



# Student / Parent Handbook

## 2023-2024

John Barrett Middle School  
4243 Barrett Road  
Carmichael, CA 95608  
(916) 971-7842

[sanjuan.edu/barrett](http://sanjuan.edu/barrett)

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This Handbook Belongs To: \_\_\_\_\_

Flex Teacher: \_\_\_\_\_

Room: \_\_\_\_\_

## Table of Contents

|   |    |
|---|----|
| PART 1: GENERAL INFORMATION .....                     | 3  |
| Vision Statement.....                                 | 3  |
| Mission Statement .....                               | 3  |
| Motto .....   | 3  |
| Colors / Mascot .....                                 | 3  |
| School Hours .....                                    | 4  |
| Arrival and Departure Times .....                     | 4  |
| Office hours.....                                     | 4  |
| Drop off and Pick up of Students .....                | 4  |
| Bell Schedule .....                                   | 5  |
| Campus Visitors.....                                  | 6  |
| Attendance.....                                       | 6  |
| Reporting An Absence .....                            | 6  |
| Automated Attendance Calls.....                       | 6  |
| Excessive Excused Absences .....                      | 7  |
| Forgeries .....                                       | 7  |
| Early Dismissals.....                                 | 7  |
| Tardies .....   | 7  |
| Absences and Make-Up Work .....                       | 7  |
| Independent Study .....                               | 8  |
| Communication.....                                    | 8  |
| Staff Email .....                                     | 8  |
| Staff Voice Mail.....                                 | 8  |
| Newsletters.....                                      | 8  |
| School Website, Facebook & Instagram .....            | 8  |
| Telephone Notification System .....                   | 8  |
| Telephones .....                                      | 9  |
| Process for Resolving School Issues .....             | 9  |
| Academics .....                                       | 9  |
| Report Cards / Grades / Citizenship / Effort.....     | 9  |
| Honor Roll.....                                       | 11 |
| Student/Parent/Teacher Conferences.....               | 11 |
| Q Parent Portal & Student Portal – Online Grades..... | 11 |
| Parent Log in:.....                                   | 11 |
| Student Log in: .....                                 | 11 |
| Google Classroom .....                                | 12 |
| Campus Activities .....                               | 12 |
| Athletics .....                                       | 12 |
| Intramurals / Clubs / Activities .....                | 12 |
| Emergency Procedures .....                            | 12 |
| Evacuation .....                                      | 12 |
| Lockdown.....   | 13 |
| Miscellaneous Information .....                       | 13 |
| Counseling .....                                      | 13 |
| Deliveries to Students.....                           | 13 |
| Online Emergency Cards.....                           | 13 |
| ID Cards / School Pictures.....                       | 14 |
| Library .....   | 14 |
| Lockers.....  | 14 |
| Lost and Found .....                                  | 14 |
| Lunch .....   | 14 |

|  |    |
|--|----|
| PE Uniforms .....  | 14 |
| Planner.....   | 15 |
| Student Medication .....   | 15 |
| Supply Lists .....   | 15 |
| Textbooks .....  | 15 |
| Responsibilities .....   | 15 |
| Parent/Guardian Responsibilities.....                                      | 15 |
| Student Responsibilities .....   | 16 |
| Teacher Responsibilities .....   | 16 |
| Administrator Responsibilities.....  | 16 |
| PART 2: CAMPUS RULES AND POLICIES .....                                    | 17 |
| General Discipline Procedures .....  | 17 |
| Expected Behavior .....  | 18 |
| Assemblies .....   | 18 |
| Buses.....   | 18 |
| Cafeteria .....  | 18 |
| Cheating/ Forgeries/Plagiarism .....                                       | 19 |
| Classrooms.....  | 19 |
| Dances .....   | 19 |
| Student Dress Code – Applies to ALL Barrett Students .....                 | 20 |
| Field Trips / On-Campus Special Activities .....                           | 20 |
| School Activities.....   | 21 |
| Exclusion List Criteria: .....   | 21 |
| Gambling.....  | 21 |
| Gum and Candy .....  | 21 |
| Hall Passes .....  | 21 |
| Littering.....   | 21 |
| Manners.....   | 21 |
| Media Announcements(BTV).....  | 22 |
| Notetaking and Homework .....  | 22 |
| Passing Period.....  | 22 |
| Student Sales of Items .....   | 22 |
| Test Taking.....   | 22 |
| Time Out .....   | 22 |
| Travel To and From School – School Rules Apply .....                       | 22 |
| Yearbooks .....  | 23 |
| Personal Property .....  | 23 |
| Cell Phone Guidelines .....  | 23 |
| Restrictions on cell phone usage:.....                                     | 23 |
| Cell Phone Violation Consequences:.....                                    | 23 |
| Headphones / Earbuds / Other Electronics .....                             | 24 |
| Sports Equipment .....   | 24 |
| Bikes/Skateboards/Scooters and other forms of student transportation ..... | 24 |
| School Property.....   | 24 |
| School Policies.....   | 24 |
| Tagging/Vandalism .....  | 24 |
| Drug, Alcohol, and Weapon Free Zone.....                                   | 24 |
| Tobacco Free Policy .....  | 25 |
| Hazing/Harassment Policy.....  | 25 |
| Homework Policy.....   | 25 |
| Internet Use Policy.....   | 25 |
| 2020-2021 K-12 Pupil Behavior Guidelines.....                              | 26 |

# Welcome to Barrett!

The staff at John Barrett Middle School is pleased to welcome students and parents to the Barrett family and asks for your partnership in making the transition to middle school productive, positive, and full of purpose. We are committed to making the middle school years happy and successful for all students who attend our school. We encourage each student to take advantage of the wide range of educational and extracurricular experiences that are offered.

This handbook is divided into two parts and is intended to be used as a reference by both students and parents:

- I. General Information
- II. Campus Rules and Policies

This information is provided to help students transition smoothly into middle school by providing basic information about the school and an understanding of school expectations for behavior including consequences for inappropriate behavior. Our objective in sharing this information with students and parents is to optimize student learning and success while at Barrett Middle School.

## **PART 1: GENERAL INFORMATION**

### **Vision Statement**

We believe John Barrett Middle School provides an environment where students will develop a passion for learning and gain the skills to make a positive difference in the world.

### **Mission Statement**

As an innovative community of creative thinkers, John Barrett Middle School's mission is to develop the personal, academic and social growth of our students as they strive to reach their greatest potential by setting high expectations while inspiring a passion for life-long learning, strengthening 21st century skills, and fostering individual responsibility within a safe, nurturing environment.

### **Motto**

Broncos—A Tradition of Excellence

### **Colors / Mascot**

Barrett Middle School's colors are GREEN, BLACK, and WHITE, and the mascot is the BRONCO.



## School Hours

The Bell Schedule detailing specific class times, lunch schedules and passing periods can be found inside the student planner.

|              |         |                                       |
|--------------|---------|---------------------------------------|
| Warning Bell | 7:55 am |                                       |
| School Start | 8:00 am |                                       |
| Dismissal    | 2:45 pm | (Monday, Tuesday, Wednesday & Friday) |
| Dismissal    | 1:30 pm | (Thursday)                            |
| Dismissal    | 11:15am | (Minimum Day)                         |

## Arrival and Departure Times



Students are not to arrive at school before 7:30 am and are to be picked up after school **no later** than 15 minutes after dismissal (3:00 pm on M, T, W, & F 1:45 pm on Thursday and 11:30 am on minimum days). There is **no supervision** for students before or after these times.

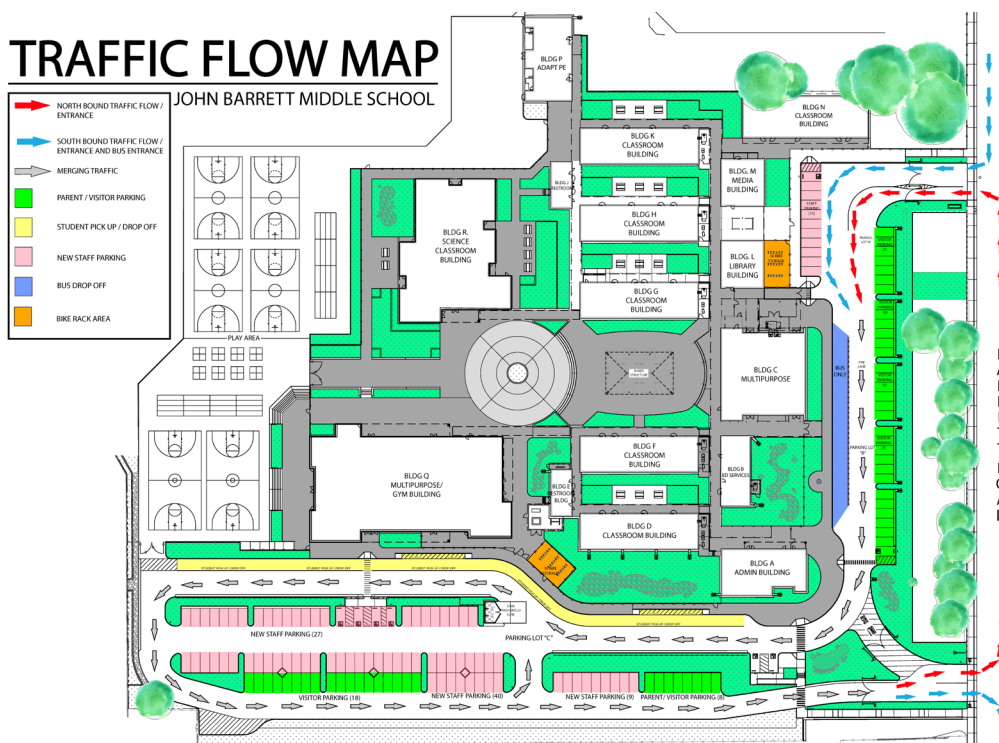
Students arriving to school late must check in at the Attendance Office (see **Attendance** section). Students leaving school early must be signed out at the Main Office.

## Office hours

7:30am to 3:15 pm daily

## Drop off and Pick up of Students

For the safety of all students please use the following procedures as shown on the **MAP**.



## Bell Schedule



# BARRETT MIDDLE SCHOOL BELL SCHEDULE 2023-2024



### Regular Bell Schedule (Mon-Tues-Wed-Fri)

### MINUTES

|                         |         |                    |    |
|-------------------------|---------|--------------------|----|
| <b>Warning Bell</b>     |         | 7:55am             |    |
| PERIOD                  | 1       | 8:00am -- 8:51am   | 51 |
| PERIOD                  | 2       | 8:55am -- 9:46am   | 51 |
| PERIOD                  | 3       | 9:50am -- 10:41am  | 51 |
| PERIOD                  | 4       | 10:45am -- 11:36am | 51 |
| <b>FLEX A / LUNCH B</b> |         |                    |    |
|                         | FLEX A  | 11:40am -- 12:18pm | 38 |
|                         | LUNCH B | 12:22pm -- 12:55pm | 33 |
| <b>LUNCH A / FLEX B</b> |         |                    |    |
|                         | LUNCH A | 11:40am -- 12:13pm | 33 |
|                         | FLEX B  | 12:17pm -- 12:55pm | 38 |
| PERIOD                  | 5       | 12:59pm -- 1:50pm  | 51 |
| PERIOD                  | 6       | 1:54pm -- 2:45pm   | 51 |

### Thursday Bell Schedule (Early Dismissal)

### MINUTES

|                     |   |                          |           |
|---------------------|---|--------------------------|-----------|
| <b>Warning Bell</b> |   | 7:55am                   |           |
| PERIOD              | 1 | 8:00am -- 8:45am         | 45        |
| PERIOD              | 2 | 8:49am -- 9:34am         | 45        |
| PERIOD              | 3 | 9:38am -- 10:23am        | 45        |
| PERIOD              | 4 | 10:27am -- 11:12am       | 45        |
| <b>LUNCH</b>        |   | <b>11:16am - 11:52am</b> | <b>36</b> |
| PERIOD              | 5 | 11:56pm -- 12:41pm       | 45        |
| PERIOD              | 6 | 12:45pm -- 1:30pm        | 45        |

### Minimum Day (No Lunch Served)

### MINUTES

|                     |   |                      |    |
|---------------------|---|----------------------|----|
| <b>Warning Bell</b> |   | 7:50am               |    |
| PERIOD              | 1 | - 8:00am -- 8:30am   | 30 |
| PERIOD              | 2 | - 8:34am -- 9:03am   | 29 |
| PERIOD              | 3 | - 9:07am -- 9:36am   | 29 |
| PERIOD              | 4 | - 9:40am -- 10:09am  | 29 |
| PERIOD              | 5 | - 10:13am -- 10:42am | 29 |
| PERIOD              | 6 | - 10:46am -- 11:15am | 29 |

## Campus Visitors

For the safety of all students and staff, all persons on campus need to be identified. Between the hours of 7:30 a.m. and 3:15 p.m., visitors to campus must first check in at the Main Office to obtain a Visitor ID Badge to be worn for the duration of his/her time on campus.

## Attendance

### Reporting An Absence

School success is directly correlated to regular school attendance.

Absences must be accounted for in accordance with State and District policies / procedures. We hope parents will support their students by scheduling appointments outside of school hours when possible.

***It is the responsibility of the parent to notify the school when your student is absent.***

**Report online at [sis.sanjuan.edu/ParentPortal](https://sis.sanjuan.edu/ParentPortal)**

**Email [BarrettAbsence@sanjuan.edu](mailto:BarrettAbsence@sanjuan.edu)**

**24 - Hour Attendance Line: 916-971-7844**

When reporting an absence, please speak slowly and clearly and give the following information:

- Student's full legal name
- Student's grade level
- Date of absence
- Reason for absence
- Name and relation to student of the person calling

Handwritten notes must include: All the the above AND a Parent/Guardian SIGNATURE

### Automated Attendance Calls



The district telephone system will automatically alert parents when your student has been identified as absent. To avoid receiving Attendance Notification calls, report any absence as soon as possible.

State law allows parents to clear absences for illness, medical appointments, death of immediate family member, and religious holidays. Absences for any other reason are considered unexcused even when cleared by a parent. Absences not cleared within 10 days will automatically turn into truancy and may not be cleared. Students with truanies are subject to disciplinary action and referred to the School Attendance Review Board (SARB).

## Excessive Excused Absences

Students who have excused absences in excess of 10 school days in a given school year will be required to have illnesses verified with a note from a medical professional. Without verification, absences will be considered unexcused.



## Forgeries

Forged notes and/or signatures will result in the consequences stipulated in SJUSD Grounds for Suspension and Expulsion.

## Early Dismissals

Students leaving early for any reason must be signed out by a parent or guardian in the school office. Please email [BarrettAbsence@sanjuan.edu](mailto:BarrettAbsence@sanjuan.edu) or call 916-971-7842 with any requests for early dismissal.

If a student becomes ill and needs to leave school, he/she must call a parent/guardian from the Main Office phone. (Cell phones are not to be used to call home due to illness.)

Parents, legal guardians, or persons listed on the emergency card are the only persons able to give permission. The person signing out the student must provide a government issued ID. Students are not allowed to leave without authorization from a person listed on the emergency card. If a student leaves campus for any reason without an early dismissal, he/she will receive a truancy and will be subject to disciplinary action.

## Tardies



Students are expected to be in the classroom and ready for instruction when the bell rings at 8:00 am. Students arriving after the start of school are considered tardy. Students arriving after 8:10 am will need to report to the attendance office to obtain a pass to class. Students with 5 tardies, or more, will receive an after school detention.

Students arriving late to any class without a hall pass from the previous teacher are considered tardy and are subject to disciplinary action.

## Absences and Make-Up Work

Students are required to make-up all missed work when absent from school. Typically students receive one day for each day of absence to make up work and be entitled to receive full credit. Upon returning to class it is the student's responsibility to request and/or clarify all missing classwork and homework assignments.

Students must be absent for 3 consecutive days before the office can make a homework request and teachers have 24 hours to complete the request. Completed homework requests are available for pick-up in the Main Office.

**Helpful Hint:**  
Check the school website or call a classmate to get assignments before returning to school so that you stay caught up and do not have so much make-up work to complete!



## Independent Study

Independent study is a voluntary program for students who are going to be absent for 5 or more consecutive school days for unavoidable personal family business, funerals, extended illness, emergency, or are waiting a decision on a critical incident or alternative placement. A school-approved Independent Study Contract is an educational alternative and is not recorded as an absence. **Students must obtain the Independent Study Contract from the office at least 10 days prior to the first day of absence.** For attendance purposes, the student MUST turn in the completed assigned work to the school office when they return to school. Late work is not accepted. Students must have good attendance to be approved for Independent Study

## Communication

Communication between parents and teachers is vital to student success! Email, voice mail, newsletters, and the school website are all ways for staff and parents to communicate. **Parents, please attend Back-to-School Night to find out how to best contact your student's teachers and how they will be communicating with you!**

### Staff Email



Email is the best way to contact teachers and other staff members. Check our website for a list of staff emails.

### Staff Voice Mail

All Barrett Middle School staff members have voice mail available. Please refrain from leaving lengthy messages and recognize that it may take a few days to receive a call back. Teachers especially may not be able to answer phone calls or check voicemails during instruction time. Email is the best method to communicate with our staff.

### Newsletters

Barrett emails newsletters as a way of communicating with parents. Please check your email frequently and be sure to keep us updated with current contact information.

### School Website, Facebook & Instagram



Our website contains information such as staff email, newsletters, school calendar, Student / Parent Handbook, and much more. Make sure you check it out!

**sanjuan.edu/barrett**

We use **Facebook and Instagram** to post information, pictures, upcoming events, etc. Follow us at: [www.facebook.com/BarrettMiddleSchool](http://www.facebook.com/BarrettMiddleSchool) or on Instagram [@Barrettmiddleschoolofficial](https://www.instagram.com/Barrettmiddleschoolofficial).

### Telephone Notification System

The telephone notification system enables designated users to record and send voice messages to large groups. This system is used for:

- Attendance Notification Messages: alerts you of a student absence
- Community Outreach Messages: general information and announcements
- Emergency Communications Messages: enables school administrators to directly notify and update parents and staff during an emergency at up to six numbers per contact.

This system only works if the school has been provided current contact information. Unless there has been a specific request, the only phone number the system dials is the student's residence phone number. At a parent's request, it is possible to send calls to two phone numbers for Community Outreach Messages and up to six phone numbers for Emergency Communications Messages. If you would like to receive messages at phone numbers other than your home number, please send an email message to [cambria.lawand@sanjuan.edu](mailto:cambria.lawand@sanjuan.edu). Be sure to include your student's name, your name, and the type of number you are adding/changing (ex. home, work, or cell). **It is extremely important for parents/guardians to notify the school when there is a phone number change.**

## Telephones



Office and classroom telephones are for staff use or emergency use only. Students may use the telephone in an emergency or with staff permission. While cell phones are allowed on campus, they are **not to be used during instructional time.**

Please do not ask your student to leave his/her cell phone on and wait for a call from you during school hours. If a student needs to be contacted by a parent for any reason, please call the school and 916-971-7842 and request a message be delivered to your student. Please make transportation arrangements before school and encourage students to assume responsibility for remembering homework, lunches, etc. so that disruptions (deliveries, phone messages, etc.) to the classroom are minimized.

## Process for Resolving School Issues

A school issue could be a student/student issue, student/teacher issue, or student/administrator issue. Issues between two (or more) students can be taken to a teacher, a school counselor, or an administrator for help. For issues between a student and a teacher, the student should approach the specific teacher with the problem. If necessary the school counselor can sit in and talk with both the teacher and student to help find a resolution.

In elementary school when parents have issues regarding their student, they typically contact the school principal directly. However, in middle school this is not necessarily the best first step in resolving problems and parents will be directed to follow the steps below:

1. Contact the teacher (by email, note, or phone message) as there are usually two sides to every story and most issues are quickly and easily resolved at this level.
2. Contact the school counselor to mediate or arrange for a conference with all your student's teachers. Problems are rarely isolated to only one class.
3. Contact the vice principal.
4. Contact the principal if your concerns have still not been addressed.

## Academics

### Report Cards / Grades / Citizenship / Effort

All grades and report cards are available online through our Q Parent Portal and Student Portal. Student achievement is officially reported to parents 8 times throughout the school year. **Progress reports** and report cards are completed by each teacher. They are available online in Q Parent Portal and Student Portal.



Middle school grades follow the A, B, C, D, F letter grades rather than the elementary school standards-based grading system. Please note that students who previously may have been “proficient” in many categories but earned only “Satisfactory” or “Needs Improvement” for completing and turning in assignments can quickly find themselves earning D’s and F’s in middle school if they follow these same work habits. Missing, incomplete, and/or late assignments can quickly impact a student’s grade.

**Citizenship grades are assigned based on the following citizenship rubric:**

|          |                              |   |
|----------|------------------------------|---|
| <b>O</b> | <b>Consistently</b>          | <ul style="list-style-type: none"> <li>• Demonstrate/s a high level of accountability and responsibility.</li> <li>• Use/s friendly talk and tone.</li> <li>• Serve/s as a positive leader/role model.</li> </ul> |
| <b>S</b> | <b>Usually</b>               |   |
| <b>N</b> | <b>Usually does not</b>      |   |
| <b>U</b> | <b>Consistently does not</b> |   |

**Effort grades are assigned separately and are based on the following effort rubric:**

|          |                     |  |
|----------|---------------------|--|
| <b>4</b> | <b>Consistently</b> | <ul style="list-style-type: none"> <li>• Did assigned tasks without prompting and persevered until I figured it out. (Homework, Bellwork, Classwork, etc.)</li> <li>• Remembered what tools to bring home and what tools to bring to class. (Notebook, planner, books, paper, pencil, practice, etc.)</li> <li>• Engaged and participated in class/group discussions and activities or tasks and stayed on topic in my conversations.</li> <li>• Worked well independently, with a partner, in my group and/or whole class. (No off task behavior or disruptions to group or class)</li> <li>• Took advantage of opportunities to improve my understanding. (Asked questions, wrote reflections, checked answers, went to Power Hour, studied for tests, took the Retest, etc.)</li> </ul> |
| <b>3</b> | <b>Usually</b>      |  |
| <b>2</b> | <b>Sometimes</b>    |  |
| <b>1</b> | <b>Rarely</b>       |  |

## Honor Roll



Students earn academic recognition at the end of each quarter according to their Grade Point Average (GPA) by being placed on one of the following lists:

|                        |             |
|------------------------|-------------|
| Principal's Honor Roll | 4.0         |
| High Honors            | 3.5 to 3.99 |
| Honor Roll             | 3.0 to 3.49 |

At the end of each quarter there is typically a celebration to honor the students who are placed on the honor roll for the quarter.

## Student/Parent/Teacher Conferences

Conferences are held in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. If a conference is needed sooner, parents may request a conference through the school counselor with the student's teachers (all teachers involved, student and parent) if necessary. Conferences with individual teachers may also be scheduled at that teacher's discretion by contacting the individual teacher.

## Q Parent Portal & Student Portal – Online Grades

SJUSD Parent & Student Portal provides parents and families with easy and timely access to student information. Parents and students are expected to regularly check this site to monitor student progress. Links to the portals are on our website.



### Parent Log in:

You can access the SJUSD Parent Portal in one of three ways:

1. If you have a valid email address on file and are listed as the mother, father, or guardian for your student(s), click on the "Need Your Login Information?" link and an email will be automatically sent to you with your PIN and Password.
2. If you are listed as the mother, father, or guardian for your student(s), but are not able to access email, please visit your school site or the Technology Services SIS Helpdesk, located at 5133 Engle Road, Carmichael, CA 95608 for assistance.
3. You may also request the information be sent to you by sending an email to [helpdesksis@sanjuan.edu](mailto:helpdesksis@sanjuan.edu). Please indicate your name, school that your student(s) attend, and their name(s).

In order to protect student confidential information in accordance with Federal and State regulations, parents must provide student name, birth date, and school of enrollment, and present a valid ID in person.

### Student Log in:

This login and password are the same credentials used to log into student computers, San Juan's Google Apps for Education and Naviance

Your user name is the same as the first part of your student email address.

Example: If your email is = 123456@student.sanjuan.edu then your user name = 123456

## Google Classroom

Google Classroom is an educational tool that allows teachers to create and manage academic courses for their students online. Teachers and students can share assignments, homework, projects, quizzes and classroom calendars. Parents and Guardians can get an email summary of their student's work. This summary includes information about missing work, upcoming assignments, and class activity.



**Google Classroom can be accessed through the San Juan Portal.**

## Campus Activities

### Athletics

We have many sports to offer students at Barrett. The wrestling, cross country, and track and field programs are run through the San Juan Unified School District. The local Parks and Recreation Departments officially run the football, volleyball and basketball programs. Students represent their school and participate in competitions with other schools in and around the San Juan Unified School District.



Fall sports include Cross Country, Flag Football and Volleyball. Winter sports include wrestling and recreational basketball. Spring sports include Track and Field. We also offer a wrestling club which allows these athletes that "extra edge" some enjoy.

Barrett Middle School has produced many district and state-wide champion athletes and teams. We take pride in our athletes and encourage ALL students to take part in the sports that are offered. All students, parents and staff are invited and encouraged to be spectators and supporters at our home and away competitions.

### Intramurals / Clubs / Activities

Barrett offers a variety of lunchtime activities year-round. Intramural sports are organized and supervised by staff. These include basketball, football and volleyball tournaments, team relay competitions, and staff vs. student games. The Media class produces a show where school news and information is shared. Assemblies are held throughout the year to highlight special events and guest speakers and to celebrate student academic achievement.

## Emergency Procedures

Barrett Middle School has very specific guidelines with regards to safety procedures. While we follow district guidelines with regards to general safety procedures, our site has specific guidelines that staff and students need to know.

### Evacuation

**Alarm** = loud sounding alarm accompanied by flashing lights (for our DHOH students and staff).

**Procedure** = When the alarm sounds, students exit the classroom and proceed to the back blacktop.

Students should quickly and silently walk single file to their designated location. Students should line up in the field facing away from the building until dismissed to go back to class. Specific details regarding this procedure will be explained and practiced regularly.

## Lockdown

A voice announcement over the PA system announces lockdown status.

**Procedure** = All students and staff are to sit quietly on the floor, beneath the windows and out of sight of anyone outside. Blinds are drawn, lights turned off, and doors locked. Students and staff will have 10-15 seconds to get to a secure location. Students/staff/visitors will not be allowed into securely locked buildings/rooms. Lockdown is over when a voice announcement releases staff and students from the lockdown. Students are not to use cell phones as communication with other students or parents during this time as this communication could compromise the safety of all. Specific details regarding this procedure will be explained and practiced regularly.



## Miscellaneous Information

### Counseling

Barrett Middle School is proud to have one of the best counseling departments in the district. Our counseling center provides a safe place for students to get confidential help with a variety of problems and issues. Our counselors provide daily support for staff and students and are instrumental in facilitating communication between the community, parents, students, and staff.

### Deliveries to Students

We understand that students forget their lunch, their homework or their jacket, and some may even need to have medication brought from home to soothe a headache or upset stomach. If students need anything brought from home, they need to ask permission from a teacher to use the office phone to call home and arrange for the items to be delivered to the office. While we have already stated that visitors need to check in the office, it is important to remember that deliveries need to come through the office as well. Please keep balloons, flowers and other large birthday/celebration arrangements at home as they tend to be a distraction in the classroom and will need to be kept in the office until the end of the school day. In addition, companies like Door Dash and Grub Hub are not allowed to bring food to campus.



### Online Emergency Cards

All students need to complete online emergency cards at the beginning of the school year. Emergency cards contain information about a student's medical history, provide critical contact information, and are a valuable piece of information for student safety. **If your address, phone numbers, or alternative contact information changes, please notify the office immediately!**

Online emergency cards can be accessed by logging in to the Parent Portal with your parent PIN and password: <https://sis.sanjuan.edu/parentportal>. Start by clicking on the "Re-Enrollment" link. Forgot your login credentials? Just click on the "Need Your Login Information?" link and enter your email address and your PIN and password will be emailed to you immediately (Check your spam folder just in case).

## ID Cards / School Pictures

School pictures are taken in Fall and Spring each year. Fall pictures are used for ID Cards and will appear in the school yearbook. Pictures are also available for purchase online.

ID cards are used when purchasing dance tickets, yearbooks, etc. and allow students discounted rates on admission to sporting events around the district. Students will need their ID card or student ID number to receive meals from the school cafeteria. Students should have their ID cards with them at all times.



## Library



Our library is available during lunch for students to spend time researching, reading or just spending a quiet moment for homework. Our school librarian is a wonderful resource for students who are looking for specific or general information

## Lockers

There are no campus lockers at Barrett. Lockers are available for use during PE in the locker rooms. Students are responsible for bringing, locking up, and removing their clothes daily. **It is strongly recommended that students lock all valuables in the lockers including street clothes, money, cellphones, and jewelry during class.** Barrett is not responsible for any missing items in an unlocked locker.

## Lost and Found

There are lost and found "boxes" in both boys and girls locker rooms and a lost and found garment rack in the MP Room. Smaller and more valuable items (cell phones, keys, jewelry, etc.) are often turned into the office. Please make sure to put student names on EVERYTHING...this makes identifying personal items much easier in the long run.

## Lunch

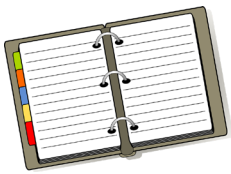
The school has two lunch periods – Lunch A and Lunch B. Lunch assignments are based on students Flex teacher.

Breakfast and Lunch are served daily. Information about meals, menus, cost, and the Free and Reduced Lunch Program can be found on the SJUSD and Barrett website.



## PE Uniforms

**Students must dress for PE daily.** PE Uniforms are available for purchase online at the beginning of each school year. Students are not required to purchase the Barrett PE uniform and may purchase their own clothes. In either case, **their name must be visibly written on the outside front of shirt and shorts (not on tape).** Students may not share PE clothes. Students should bring PE clothes on Mondays and take them home to wash each Friday. In addition, students should carry their own stick deodorant and use it daily. Glass containers and aerosol (spray) deodorant or cologne/perfume are **not allowed**. Students who do not regularly dress for PE or who bring glass containers or aerosol sprays to school **will be subject to disciplinary action.**



## Planner

This planner is a great tool to help you organize your life so that you don't have to worry about forgetting things. It is also used as a tool for parents and teachers to communicate. Planners are issued to students at the beginning of the school year and, if lost, another planner can be purchased as a replacement for \$5.

## Student Medication



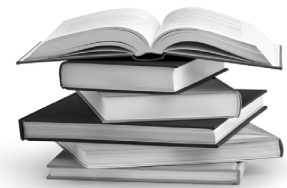
Student medications must be left in the office. An "Authorization for Medication Administration" form must be completed by both the parent and physician with specific directions regarding dosage, timing etc. This form is available from the office or on the District website (under "Academics" then "Health Services"). Students may not carry medication with them and may NOT give any medication to other students – this includes over-the-counter medications. Students may carry their inhaler if they can self-administer it and have doctor instructions to do so. A release form is still required to be filed with the office.

## Supply Lists

All required materials and supplies will be provided by schools to students at no cost. We recognize that many families wish to provide supplies for their own student or donate materials to the school community and are welcome to do so at any time. Supply lists are provided as suggested materials and are not required of any student or family to fully participate in the school's academic program.

## Textbooks

Textbooks are used in almost every subject and are assigned to students. Although textbooks are the property of the school, the individual student is responsible for its upkeep, and should not write in or deface it in any way. **Students will be charged at the end of the year for any textbooks that are damaged or lost.**



## Responsibilities

### Parent/Guardian Responsibilities

Parents play an important role in educating their students and ensuring that they are successful in middle school. The following is a list of suggestions for parents to help their students:

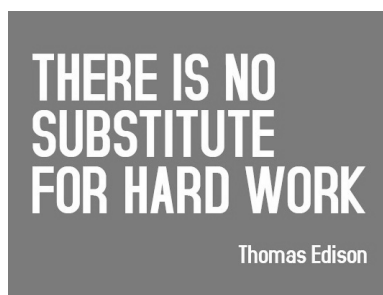
- ☆ Attend Back-to-School Night to meet the teachers and find out what the expectations are for each of your student's classes, the methods of communication home, and the preferred methods of contact. *This is probably one of the most important things you can do this year!*
- ☆ Mark important dates on your calendar so you know when to expect communication from the school (newsletters, progress reports, report cards, etc.) so that you can ask your student should they forget to give it to you.
- ☆ Read any newsletters sent home, review the progress reports, check the school website regularly for homework and announcements ([www.sanjuan.edu/barrett](http://www.sanjuan.edu/barrett)), and regularly check grades on Q.
- ☆ Check your student's planner daily to make sure they are logging in all assignments and completing them on time.



- ☆ Provide a regular time and place for your student to study, review assignments, and do homework. Students do better when they have a routine.
- ☆ Encourage students to use their notes and textbook on homework if they are stuck.
- ☆ Help your student get and stay organized. Middle School students have 5 or 6 different teachers with different requirements, procedures, and expectations and organization is important.
- ☆ Restock supplies of pencils, marking pens, and paper weekly or even daily in some cases.
- ☆ Organize and pack school backpacks, coats, etc. and place them in the same place each night before going to bed. This helps avoid misplaced assignments and papers in the morning rush out the door.
- ☆ Have your child eat breakfast every day and bring a healthy lunch to school.
- ☆ Make sure your student arrives at school on time.
- ☆ Ensure that your child is getting plenty of sleep. Lack of sleep not only makes it difficult to concentrate in school, but it also leads to discipline problems.
- ☆ Notify the school if your student is going to be absent.

### **Student Responsibilities**

- ☆ Deliver all forms of communication (newsletters, forms, progress reports, etc.) to parents / guardians.
- ☆ Be in your seat with supplies out ready to learn when the bell rings.
- ☆ Carry pencils, paper, and marking pens daily to class.
- ☆ Read any newsletters sent home, review the progress reports, check the school website regularly for homework and announcements ([www.sanjuan.edu/barrett](http://www.sanjuan.edu/barrett)), and regularly check online grades if available.
- ☆ Fill in your planner daily for all classes listing daily and long term assignments and announcements.
- ☆ Take notes and do your homework every day.
- ☆ Study for all tests and quizzes.
- ☆ Learn where your teachers post assignments and what to do if you are absent.
- ☆ Clean out your backpack regularly.
- ☆ Make wise choices and follow school rules and procedures to support a safe environment for learning.
- ☆ Act appropriately and minimize disruptions and distractions in the classroom and allow others to learn.
- ☆ Be safe, be respectful, and be responsible. (More on this later in the handbook.)



### **Teacher Responsibilities**

- ☆ Provide information on daily classroom procedures (location and collection of assignments, submittal of absent/late work, bell work, testing procedures, etc.).
- ☆ Provide students with policies for grading, assignments, and assessments.
- ☆ Review expectations for appropriate behavior and quality/quantity of assignments.
- ☆ Meet with parents at Back-to-School Night to explain classroom procedures, methods of communication, and expectations.
- ☆ Enforce campus rules and policies to maintain an environment for learning.

### **Administrator Responsibilities**

- ☆ Refer all parent concerns first to the teacher for resolution.
- ☆ Provide a safe environment for all students and staff.
- ☆ Enforce school-wide expectations for student behavior. (Be safe, be respectful, and be responsible.)
- ☆ Enforce campus rules and policies to maintain an environment for learning.
- ☆ Provide consistent discipline when necessary.

## PART 2: CAMPUS RULES AND POLICIES

A school climate where students are **safe**, act **respectfully**, and are **responsible** provides training and practice for students to develop into successful, responsible members of society. The rules and policies contained in this handbook have been developed by staff, students, and the community with your safety and optimal opportunities for learning in mind.

Students are expected to follow all school and district policies in addition to general school rules including individual classroom teacher's procedures. Experience has shown that a clear understanding of the school's expectations, along with wise choices regarding these matters on the part of students, contributes to a safe environment that fosters learning and success.

Students who violate school rules are subject to school discipline and in some instances may be referred to law enforcement depending on the seriousness of the offense. Please refer to the State Education Code and District policies

### General Discipline Procedures

All students are entitled to the opportunity to learn in a safe environment with minimal disruptions or distractions. Persistent behavior problems interrupt quality teaching and learning. School rules and policies are designed to provide guidelines for appropriate behavior that supports a learning environment. Students who choose to violate school or classroom rules or policies will be subject to disciplinary action that may result in any of the following consequences:

- Warning
- Conference with teacher or staff member
- Phone calls/email/letter home to parents/guardians
- Conference with parents/guardians
- Detention
- Wednesday/Friday After School
- Class Suspension
- Behavior Contracts
- Cocoon Contracts
- Home Suspension
- Expulsion
- Police intervention



Each time a student is referred to the office, a record is kept. Students receiving an excessive amount of discipline referrals, class suspensions, or home suspensions will be excluded from participating in dances, fieldtrips, and end of the year celebrations, class trips and any other school functions. Each disciplinary action is reviewed on a case- by-case basis for the student who is committing the act requiring discipline. Activities that require immediate suspension and/or expulsion are clearly outlined in the district's discipline policy which was distributed at student schedule pick up or registration.

## Expected Behavior

Barrett Middle school has three principles known as the 3B's that govern all student behavior:

### Be Safe Be Respectful Be Responsible

We want all students, parents, staff, and community members to be proud of our school and students. By adhering to the above principles at all times and by making wise choices, students model behavior and characteristics to make all of us proud.

The following sections provide a more detailed description of how to ***Be Safe, Be Respectful, and Be Responsible*** with respect to specific campus activities and/or locations.

#### Assemblies



Assemblies are usually held in the MP Room. Students should quietly accompany their classroom teacher to the MP Room and quickly be seated on the floor or in chairs facing forward. Out of ***respect*** to the person(s) leading the assembly, students should remain seated facing forward and they should be quiet during the presentation. It is inappropriate to turn and face away from the presenter(s), to talk or call out unless requested to do so, to play with other's hair or clothing, or to lie down. All cell phones should remain in the classroom in student backpacks. At the end of the assembly, students are expected to quickly and quietly follow their teacher's directions and return to their classrooms.

#### Buses



Students who regularly ride the bus to or from school need to abide by the District guidelines for ***Bus Safety*** and the ***Rules of Conduct*** (located on the District website at: [sanjuan.edu/transportation](http://sanjuan.edu/transportation)). Students who do not follow the ***Rules of Conduct*** are subject to a citation from the driver which will lead to disciplinary action that may even include suspension or loss of bus riding privileges. In addition, students are expected to act ***responsibly*** by exercising their best behavior to and from the bus stops as well as at the bus stops.

Students participating in special activities or field trips that require bus transportation are to remain in their seats while on the bus and follow all bus rules and directions given by the driver. Students who cannot abide by the rules set forth by the driver will be subject to disciplinary action.

#### Cafeteria



Students are expected to walk ***safely*** to the cafeteria for lunch each day and line up in the designated locations. Out of ***respect*** for others, students may not cut in front of others already in line. It is the ***responsibility*** of all students to clean up after themselves and deposit all trash in trash cans before exiting. All food is to be consumed in the cafeteria. When students are finished eating, they may use the designated exit. Students should be either in the cafeteria or on the blacktop, at the rear of the school, and not in other during lunch time.

## Cheating/ Forgeries/Plagiarism

Simply put: if it's not yours, don't use it as yours! Cheating is not just taking answers from someone else, but also giving answers to another student – even if it is just homework! Students should be **responsible** and do their own work and be **respectful** of other students' effort and hard work by not copying their work.

Writing a note and forging your parent's signature (or initials) on any school document is **disrespectful** not only to your parents, but also to the person you are giving the note or document to. Students need to take **responsibility** for not having the necessary signature when required and accept any consequences (loss of credit/points, privileges, etc.).

Cutting and pasting information from the internet into your own paper and submitting it as your own work is plagiarism. Be **responsible** and follow the guidelines given in class regarding the use of the internet and other sources. Be proud of your work and make it your own! Students who cheat, plagiarize, or forge signatures will be subject to disciplinary action.

## Classrooms

Classroom expectations and procedures are an important part of creating an environment suitable for learning. Students are to be **respectful** of individual teacher's classroom rules even when they differ from other teacher's rules and students are to be **responsible** and come to class on time with completed assignments and the necessary supplies (paper, pencils, grading pens, etc.).

## Dances

School dances can be a fun part of middle school. Barrett dances are for current Barrett Middle School students only. Tickets are purchased in advance during lunch. Students on the exclusion list will not be able to purchase a ticket. **No tickets are sold at the door.** Students must have their ID card and ticket/permission slip containing parent signature and phone numbers to be admitted to the dance. Dances start at 6:00 pm and end promptly at 7:30 pm. Students arriving after 8:00 pm or leaving before 7:30 pm must be checked in or out by a parent.



All campus rules and policies *including dress code* are in effect at the dances. Students who engage in sexually suggestive (freak or dirty dancing, etc.) or unsafe dancing (moshing, break, etc.) will be removed from the school dance, have a parent contacted, lose dance privileges for the remainder of the year, and be subject to additional disciplinary actions. Out of **respect** for your dance partner and others at the dance, you are expected to face your partner while dancing and maintain 4 – 6 inches of space. Leg wrapping, moshing, grinding or body surfing are also not appropriate behaviors.

## Student Dress Code – Applies to ALL Barrett Students



School is a place of learning where all students are entitled to be educated in a safe environment free from distraction. We believe that students should “dress for success” and the school dress code is written to define guidelines on appropriate dress for middle school that is Safe and Respectful. It is the student’s responsibility to follow these guidelines while on campus, as well as when attending after school activities, both on and off campus.

Students are expected to wear appropriate clothing that fits properly, doesn't prevent them from participating in any school activity, and is not distracting. For safety, closed toe shoes must be worn during every science lab and no sandals. In addition, during PE students must wear athletic shoes. Clothing must cover the torso, no spaghetti straps, all undergarments must be covered, and sagging pants are not permitted. House slippers are not allowed to be worn on campus.

Clothing and other items worn or carried by students, including buttons and backpacks, **may not:** denigrate any group; promote violation of school rules; depict drugs, tobacco, alcohol, violence, unlawful use of weapons, intimidation, gang/cult affiliation, inappropriate language or graphics, or be sexually suggestive.

**Disciplinary Action:** Students dressed in a manner that does not meet this criteria will be sent to the office to remedy. This may require the student to call home for appropriate clothing to be delivered or borrow school loaner clothing.

***The appropriateness of any clothing in question will be left to the discretion of the Barrett Middle School teachers and administration. Students who fail to dress responsibly and follow the above guidelines will be subject to disciplinary action.***

## Field Trips / On-Campus Special Activities



Students on off-campus field trips are representatives of our school and are expected to be on their best behavior. Students need to be **respectful** of the teachers, parent chaperones, presenters, and performers. Classroom teachers will expand on the expected behaviors depending on the nature of the field trip. All campus rules and policies will be in effect.

Whether students are participating in an off-campus field trip or are out of class for a special activity (performing arts, student government, etc.), students are **responsible** for obtaining all in-class assignments and homework prior to the absence and having all work completed upon return to class the following day.

## School Activities

Students must demonstrate good citizenship and responsibility to participate in special school sponsored activities. Students who do not meet these requirements are not eligible to participate in them and will be added to an exclusion list. The exclusion list is for the current school quarter and resets at the beginning of each new quarter.

### Exclusion List Criteria:

- Suspensions
- 6 or more assigned detentions
- Two or more after school detentions.
- Two or more "U's" in citizenship on most recent report card and/or progress report.
- Overdue Textbooks and/or library books
- Two or more class suspensions

Administration reserves the right to restrict any activity based on disciplinary action

## Gambling

Gambling, which includes playing cards or dice, is not allowed on campus or during any school activities.

## Gum and Candy



Gum is not allowed **on campus in the classrooms or hallways**. Please act **responsibly** and leave it at home. Teachers, at their discretion, may allow candy in their classroom for a special occasion or celebration. Students caught chewing gum will be subject to disciplinary action.

## Hall Passes

Students are not permitted outside the classroom during class periods unless they have a hall pass in their possession or are accompanied by a teacher. If a student needs to see a teacher at lunch, he/she must get a pass from that teacher prior to that lunch period. It is the student's **responsibility** to ask for a hall pass and carry it. Hall passes may only be used with a teacher or administrator's permission.

## Littering

We want to be proud of our school and one thing that makes us proud is how our school building and classrooms look. Students are **responsible** for picking up after themselves and placing all trash in the appropriate containers. This includes the hallways, blacktop, cafeteria, and individual classrooms. It is not the teachers' or custodial staff's job to pick up after you.

## Manners

Students are expected to act **respectfully** toward students and all adults (teachers, administrators, aides, support staff, & visitors) on campus and use manners. *Please* and *thank you* are always the polite thing to say and often omitted. It is also disrespectful for students to question why they need to do something an adult on campus instructs them to do – you just need to do it.



## Media Announcements(BTV)

The Barrett Media class presents the announcements weekly. It is the student's **responsibility** to remain quiet during the announcements as this is the primary way students receive information about important happenings at school.

## Notetaking and Homework

A common question for middle school students to ask is "Why do I have to take notes and do HW?" And there are several good reasons! There are 3 basic learning styles: auditory (hear it), visual (see it), and kinesthetic (do it). Although many people may have a preference to one learning style, we all learn best from a combination of styles. So, each day in class, the teacher talks about the lesson (you hear it), the teacher writes notes and examples on the board (you see it), and you take notes and do homework (you do it). By eliminating any one of the 3 styles, you significantly reduce your learning! Students are expected to take notes and do their homework daily for each class.

## Passing Period



There are 4 minutes to pass from class to class. During this time, students are to be courteous and **respectful** of others and of school property. Students are also expected to be **responsible** and arrive to the next class on time. **Safety** is also a priority.

Running, pushing, walking through landscaped areas, linking arms, holding hands, hugging or other public displays of affection, yelling, using profanity, spitting, eating, or drinking (other than water), stopping in the halls, etc. are inappropriate behaviors.

## Student Sales of Items

Students may not sell, exchange, or barter any goods or services except for fundraisers authorized by the administration and Student Leadership.

## Test Taking

Tests and quizzes are an opportunity for you to show what you have learned, and all students are entitled to a quiet, distraction free testing environment. Students need to be **respectful** of others who may still be testing and remain SILENT until all students have finished the test or quiz. A **responsible** student will bring a reading book along in case he or she finishes early.

## Time Out



On occasion your teacher may find it necessary to remove you temporarily from the classroom as a time out due to your inappropriate classroom behavior. You should use this time to SILENTLY reflect on their actions and develop a plan for improving behavior to **Be Safe, Be Respectful, and Be Responsible**. It is inappropriate for students who have been sent outside to talk or make other noises, walk around, or sit on the railings. Students who are sent outside on a time out and continue to display inappropriate behavior will be subject to disciplinary action.

## Travel To and From School – School Rules Apply

Students are **responsible** for following school rules and policies on their way to and from school in addition to their time on campus (per CA State Ed. Code 44807). Students who violate school rules on their way ( to or from) school will be subject to disciplinary action.



## Yearbooks

School yearbooks are available for purchase throughout the school year. **Make sure you keep your receipt in a safe place as it is your only proof of purchase!** Yearbooks are generally distributed to students the last week of school.



Students are expected to act **responsibly** by immediately placing your first and last name in the yearbook front cover when you receive it and by keeping track of who has your yearbook at any given time (do not let others pass it around). Yearbooks are expensive and are the personal property of individual students, so students need to be **respectful** and treat other's yearbooks with care, write only kind / polite / positive things, and do not cross out or deface any pictures. Students who write in or do anything inappropriate to someone else's yearbook will be required to purchase a new one. The school is not responsible for lost or damaged yearbooks.

## Personal Property

### Cell Phone Guidelines



Recent changes in the California Education Code and district policy now permit the possession of cell phones while on campus. Cell phones can be used on campus during non-instructional times. However, unless permission has been granted by the teacher, cell phones must be put away and turned off or on silent mode during class time. Any phone that is seen or heard during instructional time will be taken and students will be subject to disciplinary action. Refusal to surrender your phone when asked is defiance. Defiance can result in suspension and your parent will be contacted.

**Restrictions on cell phone usage:** Students are prohibited from using cell phones to take unsolicited or unwelcome video recordings or photographs of students or staff at school. Cell phones used to cheat or plagiarize, to bully or haze others, to disrupt the learning environment, to view pornographic, vulgar, or inappropriate content or to post derogatory content on social media sites is prohibited. Ed Code Section 51512 states: *it is illegal for any person, including a student, to use an electronic device to record, what is happening in the classroom, without the consent of a teacher.*

**Privacy in school locker rooms and restrooms is strictly enforced.** Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record, or transfer images of a person in a locker room or restroom. Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under federal, state or local law.

### Cell Phone Violation Consequences:

- **1st Offense** – Phone will be confiscated and held and student may pick it up after school.
- **2nd Offense** – Lunch Detention is assigned and phone must be picked up in the office by a parent or guardian.
- **3rd Offense** – After School Detention is assigned and the phone must be picked up in the office by a parent or guardian.

**Barrett Middle School is not responsible for lost or stolen phones or electronic devices. Please be cautioned that students need to secure their devices at all times.**



## Headphones / Earbuds / Other Electronics

Headphones may not be worn in class, during school hours, unless a teacher or staff member grants permission during instructional time.

All electronics such as iPod, Air Pods, video games, cameras, laser pointers, personal digital assistants (PDA), should not be brought to campus. The school will not be held responsible for any of these valuables should they go missing and will not spend time investigating the issue. These items are your property and should not be brought to school. Use of any of the above or similar items during school hours will result in the item being taken and students will be subject to disciplinary action.

## Sports Equipment



Sports equipment (basketballs, footballs, soccer balls, tennis balls, etc.) is not to be brought to school and should be left at home. Unless authorized for a particular occasion by school staff, any sports equipment brought on campus will be taken away from the student and returned to a parent. Barrett provides sports equipment for check out during lunch in exchange for a student ID card.

## Bikes/Skateboards/Scooters and other forms of student transportation

Students must follow all bike safety rules – *including wearing a helmet!* Bikes, skateboards, and scooters must be walked on campus at all times. They should never be ridden on school grounds. Walk them as soon as you turn off the sidewalk.

Bikes, skateboards and scooters should be locked at all times in the designated area using your own lock. Never leave your bike unlocked. If you care about it, LOCK IT!

**Bikes/Skateboards & Scooters may not be stored in the office.**

## School Property

School property is to be treated **respectfully** at all times. School property includes but is not limited to computers, textbooks, library books, PE equipment, intramural equipment, classroom desks, chairs, electrical equipment, phones, TV's, etc. Destruction or defamation of any school property will result in the guilty party reimbursing the school and/or the district for the replacement of the damaged property. The breaking of windows, graffiti, or damage to any part of the physical site will also result in both district fines and police intervention.

## School Policies

### Tagging/Vandalism

Marking walls, desks, lockers or other school property is against both school policy and district policy. Any student suspected of or caught tagging or vandalizing school property with graffiti will be subject to fines and discipline associated with the clean up and/or replacement of the damaged property.

### Drug, Alcohol, and Weapon Free Zone

Barrett Middle School along with the San Juan Unified School District is a Drug, Alcohol, and Weapon Free Zone. Any students suspected of, or caught possessing any drug (including and not limited to prescription

medications: see **Student Medication** section) are at risk of search, seizure and both school and police discipline. The use and/or possession of drugs, alcohol and/or weapons will not be tolerated on this or any other campus in the San Juan Unified School District. Students in possession of or suspected of possessing any drug products, alcohol, or weapons will be subject to disciplinary action.

### **Tobacco Free Policy**

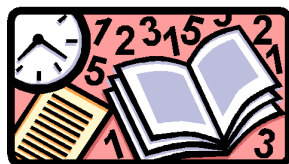


Barrett Middle School along with the San Juan Unified School District have adopted a Tobacco Free Policy. Tobacco in the form of cigarettes, e-cigarettes (vaping) and chewing tobacco products are not allowed on or around the school site. Students in possession of or suspected of possessing any tobacco products will be subject to disciplinary action. Smoking and chewing of tobacco is not allowed for any adult or student while on campus.

### **Hazing/Harassment Policy**

Hazing is a degrading activity by a group that is done to a person as a type of initiation into their “group.” Hazing is unacceptable and will result in disciplinary action. Harassment is also a very serious matter at Barrett and will not in any instance, be taken lightly. Sexual harassment is when one student, teacher, or other individual makes sexually charged remarks at, about or around another individual. These remarks may make others uncomfortable and are not acceptable. Pulling down pants is also considered sexual harassment. Other forms of harassment include but are not limited to name calling, throwing items at another person, taking someone else’s possessions (i.e.: backpacks, shoes, jackets) and “hiding” or removing them from view, starting or facilitation of rumors about individuals, and physical intimidation, and making racial slurs or remarks intended to be insulting or derogatory. Any student suspected of or caught participating in hazing or harassing another student or staff member will be subject to disciplinary action.

### **Homework Policy**



Homework will be assigned as necessary and is used as independent practice to reinforce skills learned in class. Students are expected to use their planners to write down all assignments in addition to completing all assignments and turning them in on time. Teachers will review their individual homework requirements for their class with students at the beginning of the year. Failure to complete homework regularly will result in a lower course grade and may even result in disciplinary action.

### **Internet Use Policy**



Students are allowed to use school computers and the internet for the research of school projects and must follow the rules and guidelines established in District Policy AR 0440.1(a). Use of computers on campus is a privilege that can be taken away at any time if misused. Students that use information from the internet in their research papers need to cite the internet sites and give proper credit to avoid plagiarism. Teachers will review rules that govern plagiarism and the correct use of internet sites for research purposes.

Students who inappropriately use the internet will be subject to disciplinary action.

# SAN JUAN UNIFIED SCHOOL DISTRICT

## 2020-2021 K-12 Pupil Behavior Guidelines

The K-12 Pupil Behavior Guidelines are designed to allow school administration to assess incidents on an individual basis, and to issue pupil discipline that is age appropriate and based on a progressive discipline model.

California Education Code section 48900.5(a) states, “Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.”

School site administration may use discretion when warranted to provide other means of correction to suspension and/or expulsion. However, alternatives to suspension shall be used with students who are truant, tardy, or otherwise absent from assigned school activities. (EC 48900(w)/AR 5144.1)

| Education Code   | Other Means of Correction | May Suspend | May Recommend Expulsion | Contact Safe Schools |
|--|---------------------------|-------------|-------------------------|----------------------|
| <b>48900(a)(1)</b> Caused, attempted to cause, or threatened to cause physical injury to another person.   |                           |             |                         |                      |
| Threats  | Must be considered        | Yes         | Yes                     | Optional             |
| Fight  | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900(a)(2)</b> Willfully used force or violence upon the person of another, except in self-defense.<br>{Reference: 48915(a)(1)(A) and 48915(a)(1)(E)}  | May be considered         | Yes         | Yes                     | Required             |
| <b>48900(b)</b> Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.<br>{Reference: 48915(a)(1)(B), 48915(c)(1), 48915(c)(2), and 48915(c)(5)}  | May be considered         | Yes         | Yes                     | Required             |
| <b>48900(c)</b> Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.  |                           |             |                         |                      |
| Under the influence  | May be considered         | Yes         | Yes                     | Optional             |
| Possession   | May be considered         | Yes         | Yes                     | Required             |
| Furnishing   | May be considered         | Yes         | Yes                     | Required             |
| Sale   | Not considered            | Required    | Required                | Required             |
| <b>48900(d)</b> Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, 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. | May be considered         | Yes         | Yes                     | Optional             |

| Education Code  | Other Means of Correction                | May Suspend   | May Recommend Expulsion | Contact Safe Schools |
|---|--|---|-------------------------|----------------------|
| <b>48900(e)</b> Committed or attempted to commit robbery or extortion.<br>{Reference 48915(a)(1)(D)}  | May be considered                        | Yes   | Yes                     | Required             |
| <b>48900(f)</b> Caused or attempted to cause damage to school property or private property.<br><br>Minimal damage<br>Extensive damage   | Must be considered<br>May be considered  | Yes<br>Yes  | No<br>Yes               | Optional<br>Required |
| <b>48900(g)</b> Stole or attempted to steal school property or private property   | Must be considered                       | Yes   | Yes                     | Optional             |
| <b>48900(h)</b> Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.   | Must be considered                       | Yes   | No                      | No                   |
| <b>48900(i)</b> Committed an obscene act or engaged in habitual profanity or vulgarity.<br>Obscene act<br><br>Habitual Profanity  | Must be considered<br>Must be considered | Yes<br>Yes  | Yes<br>No               | Optional<br>No       |
| <b>48900(j)</b> Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.  | Must be considered                       | Yes   | Yes                     | Optional             |
| <b>48900(k)</b> (1) 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; (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.<br><ul style="list-style-type: none"> <li>• Cheating/Plagiarism</li> <li>• Forgery</li> <li>• Dress code violation</li> <li>• Gang affiliation or behavior</li> <li>• Gambling</li> <li>• Defiance of authority</li> <li>• Unauthorized parking</li> <li>• Failed to serve Saturday detention</li> <li>• Electronic device violation</li> <li>• Closed campus violation</li> <li>• Initiating a false fire alarm</li> <li>• Inappropriate computer access</li> <li>• Reckless driving</li> <li>• Trespassing</li> <li>• Verbal altercation</li> </ul> | Must be considered                       | Yes*<br><br>Suspension permissible in grades 4-12 only.<br><br>Grades K-3 may not be suspended. | No                      | No                   |
| <b>48900(l)</b> Knowingly received stolen school property or private property.  | Must be considered                       | Yes   | Yes                     | Optional             |
| <b>48900(m)</b> Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.  | Must be considered                       | Yes   | Yes                     | Optional             |
| <b>48900(n)</b> Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.<br>{Reference 48915(c)(4)}   | Not considered                           | Required  | Required                | Required             |

| Education Code  | Other Means of Correction | May Suspend | May Recommend Expulsion | Contact Safe Schools |
|---|---------------------------|-------------|-------------------------|----------------------|
| <b>48900(o)</b> Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.  | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900(p)</b> Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.   | May be considered         | Yes         | Yes                     | Required             |
| <b>48900(q)</b> Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.  | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900(r)</b> Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.   | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900(t)</b> A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.   | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900.2</b> In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. <i>This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.</i> | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900.3</b> In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.   | May be considered         | Yes         | Yes                     | Required             |
| <b>48900.4</b> In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.                              | Must be considered        | Yes         | Yes                     | Optional             |
| <b>48900.7</b> In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.  | May be considered         | Yes         | Yes                     | Required             |

**\*\*Section 48900.9**

The superintendent of a school district or the principal of a school may refer a victim of, witness to, or other pupil affected by, an act of bullying, as defined in paragraph (1) of subdivision (r) of Section 48900, committed on or after January 1, 2015, to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling, as appropriate.

**EC 48915(a)(1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless principal or superintendent determine the expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:**

| <b>Education Code</b>   | <b>Other Means Of Correction</b> | <b>May Suspend</b> | <b>May Recommend Expulsion</b> | <b>Contact Safe Schools</b> |
|---|----------------------------------|--------------------|--------------------------------|-----------------------------|
| <b>48915(a)(1)(A)</b> Causing serious physical injury to another person, except in self-defense.  | May be considered                | Yes                | Yes                            | Required                    |
| <b>48915(a)(1)(B)</b> Possession of any knife or other dangerous object of no reasonable use to the pupil.  | May be considered                | Yes                | Yes                            | Required                    |
| <b>48915(a)(1)(C)</b> Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:<br>The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.<br>The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a   | May be considered                | Yes                | Yes                            | Required                    |
| <b>48915(a)(1)(D)</b> Robbery or extortion.   | May be considered                | Yes                | Yes                            | Required                    |
| <b>48915(a)(1)(E)</b> Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.   | May be considered                | Yes                | Yes                            | Required                    |
| <b>48915(c)(1)</b> Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed. | Not considered                   | Required           | Required                       | Required                    |
| <b>48915(c)(2)</b> Brandishing a knife at another person.   | Not considered                   | Required           | Required                       | Required                    |
| <b>48915(c)(3)</b> Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.  | Not considered                   | Required           | Required                       | Required                    |
| <b>48915(c)(4)</b> Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.  | Not considered                   | Required           | Required                       | Required                    |
| <b>48915(c)(5)</b> Possession of an explosive.  | Not considered                   | Required           | Required                       | Required                    |

#### **School District Responsibilities**

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the pupil is enrolled determines the pupil has violated one or more parts of the California Education Code. A pupil may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

#### **Student Responsibilities**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools - California Education Code section 48908.

#### **Parent/Guardian Home Interventions - When Pupil Is Suspended**

Please make the home suspension a teachable moment for your student. Consider the following strategies: Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together for you). Make sure the pupil completes any missed assignments. During the suspension, try to make this time as boring as possible so they won't want to be on suspension again. Provide adult supervision on the day(s) of suspension. Limit or restrict access to television, phone, internet, video games, and friends. Help the pupil think of other ways they could have dealt with the situation. Pupils are less likely to get into trouble when they are involved in positive activities. Find something the pupil likes and get them involved (sports, arts, youth groups, drama, etc.). Connect with community resources to help the pupil - see [www.211Sacramento.org](http://www.211Sacramento.org) or ask a school counselor/administrator. The goal of suspension is for the pupil to learn from their mistakes and not repeat them.