

***BONITA UNIFIED SCHOOL DISTRICT***

# **RAMONA MIDDLE SCHOOL**

## **Student Handbook 2025-2026**



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## PRINCIPAL'S MESSAGE

Dear Ramona Community ...

Welcome to Ramona Middle School! We are excited to have you join us for the 2025-26 school year. Ramona is an active, vibrant campus with more than 85 staff members here to help you navigate the middle school years. This handbook is your guide to everything you need to know to be successful at Ramona.

It is your responsibility to read and understand the information contained here. Upon registering, your parents/guardians are asked to sign that you have read all the rules and regulations and that you agree to abide by them. If you ever have a question regarding anything in the handbook, please feel free to discuss it with one of your teachers, your counselor, or an administrator.

Ramona has high expectations for our students. Vikings will ...

- attend school regularly.
- be in their seat and ready to work when the tardy bell rings.
- give maximum effort in every class, every day.
- do assigned homework and read, every day.
- show respect for self, schoolmates, and the school staff.
- take pride in the school and help to keep it clean.

My best wishes to you in the 2025-26 school year. Let's make it a GREAT ONE!

James Ellis, Principal

### VIKING PRIDE

**Personal Responsibility**

**Respect**

**Integrity**

**Drive**

**Empathy**



## 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: VIKING**

**COLORS: GREEN, GOLD, AND WHITE**

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### **STATEMENT OF NONDISCRIMINATION**

The Bonita Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics. 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.

### 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> )	12:03 – 12:36
Period 4 (7 <sup>th</sup> & 8 <sup>th</sup> )	12:08 – 1:01
Period 4 (6 <sup>th</sup> )	12:41 – 1:34
Lunch (7 <sup>th</sup> & 8 <sup>th</sup> )	1:01 – 1:34
Period 5	1:39 – 2:32
Period 6	2:37 – 3:30

### Compact Day Schedule

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



## ACADEMICS

Ramona Middle School maintains a clear focus on academic readiness and development. Students are encouraged to give their best effort, daily. If the classwork or homework is challenging, students are encouraged to communicate with their teacher, who can provide extra support or direct students to tutoring or other support. Students and parents are encouraged to monitor their grades online through the Aeries portal, weekly. Curriculum is accessed via Canvas for all classes. Google Classroom is also commonly used by teachers. Both programs are available online, 24/7.

### REQUIRED COURSES FOR GRADES 6, 7, & 8

English	Social Studies
Mathematics	Science 6
Physical Ed.	Elective



**Intervention Programs:** Students are also provided with intervention opportunities within the school day. Placement decisions will be based on assessment data including: performance on state tests, BUSD benchmarks, 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 lunchtime. Please check with an individual teacher for details.

**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

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.

**8th Grade Honors Night:** Eighth grade students who earn honor roll status will be invited to an Honors Night Ceremony in late May/early June. This ceremony will also recognize outstanding achievement in academic departments, performing arts, and athletics.

Eighth grade students who have had academic success throughout their tenure at Ramona Middle School have the opportunity to earn the **Presidential Academic Award in Silver or Gold**. Students earn an award based on their GPA and testing results as listed below:

#### Silver:

- 3.5 – 4.0 first and second semester in 6th grade
- 3.5 – 4.0 first and second semester 7th grade
- 3.5 – 4.0 first semester and 3rd quarter 8th grade

#### Gold:

- 4.0 first and second semester in 6th grade
- 4.0 first and second semester 7th grade
- 4.0 first semester and 3rd quarter 8th grade

In addition to the GPA criteria above, beginning with the RMS Class of 2027, to earn a Presidential Academic Recognition, a student must also pass the CAASPP State Assessments in Math and ELA. A student who has “met standard” in both tests during their 6th & 7th grade year is eligible for the Silver Award. A student must “exceed standards” on each test at least once during their 6th & 7th grade year to earn the Gold Award.

**Promotion Ceremony Criteria:** The eighth grade promotion ceremony is a special award for 8<sup>th</sup> grade students who have successfully completed middle school. A typical 8<sup>th</sup> grade student will take 12 classes during the year (6 per semester). Some 8th grade students may take more than 12 classes but the following criteria still apply.

- Pass 10 classes in a 12 course schedule.
- Pass 12 classes in a 14 course schedule.  
A student's 3<sup>rd</sup> failing semester mark will eliminate them from the Promotion Ceremony.
- Have satisfactory behavior.  
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 between March - June of the school year may result in revocation of promotion and will be at the discretion of the administration.

**Library:** The library is open from 8:15am to 11:15am and from 12:00 to 3:30pm. **No food, drinks, or gum are allowed in the library.** The library is a place for quiet study and noise should be kept to a minimum. Students who disrupt the learning environment may receive consequences and/or be referred to the administration for discipline from the Ramona Schoolwide Discipline Plan.

**Library/Textbooks/Chromebook:** Textbooks & Chromebook are assigned to each student. **Students are responsible for the materials they check out and should return them promptly so that other students may use them.**

Students must notify their parents, library staff, and teacher immediately if a book is lost. **The student must pay for all lost or damaged books and/or Chromebook at the time of the loss or damage, including chargers (\$25 to replace).**

- In 2025-26, the cost to replace the screen of an 11" Chromebook is \$50 and a full Chromebook replacement is \$300. Prices are subject to change

Students who have not cleared their records may be prohibited from attending school activities, receiving their yearbook, or grade reports may be withheld.

**Technology Use:** Computers and Chromebooks are to be used for school assignments, research, and printing only. AR Quizzes for English classes cannot be taken in the library; students should work with their teacher to arrange taking AR quizzes in class. Gaming on computers/ Chromebooks is prohibited except when given special permission by the Media Clerk. Students are not to use headphones/earbuds without permission from RMS staff. Failure to follow these expectations can result in progressive disciplinary action.

**Make-up Policy:** Students are responsible for all missed assignments due to being absent. Students are encouraged to keep accurate records of work in their student binder or with their CANVAS/Google Classroom account. When you return to class after an absence, check with your teacher or CANVAS/Google Classroom for missed assignments. Work may be requested for absences of 5 days or greater (see section on Independent Study). 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. Many teachers post class information and assignments online; check with your teacher for details. If a student is on independent study, a copy of the completed work that has been assigned by the teacher for each day of absence must be collected.

**Physical Education:** Ash gray T-shirts and kelly green shorts or ash gray sweat tops and pants can be purchased from the finance office. All students must dress out every day 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. P.E. clothes can be purchased from the student store.

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 medical doctor's note on file with the school.

The RMS Physical Education Department has its own handbook, located on the RMS Website at: [Ramona Vikings PE](#).



## ACTIVITIES

**Activities Eligibility:** Students must attend school the day of an event (4 periods) 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 events is the same as a school day. For off campus events, RMS recommends that students wear Ramona shirts for ease of identification to the group.
4. Students who have not served discipline consequences cannot attend.
5. These activities are considered a privilege and can be revoked by the Ramona Administration. All participants are subject to 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 or visit the student store. There are often after school events for you to attend and enjoy with your friends. There is also a variety of activities during lunch for the participant and spectator alike. Become involved in student government, and you can have a voice in the Ramona Activities Program.

**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	Action Competition
School-Wide Rallies	Action Party*
Eighth Grade Class Trip*	Honors Trip*

\*School Field Trips are largely funded by community donations. Lack of donations could jeopardize the availability of school events.

**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 Student Store also has discounts for ASB cardholders. If you lose your card, you can pay \$5 at the student store to replace it.

**Student Government:** The Ramona Student Council is made up of 8th graders who are elected ASB officers 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 is provided to each student during student photos at the start of the year. Please carry them at all times. The replacement cost is \$5.00.



#### **ATHLETICS**

**Ramona Sports:** Available sports include: football, volleyball, cross-country, 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’ as defined below:

- A Parent Permission slip to participate on file.
- A current GPA of 2.0 or higher.
  - If a student’s grades fall below minimum standards, they will be ineligible to participate in athletics for the next grading period.
- Healthy to participate in the sport.

- A student with a medical PE Exemption note will not be allowed to participate on an athletic team until they are cleared to return to PE Class.
- Satisfactory citizenship
  - Students are removed from athletics if they earn three demerit points on their report cards. A demerit point is assigned for every “N” on their quarter report card; two points for every “U.”
  - If a student has an outstanding detention, it must be served before participating in athletics.
- No outstanding debt to the school.

**Sports 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.

Parents/guardians should report absences. Notes can be provided to the attendance office upon return to school. A parent may call Ramona to report 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.

If upon returning to school, a student is injured in a way that requires crutches, wheelchairs, or other medical support, RMS will need a doctor’s note for confirmation.

**Arrival Time:** Because there will be no campus supervision before 8:00 a.m., students should not arrive before that time unless they are taking part in a supervised activity or zero period class.

**Excused Absences:** Reasons that an absence can be excused include:

Illness/Injury  
 Doctor Appointment  
 Bereavement/Funeral  
 Court  
 Religious Observance

\*Any other reason would be considered personal and therefore also be considered a truancy.

**Truancy:** Students who are absent from school for more than thirty minutes of any school day without their parent or guardian's knowledge and/or 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.

**Tardiness:** Students are expected to be in their classroom when the bell rings. In the morning, if a student arrives after 9:05am, they should report directly to the office. Students more than 30-minutes tardy are considered absent and require a parental or doctor's note.

**Leaving Campus During School Hours:** Should you require your student to leave early from school, please remind your student of 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 student 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. The adult picking up the student will 'sign out' the student for the day in the front office, (if the student is returning, please sign your student 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 it before school begins on that day. All notes will be verified by a phone call.

**Independent Study:** The Independent Study Program is a state provision that follows strict guidelines. This privilege is for 3 or more consecutive missed school days due to doctor's orders, personal business, or vacation. Parents/Guardians must notify the school a minimum of one week prior to the absence. An agreement form will be sent home for signatures from the student and parent/guardian. Please return the form to the school. A student may not accumulate more than 14 days in a school year.



## CAMPUS GUIDELINES

**Personal Electronics:** Devices like cell phones, headphones, or earbuds shall be permitted on campus with the following guidelines and restrictions:

- Personal Elections shall remain off/stored (not visible) during the school day, including during passing periods, break, and lunch, unless under direct supervision of a school staff member.
- Personal Electronics may be used before/after school.

- Cell phones, iWatches, and other communication devices that ring or are used for electronic communication during school hours (9:00am - 3:30pm) may be confiscated.

Repeated violations of the personal electronic guidelines may result in discipline -- see the Discipline section for details.

**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. Students outside of class without a pass may be marked truant for the class period.

The 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.

**Public Displays of Affection:** Displays of affection are not appropriate and can result in disciplinary action. No kissing or prolonged hugging is permitted at school.

**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, stuffed animals, collectibles, excessive amounts of money, marking pens, spray containers, cameras, rollerblades, playing cards, games, wallet chains, shock pens, poppers, blankets, laser pointers, portable speakers, and portable gaming devices.

Gum, sunflower seeds, and toothpicks present sanitation and cleaning problems. These items are prohibited at school. Glass bottles 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. Students 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 the tenants of Viking P.R.I.D.E.

- Personal Responsibility
- Respect
- Integrity
- Drive
- Empathy

Students should come to school prepared to learn with materials (supplies, homework, charged Chromebook, P.E. clothes, etc.) 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 student-centered atmosphere that recognizes students as unique individuals.
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 consistent school-wide plan.
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.
7. The Ramona Discipline Plan aligns with the California Education Code and Bonita USD Policies.

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 Guidelines:**

The steps below also include parental notification by the teacher. Steps 3-5 may also include contact from a counselor or administrator.

- Step 1: Student Warning
- Step 2: 20 minute after-school detention
- Step 3: Lunch Detention
- Step 4: Proctor detention

### Step 5: Referral to an Administrator

For minor infractions, school service (in which a student helps clean campus of trash) may be assigned. Gloves are provided to students, when requested. A school service may be assigned before parent contact.

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

### **B.U.S.D. Code of Discipline Guidelines on pages 11 -14**

**Proctor Detentions:** Proctor detentions are held before school from 8:00am to 8:40am, 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. Students who are suspended are not allowed on campus during their suspension.



## 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 on page 17.** PE uniforms are to be worn in PE class only. Students must wear street clothes to all classes except PE.



## 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 and BUSD Website:** The Ramona website is located at [www.ramonavikings.com](http://www.ramonavikings.com). There is a monthly



calendar with weekly updates. Student activities and other important events will be highlighted. The BUSD website is located at <http://do.bonita.k12.ca.us>.

**Parent Grade 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 Ramona MS website.

**Homework online:** Ramona teachers post homework information online on their Google Classroom and/or Canvas Page. Contact your student's teachers to find out how they use this resource and what information you can expect to be posted there.

**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 student's progress, you are encouraged to contact your student's teacher.

**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.

**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.



## 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 student. Campus supervisors provide supervision before school, during breaks, at lunch, and after school. They also coordinate the school service program, run the lost and found, and enforce the dress code. During break and lunch, students are to stay in supervised areas/boundaries.

The Ramona Campus is open to students between the hours of 8:00am – 3:45pm daily with the exception of students attending a 0 period class. There is no general supervision on campus outside of these hours. Students on campus after 3:45 should be with a school club or other group activity. Students should be picked up or start going

home from school by 3:45pm or 15 minutes after an early dismissal bell (ex. Compact Day ends at 12:54PM, and students should be off campus by 1:09).

**Closed Campus:** Ramona is a closed campus. Therefore, once a student arrives at school, they may not leave without proper authorization from the office until the end of the school day. All visitors, student or adult, are required to register in the front office before going on campus (adults will be asked for formal ID). Former students are considered visitors. Visitors on campus without office authorization will be asked to leave.

**Fire, Disaster, And Lock Down Drills:** Drills are part of our regular education program and are scheduled as required by law and our school plan. Teachers will instruct students on what to do in the event of an emergency. Students must follow their teacher's directions quickly, quietly and exactly. Students are to remain on campus until they can be released to their parent/guardian/emergency contact.

**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 the 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 the California Education Code and the California Civil Code.

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



## STUDENT SERVICES

**Student Counselors:** Counselors are available to assist students and parents during their time at Ramona. Contact your student's counselor regarding academic progress and/or all teacher conferences. They are also available to assist with social needs and conflict resolution.

**Deliveries to Students:** No flowers, balloons, gifts, homework, projects, or deliveries of any sort will be accepted at school for delivery to students. We limit messages sent to students during the school day. Items that are dropped off may be picked up by students during passing periods or lunchtime only.

Lunch is provided free of charge to all students in Ramona and Bonita USD. Students may bring a packed lunch. Students are not allowed to order lunch using food delivery services, including but not limited to DoorDash, Uber Eats, Postmates, and pizza parlors. Parents may bring a lunch for their student(s) only. It should be pre-arranged, so the

student knows to pick up their lunch during their lunch period.

**Health Services:** The health office is in the 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 cellphone 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. Unless prescribed by a physician, students cannot carry medicine with them on campus.

**Lost and Found:** Students have four places to check for lost items.

- **Lost books** are brought to the library.
- **Valuable items and digital devices** are kept in the office.
- **P.E. clothes** are turned into either the male or female PE office.
- **Lunch boxes/water bottles and personal clothing** are kept in a cart in the cafeteria.

**Lunch Program:** Lunch is free to all students on campus; they enter their Student ID number and can receive 2 meals per day – one either before school or at nutrition break and a second meal at lunch.

6th grade students eat in the quad only. 7th/8th Grade students eat in the quad or upper quad area. No food is allowed on the playing fields or basketball courts.

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 bottled beverages are not allowed on campus. **Clean up all of your trash when finished eating and discard before leaving your area.**

**Phone Calls:** Students should not use their cell phone to make a phone call or text message on campus. If students need to contact a family member, they should come to the main office or health office for assistance.

**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 D-Building. Many items are discounted for students with an ASB card. The Student

Store is open before school, during nutrition break, and at lunch for all students. The Student Store also offers an online shopping feature and can be accessed through Ramona's website: [RMS ASB Student Store](#). Access to the student store is a privilege that can be lost if there are behavior issues while doing business at the store.

**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. Students/Parents sign a technology use agreement during registration each year via InfoSnap. Consequences for misuse are detailed in that agreement and in the Ramona Discipline Plan.

**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, & 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. There are two bike racks on campus for student use; one near Teen Scene and the other near Room C-5.
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.** Roller blades are not permitted on campus.
5. 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. When the bus approaches, line up orderly and have your bus pass ready for the 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.
4. Face forward with both feet on the floor.
5. Do not shout, make loud noises, or cause other disturbances.
6. Keep the aisle clear of feet and objects.
7. 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 for student drop off.** Parents and other visitors with school business may park in the lot. Please, remember to drive **slowly** and **cautiously** whenever you are near campus. The safety of our students is a collective responsibility. Show courtesy not only to student pedestrians, but other drivers as well.

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

Formal supervision of school grounds begins ~60 minutes before the start of the school day. However, it is requested that students not be dropped off to school prior to 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 12:54PM on a compact/minimum day.

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.***

<b>Offense</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
<b>Ed. Code 48900 A</b> 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		
<b>Ed. Code 48900 B</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	
<b>Ed. Code 48900 C</b> 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	
<b>Ed. Code 48900 D</b> 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		

<b>Ed. Code 48900 E</b> Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	
<b>Ed. Code 48900 F</b> Damage to school property or private property	Alternative to suspension Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation
<b>Ed Code 48900 G</b> Stealing or attempting to steal	Possible suspension Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
<b>Ed. Code 48900 H</b> Possession or use of tobacco Possession or use of e-cigarette or vaping device	Alternative to suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
<b>Ed. Code 48900 I</b> Obscene Act	Alternative to suspension	1-3 days suspension	3-5 days suspension
Habitual profanity towards other students	Alternative to suspension	1-3 days suspension	2-5 days suspension
Profanity towards staff	Alternative to suspension	1-3 days suspension	3-5 days suspension
<b>Ed. Code 48900 J</b> Possession of drug paraphernalia containing no drug	Possible suspension	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
<b>Ed. Code 48900 K</b> 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. 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>		
<b>Ed. Code 48900 L</b> Received stolen property	Possible suspension Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
<b>Ed. Code 48900 M</b> 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
<b>Ed. Code 48900 N</b> Committed or attempted to commit a sexual assault; or committed a	5 days suspension Police report Recommend expulsion		

sexual battery [48915-C4]			
<b>Ed. Code 48900 O</b> 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 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
<b>Ed. Code 48900 Q</b> Engaged in or attempted to engage in hazing.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
<b>Ed Code 48900 R</b> 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 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
<b>Ed. Code 48900 S</b> Aids or abets the infliction or attempted infliction of physical injury to another person.	Possible suspension 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
<b>Ed. Code 48900.2</b> Sexual harassment	Possible suspension 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
<b>Ed. Code 48900.3</b> Hate violence (including racial, ethnic, religious, and sexual slurs) Caused, threatened to cause, or participated in an act of hate violence	Possible suspension 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
<b>Ed. Code 48900.4</b> Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension 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

<b>Grounds for Involuntary Transfer to Another School Within the District:</b>
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



<b>Grounds for Expulsion from the District (Education Code 48915):</b>
(A1-A) Causing serious physical injury to another person (A1-B) Possession of any knife or other dangerous object (A1-C) possession of any controlled substance (A1-D) Robbery or extortion (A1-E) 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

<b>OTHER DISCIPLINE VIOLATIONS</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>
Forgery	Warning and Teacher Phone Call	Teacher Phone Call and Lunch Detention	Teacher Phone Call and Proctor Detention	Teacher Phone Call and Double Proctor Detention
Defiance / Disruption/ Inciting	Warning and Teacher Phone Call	Teacher Phone Call and School Service	Admin Phone Call and Lunch Detention	Admin Phone Call and Proctor Detention
Misuse of Technology	School Service possible Detention	Lunch Detention, Proctor Detention possible Class Suspension	Class Suspension Possible In-School Suspension	In School Suspension possible Suspension
Cell Phone Violation / Electronic Media Device	Warning and confiscation Return to student after school	Confiscation and proctor detention Parent must pick up	Confiscation and Double Proctor Parent must pick up	A Lunch and Double Proctor Detention *Possible meeting with Parent, Student & Administration Parent must pick up
Cheating on Academic Work (in-class or at-home work)	Teacher or Proctor Detention Failing Mark on Assignment	Double Proctor Failing Mark on Assignment	Double lunch and Double Proctor Detention Failing Mark on Assignment	Class Suspension Failing Mark on Assignment
Cheating on Exam / Major Project	Double Proctor Failing Mark on Exam/Project	Double lunch and Double Proctor Detention Failing Mark on Project/Exam	Meeting with Parent, Student, Administration Failing Mark for Grading Period	Class Suspension Failing Mark for Grading Period
Tardies	Warning and Parent notification	School Service or Teacher Detention	Proctor Detention	Double Proctor Can lead to SART Contract
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	School Service & Teacher call home	2 days of school service Teacher call home	Proctor Detention & Teacher call home
Dress Code Violation	Warning and change clothes	School Service and change clothes	Proctor Detention change clothes	Double Proctor & 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	Meeting with Parent, Student, Administration Serves Proctor Detentions	Possible SART Contract	Possible SARB Contract
Hands off Policy	Ranges from warning to possible Suspension Depending on severity	Ranges from Lunch Detention to possible Suspension	Ranges from Proctor Detention to possible Suspension	Ranges from Double Proctor to possible Suspension







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

**SUSPENSION**

**California Education Code 48900: A student is subject to suspension or expulsion if they 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**

Ramona Middle School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Students must wear
  - A shirt (with fabric in the front, back, and on the sides under the arms), AND
  - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
  - Shoes (must have closed toes and strap)
2. Students may wear, as long as these items do not violate Section 1 above:
  - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff (hats and hoods shall be removed at the request of staff members)
  - Hooded sweatshirts (face and ears must be visible to school staff)
  - Tank tops
3. Students cannot wear:
  - Violent language or images (including depictions of weapons)
  - Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity)
  - Bullet-proof vest, body armor, tactical gear, or facsimile, or steel-toed boots
  - Hate speech, profanity, obscenity
  - Images or language that creates a hostile or intimidating environment based on any class or group
  - Any clothing that reveals visible undergarments, garters, or midriffs (visible straps are allowed)
  - Clothing that has sexually suggestive language or contains sexual innuendos
  - Accessories that could be considered dangerous or could be used as a weapon (spiked bracelets/collars/or chains)
  - Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE))
  - Costumes except at school-sanctioned activities/on dress days
  - Tube Tops (shirts without any straps)
  - Bandanas

\*Courses that include attire as part of the curriculum (for example, physical education) may include assignment-specific dress. For example, PE requires students to have athletic shoes/sneakers. If a student is wearing Crocs or other inappropriate attire, they must be able to change into appropriate shoes for PE class. Another example would include performance attire for performing arts classes.