

BONITA UNIFIED SCHOOL DISTRICT

RAMONA MIDDLE SCHOOL

Student Handbook 2017-2018



Anne Neal, Principal

**Ramona Middle School
3490 Ramona Avenue
La Verne CA 91750
www.bonita.k12.ca.us/ramona**

Office (909) 971-8260

PRINCIPAL'S MESSAGE

Dear Students:

The following handbook is designed to provide the information that you will need for a positive and successful year at Ramona. Your responsibility is to read each page and to understand the information that it contains. You and your parent will be asked to sign that you have read all of the rules and regulations and that you agree to abide by them. If you have any questions regarding any rule or policy, please feel free to discuss them with one of your teachers or an administrator.

As always, we do have high expectations of our students. Those expectations include the following:

- You will attend school regularly.
- You will be in your seat and ready to work when the tardy bell rings.
- You will give maximum effort in every class, everyday.
- You will do your assigned homework and read everyday. The State of California expects all middle school students to read 1,000,000 words per year!
- You will take pride in your school and help to keep it clean.

My best wishes to you in the 2017-2018 school year. Let's make it a GREAT ONE!

Anne Neal, Principal

RAMONA MISSION STATEMENT

Our mission is to create a safe and positive learning environment where students will gain the skills necessary to be successful in a rapidly changing world. The Ramona team, working in collaboration with our community, will prepare our students to become independent thinkers, continual learners, and productive citizens.

RAMONA VISION STATEMENT

The Ramona Middle School team is committed to providing a safe and positive learning environment where students are engaged in a rigorous, standards-based curriculum that prepares them for the next level of their education. Ramona will be a place where students develop a desire to continue learning and gain the skills they need to function productively in society.



MASCOT AND COLORS

The school mascot is a Viking.
The school colors are green, gold, and white.

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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 th grade)	12:03 - 12:36
Period 4 (7 th / 8 th grade)	12:08 - 1:01
Period 4 (6 th grade)	12:41 - 1:34
Lunch (7 th / 8 th 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 th grade)	10:44 - 11:06
Period 4 (7 th / 8 th grade)	10:48 - 11:20
Period 4 (6 th grade)	11:10 - 11:42
Break (7 th / 8 th grade)	11:20 - 11:42
Period 5	11:46 - 12:18
Period 6	12:22 - 12:54



CURRICULUM

REQUIRED COURSES FOR 6TH GRADE:

English	Social Studies
Math	Science 6
Physical Education	Elective

REQUIRED COURSES FOR 7TH GRADE:

Math	Social Studies
English	Physical Education
Science 7	Elective

REQUIRED COURSES FOR 8TH GRADE:

English	Social Studies
Science 8	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 with a GPA of 3.50 or higher in their first semester grade **and** 3.50 or higher in their second semester quarter grade **and** who meet certain eligibility requirements 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. 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 before school. 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 lost or damaged books must be paid for by the student at the time of the loss or damage (cost is determined by library staff).** 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 all technology and to check out library books (**NO Exceptions**). If using the internet, a properly completed internet-use form must be on file with the school.

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.

AR Books: all students will receive one book.
Replacement books are \$5 (to be paid in the front office)

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 kelly green shorts or ash gray sweat tops and pants must be purchased by the second week of school from the 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 physical activities with a parent note for up to three (3) days only. For longer excuses, there must be a 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 three to five 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 8th grade students who have successfully completed middle school. A typical 8th grade student will take 12 classes during the year (6 per semester). This student must pass 10 or more classes to be eligible to participate in the Promotion Ceremony. **A student's 3rd failing semester mark will eliminate them from the Promotion Ceremony.** Students may be placed on a contract due to behavior problems and lose the privilege of attending the promotion ceremony if problems persist. Disciplinary action taken during the 3 Quarter Grading Period may result in revocation of promotion and will be at the discretion of the administration.

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

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 and dances. With your ASB card you can buy a discounted ticket to all Ramona school dances. The chip cart and Student Store also have discounts for ASB cardholders. If you lose your card you can pay \$5 at the student store to replace it. (Might take 1-2 days for new card)

Student Government: The Ramona Student Council is made up of 8th 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.

Photo Identification Cards:

A student photo Identification card (ID) is provided at no charge to each student at the time student photos are taken. Carry them at all times, replacement cards are \$5 to be paid at the student store.

Student Planners/Agendas:

All students will receive one agenda – replacements are \$5 paid at the student store and you will receive this at the time of payment.

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 school representatives, 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 Parent Permission slip in triplicate (available in the office) and a current GPA of 2.0 or higher. **Medical P.E. exemption notes also mean that a student cannot participate in Ramona sports.** 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 quarter grading period.

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.

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 achieve academic success. At Ramona, attendance will be closely monitored. We expect parents/guardians to call Ramona on the day of an 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 9:05am – 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 moved through progressive discipline steps.

Leaving Campus During School Hours: Should you require your child to leave early for an appointment, please *remind your student the day and time they have an appointment. If you are picking your student up at lunch have your student meet you at the office.* Report to the front office to check a student out of school. 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. 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. An agreement form will be sent home with the student requiring signatures from the parent/guardian and the student.



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 during school hours. They must be turned off after 8:55 am and students may turn them back on at 3:30pm, the end of the official instructional day. 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 the 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, Project Adventure course, sandpit and any construction area on campus 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, CAMERAS, 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. 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 (supplies, 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 Tuesdays, Wednesdays 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 a 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. Students that are suspended are not allowed on campus during their suspension.



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.



Ramona Web Site: The Ramona web page can be accessed through the B.U.S.D. web site at www.ramonavikings.com. The monthly calendar with weekly updates will be found. Student activities and other important events will be highlighted.

Grades Access: Parents have access to grades via a web-based grade book, aeries.net. Students and parents will be issued aeries.net login information at the beginning of the school year. There is a link to aeries.net through the District web site at www.bonita.k12.ca.us.

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.

Progress/Grade Reports: Students will receive a progress report for grades C- and below, and quarter grades for all courses in which the student is enrolled. After the close of each grading period, report cards will be mailed home. If you have any concerns regarding your child's progress, you are encouraged to contact 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.

Homework online: Many Ramona teachers now post homework information online within their Google Classroom Account. 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 Counselors: 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. Items may be dropped off only; student can pick up items during passing periods or lunch.

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. Any lost backpacks and books are kept in the library, valuable items and digital devices are kept in the office, check in P.E. for lost P.E. clothes, lunch boxes and personal clothing are located in MPC.

The lost and found items are placed in the Quad every compact day. Items not claimed are then donated to charity.

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 a small lunch 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 (ramonavikings.com) Access to the student store is a privilege.

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, Skateboards, and Scooters:

1. While you are riding your bike, skateboard or scooter 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, skateboard or scooter. IT'S THE LAW!

2. When you arrive at school, dismount your bike, skateboard or scooter 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 IT UP!** Although we take safety precautions, the school is not responsible for stolen bikes, bike parts, or damaged bikes. Bike, skateboard and scooter riders must have their own individual bike lock.
4. When you are leaving school, walk your bike, skateboard or scooter to the street before riding. **Never ride your bike, skateboard or scooter on school grounds!**
5. **Roller blades are not permitted on campus.**
6. Follow the above guidelines or there will be consequences and possible loss of privileges.



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.

*If you lose your bus pass you must pay for a new one at the district office (transportation department)

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:

Progressive discipline will be taken for bus citations.

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. Dropping off and picking up is not allowed in North Parking lot by dumpsters.

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). All students must be picked up when dismissed from school at 3:30pm or 1:05pm on a compact day.



Bonita Unified School District Code of Discipline

The following procedures are general guidelines. **School administrators have discretion with respect to the application of these guidelines on a case by case basis.** All incidents will include counseling.

Offense	1st	2nd	3rd
Ed. Code 48900 A. Caused, attempted to cause, or threatened to cause physical injury to another person (fighting) [serious injury: 48915-A1]	1-5 days suspension Counseling Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation	5 day suspension Possible hearing recommendation
Assault on school personnel (PC 241.2) [48915-A5]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 B. Possession of "weapons" [knife: 48915-A2]	5 day suspension Police report Possible hearing recommendation	5 day suspension Police report Hearing recommendation	
Possession of dangerous Object [knife: 48915-A2] [firearm: 48195-C1]	1-5 day suspension Police Report Possible hearing recommendation	3-5 days suspension Police report Possible hearing recommendation	
Brandishing a knife [48915-C2]	5 days suspension Police report Recommend expulsion		
Poppers, stink bombs, lighters, matches	1 day suspension	1-3 days suspension	3-5 days suspension
Possession of firecrackers or other explosives [explosive: 48915-C5]	3-5 days suspension Possible hearing recommendation Police report	5 days suspension Recommend expulsion Police report	
Ed. Code 48900 C. Possession, selling, furnishing, or under the influence of alcohol or Drugs [possible 48915-A3], [selling: 48915-C3]	5 days suspension Possible police report Recommend hearing	5 days suspension Police report Recommend expulsion	
Ed. Code 48900 D. Sale or distribution of drugs or alcohol or substances purported to be drugs or alcohol (look-a likes) [48915-C3]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E. Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	
Ed. Code 48900 F. Damage to school property or private property	Alternative to suspension such as Saturday School or in-school suspension Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation

Bonita Unified School District Code of Discipline

Offense	1st	2nd	3rd
Ed Code 48900 G. Stealing or attempting to steal	Possible suspension if deemed a danger to persons Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 H. Possession or use of tobacco	Alternative to suspension such as Saturday School or in-school suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
Ed. Code 48900 I. Obscene Act	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	3-5 days suspension
Habitual profanity towards other students	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	2-5 days suspension
Profanity towards staff	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	3-5 days suspension
Ed. Code 48900 J. Possession of drug paraphernalia containing no drug	Possible suspension if deemed a danger to persons Possible police report	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 K. Disruption of school activities, Defiance of school authority	<i>Behavior that disrupts school activities or in which a student willfully defies the authority of a school employee can be grounds for suspension if the behavior is chronic. Other means of correction should be used and documented prior to a suspension See the Progressive Discipline section below for additional details.</i>		
Ed. Code 48900 L. Received stolen property	Possible suspension if deemed a danger to persons Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 M. Possession of an imitation firearm	5 days suspension Possible police report Possible hearing recommendation	5 days suspension Police report Possible hearing recommendation	5 days suspension Police report Recommend hearing
Ed. Code 48900 N. Committed or attempted to commit a sexual assault; or committed a sexual battery [48915-C4]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Bonita Unified School District Code of Discipline

Offense	1st	2nd	3rd
Ed. Code 48900 Q. Engaged in or attempted to engage in hazing.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed Code 48900 R. Engaged in an act of bullying, including but not limited to bullying by means of an electronic act directed at a pupil or staff member.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 S. Aids or abets the infliction or attempted infliction of physical injury to another person.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.2 Sexual harassment	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.3 Hate violence (including racial, ethnic, religious, and sexual slurs) Caused, threatened to cause, or participated in an act of hate violence	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.4 Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Grounds for Involuntary Transfer to Another School Within the District:

1. Student in possession of or under the influence of drugs or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal

Grounds for Expulsion from the District (Education Code 48915):

- (A1) Causing serious physical injury to another person
- (A2) Possession of any knife or other dangerous object
- (A3) possession of any controlled substance
- (A4) Robbery or extortion
- (A5) Assault or battery upon a school employee
- (C1) Possessing, selling, or otherwise furnishing a firearm
- (C2) Brandishing a knife at another person
- (C3) selling a controlled substance
- (C4) Committing or attempting to commit sexual assault
- (C5) Possession of an explosive

OTHER DISCIPLINE VIOLATIONS	1st	2nd	3rd	4th
Forgery	Proctor	Double Proctor	In School Suspension or possible Suspension	In School Suspension or possible Suspension
Defiance / Disruption/ Inciting	Warning, possible school service possible class suspension	School Service or Detention possible Class suspension	Detention or In School Suspension possible Class Suspension	Possible In School Suspension or Suspension
Misuse of Technology	School Service or Detention possible Class Suspension	Detention or class Suspension possible In School Suspension	In School Suspension possible Suspension	In School Suspension possible Suspension
Cell Phone Violation / Electronic Media Device	Warning and confiscation Return to student after school	Confiscation and detention Parent must pick up	Confiscation and Double Proctor Parent must pick up	Confiscation and In School Suspension, parent pick-up
Cheating on Homework	Teacher or Proctor Detention Failing Mark on Assignment	Double Proctor Failing Mark on Assignment	Class Suspension Failing Mark on Assignment	Possible In School Suspension or Suspension & Failing Mark
Cheating on Exam / Major Project	Double Proctor Failing Mark on Exam/Project	Class Suspension Failing Mark on Exam/Project	Possible In School Suspension or Suspension & Failing Mark	Possible Suspension Failing Mark on Exam/Project
Tardies	Warning and Parent notification	School Service or Teacher Detention	Proctor Detention	Double Proctor
Truancy (Period)	Proctor	Possible Double Proctor or SART Contract	Possible In School Suspension or SART Contract	Possible Suspension or SART Contract
Gum	Warning & Teacher call home	Bubble Gum Club w/ teacher & Teacher call home	2 Days Bubble Gum Club with Teacher & Teacher call home	Proctor Detention & Teacher call home
Dress Code Violation	Warning and change clothes	School Service and change clothes	Proctor Detention and change clothes	Double Proctor or possible Suspension & change clothes
Disruption while with a substitute teacher	Double Proctor Detention Teacher call home	Possible In School Suspension	Possible Suspension	Possible multiple day Suspension
Missed Proctor Detention	Double Proctor Detention If missed dbl, move to step 2	In School Suspension	In School Suspension or possible Suspension	Possible Suspension
Hands off Policy	Ranges from warning to possible Suspension	Ranges from Lunch Detention to possible Suspension	Ranges from Proctor Detention to possible Suspension	Ranges from Double Proctor to possible Suspension

If infractions continue, moves to Ed Code 48900(k) with other codes cited as appropriate.





**BONITA UNIFIED SCHOOL DISTRICT
STUDENT STATEMENT OF UNDERSTANDING / DISCIPLINE AGREEMENT**

SUSPENSION

California Education Code 48900: A student is subject to suspension or expulsion if he/she has:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a 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) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell 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) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

INVOLUNTARY TRANSFER

A student is subject to involuntary transfer to another school for any of the following acts:

1. Student in possession of or under the influence of drugs or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal

EXPULSION

California Education Code 48915: A student is subject to expulsion for any of the following acts:

- (A1-A) Causing serious physical injury to another person, except in self-defense.
- (A1-B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (A1-C) Unlawful possession of any controlled substance.
- (A1-D) Robbery or extortion.
- (A1-E) Assault or battery upon any school employee.
- (C1) Possessing, selling, or otherwise furnishing a firearm.
- (C2) Brandishing a knife at another person.
- (C3) Unlawfully selling a controlled substance.
- (C4) Committing or attempting to commit sexual assault or sexual battery.
- (C5) Possession of an explosive.

Bonita Unified School District Dress Code

The Board of Education subscribes to the philosophy that students will be provided with a quality education in a safe, secure environment. The Board believes that school dress significantly influences student behavior. Further, students' appearance should be neat, acceptable and in keeping with the activities at the particular school while at school or at any school activity. The Board of Education is committed to provide school campuses that are free from the threats or harmful influence of any group or gang, which advocates drug use, disruptive behavior, and/or illegal activities.

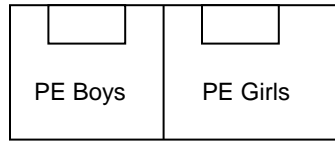
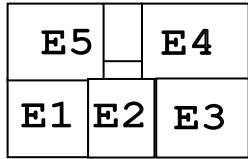
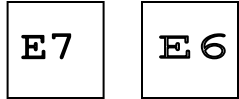
The principal of each school in the District, or designated representative, is hereby authorized and directed to send home or require a change of clothing for any student who has failed to prepare properly for school as set forth in this policy. Students who persist in violating the following general standards may be suspended in accordance with the law.

Student safety must always be at the foremost concern and the predominant criterion for the acceptability of student dress.

Standards for all Students

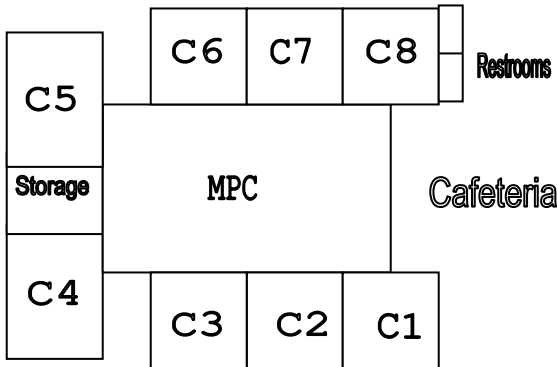
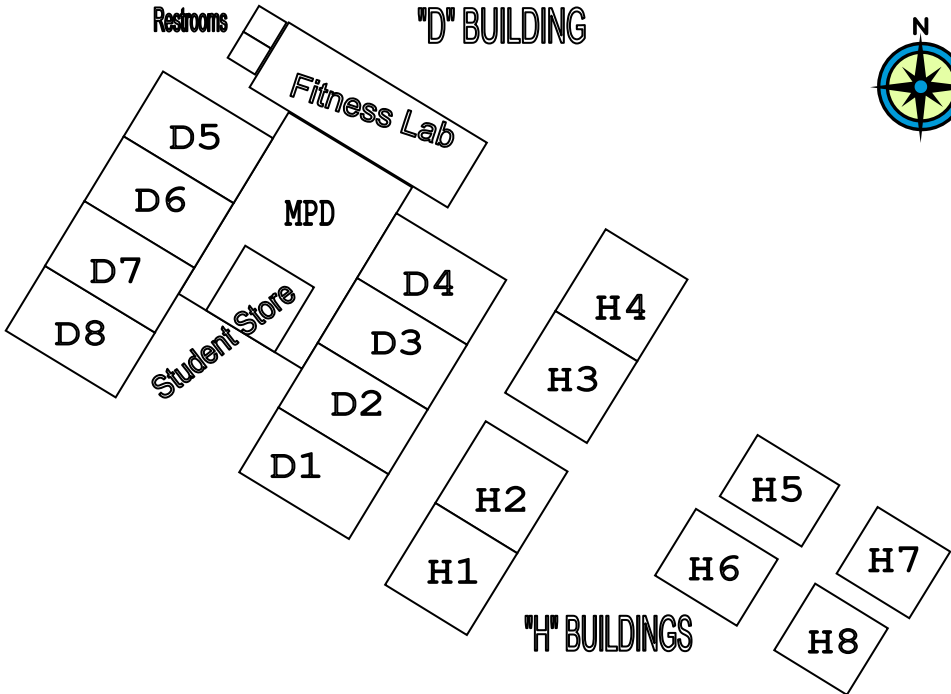
1. All students are to give proper attention to personal cleanliness, modesty and safety in dress and grooming.
 2. Clothing, hair, and accessories are to be neat, clean, safe, non-revealing, and non-distractive.
 3. No student is permitted to attend school if their appearance is disruptive to the operation and administration of the educational process.
 4. Certain types of clothing and attire that have the potential to cause a disruption of school activities will be prohibited.
- A. Clothing, jewelry and/or accessories, which may provoke others to acts of violence, may be disruptive to the educational environment, or may be used as weapons, including but not limited to gloves, hair nets, wristbands, belts, belt buckles, sharp ended piercing/jewelry, chains and any gang-identified or unsafe items are prohibited.
 - B. Clothing and jewelry shall be free of writing, pictures, and any other insignia or indications which are profane, obscene, sexually suggestive, or which advocate racial, ethnic, sexual or religious prejudice, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity. No tights may be worn as pants.
 - C. Only plain-colored/non-logo hats worn outside or medically/religiously-required hats are allowed. Students are not permitted to place tape or any other object over logos to cover them, hat must be plain.
 - D. Footwear must be worn at all times. Students must wear footwear that is safe and appropriate for the learning environment. Middle school and elementary school students must wear shoes that have a back or strap on the heel and have a platform of no more than 1 1/2 inches. Open toed sandals, slippers and steel toed footwear are prohibited.
 - E. Oversized clothing, including oversized white T-shirts with creased sleeves, large shirts with cut out arm holes or creased down the front and oversized and/or sagged pants are prohibited. Pants must fit and be worn at the waist without requiring alteration.
 - F. Gang associated attire, which may include but is not limited to: belts, footwear, jackets, dark glasses not medically prescribed and worn in-doors, bandanas and/or headgear is prohibited.
 - G. Shorts to the knee or longer worn with socks to the knee and/or bib overalls (unless both straps are buckled over the shoulders at all times) are prohibited.
 - H. Clothing shall not be excessively revealing and must be sufficient to **conceal undergarments** at all times. Examples of clothing that may be inappropriate include, but are not limited to: short shorts/skirts, low-rise pants with high-rise underwear, see-through or fishnet fabrics, halter tops, razor back tank tops, muscle shirts, tank tops [with straps of less than one inch], tube tops, spaghetti strapped clothing, off-the-shoulder or low cut tops and bare midriffs.

"E" BUILDING



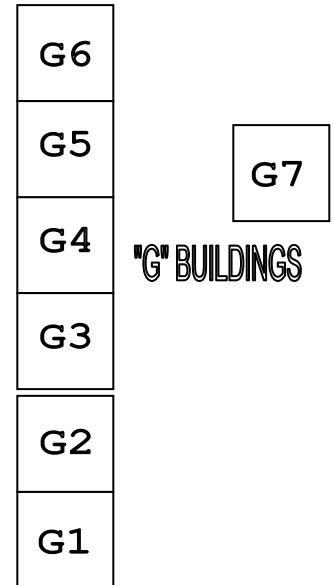
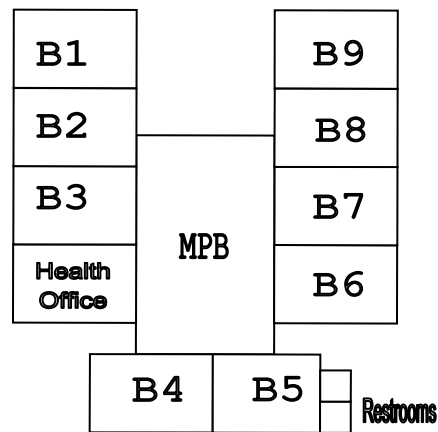
UPPER QUAD

"D" BUILDING

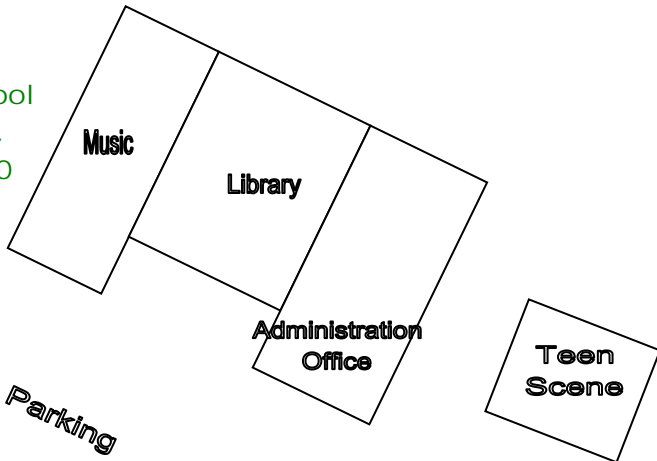


LOWER QUAD

"B" BUILDING



Ramona Middle School
 3490 Ramona Ave.
 La Verne, CA 91750
 (909) 971-8260



Parking