

**Rancho San Justo
Middle School**



1201 Rancho Drive
Hollister, CA 95023
Phone: (831) 636-4450
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2017 - 2018 School Planners

Name _____ Homeroom _____ Grade _____

CLASS SCHEDULE

FIRST SEMESTER

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			

SECOND SEMESTER

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			

Dear Students and Parents,

Welcome to the 2017 –2018 school year. The Rancho San Justo Middle School staff is looking forward to working with each of you. We want your middle school years to be successful and memorable.

Middle schools are designed to provide a transition from the elementary school to the high school environment. This is a very special time in each student's development. You will gain the academic skills necessary to succeed in high school and you will make new friends that will accompany you on your educational journey.

The Parent/Student Handbook is designed to help you become familiar with the policies and procedures at Rancho San Justo Middle School. Please read it over **carefully**. If you have any questions about its contents, feel free to ask your teachers or any other staff members. Students are required to carry and maintain this planner in every class and when moving around campus during class time.

All parents are urged to become actively involved in their child's middle school experience. There are many ways parents can contribute to their child's education both at home and at school. To find out how you can support your child's learning through middle school, please attend our 6-8th grade orientation (for new students only), our Back-to School Night (tentative), join **Infinite Campus** to track grades, and always feel free to conference with teachers as questions arise.

A successful education is the result of a strong partnership between families, students and the school. Understanding and supporting the goals and expectations of the middle school are important to all members of the learning community. We are proud of our school and welcome you to a wonderful and memorable year.

Sincerely,

Rancho San Justo Middle School Staff

The Rancho San Justo team has agreed upon the following collective commitments as being foundational to the success of our students.

1. **We commit to using effective engagement strategies on a daily basis.** This means all students are expected to participate in classroom instruction through: structured partner talk, pair-share, equity cards, choral response, and use of sentence frames. Students will be held accountable for their learning and teachers will include engagement strategies in daily lesson plans to excite student learning.
2. **We commit to setting high expectations and holding students accountable for their learning.** This means students will be given access to their grades via Infinite Campus and grades will be updated on a regular basis to provide immediate feedback. Students will be given an outline of classroom expectations, grading policies and learning objectives at the beginning of the year. Students will be given ample opportunity to turn in assignments to work towards mastery of standards.
3. **We commit to building empowering relationships with all students for the purpose of creating a positive school culture.** This means staff members are positive role models for Rancho students. Staff members will take the time to share and listen to what is going on in our students' lives. The focus will be on positive solutions to student concerns and a genuine desire to be a part of our school community.
4. **We commit to providing a safe learning environment for all students.** This means we will involve our students in safety conversations and improvements. Staff will model safe and tolerant behaviors. When possible teachers will be visible during passing periods and will be prompt and present during supervision on campus.
5. **We commit to accountability for positive social behavior and citizenship.** This means our school community will recognize and verbalize students who demonstrate excellence in their attitudes and peer/adult interactions. Students celebrated and given kudos for "doing the right thing".
6. **We commit to identifying students most in need of support through an ongoing process.** This means staff will encourage and support student success through: updating grades regularly, may include providing tutoring options when available, sending progress reports home, providing Wednesday/Friday school for work completion, recommending Study Hall for work completion, and conducting "progress" conferences with students regarding missing work and positive improvements.
7. **We commit to fair and consistent grading policies designed for student mastery of core standards.** This means a uniform grading policy applies throughout each subject area including grading/weighting of each criteria. Teachers will ensure that each assignment is meaningful and important to the learning objective. The focus will be on mastery of core standards with multiple opportunities to improve.
8. **We commit to planning and engaging in school-wide collaboration.** This means teachers will be active members of a professional learning community who meet as professionals and work to improve our craft and our students. Data from common formative assessments will be shared to inform instruction and focus on best practices.
9. **We commit to using higher level thinking skills: analysis, synthesis, evaluation.** This means students are expected to use academic language and engage in academic discussions using sentence frames/starters and complete sentences. Teachers will use Depth of Knowledge question stems (DOK) and incorporate writing in all subjects areas.

HOLLISTER SCHOOL DISTRICT ATTENDANCE POLICY

Attendance and participation in class are essential if a student is to gain maximum benefit from his/her education program. Section 48260 of the Education Code states: "Any pupil subject to compulsory full-time education of compulsory continuation education who is absent from the school without a valid excuse more than 3 full days in one school year, or tardy or absent for more than any 30 minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Regular and punctual school attendance of students is expected, encourages, and as necessary, enforced. School attendance is an area of mutual cooperation between the school, the parents and the student, so that the whereabouts of each student will be known at all times during the school day. Absences from the school shall be excused only for illness, appointment for the treatment of illness, and attending the funeral services of an immediate family member.

Excused absences must be verified by a parent/guardian, either by note or phone call. If verification has not been received by closing of the school on the second day of a child's return, the absence(s) will be considered unexcused. It is our District's policy that we may require a doctor's note for three consecutive days absent. If your child is absent excessively (over 10%), we may require a doctor's note for every absence.

The California Education Code and the Welfare and Institution Code provide that legal action may be taken against a student and/or parent when a student is declared a habitual truant. The Hollister School District works closely with the San Benito County Attorney's Office in the abatement of truancy. When a student becomes legally truant, parent/guardians are notified by letter.

- 1st Declaration as Legal Truant: A student who is absent without valid excuse on 3 full days, tardy or absent for more than any 30-minute period during the school day on three occasions in one school year. **Parents/guardians, student and school make a conscientious effort to plan/use attendance improvement strategies.**
- 2nd Declaration as Legal Truant: A student who once reported as a legal truant is absent without valid excuse on one or more days or is tardy in excess of 30 minutes on one or more days in a school year. **Parents/guardians, student and school continue to work on attendance improvement strategies. District Attorney's Office issues first notification letter to family.**
- 3rd Declaration as a Legal Truant: A student who has twice reported as legally truant is absent one or more days or is tardy on one or more days over 30 minutes in a school year. **Parents/guardians, student and school continue to work on attendance improvement strategies. District Attorney's Office schedules a truancy mediation hearing with notices to parent/guardian and school representatives.**

Going "out of town" with your child during school and "family emergencies" are unexcused absences. If you must go out of town for whatever reason, contact the school for an independent study contract (5 or more days of absence).

TARDY POLICY AT RANCHO SAN JUSTO

The most important goal of the staff at Rancho San Justo School is to provide the best possible educational environment for your student. We know that parents also want the best possible learning environment for their children. One of the problems, which can deter this learning process, is tardiness to class. Students have four minutes to get from one class to another. This is more than enough time unless students stop to talk to their friends. When students arrive tardy to class, it disrupts the learning process of all students in the classroom and the teacher trying to teach.

Class tardiness might not seem to be a great problem but as a parent, consider the following example: **If a student is tardy to class two minutes per school day, every student in that class has lost 362 minutes of learning time in a school year. That is over six hours of learning time and teaching time. We ask your cooperation of your son/daughter. If you have any questions, please contact the school, 636-4450.**

The majority of students are never late to class. For those students who choose to be tardy to class the following tardy policy will be used:

- 1st tardy - Teacher documentation through Infinite Campus / student warning
- 2nd tardy -Teacher documentation through Infinite Campus / student warning
- 3rd tardy - After school detention given by teacher
- 4th tardy - After school detention given by teacher
- 5th tardy - Teacher contacts parents about Tardy Policy & Fri. school is assigned

- * Excessive tardies handled at Administrative discretion
- ** Excessive tardies may result in referral to School Attendance Review Board (SARB)

Three or more unexcused tardies over thirty minutes will result in Friday School, and shall be reported to the school Attendance Supervisor.

OFFICE PROCEDURES & MANNERS

Students must report to the **Back Office Window** to conduct any business courteously, promptly and quietly. Loitering is not allowed in the office. Student use of the office telephone is for **Emergency Use Only**. Calling home for books, gym clothes, assignments, or other items does not constitute an emergency. **The office staff will not accept messages for students other than for emergencies.** Balloons/gifts sent to the office for students will be given to them after school. **The staff will not be responsible for any gifts left or not picked up by the students. This includes money, P.E. clothes and lunches.**

OFFICE HOURS

Rancho's school office is open from 8:00 AM until 4:00 PM

SCHOOL VISITORS

Parents/guardians are always welcome at Rancho San Justo School. **We require that they check-in at the Front Office before visiting any classes.** Students from other schools are not permitted on Rancho's campus before, during or after school hours.

ATTENDANCE PROCEDURES

Under the California Compulsory Education Law, regular attendance in school is mandatory. If students are absent, it is the student and parent's/guardian's responsibility to follow Rancho San Justo's attendance policies and procedures. All absences must be verified in accordance with the school policy and state law. Any student cutting or attempting to cut a school day or any part of a school day, will be subject to disciplinary action and the truancy policy consequences. Any student who is absent from school without a valid excuse or tardy in excess of thirty minutes for more than three days is considered a truant student. **Truant students will be reported to the school counselor or the assistant principal for referral to the School Attendance and Review Board (SARB).** When a student is absent from school:

1. A parent/guardian is required to call the school office on the day of the absence and report the reason for the absence. The school telephone number is **636-4450**. If this procedure is followed, students may return to class without an admit slip after the excused absence. If a student absence has not been reported, the student must report to the Back Office window before first period with a note from a parent /guardian so that the student can be re-admitted to class.
2. If a student has a medical or dental appointment, parents must write a note or telephone the school office on the morning of the appointment. A **Permit to Leave** for the appointment will be issued to the student at the office window. **Parents must check out students through the Front Office. STUDENTS MAY NOT LEAVE SCHOOL GROUNDS TO WALK TO A MEDICAL OR DENTAL APPOINTMENT**
3. **Rancho is a closed campus.** Students may not leave at any time without first reporting to the office for clearance. Students are not allowed to go home if they become ill or are hurt unless a parent/guardian or authorized person can be contacted by the school office. It is very important to have the information complete and updated on the Emergency Health Card. The correct phone number of an authorized person is essential, particularly in an emergency.
4. Students who arrive at school tardy must check-in at the Back Office window for a pass. Rancho is a closed campus, so if the student arrives after the gates are locked, they must report to the Front Office for this pass. Students who report to school late and without a parent note are considered truant and subject to the school rules regarding truancy.

CLASSIFICATION OF ABSENCE

Excused Absence: Illness, accident, death in the immediate family, medical/dental appointments, and immediate family funeral.

Unexcused Absence: Family Emergency, Out-of-town, car problems, missed bus, personal reasons, needed at home, babysitting, or leaving school without proper clearance.

Truancy: Absences without the knowledge or consent of the parent or guardian.

REQUEST FOR HOMEWORK

If students are ill, make-up assignments may be obtained through the office. Parents may request homework after the **second day** of the student's absence. The homework request must be made **before 10:00 a.m.** for pick-up between 3:30 - 4:00 p.m. on that day. **Families must sign to record receipt of homework.** Students who are absent for only one day need to pick-up make-up work from their teachers. Home instruction is available for long term absences. Some teachers have Google classrooms that can be accessed for notes and homework.

STUDENT CENTER

The Back Office window handles all school business. Students should report to the **window** for assistance with scheduling, counseling, attendance problems, discipline referrals, making payments, etc.. The office window is located in the Back Office next to the lunch area.

MEDICATION

The law requires parents /guardians to complete and submit the Doctor Medication Form to the school **if non-prescribed or prescribed medication needs to be taken at school.** Any medication to be taken while at school should be kept and dispensed through the health clerk. Students cannot carry medication with them without health clerk consent and proper documentation on file with the health clerk in the Front Office.

INSURANCE

The Hollister School District **does not** carry accident insurance on pupils. Student Accident Insurance is available to all students at a minimum cost. Contact the school office for more information.

LOST AND FOUND

Any article found should be turned into the office. The lost and found is located in the library. Owners may claim their lost articles by identifying them. All articles not claimed by the end of the school year will be donated.

PASSES

Students must have their completed planner "Passport" **any** time they are outside of the classroom during regular instruction time.

LUNCH PROCEDURES

Rancho San Justo operates on a closed campus system. This means that all students will remain on campus at lunch unless they are checked out through the office by their parents/guardians. **Students may not walk home for lunch or at any time during the school day except at normal dismissal time.** **Students may eat in the lunch area only. Students may not eat in the lower patio, blacktop or fields. Lunches may be purchased at the lunch room at break or during lunch. Parents who drop off lunches for their student MUST leave it in the office for student pick-up.**

Students will behave appropriately in the lunch area and cafeteria/ cafeteria line in order to assure safety. Students in the lunch area/lunch line are under the authority of, and directly responsible to, the assigned staff and yard duty aides. Students are to:

- Follow the directions of the cafeteria and lunch area staff.
- Follow the rules of good citizenship at all times.
- Remain in an orderly line and have money/ lunch number ready for food purchase.
- Check and clean the table/area and under the table at which they were seated.

BULLETINS & ANNOUNCEMENTS

The newsletter is published once every month to inform parents and students about upcoming activities and events. Announcements are made every morning during first period regarding upcoming student activities. It is important that students listen carefully to the announcements. Activities and events are also displayed on the digital marquee in front of the school and on the school website.

BUS TRANSPORTATION

It is a privilege to ride school buses. Each student is under the complete authority of the bus driver. Students must obey the bus driver and follow all rules and safety regulations. Students may be denied bus privileges if their behavior constitutes a safety hazard.

BICYCLE POLICY

Rancho provides a bicycle area for students. Students who ride bikes to school must lock them up. **Rancho assumes no responsibility for lost, stolen, or vandalized bicycles.** It is the law that bicycle riders must wear helmets while riding to and from school. Bicycle riders who ride to school without helmets will have their bicycle locked and/or confiscated for parent pick-up. **No skateboards, scooters, or roller shoes are allowed at school.**

CLEAN CAMPUS

Rancho students are proud of our school and want it to be well cared for so that other people will also be proud of it. The appearance of our school and the way it is kept has a great deal to do with the good name of our school. It is the responsibility of each student to help keep the school campus clean. Vandalism and graffiti will not be tolerated.

TEXTBOOKS, LIBRARY BOOKS, AND SUPPLIES

Textbooks and library books are provided free on a loan basis. Students are responsible for returning the books in good condition. Students assume responsibility for all books issued to them and must pay for lost or damaged books for which they are responsible. **All textbooks and library books must be returned or paid for before students can participate in end of year activities, including Great America, Fun Day, Promotion Ceremony, and 8th grade dance.** Students transferring must check out through the office and must turn in all of their books. **Students must pay for textbooks and library books that are lost or damaged.** Students will be given a set of earbuds at the beginning of the year to use for testing. They are responsible for carrying their earbuds to and from school daily. If they are lost or damaged, the student can purchase another set of earbuds at the office window.

As we prepare students for 21st century learning and problem-solving, students will have access to technology to use in their classes. This equipment is expensive and students are expected to use with respect and care. Protocols are in place to ensure that devices can be tracked and if damages occur, students will be held responsible for damages incurred beyond the reasonable and customary. These devices are to be used for school related projects only.

AFTER SCHOOL

Students must leave the campus immediately after school unless they are assigned detention, assisting teachers, involved in a school-sponsored activity, or participating in after school sports.

OFF LIMIT AREAS

During break and lunch students will be prohibited from lower campus area. The front and back parking lots, the front lawn, the north and east softball diamond and areas next to fences on the fields (under solar panels) are off limits to students at all times except when involved in a school organized activity. For safety, students are not allowed within 15 feet of the school's perimeter.

GRADING POLICY

	Sixth Grade	Seventh/Eighth Grade
Late Work	Accepted for full credit until the last day of the grading period.	Late Math assignments are not accepted after the chapter/unit assessment. In all other content areas, late work is accepted until the last Monday of the grading period with a deduction of 30% for late work.
Plagiarism and Cheating	Students are expected to follow the Rancho School Rules and anyone caught plagiarizing or cheating will be required, at teacher's discretion, to complete an alternate assignment to show student mastery of the subject.	Students are expected to follow the Rancho School Rules and anyone caught plagiarizing or cheating will be required, at teacher's discretion, to complete an alternate assignment to show student mastery of the subject.
Finals for Grading Period or Semester	No finals will be given in any content area.	No finals will be given EXCEPT for: ELA 8 Advanced ELA 7 Advanced Math Course 3 and Algebra History 7 and History 8
Test Corrections Policy	There will be no corrections on quizzes. Opportunities for test corrections must be completed within one week of the original test.	There will be no corrections on quizzes. Opportunities for test corrections must be completed within one week of the original test.
Homework Policy	<ul style="list-style-type: none">● Although on-time completion of homework is important to maintain academic progress, the staff recognizes that students learn at different rates. (Students shall receive credit for work that is completed late in order to encourage their continued learning.)● It is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are	<ul style="list-style-type: none">● Although on-time completion of homework is important to maintain academic progress, the staff recognizes that students learn at different rates. (Students shall receive credit for work that is completed late in order to encourage their continued learning.)● It is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are

	<p>encouraged to ensure that their child's homework assignments are completed.</p> <ul style="list-style-type: none"> ● When a student repeatedly fails to complete his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards. 	<p>encouraged to ensure that their child's homework assignments are completed.</p> <ul style="list-style-type: none"> ● When a student repeatedly fails to complete his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.
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INFINITE CAMPUS

Infinite Campus is an online student information system that provides parents with access to their students' grades and progress at any time. We recommend that parents submit their email address on the emergency cards provided at the beginning of the year to gain access to this program. Once an email is submitted you will be provided with a portal for secure access. It is recommended that parents visit their portal on a regular basis to monitor students' progress and contact teachers with questions in regards to student behavior and academics. The website is www.infinitecampus.com. The site is also located on our District/School website.

Google Classrooms

Many of our teachers utilize Google classrooms for the purpose of creating and organizing assignments quickly, provide feedback efficiently, and communicate with students. All students will have a student login and will practice good digital citizenship in their use of Google classroom.

EXTRA-CURRICULAR ACTIVITIES: PARTICIPATION AND REQUIREMENTS

California Assembly Bill 2613 addresses minimum grade requirements and satisfactory educational progress for participation in extracurricular activities in grades seven through twelve. In order to be eligible for participation in extracurricular activities, a student at Rancho must earn a minimum cumulative grade point average of 2.0 (C average) in all enrolled courses with no F's.

If you become ineligible you stay ineligible until the next grading period.

Students who are suspended from school during a grading period, become immediately ineligible for 6 weeks. Students on behavior or academic ineligibility may not participate in any school-related activities or athletics. These include, but are not limited to, after school dances, sports/tryouts, band reviews, special field trips, club activities, and after school practices.

AFTER SCHOOL CLUBS

Rancho has a number of after school clubs. Each club has a different advisor and membership is open to all students at the beginning of the school year. Likewise, each club has their own meeting schedule and frequency of meetings.

ATHLETICS

Information about sports and practices will be announced in the morning announcements. The list of sports offered will also be posted on our district website and the parent portal on Infinite Campus. Students must be academically and behaviorally eligible to participate in the Rancho sports program. **Please check the school website for details about sports, seasons, and general information.**

BAND

Rancho has an exceptional marching band, colorguard, and I.D. units. This is a year round activity at Rancho. The Rancho band combines with the Marguerite Maze Band and they perform at band reviews, concerts, and parades throughout the year. The Rancho Band Boosters Club helps support Rancho's band and marching unit activities.

Students who participate in marching band, colorguard, and I.D. units must maintain the same academic standards as those students who participate in after school sports. Practice for band activities occur on Saturday and designated night practices. The music teacher at Rancho and Maze, can provide the needed information regarding band activities.

ASB: STUDENT COUNCIL AND THE HOMEROOM ASSEMBLY

The Student Council is the governing body of the Associated Student Body. It is composed of five elected officers and 10 appointed officers. These offices include, President, Vice President, Secretary, Treasurer, Historian, AV Coordinator, and Commissioners of Social Activities, Athletics, Dances, Staff Relations, Clubs, Publicity, Student Recognition, and Intramural Sports. Elections for these offices were held in the Spring of the previous school year.

The Homeroom Assembly is the organization through which students may express their opinions and assist in carrying out school activities. The Homeroom Assembly promotes initiative and leadership among its members. It is composed of the Executive Board of the Student Council and one elected representative from each homeroom. Homeroom representatives may be elected twice a year.

Members of the Homeroom Assembly must maintain a 2.0 GPA. Members of the Student Council must maintain a 2.5 GPA with no D's or F's and must maintain satisfactory citizenship in all classes. Except for the offices of President and Vice President, in which these two offices must maintain a GPA of 3.0. (Please refer to the ASB Constitution for more details on membership requirements and expectations)

ASB ACTIVITIES

Rancho has a wide-range of lunchtime and after school activities. During the lunch periods, recreational equipment is available for use on the basketball courts and athletic fields. Equipment can be checked out with your student body card from the ballroom which is located in back of the locker room.

Intramural sports will also be offered during the lunchtime periods. Students will organize their own teams through their homeroom class and compete in flag football, field hockey, basketball, and soccer, to name a few. Sign-ups and announcements will be made over the intercom system during first period.

BALLROOM

The ballroom is open during lunch and is also staffed by Rancho's students. If you are interested in working the ballroom, please see the Activity Director for more information.

REPORT CARDS

Parents are encouraged to check Infinite Campus regularly and/or contact teachers for information about student grades or assignments. **For the 2017-18 school year, report cards will continue to be printed and mailed home at the end of each six weeks grading period.** However, *starting with the 2018-19 school year, report cards will be posted six times a year (every six weeks) to the parent portal on Infinite Campus.* Report cards will be mailed home after each grading period only at parent request.

HONOR ROLL

At the end of each grading period an Honor Roll is published. Students must have been enrolled at Rancho San Justo Middle School for at least twenty (20) continuous days prior to the end of that grading period. Students must have a GPA of 3.0 or better. If students have a 3.0 GPA, with no D's, F's, or I's, they are placed on the regular honor roll. Students with a 4.0 GPA are placed on the Principal's Honor Roll. An Ice Cream social will be held at the end of each grading period except for sixth grading period for those students on the honor roll. Certificates are awarded at the end of the year for those students who achieved Honor Roll status for the first five grading periods.

STUDENT RECOGNITION

Rancho provides a variety of opportunities to recognize students for their positive contributions to the school. Academic achievement and good citizenship of students is the desired goal. Honor Roll and Principal's Honor Roll recognize academic achievement. In addition, there are students who perform very well who may or may not always make the Honor Roll. Teachers have an opportunity to select a Student of the Month whom they feel warrants special recognition because of high academic performance, good citizenship, service, effort, improvement, or a combination of these. Rancho ASB recognizes students for their peace building efforts, and coordinates the athlete of the week program. In addition, there are numerous homeroom competitions where students earn prizes for exceptional school spirit. Teachers can also recognize students with Rancho Pride Cards.

The Rancho Awards assemblies take place at the end of each semester. Awards are given out for Honor Roll, academics, electives, P.E., attendance and extracurricular activities. The end of the year assembly includes the Presidential Excellence Awards which are given to 8th grade students that have maintained a 3.5 GPA over the 6th-8th grade years while at Rancho, as well as scoring Proficient or Advanced on standardized tests at the end of the year. The Presidential Achievement Award is voted on by teachers and awarded to students that have maintained a 3.0-3.49 GPA for all three years at Rancho and exhibit exemplary study skills, effort, and determination. Students in 7th and 8th grade also receive a trophy for year-long principal's honor roll and a student of the year plaque is award to the most well-rounded student in each grade level.

PROMOTION/GRADUATION REQUIREMENTS

Promotion from Rancho San Justo Middle School is a privilege that is earned by each student and conferred by the Hollister School District Board of Trustees. Students must meet certain academic and behavioral standards. Students who are not recommended for promotion may not participate in the promotion ceremony or promotion activities.

Every student participating in the promotion ceremony and activities must have no final "F" grades in the final grading period. Any student receiving a suspension from school during the last six weeks of school will lose one activity per incident. Students having more than 20 unexcused absences or 25 total absences may be designated ineligible for promotion ceremony and promotion activities. (Extenuating circumstances may be resolved through a doctor's note.)

The following awards are given out at graduation based on the requirements below

Meritorious Service Award: The Meritorious Service Award is given to students that possess the following qualities: scholarship, integrity, cooperation, responsibility, dependability, effort, maturity, and leadership. Students are nominated and selected by grade level teachers.

Academic Excellence Award: The Academic Excellence Award is awarded to students that have maintained a 4.0 (All A's) cumulative GPA for the 6th, 7th and 8th grade years.

Middle School At Risk Criteria

Grades determine retention status for middle school students. If a student has one or more failing grades after the first grading period he/she will be required to attend intervention classes until his/her grades are reevaluated at the next grading period. Students can be placed on a contract at any time. Contracts address concerns about attendance, behavior and academics. Violation of a contract can result in a referral to Santa Ana Opportunity School. Refer to board policy for final retention status.

ITEMS NOT PERMITTED AT SCHOOL

The Rancho staff is responsible for the learning environment and the safety of students. Any item that disrupts the school is not allowed. These items will be confiscated and returned to the student's parents. **The school will not accept responsibility for theft or loss of electronic devices or student personal property.**

The following are not allowed at school:

- Gum or energy drinks
- Audio & electronic devices (including but not limited to cameras, ipods, lasers, head phones, ear buds or any other listening device).
- Skateboards, roller skates, roller blades, roller shoes or scooters
- Tobacco in any form, drugs, or controlled substances, drug paraphernalia, alcohol, snuff, or vapor pens
- Spray deodorant and/or spray perfume
- Slime, silly putty, fidget spinners, or any external tactile product
- **Permanent markers**
- All objects that disrupt the school or that can cause possible injury to others.
- Bikes without **helmets** and locks

Cell Phones

Before students arrive at school, students **must turn all cell phones off and they must be secured out of sight (in backpacks) until students are dismissed for the day.** Rancho San Justo Middle School is not responsible for loss of, theft, or damages to cell phones. **If phones ring or are used during school hours, they will be confiscated and a parent will need to pick them up. The student is responsible for letting his/her parent know the phone has been confiscated.** Subsequent cell phone offenses will result in disciplinary referral and loss of school activities.

Student Appearance

Students are expected to wear clothing which is appropriate for school. Safety and health shall determine appropriateness. To avoid disruption in student learning, it is requested that parents oversee the dress and appearance of students before they leave home. It is not a matter of what a student must wear, but rather a matter of what is safe, appropriate and acceptable. **Extremes in dress or grooming that cause undue attention or become a disruptive influence are not allowed.**

Clothing that is offensive, threatening, provocative, vulgar, displays tobacco, alcohol or drug advertising, or displays profanity, racial slurs, (sexually explicit images like Skin female silhouettes) or has images of gang-related symbols is disruptive to the educational process and may not be worn.

Examples of inappropriate dress are:

- Halter tops, spaghetti straps or tank tops any strapless, backless tops, sheer tops, lacy tops, off the shoulder blouses, or racerback tops.
- Muscle shirts or tank tops
- Any garment that exposes undergarments. Underwear (including camisoles) worn as outerwear. No exposed underwear of any kind.
- Pants that have holes above the knees, or clothing that has been intentionally torn. Pants worn in a sagging manner (below the hips). Pants shall not be ripped out in inappropriate body areas. No pajama bottoms.
- No bare midriffs allowed-front or back. Midriff must be covered when standing, sitting, bending or reaching.
- Neckline of shirts must not be lower than 1" below the top of the armpit.
- Shirts must have 2 straps that are at least 2" in width.
- Street Shoes (not slippers) must be worn at all times. No Red Shoes.
- Shoes or sandals without a back or back strap, flip-flops.
- Chains, belts, or pants that hang low(excessively baggy) are not permitted. (below the hips)
- Skirts or shorts worn with leggings must be no shorter than fingertip length when hands are placed at side. Student should be appropriately covered when sitting, bending or reaching.
- No leggings, yoga pants or stretch pants (ie: jeggings)
- Clothing with suggestive or vulgar slogans printed on them and slogans and/or ads which encourage the use of drugs, weapons, alcohol, sex, tobacco, or gangs are not allowed.
- No student may wear or carry gang-related apparel, i.e., red, blue or brown belts, shoes, shoe laces, bandannas, jewelry or clothing that by its color, arrangement, trademark, logo, insignia, area code, or symbol denotes membership to a gang.
- Bandanas worn as headbands are not permitted.
- Shirts or clothing with area codes, Nor Cal, No Cal, So Cal, Cali, grizzly bears, five pointed stars, California flag and SF insignias are not allowed. Items with 187 or any type of weapon displayed. Items with 187 or any type of weapon displayed. Items with any reference to North Side, South Side, West Side or East Side. Red, blue or black key chains or lanyards dangling from pockets. No belts dangling below the shirt/blouse hem. Belt buckles with hate symbols, letters or numbers.
- No bracelets with inappropriate messages, writing or insignia are allowed.

The RSJ dress code is subject to change and/or update as needed. Updates will be posted in the monthly newsletter. The assistant principals and principal will decide questionable attire. Sunglasses are not permitted in class unless medically prescribed. Hats must be worn forward facing. Attached hoods may be worn only outdoors during cold or rainy weather. Otherwise, **RANCHO HAS A "NO HAT" POLICY unless indicated special circumstances or health needs.**

Students who are inappropriately dressed are subject to removal from class and will be asked to change into borrowed clothing or call home for a change of clothing. **In addition, students who continually violate the student appearance policy after being counseled and warned may be subject to disciplinary action, including suspension.**

Any other attire determined by the administration or staff associated with hate, violence, racism, indecency, or gangs that threatens campus harmony may result in disciplinary action against the student. The final decision as to whether a student's dress is in alignment with the spirit and intent of the policy and therefore appropriate for school shall be made by the administration.

STUDENT CONDUCT POLICIES

The policy of the Hollister School District is to respond to student conduct in a straightforward, fair, and consistent manner. The staff and administration of Rancho are committed to providing a safe, tolerant learning environment for all students. Students shall be informed of the rules and regulations for acceptable behavior. Any student who fails to comply with these laws and rules concerning behavior is subject to the following consequences:

Level One - Responsibility (Parent/ Classroom Teacher)

Inappropriate Behavior	Person Responsible	Consequences
<ul style="list-style-type: none"> All minor classroom disruptions occurring occasionally, i.e., not paying attention, not working, unprepared for class, speaking out, inappropriate classroom talking/movement, etc. 	Teacher/Parent	<ul style="list-style-type: none"> Phone calls, emails between Teacher and Parent Teacher generated discipline, i.e. room detention

Level Two – Responsibility (Administration/Teacher/Parent)

Inappropriate Behavior	Person Responsible	Consequences
<ul style="list-style-type: none"> Discipline referrals (blue slips) for issues that could not be resolved at Level One, i.e., defiance, disruption of class, fighting, shoving, tripping, theft, cheating, throwing solid objects, gang activity, bullying, hazing, profanity, vulgarity, etc. 	Administration is the prime enforcement of consequences for Level Two with support from the teacher and parent/guardian	<ul style="list-style-type: none"> Phone calls home Detention Loss of school activities Suspension Friday School Parent shadows student schedule Loss of break/lunch Class suspension by Teacher

Level Three - Responsibility (Administration/Teacher/Parent)

Inappropriate Behavior	Person Responsible	Consequences
<ul style="list-style-type: none"> Infractions that lead to consideration of expulsion or extended suspension, i.e., drugs, weapons, assault, use or possession of alcohol or tobacco, extensions of Level Two, sexual assault, etc. 	Administration is to be notified immediately. Administration is the prime enforcement of consequences with support from the teacher and parent/guardian.	<ul style="list-style-type: none"> Prescribed in the State Education Code Suspension Loss of school activities Behavior contract Referral for expulsion

DEMERIT SYSTEM

Rancho uses a demerit system to track student behavior. Students will receive demerits for the following infractions.

Examples are as follows:

Blue Slips	1 demerit
Detention No Shows	2 demerit
Wed./Fri. School No Show	3 demerit
In-House Suspension	3 per day
At-Home Suspension	5 demerit
Cutting Class	1 demerit per period
At Home Suspension	5 demerits per day

A student compiling 10 or more demerits becomes ineligible for extracurricular activities, such as sports, dances, field trips, marching band, Jazz band, and end of the year activities. For eighth grade students this includes the Great America field trip, Promotion Dance, and Promotion Ceremony.

MERIT SYSTEM

A student wishing to regain eligibility for extracurricular activities may petition the administration/merit-demerit committee to work off demerits. To do so, the student must not be referred to the office for any behavioral concerns for ten consecutive school days. Demerits may be removed by community service within or outside the school. If the administration accepts the petition, a contract is set up stipulating the community service and a timeline for removal of the demerits. Demerits are worked off at the rate of one demerit for each hour of school or community service.

CLASSROOM GUIDELINES

Every teacher at Rancho has determined rules and consequences that are appropriate for his/her classroom and subjects taught. No student will be allowed to disrupt the learning of any other student. Students are responsible for behaving appropriately in every class. A teacher may take individual disciplinary action for problems within his/her classroom. **Substitute teachers must be treated with respect by all students.**

SCHOOL RULES

1. **RESPECT** - Students will show respect for all staff, students and property. There will be no physical or verbal abuse. Students will be held accountable for their behavior on campus, at break and lunch, and **on the way to and from school.**
2. **DIRECTIONS** - All directions from any staff member are immediately followed. Listening is an important skill; listen carefully and courteously.
3. **PREPAREDNESS** - Students are expected to come to school with all necessary books and materials. Unless otherwise instructed, students should complete their work independently and without plagiarism or cheating.
4. **PUNCTUALITY** - Students are to be in their seats before the tardy bell rings. Students are required to remain on campus until dismissal unless they have an authorized pass. Continued tardiness on the part of any student will be viewed as a very serious matter with possible School Attendance Review Board (SARB) referral, and intervention.
5. **CLEANLINESS** - Pride and self-respect are not only reflected in the fine appearance and dress of Rancho's students but in an attractive and clean campus. Keeping the campus clean is the responsibility of all

- students and staff members.
6. *ATTENDANCE* - The State attendance laws require regular school attendance and punctuality with both the school and the parents having a responsibility for enforcing these laws. It has been demonstrated that regular attendance is a key factor in the success the student achieves at school. Students who are excessively absent or truant may be referred to the School Attendance Review Board (SARB).
 7. *DANGEROUS ITEMS* - Matches, lighter, fireworks, water pistols and spray cans (deodorant, hair spray, body spray) etc. are considered dangerous and not allowed on campus.
 8. *DISRUPTIVE BEHAVIOR* - Includes inappropriate attire, **displays of affection**, egging, silly string and screaming, inciteful behavior.
 9. *FIGHTING* - All forms of fighting or conspiracies to fight are strictly prohibited. Violators are subject to suspension.
 10. *BULLYING/CYBERBULLYING* – are absolutely not allowed or tolerated by the Rancho San Justo staff. Hollister School District Board Policy on cyberbullying reads as follows:
 Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

According to speaker and author Trudy Ludwig, bullying is comprised of the following key elements: the intent to harm; an imbalance of power; repeated aggression and/ or the threat of further aggression. It's important for kids to understand that not all hurtful behavior is bullying.

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it more than once, that's **MEAN**.
- When someone says or does something intentionally hurtful and they keep doing it- even when you tell them to stop or show them that you're upset – that's **BULLYING**.

Action Steps to Respond to Cyber Bullying or Harassment

1. Save the evidence. Print the online harassing
2. Identify the cyberbully
3. Clearly tell the cyberbully to stop
4. Ignore the bully by leaving the online environment and/or blocking communications
5. File a complaint with the Internet or cell phone company
6. Contact the Cyber Bully's parents
7. Contact the school administration
8. Contact the police or school Resource Officer

CALIFORNIA LAW

The most commonly occurring types of unacceptable behavior covered by California Law are reviewed in this section. Behavior standards, which are in effect at Rancho shall prevail while the students are on a school bus or vehicle operated by school personnel, or during any school sponsored activity.

CALIFORNIA LAW PROVIDES:

1. That every student shall attend school punctually and regularly; follow school rules; obey promptly all directions of the teacher and others in authority; study diligently; behave appropriately; respect those in authority. (California Adm. Code 300)
2. Those students, who continue to defy school authority by word, act, engage in habitual profanity, are subject to disciplinary action. (Ed. Code 48900)
3. Students who possess, sell or otherwise furnish any firearm, knife, explosive or other dangerous object shall be subject to confiscation and suspension and or expulsion from school. (School Adm. Code 300, Penal code 653k, 62610)
4. There shall be no smoking or possession of tobacco on school grounds, during any school sponsored activity off school grounds. Violators will be suspended from school (Ed. Code 48900)
5. The use, possession or being under the influence of any controlled substance, intoxicant or alcoholic beverage on school grounds or any school sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency. (Ed. Code 48900, Adm. Code 301)
6. Any student who destroys or in any way defaces public or private property, including; books, lockers, buildings, busses or other equipment is liable to suspension or expulsion and the parent or guardian of any minor shall be held liable.
7. That any student who steals or attempts to steal school or personal property or commits any unlawful act on school grounds or buses shall be subject to suspensions and referral to law enforcement agency.
8. Any student who verbally or physically harasses another student or staff member will be subject to suspension and or expulsion.
9. Sexual Harassment - The Board of Trustees prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All district employees have a right to work in an environment free from sexual harassment. Sexual harassment can include inappropriate looks, touching or words.

Suspension Information

1. Students will be subject to suspension during any of the following times:
 - 1) while on any school grounds
 - 2) while going to or coming from school
 - 3) during the lunch period, break, in classes or during passing times
 - 4) during or while going to or coming from a school sponsored activity.
2. The student is in complete custody and jurisdiction of his/her parents/guardian during the entire period of suspension.
3. The student is not to return to Rancho or to loiter on or about any school campus during the suspension, attend any school activity, no matter where the activity is being held.
4. According to State Law, all records of suspension must be forwarded to the teacher of the suspended student and to the high school.

AFTER SCHOOL DETENTION

Rancho's staff will be allowed to issue after school detention when school rules are broken. Detention will be held for one hour after school. Students will be given a detention form to take home for parent's signature before the detention is to be served. If a student is absent, the detention is to be served upon the first available date that the student returns to school.

Offenses that result in after school detention can include, but are not limited to:

- 1) defiance to staff
- 2) classroom disruptions
- 3) disrespect to staff/students
- 4) tardiness
- 5) any other actions that disrupt the school or classroom
- 6) any problem that has continued after teacher has taken appropriate steps with no improvement in student behavior.

PARENTAL INVOLVEMENT

Parental involvement is an important aspect of the smooth operation of Rancho San Justo. We recognize parent volunteers at the end of the year. Joining or participating in one or more of the following groups really makes a difference to the Rancho community.

- * PTO
- * ELAC
- * School Site Council
- * Promotion Committees

RANCHO SAN JUSTO PHYSICAL EDUCATION POLICIES PROCEDURES AND GRADING SYSTEM

In order to guarantee your child and other students in our classes the excellent learning environment they deserve, we will be using the following teaching policy this year.

PHYSICAL EDUCATION

All the students must dress for class wearing only plain colored athletic shorts, shirt and tennis shoes. Shoes must be appropriate for activity, shall not be elevated or thick soled and must be tightly laced for safety. Shorts and sweatpants must be worn at the waist and not rolled up or below the waist. Sweatpants and sweatshirt may be worn only during cold weather. **No Yoga pants or leggings are allowed.** No other clothing will be allowed. Gym clothes may be purchased at Rancho. All PE clothing must be clearly marked on the outside with the student's first and last name only. No other writing is allowed on the clothing. Families who have difficulty obtaining the required clothes should contact their Physical Education teacher.

If students forget to bring their PE clothes to school they are still expected to participate. They will lose daily points and may receive a detention or other assignment. *After three non-dresses, or after three tardies, a student's grade may drop at least one letter grade, (ie. from an "A " to a "B").* Students refusing to dress out for class may be sent to the office and parents may be contacted. On repeated occurrences the student may not be allowed back into class until a parent/teacher conference is held. A parent may also be required to attend class with their child. Continued refusal to dress-out may result in the student failing the grading period, semester, or year.

LOCKERS

Due to the large number of students and the limited number of lockers, students will use assigned P.E. lockers only during their period of Physical Education. They must take their P.E. clothes with them at the end of the period. Students may purchase a special combination lock, with a key insert in the back (sold only at Rancho for \$7) or bring their own lock, and lock their locker before going out for P.E. Students may receive detention or other disciplinary actions for not locking up their clothes and school materials on a daily basis. This will help to cut down on the theft of personal items. Each student is responsible for his/her personal belongings. Students are asked not to bring any valuables, money, Ipods, etc., into the P.E. locker room. It shall be the student's responsibility for items brought to school, regardless who has possession of item.

NOTES FROM HOME

Parent's notes to excuse their child from participating in Physical Education are accepted for only two (2) times per grading period and up to three (3) days per excuse. However, students are still responsible for "medical make-up activity" based on teacher discretion! Notes must be written, dated, and signed by a parent/guardian (no phone calls or electronic transactions will be accepted) on the day the excuse applies. Any more than two excuses will require a note from a physician. **EVEN THOUGH A STUDENT IS EXCUSED FROM PARTICIPATION, HE/SHE IS STILL REQUIRED TO DRESS OUT FOR CLASS AND WILL BE GIVEN A MODIFIED ACTIVITY OR ANOTHER ASSIGNMENT AT THE DISCRETION OF TEACHER.**

MEDICAL EXCUSES

According to school policy, if a student is unable to participate or must limit his/her participation in Physical Education, a doctor's note must be taken to the office and a copy given to the P.E. teacher. If the doctor excuses the student for up to 19 days, make-up work (i.e. dressing out, report writing) must be completed to maintain grade. If the excuse is beyond 19 days, the student will receive a "no grade."

TARDIES

The school "tardy system" will apply, and will affect their grade. Three unexcused tardies = detention. Every unexcused tardy after the first three unexcused = detention. The fifth tardy and each tardy thereafter will result in Friday School. Counting of tardies starts over at the beginning of each semester.

ABSENCES

As in other required courses taken here at Rancho, students will be held responsible for making-up work the days they have been absent. The make-up work will be in the form of a report, (one page dealing with a particular subject as assigned by the teacher or in the form of physical activity assigned by the teacher) **Make-up work is to be handed in within 3 days of their return to school.** Make-up work will not be accepted after this time. It is the responsibility of the student to request make-up work. Typed reports will not be accepted.

CLASS STRUCTURE

GRADING: P.E. grading is based on a point and percentage system. The student's job is to not lose daily points. Grades will be assessed in the following five areas: Social Skills Participation Movement Skills Tests or Quizzes and Fitness.

Points may be lost for any of the following reasons; poor behavior, not following directions, poor attendance, defiance, un-served detentions, tardiness, poor effort, poor exercise, poor running, absences, poor sportsmanship, swearing, fighting, arguing, mistreating equipment, poor citizenship, not having proper P.E. clothing or wearing them properly, excessive excuses from home and poor participation. Please be aware that if a student fails P.E., he/she may be required to take summer school. Any student failing a semester or more will be in danger of failing a year of P.E. Progress reports are assigned every 6 weeks and will be averaged at the end of each semester and at the end of the year. It is possible for a student to receive a passing grade for the first semester and still fail for the year. Dressing out everyday does not mean you will earn an A!

OTHER: Students will be required to dress out, exercise and run every day. No glass containers, scented items or aerosol cans will be allowed. **DEODORANT AND HAIRSPRAY IN AEROSOL CANS ARE NOT ALLOWED ON CAMPUS AND WILL BE TAKEN AWAY FROM STUDENTS.**

ADDITIONAL CLASS RULES

- A.All students are to keep their hands, feet and objects to themselves.
- B.No students may leave the class area without permission from the teacher.
- C.No cursing, swearing, or teasing will be tolerated.
- D.All students must listen to and follow the directions of the teacher the first time they are given.
- E.Absolutely NO GUM!
- F.No food or open beverages in the locker rooms.
- G.Quickly contact the nearest teacher if an injury occurs to you or to another student.
- H.Backpacks are not allowed on the black top regardless of dressing out.

With your cooperation we hope to have an effective and enjoyable program. It is important that parents attend the first "Back to School Night" as a more in-depth explanation will be given and questions can be answered.

Sincerely,

Physical Education Department