.k12.ca.us/ramona). The monthly calendar with weekly updates will be found. Student activities and other important events will be highlighted. You may also view Ramona's PTA's newsletter through Ramona's website.

**Homework online:** Many Ramona teachers now post homework information online at [www.classjump.com](http://www.classjump.com). Contact your student's teachers to find out if they use this resource and what information you can expect to be posted there.



## STUDENT SAFETY

**Campus Supervision:** Campus supervisors are hired by the district to help provide a safe, secure, and peaceful campus. They are trained in conflict resolution, disciplining with dignity, behavior modification, and the needs of the middle school child. Campus Supervisors provide supervision before school, at lunch, and after school. They supervise activities for students before school and at lunch, coordinate the school service program, lost and found, enforce dress code, and bubble gum club.

**Closed Campus:** Ramona is a closed campus. Therefore, once a student arrives at school, he or she may not leave without proper authorization from the office until the end of the school day. All visitors, student or adult, are asked to register in the front office before going on campus. Former students are considered visitors. Visitors on campus without office authorization will be asked to leave. Failure to comply with a request to leave the campus may result in arrest.

**Fire, Disaster, And Lock Down Drills:** Drills are part of our regular education program, and drills are scheduled as required by law and our school plan. Your teachers will instruct you on what to do in the event of an emergency. You must follow your teacher's directions quickly, quietly, and exactly.

**Reporting of Accidents:** Any accident or school injury in school buildings, on school grounds, or at any school-sponsored activity must be reported immediately to the staff member in charge.

**Controlled Substance Policy:** Ramona Middle School is dedicated to eliminating possession, use, and sale of alcohol and other illegal drugs on school grounds. Students found to be in possession of illegal substances are subject to consequences in line with California Education Code and the California Civil Code.

Please be advised that the school and district administration will regularly use specially-trained dogs to sniff student's personal property, such as backpacks and jackets for the presence of controlled substances and alcohol.



## STUDENT SERVICES

**Student Services Coordinators (SSC):** SSC are available to assist students and parents during their time at Ramona. Contact your students SSC regarding academic progress

and/or all teacher conferences. SSC are also available to assist with social needs and conflict resolution.

**Deliveries to Students:** No flowers, balloons, gifts, lunches, homework, projects, or deliveries of any sort will be accepted at school for delivery to students. We will also be limiting messages sent to students during the school day.

**Health Services:** The health office is in B Building. If you are ill or get injured while at school, get a pass from your teacher or a campus supervisor and go to the health office.

**To maintain student safety, ill students should not use their cell to contact parents. All students must report to the Health Office where parent contact will be made.**

Every student must have a complete and up-to-date emergency card on file in the health office. This is in line with state law.

**Medication at School:** In order for students to take medication at school, the parent must bring the medication in a properly labeled container and the medication authorization form completed by the doctor and signed by the parent.

**Lost and Found:** Check with the campus supervisors for lost/stolen items. Lost backpacks and books are kept in the library. Check in P.E. for lost P.E. clothes.

The lost and found items are placed in the Cafeteria. Items not claimed are then donated to charity at the end of each month.

**Lunch Program:** Eating will be allowed in the cafeteria and quad areas only. Students must be seated at a table or a bench in the quad while eating. Please do not stand or walk around when you are eating your lunch. Glass beverages are not allowed on campus so please do not bring them in your lunch.

**Phone Calls:** Students will not be allowed to come to the office to make phone calls for forgotten homework, P.E. clothes, lunches, and projects. The cafeteria will provide graham crackers and fruit to students who forget their lunch, if asked.

**Student Store:** The student store is sponsored and run by the Ramona ASB. The store sells all types of school supplies. The store is located in MPD. Many items are discounted for students with an ASB card. The Student Store is open before school and at lunch for all students. The Student Store also offers an online shopping feature and can be accessed through Ramona's website.

**Technology Use:** Ramona Middle School is proud to offer a wide variety of technology resources for student use. Students are expected to use these resources in a responsible manner. Specific internet use forms must be on file in order to have access to the internet.

**Theft Reports:** If you have something stolen, report it immediately to an adult. Leaving valuable items at home prevents theft. The school is not responsible for investigating missing electronic devices.



## TRANSPORTATION



### Bicycles:

1. While you are riding your bike to and from school you must obey all traffic rules, signs, and signals. Cross streets only at crosswalks and intersections. **Helmets must be worn while riding your bike.**
2. When you arrive at school, dismount your bike in front of the school and walk it to the bike racks. Sixth graders occupy the south bike rack, seventh and eighth graders occupy the north bike rack.
3. **Lock your bike!** Although we take safety precautions, the school is not responsible for stolen bikes, bike parts, or damaged bikes. Bike riders must have their own individual bike lock.
4. When you are leaving school, walk your bike to the street before riding. **Never ride your bike on school grounds!**
5. **Skateboards, scooters and roller blades are not permitted on campus.**



**Buses: Riding the bus is a privilege.** Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. Serious violations on the bus may result in further disciplinary measures.

### At the Bus Stop:

1. Arrive at least five (5) minutes before the scheduled departure.
2. Wait in a safe place and respect private property.
3. Observe the same rules that apply at school.
4. Line up in an orderly manner as the bus approaches. Have your bus pass ready to show the bus driver.
5. Wait until the bus has come to a complete stop and the driver has opened the door before attempting to board the bus.
6. Go directly home after leaving the bus stop.
7. Follow the driver's instructions when crossing the street.

### On the Bus:

1. Be courteous and follow all directions.
2. Give proper identification to the driver when requested.
3. Sit where the driver directs. Remain seated at all times. Face forward with both feet on the floor.
4. Do not shout, make loud noises, or cause other disturbances.
5. Keep the aisle clear of feet and objects.
6. There is no gum, food, drink, glass containers, animals, insects, birds, or reptiles allowed on the bus. Sack lunches may be taken on the bus but must remain closed.

### Consequences of Bus Citation:

<b>FIRST</b>	Warning, parent contacted.
<b>SECOND</b>	One to three days bus suspension
<b>THIRD</b>	Three to five days bus suspension
<b>FOURTH</b>	Two weeks bus suspension
<b>FIFTH</b>	Possible bus pass revocation

**Dropping Off / Picking Up Students:** Before school and after school, students can be dropped off or picked up on Gladstone Street and on the east side of Ramona Avenue. Cars are not allowed into the school parking lot during peak periods (20 minutes before and 20 minute after the school day). Please, remember to drive **slowly** and **cautiously** whenever you are near campus. The safety of our students is a responsibility of each of us; show courtesy not only to student pedestrians, but other drivers as well.

Formal supervision of school grounds begins ~30 minutes before the start of the school day. Therefore, **students should not be dropped off to school prior than 8:30am** unless they are here for a zero period class (where students will be supervised within a classroom).

