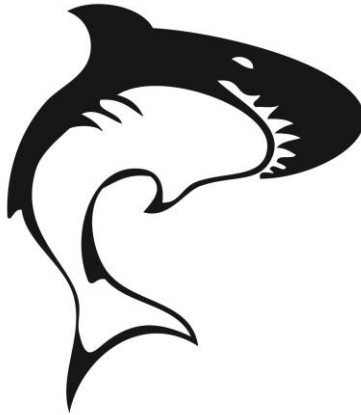


*Welcome to
Blaker-Kinser
Junior High School*



"HOME OF THE SHARKS"

STUDENT HANDBOOK

2017-2018

1601 Kinser Road

Ceres, CA 95307

(209) 556-1810

Fax (209) 541-0174

Office Hours: 7:15 am - 4:00 pm

<http://blaker.ceres.k12.ca.us>

FACULTY CONTACT INFORMATION

ADMINISTRATION

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Ceres Unified School Board

Teresa Guerrero, President
Faye Lane, Clerk
Jim Kinard, Board Member
Mike Welsh, Board Member
Betty Davis, Board Member
Valli Wigt, Board Member
Lourdes Perez, Board Member

Ceres Unified School District Administration

Scott Siegel, Ed.D., Superintendent

Denise Wickham, Ed.D., Deputy Superintendent
Personnel Services Division

Amy Peterman, Ed.D., Assistant Superintendent
Educational Services Division

Daniel Pangrazio, Assistant Superintendent
Business Services Division

Jay Simmonds, Assistant Superintendent
Student Support Services Division

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Blaker-Kinser Junior High School

Committed to Excellence, Responsive to Every Student

Ceres Unified School District

Dear Blaker-Kinser Junior High Students and Parents,

Welcome to Blaker-Kinser Junior High School! We are pleased that you are now part of the Blaker-Kinser family. We have much to offer students and parents in our academic programs, co-curricular activities, and our after school clubs, sports, events, and parent programs. We are delighted that you are joining us at B-K.

To help familiarize you with school procedures, this handbook is provided for your convenience. It outlines the procedures, activities, rules and responsibilities students and parents need to be aware of to be productive and positive learners in our learning community. The Blaker-Kinser staff is also available for any assistance you might need. We have an outstanding faculty and staff who are committed to excellence and are looking forward to working with you this year.

We hope you will have a successful and enjoyable experience at B-K. Once again, we welcome you to Blaker-Kinser Junior High School. Enjoy your school year.

Paul Rutishauser
Angelica Mariscal
Michelle Arnold-Brownlee
Margarita Arzola-Alltus
Julio Rumayor

Principal
Assistant Principal
Learning Director
Learning Director
Administrative Assistant

2017-2018 CALENDAR

IMPORTANT DATES:

First Day of School.....	August 9
Picture Day (PE Class)	August 11
Back to School Night 6:00 – 8:00 pm.....	August 24
Labor Day.....	September 4
College Day (all 8 th grade students).....	September 13
Make-Up Pictures @ lunch.....	September 21
Conference Minimum Day Schedule (<i>Conferences 12:25-2:25 pm and 5-7 pm on 10/20 only</i>).....	October 19 & 20
Minimum Day – No conferences.....	October 21
Non Student Day	October 31
Veteran’s Day (observed)	November 11
Thanksgiving Break.....	November 24-25
Winter Break	December 16-January 3
Martin Luther King Day (no school)	January 16
Mandated P.E. Testing (<i>Grade 7</i>).....	February 1 - April 28
President’s Week “Ski Week” (no school).....	February 13-20
Conference Minimum Day Schedule (<i>Conferences 12:25 -2:25 pm and 5-7 pm on 3/2 only</i>).....	March 1 & 2
Non Student Day.....	March 10
Spring Break	April 14-21
STAR Science Test (8 th grade)	April 24-28
SBAC Testing.....	April 9-May 4
Memorial Day	May 28
Promotion Ceremony (<i>Ceremony at Central Valley High School Amphitheatre @ 6 p.m.</i>).....	May 31
Last student day of school – Minimum Day	June 1

On the Wednesday Planning Days listed below, school begins at 9:15. Students can be dropped off at school at 7:15 and breakfast will be served from 7:30 to 8:20. School buses will run at the regular scheduled time.

PLANNING DAYS—SCHOOL BEGINS AT 9:15

August	23	December	6	March	14, 28
September	6, 20	January	10, 24	April	11, 25
October	4, 18	February	7, 21	May	9, 23
November	1, 15				

REPORT CARD DATES

1 st Quarter Progress	September 8, 2017	3 rd Quarter Progress	February 9, 2018
1 st Quarter Grade	October 13, 2017	3 rd Quarter Grade	March 27, 2018
2 nd Quarter Progress	November 17, 2017	4 th Quarter Progress	May 4, 2018
2 nd Quarter Grade	December 21, 2017	4 th Quarter Grade	June 1, 2018

BELL SCHEDULES

REGULAR SCHEDULE

7:42	First Bell
7:45-8:36	1 st per
8:39-9:23	2 nd per
9:23-9:33	Nutrition
9:36-10:20	3 rd per
10:23-11:07	4 th per
11:10-11:54	5 th per
11:57-12:41	6 th per
12:44-1:28	7 th per
1:31-2:15	8 th per

PLANNING DAY SCHEDULE

9:15	First Bell
9:18-9:56	1 st per
9:59-10:33	2 nd per
10:36-11:10	3 rd per
11:13-11:47	4 th per
11:50-12:24	5 th per
12:27-1:01	6 th per
1:04-1:38	7 th per
1:41-2:15	8 th per

FAMILY INVOLVEMENT

Families are encouraged to attend all school events in support of students. Family members who are interested in volunteering for school events are encouraged to call the school at 556-1810.

SCHOOL SITE COUNCIL

Blaker-Kinser Junior High School has an active School Site Council and invites parents to be involved. The objective of the School Site Council is to assist the school in planning, implementing and evaluating school-based coordinated programs.

ENGLISH-LEARNER ADVISORY COUNCIL (ELAC)

Blaker-Kinser Junior High School invites parents to be involved in the English Learner Advisory Council. The objective of ELAC is to advise the school, administration and School Site Council in developing the Single Plan for Student Achievement and addressing the needs of English Learner students.

FAMILY INVOLVEMENT POLICY

The staff at Blaker-Kinser Junior High has developed a comprehensive program involving families in all aspects of the educational process. As families become involved, their children will continue to benefit in their school achievements.

GOAL: Reach out to families to build a partnership and to solicit active family involvement to meet the educational needs of children at Blaker-Kinser.

Objectives and Activities:

1. Provide families with information about programs available. Effective communication between home and school is considered to be the most important element in developing and maintaining family involvement.

- a. The Blaker-Kinser Student Handbook will be available electronically on each student's, district supplied device. The handbook is also available on the school website.
- b. School communications notifying families of events at school will be in English and Spanish.
- c. Monthly events will be advertised in the school newsletter, Shark Alert
- d. Notices of activities will be published monthly in The Ceres Courier, a local newspaper
- e. Phone calls to families regarding school events in English and Spanish via Connect Ed and Remind App.
- f. Back to School Night and Parent Conferences
- g. 6th grade orientation night for incoming 7th graders
- h. Communications to families that encourage and promote family involvement, school success, and effective parenting ideas.

2. Provide opportunities for regular meetings and activities for families to provide suggestions, decisions, and to participate in the education of their children.

- a. Parent/Teacher conferences twice a year, with translation as needed for parents of Spanish-speaking students.
- b. School Site Council and ELAC meetings
- c. Family Engagement Committee meetings
- d. Coffee Connect & Tech Connect- informal monthly meetings with administration with emphasis on technology training.
- e. Opportunities to volunteer and participate in school activities
- f. Parent-Teacher-Student meetings will be held as needed with parents of referred students.
- g. A Blaker-Kinser School Compact will be presented to each student/family via the student handbook.

3. Assessment Procedures

- a. School Site Council and ELAC meetings to discuss and monitor effectiveness of the plan
- b. Continuous evaluation of family involvement to determine effectiveness of school plan
- c. Annual survey of family opinions and needs
- d. Sign-in for families at school events
- e. Implement new and additional activities to enhance and encourage family involvement
- f. Revise family involvement policies, as needed, to increase effectiveness
- g. Family Feedback Forms available at school events and in the front office

Student-Teacher-Family Compact

Students, teachers and families work together to support quality education for all students at Blaker-Kinser Junior High. We encourage active learning, teaching, communication and involvement of all partners in the education of our children.

Families are invited and encouraged to attend all school events (parent/teacher conferences, sports events, dance/drama/band performances, school dances, etc.) in support of students. Furthermore, parents are invited to participate in school decision-making through the Family Engagement Committee, Coffee Connect Sessions, School Site Council and the English-Learner Advisory Council. Each of these family-based groups plays an important and active role in planning, implementing and evaluating school-based coordinated programs. In addition to participating in these groups, please read the Blaker-Kinser Student Handbook and watch for the monthly newsletter with important reminders about upcoming school activities. We will also communicate with families through our phone dialer system, Connect Ed and Remind App.

We make a commitment to work together to carry out this agreement during the school year

As a STUDENT I will:

- Believe that I can learn and will learn.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow the school and class Guidelines for Success.
- Follow the school's dress code expectations.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

As a FAMILY MEMBER I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and uniform dress code.
- Monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision making with school staff and other families for the benefit of students.

As a TEACHER I will:

- Provide high-quality, standards-based curriculum and instruction.
- Communicate high expectations for every student.
- Actively engage students in learning every day.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Participate in shared decision making with other school staff and families for the benefit of students
- Provide assistance to families on what they can do to support their child's learning.

GENERAL INFORMATION

SCHOOL HOURS

Students are allowed on campus beginning at 7:00 a.m. School hours for the students are 7:42 a.m. - 2:15 p.m. Unless engaged in a school activity, students are to leave campus when they are dismissed at 2:15 p.m. School office hours are 7:15 a.m. - 4:00 p.m.

TRANSPORTATION

Students riding the bus to and from school or school-sponsored activities are to follow the bus driver's instructions. Riding the school bus is a privilege, not a right. This privilege can be revoked for habitual defiance of the bus driver's instructions. **Bus citations may result in disciplinary action at school (including school suspension).** The Ceres Unified School District's Code of Conduct is in effect on the way to and from school as well as on any school-sponsored activity for which transportation is provided. **Foggy day** information can be obtained by turning to your local radio station or by calling the district transportation office at 556-1595.

BICYCLES and SKATEBOARDS

Students who bring their bikes to school must lock them in the bike rack area. Bicycle helmets must be worn (California State Law). Bikes must be secured with a lock. The school is NOT responsible for loss or damage to student bikes or helmets. Students may NOT ride bikes on campus. Skateboards will be locked in the cafeteria before school. Hoverboards are illegal for junior high age students and are not allowed on campus. Students using these items on campus at any time will have the item confiscated and it must be picked up by a parent.

BREAKFAST & LUNCH

The cafeteria is available for breakfast, nutrition break and lunch. Breakfast is served daily. Students may bring a snack. Lunch is served daily in the cafeteria. Students can go through the regular cafeteria line or to the Express Window to obtain food. Students may eat in the cafeteria or at the blue tables outside. Failure to keep the outside eating area clean will result in a loss of this privilege. Parents and students wishing to apply for the Free or Reduced Breakfast/Lunch programs can get an application in the school office. Each student has an individual cafeteria account. Parents are encouraged to put money in the student's account on a weekly or monthly basis. Students will only be allowed one charge. They must pay the full amount due the next day. Failure to maintain accounts in good standing may result in student's loss of privileges including: trips, activities, and promotion. Questions regarding nutrition services, lunch applications, etc. may be directed to the Child Nutrition Office at 556-1580.

CLOSED CAMPUS

Blaker-Kinser is a closed campus. Students will only be released from school to their parent, legal guardian, or the emergency contact individuals listed on the student's emergency card. Students will only be released to a listed responsible party when he/she is present in the office to sign the student out. Students returning to school after an appointment must check in at the office before going to class. Students leaving campus without permission are subject to disciplinary action. Parents are seen as partners in education with the school and are encouraged to participate in their child's education. Students or friends from other schools are NOT allowed to visit Blaker-Kinser while school is in session. Individuals entering campus without permission may be subject to arrest for trespassing.

CAMPUS VISITORS

Parents are especially welcome at Blaker-Kinser. For safety concerns, all visitors are to report to the office to sign-in and pick up a visitor's pass. Every effort will be made to assist visitors. If parents wish to schedule a conference with a teacher or observe a class, please call the school's office and set up an appointment at (209)556-1810.

LIBRARY SERVICES

The school library is open from 7:00 am until 3:00 pm Monday through Friday. The library is open during lunch and nutrition. Students are allowed to check out two library books at a time for a period of up to two weeks. Damages to any library book or textbook must be reported immediately to the librarian. Students/parents will be charged for damaged or lost books. If you pay for a lost book, you have six months to be refunded upon return of book(s).

Library computers are to be used for school projects only. Internet use is available by permission only. No Internet surfing is allowed on the Internet. Inappropriate use will result in loss of computer use on the entire campus. Additional consequences may be assigned based on the nature of the specific incident.

TEXTBOOK INFORMATION

A set of textbooks will be issued to every student. Textbooks will be taken home and used for homework during the school year. Students will not bring these books to school until the end of the school year or if the student should withdrawal from school. Since these textbooks are very valuable, ranging in price from \$30 to \$75 dollars, they must be protected from damage. In order to avoid charges, report any damages within the first week of receiving your books. Damage includes, but is not limited to, missing/torn pages or graffiti. Parents will be held responsible for loss or damage to school books. **Failure to return or pay damages will result in loss of privileges, including, but not limited to, activity days/events, graduation activities and/or receiving a yearbook.**

CHROMEBOOK DEVICES

Students will be provided with an Internet enabled device during the first week of school. Students will bring the device to school every day. Students and parents are responsible for lost or damaged devices. Low cost insurance will be available through the school district and will cover the device for accidental damage and handling, mechanical breakage, and theft. A low deductible will be due in the case of vandalism, lost devices, and some incidents of theft. Power adapters and vandalism will not be covered by the insurance. Please review all insurance information. Parents will be required to present copies of insurance forms and receipts when submitting an insurance claim. Students will also receive a power adapter, carrying case, and earbuds. Students who choose to use personal accessories, do so at their own risk. Blaker-Kinser is not responsible for lost, stolen, or damaged personal accessories like earphones and cell phones. More information regarding devices will be supplied to parents.

PHYSICAL EDUCATION

DRESS: All students are required to wear a P.E. uniform: solid green shorts and white t-shirt. Students are required to dress out in the appropriate clothing and in athletic shoes daily. Students who do not dress out for P.E. will lose points and their grades may suffer. P.E. clothes are not to be worn to other classes. Blaker-Kinser provides all students with the opportunity to borrow appropriate PE clothes, returning them at the end of the year. Students may purchase their PE clothes from Blaker-Kinser, or from an outside vendor.

LOCKERS: Students will be assigned a P.E. locker and a lock. **STUDENTS MUST NOT SHARE LOCKERS OR COMBINATIONS WITH ANYONE.** The school is **NOT** responsible for lost or stolen items. Once the lock is checked out to you, it is your responsibility for lost or stolen items. Lockers are school property. Students will be charged a \$7.00 fee for any damaged or lost locks. **DO NOT BRING LOCKS FROM HOME.**

PERSONAL PROPERTY RELEASE OF LIABILITY

The Ceres Unified School District, its officers, agents or employees shall not be responsible in any manner for the loss, theft, damage or destruction of any personal property brought onto District premises by students, for any reason whatsoever, including but not limited to, a request by a staff member. **Students who bring personal property onto school premises assume ALL risk of loss, theft, damage or destruction of the personal property.** Personal items taken from a student may **ONLY** be picked up by a parent or guardian.

LOST & FOUND

Lost items can be claimed in the office. The school is **NOT** responsible for lost or stolen items. Unclaimed items will be donated to local charity or the BK Clothes Closet.

YEARBOOK

Yearbooks may be pre-purchased at the beginning of the school year. At this time they are at the lowest price of the year. Yearbooks are distributed at the end of the year. All fines (cafeteria, library etc.) must be paid before books are distributed.

CELL PHONES

Cell phones & electronic devices are allowed during lunch and passing periods. Phones should be off and put away when entering the classroom. Specific classroom rules are at the discretion of the teacher. Students will NOT be allowed to take photos or videos of other students or adults anytime during the school day or during class. Teachers may allow students to take photos for educational purposes. Absolutely NO cell phone use inside the locker room or restrooms. Students must use earbuds or headphones when listening to music. The school is NOT responsible for loss, damage, or theft of personal property. Confiscated cell phones WILL NOT be returned to the student. A parent or guardian must come in to pick up the phone. Unclaimed phones will be disposed of at the end of the school year.

CAMERAS and PHOTOGRAPHS

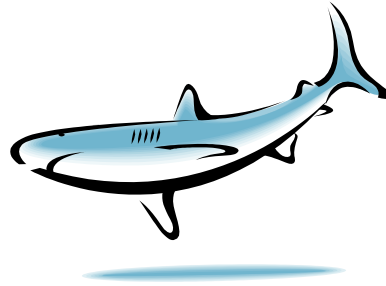
Cameras and taking pictures are not allowed and students taking pictures on campus will be subject to discipline. Cameras will be confiscated and will be released to a parent or guardian only. Students who publish photographs of students or staff on social media could be subject to disciplinary consequences including criminal charges.

NONDISCRIMINATION/HARASSMENT

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. The officer responsible for equity and compliance with Title IX is the Coordinator of Child Welfare and Attendance, 2503 Lawrence Street, Ceres, Ca. 95307, (209)556-1500.

GUIDELINES FOR SUCCESS

We at Blaker-Kinser Junior High School recognize that these Guidelines represent life-long learning goals. We believe that these guidelines are an important part of a safe, civil and productive school. These words represent the attitudes and behaviors that students need to be successful in school. We strive to demonstrate these traits every day.



SHARK

P-Preparation

R-Respect

I-Integrity

D-Dedication

E-Effort

CUSD Life Skills for School/Work Success

- **Respect** - To show regard for self and others
- **Responsibility** - To be accountable for one's actions and to follow through on tasks
- **Honesty** - To be truthful and fair in dealing with others
- **Integrity** - To conduct oneself according to a sense of what's right and wrong
- **Cooperation** - To work with others toward a common goal or purpose
- **Effort** - To be willing to work one's hardest
- **Work Ethic** - To understand the importance of doing one's best
- **Perseverance** - To continue in spite of difficulties
- **Common Sense** - To use good judgment
- **Organization** - To plan, arrange and implement in an orderly way
- **Promptness** - To be on time
- **Commitment** - To devote oneself to completing a task

TECHNOLOGY USE

The Blaker-Kinser faculty is committed to providing you the best educational tools and services. As a privilege, computers are made available for student use in the library, classrooms and technology labs. To maintain the privilege of using technology, BK students must comply with basic rules and guidelines of computer use. Violation of technology use rules will result in disciplinary action. Although teachers will provide more specific rules on technology use, basic guidelines for computer use are provided below.

Before using any technology equipment, students must fill out a *Use of Electronic Information Resources Agreement form*. Students and parents/guardians MUST sign and return the form to school. The Agreement form must be on file at Blaker-Kinser throughout the entire school year. Failure to sign the agreement will result in the loss of all technology privileges.

- Students may only use computers with the teacher's permission.
- Students will use school computers for school related work ONLY.
- Students will follow all class, school, and technology use rules each time a computer is used for any purpose.
- Students will be expected to take reasonable and proper care of equipment.
- Students will follow all state and federal laws when sending and receiving information on the computer or network (including Internet).
- Students may bring memory sticks to a computer lab only WITH permission from a supervising teacher.
- Students must have written teacher approval before downloading music, games or files from the Internet.
- Students are NOT to attempt to break in (hack) into web sites or network directories that they do not have permission to access.
- Students are NOT to engage in commercial activities using the network.
- Students must exercise proper care practices with district supplied Chromebooks. Parents should highly consider low cost, district sponsored insurance plan for the devices. Otherwise, any damaged, lost, stolen equipment or components must be paid for by the family, up to \$300.
- Students who utilize technology, computers, or cell phones, to engage in inappropriate activities (illegal actions, harassment, bullying) MAY be subject to school disciplinary action. Consequences could include suspension or expulsion, whether or not the actions take place on or off school grounds.

Inappropriate use of computers and technology will lead to consequences, up to and including expulsion from CUSD.

ACADEMICS

All students at BK will take the following academic courses. The core subjects are aligned with the California Common Core State Standards and prepare students for excellence and mastery in the given discipline. Students will have the opportunity to take elective courses in addition to core classes in language arts, math, social studies, science and physical education.

GRADE POINT AVERAGE

Each student completing courses at BK will receive course grades. Course grades will be used to determine a student's G.P.A. (Grade Point Average). The G.P.A. is a critical indicator of a student's academic progress. For each course, students will be given a letter grade that has given point value. The value of each letter grade is as follows:

- A = 4 POINTS (Outstanding Achievement)
- B = 3 POINTS (Good Achievement)
- C = 2 POINTS (Satisfactory Achievement)
- D = 1 POINT (Minimum Achievement)
- F = 0 POINTS (Unsatisfactory Achievement)

A student's G.P.A. is calculated by adding points earned from every class and dividing the sum by the total number of grades (seven). A sample student report card is below.

<u>CLASS</u>	<u>GRADE</u>	<u>POINTS</u>
Language Arts	A	4
Math	B	3
Science	C	2
Social Studies	B	3
Physical Education	C	2
Elective	A	4
Elective	B	3

Total Points = 21 divided by 7 classes = 3.0 G.P.A.

PROMOTION REQUIREMENTS

To earn a Blaker-Kinser Junior High School diploma, walk the stage and participate in the 8th grade trip, dance, etc. students must meet the promotion criteria:

- Cumulative G.P.A. requirement of 2.0 or better,
- Be on track to earn a minimum of sixty (60) credits,
- Have no more than seven (7) days of home suspension in second semester
- No suspensions during the last twenty (20) school days prior to the graduation trip.
- Students may have no attendance cuts during second semester and must have not been referred for SARB. Students earning G.P.A./credit criteria only will be allowed to walk the stage and receive a promotion certificate.
- All student accounts must be free of debt including lunch fees, library costs, and school equipment.

STUDENT RECOGNITION

During the school year, students may earn awards for academic and behavioral excellence and improvement. Students may receive certificates at the end of each quarter to honor their success. In addition, each teacher recommends a student for recognition as the Student of the Month. Students demonstrating positive school behavior and attendance receive Shark Pride Tickets, which they redeem for prizes. Parents will be invited to an evening awards event in the spring. The Renaissance Program celebrates and rewards student academic achievement. The program provides fun activities and incentives to keep students motivated and reaching their maximum potential.

At the start of each quarter, students will receive a Renaissance Card if they have earned one, and it will be good the rest of that quarter. With each card, students get rewards and attend rallies and special activities during and after the school day.

PROMOTION/RETENTION

Students will be assessed for promotion/retention based on promotion credits earned each quarter. The following chart illustrates the possible promotion credits earned for the school year. Students earning **60 or more credits** will be promoted to the next grade. Students may earn 2.5 credits per quarter for attending tutoring in the library for 18 hours in a single quarter. Tutoring hours must be logged and approved by the tutoring center staff.

Measure	Promotion Criteria	1 st Qtr credits	2 nd Qtr credits	3 rd Qtr credits	4 th Qtr credits	Total credits possible
Language Arts	"D" grade or better	2.5	2.5	2.5	2.5	10
Math	"D" grade or better	2.5	2.5	2.5	2.5	10
Social Studies	"D" grade or better	2.5	2.5	2.5	2.5	10
Science	"D" grade or better	2.5	2.5	2.5	2.5	10
Elective	"D" grade or better	2.5	2.5	2.5	2.5	10
Elective	"D" grade or better	2.5	2.5	2.5	2.5	10
PE	"D" or better	2.5	2.5	2.5	2.5	10
Total Credits Possible		17.5	17.5	17.5	17.5	70

During the spring semester, students will be assessed on Common Core State Standards through the Smarter Balance Assessment Consortium (SBAC). These assessments will be administered using computers on campus. Parents and students are encouraged to take SBAC practice test at: <http://sbac.portal.airast.org/>.

Specific graduation regalia must be worn by students at eighth grade promotion ceremonies. The school provides all students the opportunity to borrow regalia, returning it after the ceremony. Some individuals prefer to purchase a gown so the student may keep it after the ceremony. A form will be completed by each student to indicate if he/she will borrow or purchase regalia. Those families who wish to keep the regalia will purchase items from the approved school vendor; ordering information will be provided.

GRADE REPORTING

Blaker-Kinser Junior High School has **four** (4) quarter grading periods. For each quarter in school, student progress will be reported as follows:

PROGRESS REPORTS

Progress reports will be mailed home approximately five weeks into each grading period. *Parents* of students receiving a D or F grade in any class should *contact teachers immediately* to discuss strategies to improve academic or behavioral performance. **TEACHERS WANT EACH STUDENT TO BE SUCCESSFUL.** However, it is essential for parents, teachers and students to communicate frequently to encourage this growth. **PARENTS, PLEASE CONTACT THE TEACHERS OR LEARNING DIRECTORS IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING YOUR STUDENT'S PROGRESS.**

REPORT CARDS

At the end of the each quarter, students will be issued a report card with a letter grade for each class taken at Blaker. Report cards will be mailed home. These grades determine a student's G.P.A. (*Grade Point Average*) and credits earned. G.P.A. is used to determine eligibility in sports, awards and honors, and promotion.

PARENT CONFERENCES

Parent conferences are scheduled for the fall (October 25-26) and in the spring (March 8-9). During conferences, parents will have an opportunity to discuss with the teachers their student's performance in each class. Parents are strongly encouraged to attend.

PARENT PORTAL

Parents are encouraged to use Parent Portal. This program allows you access to your child's grades, attendance and class assignments via the Internet. To get started, come in to the office with picture identification to receive your log in information. Access is also available on a smartphone app.

ATTENDANCE

DAILY SCHOOL ATTENDANCE

Daily attendance is essential in promoting student success in school. Student absences are closely monitored and parents are contacted for all uncleared absences. Absences can have a negative impact on a student's academic performance, promotion/retention and graduation status. To participate in after school or extra-curricular activities, students MUST be in attendance on the day of the activity.

ABSENCES & TARDIES

Daily attendance and punctuality is expected from each student. PARENTS MUST VERIFY ABSENCES BY PHONE OR WRITTEN NOTICE WHEN A STUDENT IS ABSENT. Instructional time is a precious resource. To maximize instructional time, you are expected to arrive to all classes before the tardy bell rings. We view chronic tardiness as a serious problem. Students will receive a detention for each tardy after the 2nd tardy. There is a progressive sequence of school consequences after that point. There are no exceptions. Parents will be notified and asked for support in ensuring students are making maximum use of class time by being punctual to all classes.

TARDY PROCEDURES/CONSEQUENCES

- Teachers will stand at their door to greet students while supervising the hall and their class.
- Teachers will begin instruction when the bell rings.
- Students will be considered on time if they are in their seats ready to learn when bell rings.
- Teachers will not give out hall passes during the first and last 10 minutes of each class unless it is an emergency.
- Campus supervisors and administration will supervise halls during passing periods and assign appropriate consequences to address misbehaviors during these times.
- Students will be receive incentives and rewards for positive attendance practices.
- Classes can earn positive rewards for everyone being present and on time for 5 days.
- Perfect Attendance Award Certificates will be given out each quarter.
- Failure to serve assigned lunch detention will result in additional day of detention.
- Excessive failures to serve detention may result in further disciplinary action including home suspension.
- Excessive unexcused tardies will be considered truant.

Progressive Sequence of consequences for tardiness:

Tardy	Consequence
1	Student verbally warned and reminded importance of critical instructional minutes
2	Student verbally warned and reminded importance of critical instructional minutes
3	Student is assigned lunch detention
4	Student is assigned lunch detention
5	Student is assigned lunch detention Student is put on attendance contract Parents contacted by BK Administrator (phone/mail)
6	Student is assigned lunch detention Parents contacted by BK Administrator (phone)
7	Student is assigned a lunch detention Student's parent/s are requested to come in for Conference with administration
8	Student is assigned home suspension for defiance

TRUANCY

Students absent without a valid excuse (doctor, dentist, funeral, or court) for MORE THAN THREE DAYS in a row shall be classified as TRUANT. Students who are tardy by THIRTY (30) MINUTES OR MORE on four (4) school days will be reported to the CUSD Supervisor of Attendance & Child Welfare. Any tardy of thirty minutes (30) or longer beyond the fourth tardy will deem the student truant thereafter. Parents will be notified when their child is considered truant. Habitual truancy will be referred to the district **School Attendance and Review Board (SARB)**. A site administrator may also refer a habitually truant individual to Ceres Police Department. Ceres PD may cite the

truant into the Juvenile Diversion Program. An elective absence which was not approved in advance by the parent, legal guardian, or the appropriate school official, or leaving campus during the school day without checking out through the attendance office will also be considered TRUANCY. Students will be assigned progressive consequences up to home suspension for skipping school, cutting class, or leaving campus without permission.

HOMEWORK REQUESTS

Students are allowed one day for each day they are absent to make up assignments and tests. In case of an extended illness (3 or more days), assignments may be requested by contacting the attendance office. Please allow 48 hours for requests to be filled. It is always wise to contact the school and check on the status of the request before coming to pick up missed assignments. **IT IS THE STUDENT'S RESPONSIBILITY TO ASK THE TEACHER FOR MAKE UP WORK!**

SHORT-TERM INDEPENDENT STUDY

A parent and student meeting with the Learning Director is needed if the student will be absent for personal or health reasons for a minimum of five days and up to ten consecutive days. Short-Term Independent Study Contracts will not be issued during state testing. Independent Study Contracts must be completed at least five days prior to the student's scheduled absence. After 15 consecutive days of absence, the student will be dropped from school and will need to re-enroll. Please note that whenever a student is absent for an extended period of time it affects their learning, grades, and credits. Approval of Independent Study Contracts are dependent upon student academic and attendance records.

STUDENT ACTIVITIES

ATHLETIC PROGRAM

Report cards are very important for participation in athletics. Students who want to participate in after school sports **MUST** meet the following eligibility requirements:

- A student must have one sports physical completed and on record to participate in any of the sports that are offered at Blaker-Kinser.
- Seventh grade eligibility for the first quarter is the only time grades will not be checked.
- A GPA of 2.0 or above from the last grading period, with no more than one F during the last grading period, is required.
- Student must be in attendance at school on the day of games and **MUST** ride the bus to the games with the team. Athletes may ride home only with their parent / guardian if the coach is informed at the activity and parent /guardian is present. Athletes are **NOT** allowed to ride home with someone else.
- A 2.0 GPA must be maintained during the entire course of the activity/sport, with no more than one F.
- Students who are suspended from school are not allowed to practice or participate in games for the days they are suspended.

Sports and the seasons they are available include:

*Fall: Girls' Volleyball (Sept-Oct), Flag Football (Co-ed, Sept-Oct), Soccer (Co-ed, Sept-Oct)
Winter: Girls' Basketball (Oct-Dec), Boys' Basketball (Jan-Feb), Wrestling (Co-ed, March)
Spring: Girls' Softball (Feb-March), Track (Apr-May), Boys' Volleyball (TBD)

Sports marked as Co-ed: Boys and Girls play on same team

For sections marked with (*): Students may only play one of the sports in that section.

STUDENT CLUBS

There are many clubs and activities on campus. Notices regarding club activities are posted in the daily bulletin, which is read to students first period and is also posted on the school's website.

STUDENT GOVERNMENT

The Student Government officers are elected by the student body at the start of the school year. These students help plan various activities for the school, including dances, rallies and other school events. These officers will represent

the B-K Student Body in various school events and organizations (such as in the School Site Council) as they work toward creating a positive school environment.

DANCES and ACTIVITIES

All students are encouraged to attend dances and after-school activities. Students who are suspended or who have inappropriate behavior during the week of the activity will be placed on the “No Participation” list and may not attend the event. Students must be picked up or off campus within 15 minutes of the end of the event. Students who are not off campus within 15 minutes of the end of the event will be placed on the “No Participation” list for the next event. Students attending dances/school activities must stay for the entire length of the dance/activity unless picked up by a parent/guardian. If you miss any school time on the day of a dance, you will not be allowed to attend the dance.

STUDENT SUPPORT SERVICES

COUNSELING AND ACADEMIC SERVICES

Ceres Unified and Blaker Kinser are committed to developing well-rounded students who are academically successful and physically, mentally, and emotionally healthy. The school’s Learning Directors are instrumental in providing support services that can help students adjust academically, psychologically and socially to the junior high school setting. Attendance, academic, and behavior records are closely monitored as they can seriously impact a student’s future educational opportunities. When students struggle or fall behind in any area, the Learning Directors is available to help generate an appropriate solution. In addition, counseling services are available to students who are struggling with personal and psychological issues. Please contact the school if you have any questions regarding counseling or academic services at B-K. If you have a question concerning a grade, please contact the teacher first.

Students may be seen by school health or mental health professionals (e.g., school nurse, counselor, social worker, school psychologist, student support specialist, social skills facilitators) without parent notice or consent to ensure that the student is safe or is not a danger to others. District school psychologists routinely assist teachers in planning classroom instruction and monitoring its effectiveness and do not need to notify parents of, or seek consent for, such involvement in student support.

HOMEWORK CALENDAR

At the beginning of year, students will be instructed on how to maintain electronic calendars through Google. Parents are strongly encouraged to use Parent Portal so you can monitor your child’s progress via the Internet. Login information is available in the office. Please bring photo identification. Parents can also access their child’s Google Classroom and calendar through the student issued Chromebook. Please contact teachers if you have any questions or concerns regarding assigned homework. You may call the school or communicate with teachers through e-mail.

AFTER SCHOOL TUTORING

After school tutoring is available to students after school on Tuesdays, Wednesdays, and Thursdays in the B-K library. Please see the front office or a Learning Director for times. This opportunity is open to anyone in need of additional academic support or a quiet place to work on homework, projects or other school assignments. B-K staff will be available in tutoring to actively assist students in completing homework assignments and developing effective study habits. Further assistance may be available from individual teachers. Students should consult their teachers about appropriate times for additional help.

AFTER SCHOOL PROGRAM – A.S.E.S.

Blaker-Kinser Junior High School, in conjunction with the Educational Options Department, offers academic and student support services beyond the regular school day. Students are encouraged to participate in the ASES (After School Education and Safety) program, which provides extra-curricular activities from 2:15 to 6:00. Students are engaged in enrichment activities, including athletics and games, under the supervision of Educational Options staff.

STUDENT STUDY TEAM

Blaker-Kinser Junior High School has an active Student Study Team. The team meets to discuss academic and behavioral concerns with parents and their child. Members include a Learning Director, Resource Specialist, School Nurse, School Psychologist and classroom teachers. These members, along with parents and student, discuss problems occurring at school that hinder success. The team develops strategies to help the student improve academic performance and/or behavior. *Contact one of our Learning Directors if you feel such a meeting would benefit your child.*

SPECIAL EDUCATION

Blaker-Kinser Junior High School is proud of its Special Education programs. Special Education at B-K includes Resource and Special Day Class settings. A Learning Director can assist qualified students in accessing and learning the challenging 7th and 8th grade educational curriculum. Special Education questions can be directed to a Learning Director and/or School Psychologist.

SCHOOL HEALTH INFORMATION

Our school nurse needs to know about **any** chronic illnesses or conditions that students have, so that we may be prepared for any emergencies that might occur. **Parents need to contact the school nurse to discuss any illness or condition that might cause difficulty at school.** The school nurse will divide her time between Blaker-Kinser and other district schools. Therefore, the nurse, secretaries and/or teachers will administer first aid in case of an accident. Although the school nurse's office is designed to handle site emergencies and student illnesses while students are under the supervision of school employees, some emergencies may require contacting other health agencies. In the event of a serious emergency, paramedics will be called first and then parents will be notified. Parents will be billed by medical agencies. **FAMILY EMERGENCY CARDS MUST BE KEPT UP TO DATE WITH ACCURATE INFORMATION AND PHONE NUMBERS. MISSING OR INCORRECT PHONE NUMBERS AND PHONES WITH BLOCKED NUMBERS CAN CAUSE EXCESSIVE DELAYS. PLEASE DO NOT PLACE A BLOCK ON THE SCHOOL PHONE NUMBER. PLEASE LIST MULTIPLE EMERGENCY CONTACT NUMBERS TO EXPEDITE CONTACT.**

ACCIDENT INSURANCE

Accident insurance is available for parents to purchase. Information is sent home at the beginning of each school year. Parents may request additional information about school insurance at the office. Students who participate in extracurricular sports are required to have medical insurance coverage (per School Board Policy). The school-purchased accident insurance covers the District's sports requirement. The school does NOT handle any insurance claims.

MEDICATION

Education Code Section 11753 (1) allows schools to assist in the administration of medication prescribed by a student's physician. The medication should be brought to school by a parent in a pharmacy labeled container with the student's and physician's name on the label. Unmarked containers are not acceptable. The physician and parent must sign a school authorization form. The forms are located in the school office. All medications given at school MUST have a completed form on file (over the counter medications included). Students may carry inhalers, Epipens, glucose monitoring equipment and insulin if they have a physician's order on file in the school office stating that medication may be carried.

CHILD NUTRITION INFORMATION

This is information regarding meal costs, the collection of money owed due to unpaid meal bills, and notification of other information related to our Child Nutrition Department within the Ceres Unified School District. This information is current for the 2017-18 school year and applies to all school sites within CUSD.

Meal Charges: *Costs and prices:* High school & Jr. High \$2.75, Elementary Lunch \$2.25, Breakfast Meal Prices for Whitmore Charter: \$1.25 (*Free for all other school sites*), Ala Carte Milk: \$.30.

Options for payment: Current charges can be paid at the school site or Child Nutrition office. Past year's delinquent debt can be paid at the Child Nutrition office only. *Payment can be made on-line through the Child Nutrition tab on the CUSD website. Credit Card and Debit Card payments can be made at the Child Nutrition office.*

Debt Collection: *Current-year balance:* Billing is sent/mailed home weekly. Phone calls are made from the Child Nutrition office on high balances (over \$50). *Unrecovered/Delinquent Debt:* School sites make calls home to recover previous year's debt. *Implications of unpaid debt:* Student can be prevented from participating in **non-curricular activities**. Examples: Winter formal, Senior Prom, Senior Trip, 8th grade trip, walking the stage at

graduation, etc. *Non-discrimination for failure to pay, including protection from overt identification.* Regardless of meal status, students are **not** served an alternative meal (something different than what is on the menu).

Annual Notifications to Parents/Guardians: *Annual mailing:* Sent out to household in mass mailing with application packet each school year. *Location on website:* Currently on the district website under the Child Nutrition tab.

BEHAVIOR MANAGEMENT

Blaker-Kinser Jr. High School's goal is to maintain a safe and respectful school environment for all. As part of this goal we expect students to behave responsibly. Our school's Guidelines for Success are used to encourage positive behavior in school. We assist all students in this goal by teaching them what we expect and reinforcing students for positive behavior through praise, recognition and rewards. This Safe and Civil Schools system seeks to diminish and/or eliminate inappropriate behavior that jeopardizes the safety and civility of our school. Students are expected to follow **ALL** district, school and class rules at all times (on the way to school, at school, on the way home from school and at any school sponsored activity). Any inappropriate behavior will be consistently responded to with various consequences by school personnel/administration as set by school or district policy.

Blaker-Kinser has a three level system for responding to misbehavior:

Level 1 (mild) infractions –These misbehaviors may include minor disrespect, not following directions, minor common area rules violations, and small disruptive behaviors. They will be addressed by the staff at the time using in-class corrections/responses.

Level 2 (moderate) infractions – These misbehaviors may include verbal teasing, defiance, disruptions, dress code violations, tardiness, possession of prohibited items, gum/eating, unnecessary physical conduct, and or chronic Level 1 behaviors. A staff member may issue a correction or they may write an Administration Notification Report with action, including loss of other privileges, community service, class suspension, or a detention. Parent contact may be made.

Level 3 (severe) infractions – These misbehaviors include illegal activities or are so severe that the misbehaving student's continued presence in a setting poses a threat to physical safety or to adult authority (severe acts of defiance, disrespect and or disruption). Administration may issue one or a combination of consequences, including a student behavior contract, community service, and detention, class suspension, out of school suspension or recommendation for expulsion. Parent will always be contacted.

It is Blaker-Kinser Junior High School's aim to ensure the safety and well-being of all students and adults at the school. In order to maintain this positive climate, recognition, rewards and praise will be continual and often, and consequences will be consistent and given in a progressive manner on Levels 1 and 2. Level 3 infractions for unacceptable behavior will be handled in an immediate manner because either the other means of correction have failed to bring about proper behavior, the student's presence causes a danger to other people or property or threatens to disrupt the instructional process.

BASIC SCHOOL RULES

Excellent behavior is expected of students during school and any school-sponsored events. Basic school rules apply to students on the way to school, at school, and on the way home from school. For instance, these rules apply in the classroom, on school grounds (yard, field, amphitheater, etc.), during school-sponsored activities (trips, rallies, athletic events, performances, etc.), on school transportation vehicles (cars, busses, vans, etc.) and at all other school related events. Students are required to manage behavior carefully as behavioral infractions can result in serious consequences such as suspension and/or expulsion. Basic expectations include, but are not limited to the following chart:

School Rules and Behavioral Expectations

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> Walk at all times Keep hands, feet and objects to self Stay in designated areas and boundaries Use equipment and materials appropriately 	<ul style="list-style-type: none"> Use polite words and actions toward everyone Follow adult directions Respect property --yours and others. Maintain appropriate voice level for the setting 	<ul style="list-style-type: none"> Follow school rules Let an adult know if you see a problem Keep the school clean- No Gum!!! Arrive/leave on time Instructional time is valuable; when using a hall pass be timely
Outside Eating Area	<ul style="list-style-type: none"> Walk at all times Eat your own food Report spills 	<ul style="list-style-type: none"> Keep conversations respectful Treat Supervisors politely Let anyone sit next to you Treat school property respectfully Put trash in garbage cans 	<ul style="list-style-type: none"> Clean up food/trash Keep food on your plate Recycle Leave area clean Eat at patio tables only
Restroom Areas	<ul style="list-style-type: none"> Use toilet and urinal properly Discard waste properly Flush Wash hands Keep water in the sink. Leave promptly 	<ul style="list-style-type: none"> Give people privacy Use quiet voices 	<ul style="list-style-type: none"> Flush toilet after use Leave restroom promptly During class time use a pass. Report vandalism/tagging
Cafeteria	<ul style="list-style-type: none"> Eat your own food Inform staff about spills Walk at all times Drink out of own bottle 	<ul style="list-style-type: none"> Conversation is respectful Stay in line Let anyone sit next to you 	<ul style="list-style-type: none"> Clean up your area Recycle Keep food on your plate Leave area clean
Amphitheater	<ul style="list-style-type: none"> Walk only Use hand rail properly Do not stand on outside stage or its steps Follow staff directions If on steps, sit 	<ul style="list-style-type: none"> Be polite listeners when there is a presentation Put trash in trash can Conversation is respectful Be respectful of school property 	<ul style="list-style-type: none"> Listen to presenters Keep hands, feet & objects to yourself Report vandalism/tagging Let an adult know if you have a problem
Behind 400, 700, 900, and 1000 buildings	<ul style="list-style-type: none"> Walk at all times Stay within the yellow except during class time; then have a pass 	<ul style="list-style-type: none"> When crossing boundaries have a pass Stay only in designated areas 	<ul style="list-style-type: none"> Use quiet voices while passing
Athletic Events in the Gym	<ul style="list-style-type: none"> Leave marked aisles open Follow directions for dismissal Once in the gym-stay in the gym Locker rooms are for athletes and coaches only 	<ul style="list-style-type: none"> When in mass use or class, be polite Keep hands, feet, and objects to yourself Put trash in cans Listen to and follow all staff directions Cheer, don't boo Encourage all athletes Respect other teams 	<ul style="list-style-type: none"> Only sealed water bottles are allowed inside gym Enter and exit through lobby glass doors only
Assemblies	<ul style="list-style-type: none"> Walk with your teacher to the Gym Follow staff directions Walk at all times Use care when going up or down the bleachers Leave marked aisles open 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Listen to and follow all directions Cheer, don't boo Encourage classmates 	<ul style="list-style-type: none"> Pick up belongings on dismissal Report all vandalism/tagging
Office Area	<ul style="list-style-type: none"> Walk at all times Stay within designated area Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Maintain calm and respectful business-like behavior Use quiet voices Listen to staff directions Be respectful to school property Politely state your purpose at the window 	<ul style="list-style-type: none"> Enter with a pass or staff permission Business for the office is to be handled during break times/before or after school, so as not to interfere with your instructional time Obtain permission to enter office or use phone at window
Athletic Field during Events	<ul style="list-style-type: none"> Use equipment as directed Watch your step Stay within boundaries 	<ul style="list-style-type: none"> Keep hands, feet, objects to self Stop, look, listen when staff is giving directions Cheer, don't boo Encourage classmates Respect the other team 	<ul style="list-style-type: none"> Use equipment correctly

INAPPROPRIATE MATERIALS

Students should not bring items to school which may be used inappropriately or cause a disruption. Students may not bring items to sell to other students. This includes food and any personal items. Students may never bring permanent markers, paint pens or other items used to “tag” or “graffiti”. Laser pointers are not to be in a student’s possession at school. Such items will be confiscated and returned to the parent only.

GUM & CANDY

Gum can be very messy and destructive on campus. Students should not have gum or candy at school or on the bus. Gum and candy taken away from students will NOT be returned. Students who choose to continue to defy authority by having gum or candy on campus may be given lunch detention, community service or other appropriate consequences.

PHYSICAL DISPLAYS OF AFFECTION

Physical displays of affection are limited to hand holding. All other physical interaction is inappropriate and may result in disciplinary action including parent notification or detention.

HORSEPLAY/INAPPROPRIATE BEHAVIOR

Students should never put their hands on other students or touch other students’ belongings. While students may start out “playing”, this type of behavior often leads to someone becoming angry and getting hurt. All students are to keep their hands, feet and other objects to themselves. Horseplay, “body shots,” “pantsing,” and other games and pranks which involve physical contact can be considered fighting or harassment and may lead to suspension.

7 - 12 DRESS CODE

DRESS AND GROOMING

From Board Policy #5132

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hair style which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footwear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited.

(cf. 6136 Gangs)

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes and head coverings that may be determined to be gang related are not allowed. Solid red or solid blue items of clothing are not allowed at school.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire and hairstyles worn or altered in such a way as to identify students with gangs are not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. Pants must fit and be worn at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive, extremely brief or is worn in a way to expose undergarments is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midriffs, racer-back tops or muscle shirts, undershirts, shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.

6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco, gambling, weapons or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must be worn at all times. Socks or sock-like footwear and house slippers are not safe or appropriate for school.
8. Clothing, jewelry, and other accessories which present a safety hazard to the wearer or others are not allowed.
9. Facial makeup must not be disruptive or distracting to the educational process.
10. Hats or other head coverings may be worn at school. Such hats or head coverings must be school appropriate and follow the various guidelines enumerated in this policy.
11. Sunglasses may not be worn in school buildings.

Exhibit CERES UNIFIED SCHOOL DISTRICT
 version: January, 2016 Ceres, California

CLASS SUSPENSIONS

Education Code 48910 allows a teacher to suspend a student from class for that day and the following day. Contact with parents must be made within 48 hours after the class suspension. A student's repeated class suspensions by a teacher will require an in-person meeting between teacher and the parent; this meeting may include an administrator. Depending on the student's individual discipline history and/or the seriousness of the referral, an administrator may apply consequences in accordance with Ceres Unified School District Code of Conduct and/or the Education Code.

LUNCH DETENTION

Students can be assigned Lunch Detention as a behavior consequence assigned by an administrator or by a teacher for excessive tardies or behavior. Students must either bring a lunch from home or order a lunch from the cafeteria. The student's lunch account will be charged. Students must report for detention during the first five minutes of lunch and will be dismissed at the end of lunch. Reporting late or failing to serve detention can result in additional detentions or other consequences as indicated by the student's discipline history. **NOTE: Students removed from detention for disruption more than once, may result in 1-5 day home suspension.**

COMMUNITY SERVICE

Students may be assigned Community Service for inappropriate behavior as deemed suitable by a site administrator. Community Service must be served as assigned. Students will serve Community Service at lunch or after school as noted on the Community Service slip. **Failure to serve Community Service will result in additional disciplinary action up to and including suspension.**

SCHOOL SUSPENSION

Students can be assigned school suspensions for 1-5 days for any misconduct or misbehavior on the way to school, at school, on the way home from school and at any school-sponsored activity. If a student is defiant, disruptive or has inappropriate behavior that results in a violation of any rule/policy under B-K school rules, CUSD Code of Conduct, and/or Education Code stipulations, he or she will be suspended from school. School suspension is a very serious consequence that can impede a student's academic progress as well as the opportunity to participate in important school events.

Seven (7) or more days of school suspension will render the student ineligible for participation in various school activities, including, but not limited to school dances/activities, athletics, and/or all promotion activities.

Twenty (20) or more days of school suspension in one academic year will result in recommendation for expulsion from the school district. School suspension is extremely serious and must be monitored carefully by students and parents to avoid loss of privileges.

LOSS OF PRIVILEGES

Promotion/Extracurricular Activities

If an 8th grade student has 7 or more days of school suspension during the 2nd semester or any suspensions during the last twenty (20) school days prior to the graduation trip he/she will lose all privileges associated with promotion including: 8th grade trip and dance. All students may lose any privileges associated with any extracurricular and/or after school activities for the above suspensions. Extracurricular activities include but are not limited to: dances, end of the year Fun Day (students will not be allowed to participate if they have been home suspended during the last twenty (20) school days prior to this activity), and other such school-sponsored events.

EXPULSION

If a student accrues twenty (20) or more days of school suspension or engages in any serious violation(s) or alleged violation(s) of the CUSD Code of Conduct, and/or Education or Penal Codes (State & Federal), he/she will be recommended for expulsion from CUSD. Expulsion may result in removal of the student from CUSD for a defined length of time as recommended by site administration and/or an expulsion panel and ultimately deemed appropriate by the CUSD Board. **Note:** The final decision on expulsion resides with the CUSD Board of Trustees.

SEARCHES

All vehicles and personal articles on school property are subject to random search for safety purposes at any time. The use of trained canines may be used without notice. Canine searches are performed periodically and without notice.

GANG NOTIFICATION

Students who exhibit any of the following gang related activities will result in a gang notification.

- Wearing gang related colors (red, blue, brown, etc.)
- Wearing specific clothing, jewelry, or other items of a certain color in such a way as to align the student with a particular gang.
- Using hand signs- making particular hand gestures to signal gang affiliation or action
- Mad dogging/"mugging" other students- intently staring at other students to intimidate, harass, and/or provoke a fight
- Using a gang related nickname- (moniker) individual gang names which are usually attached to some perceived attribute this member may have for gang purposes. The nickname tends to fit physical or psychological characteristics
- Visible tattoos- most gang related tattoos are on hands, forearms, and occasionally on the face. They vary in size and location depending on the student's age and degree of gang involvement
- Drawing/writing/spraying graffiti to advertise, provoke or challenge, on walls of building structures, notebooks, books, parts of body, etc. This can also include crossing out the letters "S" or "N"; writing and displaying area codes, numbers, etc.
- Association with other known members of a gang
- Provoking physical confrontations by joining with several gang members to defend, confront, or fight rival gang members
- Yelling gang slogans, gang whistling, or put downs to incite others
- Fighting, threatening to fight, or menacing other students
- Stalking- willful, malicious, and/or repeated harassment of another person, making a credible threat with the intent to place that person in a state of fear of great bodily injury or death

27. **Gang Related Activity** (E.C. 48900[k], E.C. 35183)

First Offense - Warning, possible parent conference/contact 1-5 day suspension, possible recommendation for expulsion, possible police notification

Second Offense - 3-5 day suspension, possible recommendation for expulsion, possible police notification

Third Offense - 5 day suspension, possible recommendation for expulsion, possible police notification

POLICY FOR BULLYING PREVENTION

Blaker-Kinser Junior High School believes that all students have a right to a safe and healthy school environment. We will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviors include, but are not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and inappropriate interaction/comments through electronic devices (computer, cell phones, etc)

Blaker-Kinser Junior High expects students and/or staff to immediately report incidences of bullying to the administration (Principal, Assistant Principal, Learning Directors, and Administrative Assistant). Staff is expected to immediately intervene when they see a bully incident occur. Each complaint of bullying should be promptly investigated. The policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and through cyber space activities, such as Facebook, Instagram, Snap Chat, texting, etc.

To ensure bullying does not occur, the school will provide staff and students training in bully prevention and apply this Student Conduct Code regarding bullying:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidences of bullying to a staff member/administration and maintain proof if possible (texts, photos, comments)
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (E.C. 48900 [r]).

SEXUAL HARASSMENT POLICY RELATED TO STUDENTS

(From Board Policy #5145.7)

Sexual harassment of students can be a serious problem in schools. It can threaten a student's emotional wellbeing, impair academic progress and ultimately inhibit the attainment of career goals.

Sexual harassment is more than inappropriate behavior. It is illegal under both federal and state laws and constitutes a violation of Title IX of the 1972 Education amendments. School districts are legally responsible for preventing sexual harassment.

Prevention is the best tool for eliminating sexual harassment. Creating awareness is the first step toward preventing sexual harassment. Awareness decreases the probability of sexual harassment and aids in early identification so that problems can be addressed informally.

However, sexual harassment will not be tolerated in the Ceres Unified School District. It is the intent of Ceres Unified School District to maintain an academic environment which protects individual dignity and promotes the mutual respect of students. Students must understand what sexual harassment is and know the consequences of harassing other students. Instruction regarding sexual harassment will focus on respect for self and others (i.e. how to treat other people and how you want to be treated)

Sexual harassment is technically defined as what an average person would view as offensive in any of the following circumstances:

- Any unwanted or unwelcome sexual advances
- A request for sexual favor
- A verbal, physical, or visual conduct which is sexually oriented or offensive
- Unwelcome sexual slurs, threats, derogatory comments or degrading descriptions
- Sexual jokes, stories, drawings, objects, pictures, rumors or gestures
- Touching a person's body or clothing in a sexual way

Students or staff are to immediately report incidents of sexual harassment to the principal or other school officials. Any parent who believes their son or daughter is being sexually harassed is advised to contact the principal or other officials at the office. If you have questions or concerns regarding this matter, please contact the Child Welfare and Attendance Supervisor at 556-0140.

SUSPENSION AND EXPULSION

(E.C. 48900)

The Ceres Unified School District administration reserves the right to objectively determine discipline based on the seriousness of a particular infraction and discipline history. Facts and other circumstances often require administrative prerogative.

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the campus; or 4) during, or while going to or coming from a school sponsored activity.

Violation/Education Code

1. **Verbal abuse of school personnel** (E.C. 48900[a1, .7])
 - First Offense - Suspension 1-5 days
 - Second Offense - Suspension 3-5 days
 - Third Offense - 5 day Suspension
2. **Fighting** (E.C. 48900[a1, a2])
 - First Offense - Suspension 1-5 days, possible police contact, possible recommendation for expulsion
 - Second Offense - Suspension 3-5 days, possible police contact, possible recommendation for expulsion
 - Third Offense - 5 day Suspension, possible police contact, recommendation for expulsion
3. **Harassment** (E.C. 48900[a1, o])
 - First Offense - Formal Conference, suspension 1-5 days
 - Second Offense - Suspension 3-5 days
 - Third Offense - 5 day Suspension
4. **Hostile behavior** (E.C. 48900[a1])
 - First Offense - Suspension 1-5 day
 - Second Offense - Suspension 3 -5 days
 - Third Offense - 5 day Suspension
5. **Profanity vulgar or obscene language or act directed toward adult staff** (E.C. 48900[a1, .2] and [i])
 - First Offense - Suspension 3 -5 days, possible recommendation for expulsion
 - Second Offense - Suspension 5 days, possible recommendation for expulsion
 - Third Offense - 5 day Suspension, possible recommendation for expulsion
6. **Unprovoked assault** (E.C. 48900[a1, a2, n])
 - First Offense - 5 day suspension, possible recommendation for expulsion, police notification
 - Second Offense - 5 day suspension, recommendation for expulsion, police notification
 - Third Offense - Not applicable
7. **Extortion** (E.C. 48900[e] and 48915[4])
 - First Offense - 5 day suspension, possible recommendation for expulsion, police notification
 - Second Offense - 5 day suspension, recommendation for expulsion, police notification
 - Third Offense - Not applicable
8. **Hostile Educational Environment** (E.C. 48900.4) Including slurs directed towards a person or group because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation
 - First Offense - 1-5 day suspension
 - Second Offense - 3-5 day suspension, possible recommendation for expulsion
 - Third Offense - Recommendation for expulsion
9. **Hate Violence** (E.C. 48900.3)
 - First Offense - 5 day suspension, possible recommendation expulsion
 - Second Offense - 5 day suspension, possible recommendation for expulsion
 - Third Offense - 5 day suspension, recommendation for expulsion
10. **Explosive** (firecrackers, smoke bombs, incendiary devices, etc.) (E.C. 48900[b])
 - First Offense - 1-5 days suspension, police notification, possible recommendation for expulsion
 - Second Offense - 5 day suspension, recommendation for expulsion, police notification
11. **Weapons: Weapons/dangerous objects** (E.C. 48900[b])
 - First Offense - 5 day suspension, recommendation for expulsion, police notification

12. **Firearms** (E.C. 48900[b])
First Offense - 5 day suspension, recommended for expulsion, police notification
13. **Alcohol/drug** - possession of, use (E.C. 48900[c] and 48900[j]), paraphernalia
First Offense - 5 days Suspension, possible recommendation for expulsion, police notification
Second Offense - 5 day suspension, recommendation for expulsion, police notification
14. **Unlawful sales** - illegal substance (E.C. 48900[c], 48900[d]) sales in lieu of (lookalikes)
First Offense - 5 day suspension, recommendation for expulsion, police notification
15. **Theft** (E.C. 48900[g]), **Receiving stolen property** (E.C. 48900[l])
First Offense - Suspension 1-5 days, police notification, possible recommendation for expulsion, restitution
Second Offense - suspension 3- 5 day, possible recommendation for expulsion, police notification, restitution
Third Offense - 5 day suspension, recommendation for expulsion, police notification, restitution
16. **Damage to School or Private Property** (E.C. 48900[f, .7])
First Offense - 1-5 day suspension, possible recommendation for expulsion, restitution, police notification
Second Offense - Suspension 3-5 days, possible recommendation for expulsion, police notification.
17. **Profanity, vulgar, obscene language** - use of non-directive (E.C. 48900[i])
First Offense - Warning, possible 1-5 day suspension
Second Offense - Suspension 2-5 days
Third Offense - Suspension 5 days
18. **Profanity, vulgar, obscene language directed towards another person** (E.C. 48900[i])
First Offense - Suspension 1-5 days, conference
Second Offense - Suspension 3-5 days
Third Offense - Suspension 5 days, possible recommendation for expulsion
19. **Profanity, vulgar, obscene language** - contained in obscene act (E.C. 48900[i]), sexual harassment (E.C. 48900.2)
First Offense - 1-5 day suspension, possible recommendation for expulsion, possible police notification
Second Offense - 5 days suspension, possible recommendation for expulsion, possible police notification
Third Offense - Suspension 5 days, recommendation for expulsion, possible police notification
20. **Bus-disruptive behavior** (E.C. 48900[k])
First Offense - Bus driver notifies parents
Second Offense - Bus driver issues citation, conference with Transportation Director
Third Offense - District Transportation Director suspends bus privileges
21. **Cheating/plagiarism** (E.C. 48900[k])
First Offense - Discipline administered by instructor on assignment, parents notified, informal conference, possible 1-5 day suspension
Second Offense - Suspension 1-5 days
Third Offense - Suspension 5 days
22. **Disruptive behavior** (E.C. 48900[k]), defiance of authority (E.C. 48900[k])
First Offense - Warning, possible 1-5 day suspension
Second Offense - Warning, possible 1-5 day suspension
Third Offense - 1-5 day suspension possible recommendation for expulsion
23. **Dress Code Violation** (E.C. 48900[k])
First Offense - Warning, possible parent contact, change attire
Second Offense - Detention, parent contacted, change attire, possible suspension 1-3 days
Third Offense - Suspension 1 -5 days
24. **Forgery** (E.C. 48900[k]) Falsifying, altering, or using forged school correspondence, passes, absence slips, or school records
First Offense - Suspension 1-5 days, possible recommendation for expulsion
Second Offense - Suspension 2-5 days, possible recommendation for expulsion
Third Offense - 5 days suspension, possible recommendation for expulsion
25. **Leaving campus without permission** (E.C. 48900[k])
First Offense - Warning, possible suspension 1-3 days
Second Offense - Possible suspension 3-5 days
Third Offense - Suspension 3- 5 days

26. **Electronic Devices** (E.C. 48901[5]), Electronic Devices (E.C. 51512)
First Offense - Warning, confiscation, parent notification
Second Offense - possible 1-3 days suspension, confiscation
Third Offense - possible 3-5 days suspension, confiscation
27. **Gang Related Activity** (E.C. 48900[k], E.C. 35183)
First Offense - Warning, possible parent conference/contact 1-5 day suspension, possible recommendation for expulsion, possible police notification
Second Offense - 3-5 day suspension, possible recommendation for expulsion, possible police notification
Third Offense - 5 day suspension, possible recommendation for expulsion, possible police notification
28. **Possession of an Imitation Firearm** (E.C. 48900[m])
First Offense - Warning, conference, possible 1-5 day suspension/ possible recommendation for expulsion, possible police notification
Second Offense - 1-5 day suspension/ recommendation for expulsion, police notification
29. **Use or possession of tobacco, tobacco products** (E.C. 48900[h])
First Offense - 1-5 day suspension, possible police notification
Second Offense - Suspension 3-5 days, possible police notification
Third Offense - Suspension 5 days, possible police notification
30. **Sexual Harassment** (E.C. 48900.2, 48900.4, 48900 (n), BP 5145.7)
First Offense - Formal counseling conference, possible suspension 1-5 days, possible recommendation for expulsion, possible police notification
Second Offense - Suspension 3-5 days, possible recommendation for expulsion, possible police notification
Third Offense - 5 days Suspension, recommendation for expulsion, possible police notification