

# San Benancio Middle School

*“Character Counts – Everywhere, All the Time”*

[www.washingtonusd.org](http://www.washingtonusd.org)

Parent/Student  
Handbook

2016-2017



**Washington Union School District**

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## Faculty and Staff

Principal: Mrs. Gina Uccelli

Secretary: Mrs. Diana O'Mary

Head Custodian: Mr. Jesus Zapata

Custodians: Mr. Felix Atrisco, Mr. Jose Hernandez, Mr. Ruben Tejada

### Teachers:

Mrs. Denise Andico	6 <sup>th</sup> Grade Core and Science
Mrs. Lynne Reineking	6 <sup>th</sup> Grade Core and Math
Ms. Sierra Robinson	6 <sup>th</sup> Grade Core and Math
Mrs. Angela Lutkus	6 <sup>th</sup> Grade Core and Science
Mr. Mike Mutshnick	7 <sup>th</sup> Grade Math and Science
Ms. Jennifer Frazier	7 <sup>th</sup> Grade Language Arts and Math
Ms. Julie Chiappe	7 <sup>th</sup> and 8 <sup>th</sup> Grade Language Arts
Mr. Derek Yonekura	7 <sup>th</sup> and 8 <sup>th</sup> Grade Science
Mrs. Lulu Brigham	7 <sup>th</sup> and 8 <sup>th</sup> Grade History
Mrs. Lynn Yee	7 <sup>th</sup> Grade History and Language Arts/8 <sup>th</sup> Grade History
Mrs. Ashleigh Zeile	7 <sup>th</sup> and 8 <sup>th</sup> Grade Math
Ms. Kelsey Beall	7 <sup>th</sup> and 8 <sup>th</sup> Grade Language Arts
Ms. Jana Hamilton	Physical Education
Mr. Phillip Snell	Physical Education
Ms. Cherie Gill	Special Education
Mr. Jeff Osarczuk	Music
Mrs. Linda Jang	Art Docent Coordinator

### Instructional Assistants:

Ms. Kylie Fields	Office Assistant/Nurse Aide
	Instructional Aide/Noon Duty
Ms. Nancy Getris	Instructional Aide/Noon Duty
Mrs. Kathy Griffin	Instructional Aide
Ms. Kylie Fields	Library Aide/Noon Duty
	Computer Lab Aide

### District Transportation and Maintenance:

Leo Luna Maintenance and Transportation Director

## Important Phone Numbers

San Benancio Middle School Office	484-1172
FAX Line	484-6509
Attendance/Absence Reporting Line	484-0972
Transportation Services	484-2376
Art Docent Coordinator	484-2540

# Daily Bell Schedules

## Regular Day

8:10-8:25	Campus Open
8:30-9:21	1 <sup>st</sup> Period
9:24-10:14	2 <sup>nd</sup> Period
10:14-10:24	Break
10:27-11:17	3 <sup>rd</sup> Period
11:20-12:09	4 <sup>th</sup> Period
12:09-12:44	Lunch
12:49-1:39	5 <sup>th</sup> Period
1:42-2:32	6 <sup>th</sup> Period
2:35-3:10	Activity
3:25	Campus Closed

## Collaboration Day\*

8:10-8:25	Campus Open
8:30-9:12	1 <sup>st</sup> Period
9:15-9:55	2 <sup>nd</sup> Period
9:58-10:38	3 <sup>rd</sup> Period
10:38-10:58	Break
11:01-11:41	4 <sup>th</sup> Period
11:44-12:24	5 <sup>th</sup> Period
12:27-1:05	6 <sup>th</sup> Period
1:05	Dismissal

## A.M. Assembly Schedule

8:10-8:25	Campus Open
8:30-9:17	1 <sup>st</sup> Period
9:20-10:07	2 <sup>nd</sup> Period
10:07-10:17	Break
10:20-11:07	3 <sup>rd</sup> Period
<b>11:11-12:11</b>	<b>Assembly</b>
12:11-12:41	Lunch
12:46-1:32	4 <sup>th</sup> Period
1:35-2:21	5 <sup>th</sup> Period
2:24-3:10	6 <sup>th</sup> Period

## P.M. Assembly Schedule

8:10-8:25	Campus Open
8:30-9:17	1 <sup>st</sup> Period
9:20-10:07	2 <sup>nd</sup> Period
10:07-10:17	Break
10:20-11:06	3 <sup>rd</sup> Period
11:09-11:55	4 <sup>th</sup> Period
11:55-12:25	Lunch
12:30-1:16	5 <sup>th</sup> Period
1:19-2:05	6 <sup>th</sup> Period
<b>2:10-3:10</b>	<b>Assembly</b>

## Parent-Teacher Conferences

8:10-8:25	Campus Open
8:30-9:00	1 <sup>st</sup> Period
9:03-9:31	2 <sup>nd</sup> Period
9:34-10:02	3 <sup>rd</sup> Period
10:02-10:12	Break
10:15-10:43	4 <sup>th</sup> Period
10:46-11:14	5 <sup>th</sup> Period
11:17-11:45	6 <sup>th</sup> Period

## Minimum Day Schedule

8:10-8:25	Campus Open
8:30-9:09	1 <sup>st</sup> Period
9:12-9:49	2 <sup>nd</sup> Period
9:52-10:29	3 <sup>rd</sup> Period
10:29-10:44	Break
10:47-11:24	4 <sup>th</sup> Period
11:27-12:04	5 <sup>th</sup> Period
12:07-12:45	6 <sup>th</sup> Period

**\*The following are the Collaboration Days for 2016-2017:**

September 7  
November 30  
February 1  
April 5

September 28  
December 14  
February 15  
April 19

October 19  
January 4  
March 1  
May 3

November 2  
January 18  
March 15  
May 17

## **Attendance**

Consistent, regular attendance is expected of all students. Students are to be in class on time and ready to work each day. When students must be absent, parents are required to account for the absence. Excused absences include illnesses, medical procedures, and family emergencies. Absences for any other reason are considered to be unexcused.

**WHENEVER A CHILD IS ABSENT, REGARDLESS OF REASON, PARENTS MUST CONTACT THE SCHOOL ATTENDANCE CLERK AT 484-0972 ON THE DAY OF THE ABSENCE BEFORE 9 A.M. THIS NUMBER IS SPECIFICALLY FOR REPORTING ABSENCES AND HAS AN ANSWERING MACHINE, SO PLEASE LEAVE A MESSAGE.**

### **Homework/Assignments during an absence**

Homework and class assignments will only be given when a student has been absent for 5 or more consecutive days. For absences of 3 or fewer days, students should contact a classmate for assignments. Students are encouraged to set up a network early in the school year to cover for one another during absences and keep track of assignments on the school's website, [www.washingtonusd.org](http://www.washingtonusd.org).

Teachers generally give students a reasonable amount of time (one day for each day absent) to make up any assignments missed during the absence.

### **Independent Study Contracts**

Under certain circumstances, students are eligible to continue their studies while away from school using an Independent Study Contract. These contracts give students an opportunity to receive credit toward meeting the regular course of student requirements for each of their classes while away from school. A student must apply for an Independent Study Contract a minimum of one school week (5 school days) ahead of the date that the contract will begin. Students must turn in all assigned work the day they return to regular attendance to receive credit for work completed.

**Independent Study Contracts are only given when a student will be away from school for 5 or more consecutive days.**

## **Character and Citizenship**

Students at San Benancio participate in the Character Counts program by recognizing one of the 6 pillars of character each month: **Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship** ([www.charactercounts.org](http://www.charactercounts.org)). Teachers administer classroom lessons and students participate in a variety of activities throughout the school year, all designed to develop positive character in each student and promote a positive climate at school. Good citizenship is essential to positive social and academic development and citizenship is an important part of the overall program at San Benancio. In addition to Character Counts, students are recognized for acts of kindness and compassion through our Kindness Corner. In addition to daily recognition of identified students, students are recognized at periodic assemblies that highlight good behavior and good citizenship.



## SAN BENANCIO MIDDLE SCHOOL SCHOOL SUPPLY LIST

In planning for the beginning of the 2016-2017 school year, we request that you acquire the following supplies necessary at San Benancio Middle School:

### **Each student needs:**

- Earbuds or headphones
- 3 x 5 index cards
- A basic function calculator

### **A Supply Pouch with the following supplies:**

- #2 Pencils
- Ball Point Pens (black, blue and red)
- Colored Pencils
- Stapler with staples
- Pencil sharpener

### **6<sup>th</sup> grade only:**

- A 1+three ring binder
- Disinfectant wipes

### **7<sup>th</sup> grade only:**

- 6 dual pocket plastic folders with brads
- A composition notebook
- Correction Tape

### **8<sup>th</sup> grade only:**

- 1.5 inch binder
- 2 dual pocket plastic folders with brads
- Correction Tape

### **For classroom donation:**

- 1/4+Graph Paper (for home and school)
- 3-Hole Binder paper (college rule)
- School scissors (4-5+with rounded tip)
- 3 boxes of Kleenex
- 1 ream of 8 ½ x 11 white and colored copy paper
- 1 set of low odor Expo markers . thick chisel tip
- A ruler
- A pack of glue sticks
- A set of fine point felt tip marking pens (NO SHARPIES)
- A set of broadline markers
- Highlighters

## Technology

It is our goal that every student will leave San Benancio Middle School with basic technological skill and understanding necessary for future success in high school, college, and career settings.

All academic classrooms at San Benancio are connected to the internet. This provides students and teachers with opportunities to access information generally unattainable in a non-networked classroom. The computer lab is available to all students for a variety of purposes including word processing, computer-assisted instruction, and the learning of basic technology skills.

San Benancio also has Chromebooks available for classroom use and teachers will use them to enhance classroom instruction through the use of technology, whether through internet research, Google Apps for Education, or related technology tools and skills. All students are expected to sign a statement agreeing to adhere to a standard of responsible and ethical computer use. Violation of this agreement may result in suspension of computer privileges at school. Access to inappropriate web site is limited by both programs installed here at school and through the Monterey County Office of Education (our internet service provider).

**Parents or volunteers who would like to assist us in keeping the computer lab open during lunch or at other times when our computer lab aide is unavailable may contact the school at 484-1172.**

### Computer Lab Rules

- No eating or drinking in the lab.
- No inappropriate web surfing or game playing allowed. **No violence of any kind!**
- Listening to music is not allowed, even with headphones.
- No downloading from the web or installation of any kind.
- Do not abuse the equipment or reset the computers in any way. Unplugging the computers and mice is considered an abuse of the equipment.
- Do not move or rearrange the computer monitors.
- Exit completely out of any programs you are using. To do this, you must exit the application and quit the program.
- Remove any trash and belongings and push to chairs in when you leave.
- Only one (1) person per computer.
- No backpacks in the lab, they must be left outside.
- **No Talking!** The Computer Lab should be quiet at all times unless directed otherwise by a teacher or aide.

Failure to follow these rules will result in a detention and/or loss of computer lab privileges.

## Academic Requirements

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders take two periods of English Language Arts curriculum each day; one period of Literature and one period of Grammar/Composition. All students take full-year courses in Science, Social Studies, Mathematics, and Physical Education. Students also take part in a 35 minute Activity class. These activities may include technology, music history, cross-age tutoring, leadership, band, choir, tumbling, and more. Information about activity classes is available at the beginning of the school year and a flyer will be sent home with information about class choices. 6<sup>th</sup> grade students have a rotation of classes specifically designed for them and will rotate between all four 6<sup>th</sup> grade teachers to get a variety of activities. 7<sup>th</sup> and 8<sup>th</sup> graders who are experiencing difficulties in Language Arts or Math will be assigned to a Support class to receive interventions and support in order to be more successful in those subjects.

All students are expected to maintain a 2.0 or better grade point average for all their course work including Activity classes and P.E. Students who fall below those criteria may be suspended from participating in extra-curricular activities until grades are brought up to the minimum of 2.0.

8<sup>th</sup> grade students must maintain passing grades (D or above) in each subject during the year and in order to participate in graduation activities. Graduation activities include the Graduation ceremony, the Graduation Dance, and the annual 8<sup>th</sup> grade Picnic and Swim Party.

Homework is a regular part of the San Benancio academic program. Homework comes in a variety of forms, including basic skills practice, concept review, reading, researching, studying for exams, and preparing for class demonstrations or presentations. To estimate the approximate time your child should spend on homework each night, multiply his or her grade level by ten; that is the approximate number of minutes he or she should spend on homework. Most teachers also give long-term assignments such as book reports, projects, or theme papers. These types of assignments will be given with a timeline for completion.

All students will receive an agenda at the beginning of the school year. We encourage parents to communicate with their children regarding their agendas and check to make sure they are being used. Teachers will direct students to write down their assignments in their agendas; students who keep their agendas up to date tend to be able to keep track of and turn in assignments in a more timely and organized manner.

Grades are given at the end of each trimester. Students receive a grade in each class and students with a grade point average (GPA) of 3.0 or above receive Honor Roll Recognition.



# School Rules and Consequences

The intent of the Code of Conduct is to give all students, staff and parents a common set of rules and consequences to expect when inappropriate behavior occurs. Each incidence of inappropriate behavior is reviewed carefully, and consequences are given accordingly. The Code of Conduct is enforced from the time students leave home in the morning until they arrive home in the afternoon and at all school sponsored activities including dances, field trips, and any other school-related activities. Students should be aware that behavior at school bus stops is also covered by the school's Code of Conduct. Categories are in order of severity of infractions, from minor (Category I) to serious (Category III)

<b><u>Category I</u></b>		
<b>Infraction</b>	<b>Teacher/Supervisor Action</b>	<b>Consequence</b>
Chewing gum, eating in class, throwing objects, littering	Warning. Repeated misconduct subject to progressive discipline	Teacher discretion: detention, work detail, suspension
Repeated tardies (4)	Parent contact	Detention
Disrespectful behavior	Parent contact	Teacher discretion: Parent/teacher conference, detention, suspension
Use of Ipod, cell phone, laser pointer or other unnecessary device (electronic or otherwise)	Parent contact	Confiscation
Out of bounds	Warning (1)	Detention
Out of class without permission	Parent contact	Detention

<b><u>Category II</u></b>		
Disrespectful behavior	Parent contact	Parent/teacher conference, detention, suspension
Cheating	Parent contact	Parent/teacher conference, no honor roll, fail assignment
Harassment	Referral to office	Detention, 1-3 day suspension
Defiance of authority	Referral to office	1-3 day suspension
Truancy	Parent contact	Detention, referral to District Attorney
Gambling	Parent contact	Detention, 1-3 day suspension
Bus citations	Parent contact	Loss of bus privileges
Profanity	Referral to office	Detention, 1-3 day suspension

- Bus drivers will give students fair warning for misbehavior. If inappropriate behavior continues, a bus citation will be issued. A second bus citation within a twenty day period will result in a 5 day suspension of bus riding privileges. Further citations may result in suspension of bus privileges for the remainder of the school year.

### Category III

(All category III infractions will require parent involvement before reinstatement to school attendance)

<b>Infraction</b>	<b>Teacher/Supervisor Action</b>	<b>Consequences</b>
Disrespectful behavior/harassment	Parent contact Referral to office	Parent/teacher conference, detention, suspension
Drugs/Alcohol possession or use	Parent contact Referral to office	3-5 day suspension; referral to Sunrise House; referral to law enforcement
Fireworks Explosives,	Parent contact Referral to office	3-5 day suspension; referral to law enforcement
Fire alarm tampering	Parent contact Referral to office	2-4 day suspension; referral to law enforcement
Theft/extortion	Referral to office Parent contact	3-5 day suspension; referral to law enforcement
Smoking/tobacco	Referral to office Parent contact	3-5 day suspension; referral to law enforcement
Fighting	Referral to office Parent contact	2-5 day suspension
Vandalism	Referral to office Parent contact	2-5 day suspension plus cost of repairs
Possession of a weapon or dangerous object	Referral to office Parent contact	3-5 day suspension; possible expulsion
Sexual misconduct	Referral to office Parent contact	3-5 day suspension; counseling referral

### Detention:

Detention is held after school and supervised by a certificated staff member. Students are to report to the detention area at 3:15 p.m. and are expected to remain there until 4:00 p.m. Students may not do homework, read, write, etc. during detention. No talking or social interaction is permitted. The assigning teacher will contact the parent to notify him or her of the date detention is to be served. Students who do not show up for detention, interact socially, or behave inappropriately during detention will be given an additional detention which will automatically put them on Behavior Probation.

### Repeated Detentions:

Students with repeated detentions may be suspended from regular attendance as permitted by the California Education Code and the District Board of Trustees. If the above discipline plan including detentions, suspensions, and counseling fails to bring about proper conduct, or when the student's behavior presents a continuing danger to himself or others, expulsion will be considered.

### Classroom Suspension:

If at any time a student's behavior becomes so severe that a teacher feels that he or she may not be able to conduct the class constructively, a Classroom Suspension may be administered. This type of suspension may last the remainder of that period and, in some cases, that same period the next school day. Parents will be contacted by the teacher administering the suspension.

### **School Suspension:**

Students may be suspended from school attendance for specific violations of the Board of Trustee adopted Code of Conduct, a provision of the Education Code, the Penal Code, or the Health and Welfare Code. Suspensions range from 1 to 5 days at a time depending on the severity of the violation. Students may be suspended up to 20 days during a single school year. All suspensions are administered within the provisions outlined in the Education Code (EC 48000). Parents are always involved and informed when a suspension is administered.

During the suspension, the student may be held accountable for homework and other assignments by individual classroom teachers. Teachers will give the student a reasonable amount of time to make up any missed assignments.

Parents are required to attend a readmission conference before a student will be allowed to return to regular attendance.

### **Behavior Probation:**

Behavior Probation occurs when a student receives a third detention within a period of 20 school days. The probation begins the day after the issuance of the 3<sup>rd</sup> detention. Probation lasts for 5 school days and ends at the close of the 5<sup>th</sup> day. School days include after school activities such as sports and dances. Students are informed of their probation status both in person and in writing. A copy of the written notification is mailed home stating the day the probation will be lifted. If the student receives another detention during the probation period, the probation will be extended additional school days from that detention depending on the level of unacceptable behavior. The number of days will be progressive (5-10-15-20) depending on the behavior.

### **Tardies:**

A student is considered tardy when he or she is not in his or her assigned seat when the bell rings. When a student receives his or her 4<sup>th</sup> tardy, a detention will be assigned. First period tardies count the same as other periods. When buses are late, tardies are not given during first period. Parents who bring their children to school are expected to deliver them to school on time.

### **Academic Honesty:**

Cheating is taken very seriously at San Benancio Middle School. Cheating includes copying work from others, plagiarism, assisting others with information about examinations inappropriately, misrepresenting work done by others as one's own work, changing answers/ grades to improve a grade, and any other behavior that would lead to a student receiving a grade not earned.

As stipulated in the Code of Conduct, cheating is a Category II infraction. Students caught cheating will receive a 0 (zero) on the assignment and will be omitted from any Honor Roll recognition during that trimester. Parents will be contacted immediately. When a student cheats, he or she violates the trusting relationship between student and teacher essential for a positive and constructive classroom experience. Rebuilding a trusting relationship will take time and effort. The distrust resulting from a cheating incident may be a more severe consequence than the formal consequence required by the Code of Conduct.

# San Benancio Middle School Dress Code

## Students should be dressed and groomed in good taste for school.

1. No hats, scarves, or other headgear may be worn in classrooms or other instructional settings without specific permission from the instructor.\*
2. No T-shirts, sweatshirts or other clothing articles (including backpacks) depicting alcohol, tobacco, drugs or other subjects deemed offensive by the school staff may be worn at school or at after-school activities or events.
3. Clean and neatly combed hair is expected of all students. No hair dyes or styles that are disruptive to the school environment (Mohawks, bright colors, etc.)
4. **Clothes shall be sufficient to conceal undergarments at all times.** This applies to both boys and girls clothing styles. **NO** ripped or torn jeans or pants.
5. Tights or leotards **MUST** be paired with an accompanying garment that meets the dress code standard of mid-thigh in length, no more than 4 inches above the knee. *This includes tights, leggings, yoga pants and any other garment made of spandex or elastic material.*
6. Shorts and skirts must reach mid-thigh in length and be **no more than 4 inches above the knee. (No short shorts)**
7. **No tank tops**, spaghetti strap tops, see-through or fishnet fabrics, halter tops, off-the-shoulder or low cut tops or bare midriffs.
8. For safety reasons, appropriate shoes must be worn at all times to protect the feet. Flip-flops may not be worn at school and all shoes must have a back strap. (No add-on straps)
9. Students are expected to comply with dress standards for physical education as required by the P.E. teachers.
10. Students are not to write on their hands, arms, or other body parts with any writing instrument.
11. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports or classes.

\* *Hats are not allowed in assemblies. They will be confiscated at the door and returned to the student at the teacher's discretion.*

We suggest that you carefully monitor your child's school clothing to ensure that he or she is compliant with school's dress code. If you are not sure about a particular item of clothing, feel free to contact one of your child's teachers or the school office.

If your child is non-compliant with the dress code, you may be contacted and asked to bring appropriate clothing to school before your child may return to class. In some cases the situation may be handled at school by asking students to change into their P.E. clothing.

**STUDENTS WHO REPEATEDLY VIOLATE THE DRESS CODE WILL BE GIVEN A DETENTION AND BE SUBJECT TO PROGRESSIVE DISCIPLINARY MEASURES.**

## **Toys, Electronic Devices and Other Unnecessary Items**

Students are not to bring toys, electronic devices (including ipods, ipads, laser pointers, cameras, etc.) to school. The school will assume no responsibility for the loss of any personal item brought to school under any circumstance.

When items of this type are brought to school, they are the sole responsibility of the student. Laser pointers are not allowed at school under any circumstance and will only be returned to a parent. Technology related items can be brought with proper permission and only used under circumstances where permission has been granted and there is specific purpose.

**While the school recognizes that many students carry cell phones for personal use, they are to be turned off and put away in backpacks or lockers during the school day. The first time a student violates this rule; the phone will be taken away and returned at the end of the school day. The second infraction will result in confiscation and the phone will only be returned to a parent. A third infraction will result in the loss of the privilege of carrying a cell phone on campus.**

Replicas of weapons, particularly guns, are treated with utmost seriousness. Toy guns can look much like the real thing, and we will treat situations with replicas as if they are real to protect the safety of students and staff. The Monterey County Sheriff's Department may be involved in such situations. Replicas of weapons will not be returned to students under any circumstances.

## **Bicycles**

Students are permitted to ride bicycles to and from school. Students must wear protective helmets and are expected to lock their bike to the racks located on the west side of the Science building. The school and the district assume no responsibility for damage or theft of bicycles ridden to school.

## **Telephone Use**

Telephone use during instructional time is limited to phone calls related to instructional needs only. A phone is available in the office for students to make emergency calls. Students may not use the office phone to make last-minute arrangements for after-school activities. Such arrangements should be prearranged before the start of the school day.

## **Hall Passes**

A student must have a valid pass from a teacher any time he or she is out of class during instructional time. Teachers will give a pass to a student if he or she has an acceptable reason to be out of class. Students out of class without a valid pass may be considered truant and assigned a detention.

## **Out of Bounds**

Students are expected to remain on the school grounds during the entire school day. The school day starts when the students arrive on campus. Students riding the bus must immediately proceed to the locker area or the courtyard upon their arrival at school. They are not to leave without checking out through the school office. A parent must always give permission before a student is permitted to leave. Parents and students must sign out before leaving. Certain areas of the campus are out of bounds to students. If a student is found in one of these areas or in a classroom without an adult supervisor he or she may be given a detention or suspension.

## **Bus Behavior**

All students who ride the bus to and from school or for any school activity are expected to behave according to the established bus behavior rules. While riding the school bus, students are expected to follow the directions of the driver. The driver has the responsibility to transport students to and from school and on field trips safely. This is a huge responsibility, and students need to cooperate with the driver in order to accomplish this task. The bus driver has the authority to assign seats to students when necessary. He or she also has the authority to stop the bus if a student or students are behaving in a manner that restricts his or her ability to transport students safely.

When a driver feels that a student is behaving in a manner that could lead to an unsafe condition, he or she may issue a bus citation. In most cases a bus citation is a formal warning that bus behavior is unacceptable. A second citation will result in a suspension of bus riding privileges for 5 school days. Additional suspensions may lead to suspension of bus privileges for the remainder of the school year. Such a suspension is an extreme measure, but when it comes to student safety, extreme measures are merited.

## **Academic Advisement and Guidance**

All staff members are committed to providing an academic program that will help each student reach his or her full potential as a student and as a person. While teachers do not have regular office hours, most make themselves available to assist students at convenient times before school, after school and during the noon hour.

Teachers will often provide study sessions to assist students to prepare for examinations or to provide additional opportunities for students to master the content of the curriculum. Teachers and other staff members also make themselves available to students for guidance with problems of a personal nature. When problems of a serious nature are brought to their attention, teachers and other adults employed at the school are obligated to contact the parents and/or the administration.

## **School Recommendation Procedure**

Many of our 8<sup>th</sup> grade students apply to and are accepted by private high schools. It is the student's responsibility to provide the necessary recommendations that are honest and fair. It is in the best interest of students seeking recommendations to make sure that the recommending teacher/administrator has ample time to complete the recommendation. All students seeking recommendations from staff members must provide each staff member with an autobiography that includes a summary of their educational experience their future goals (both educational and personal) and involvement in community affairs and organizations. Students will also be required to provide the office with a signed permission and a self-addressed stamped envelope to send transcripts to the schools to which they are applying. **Information will also be available through 8<sup>th</sup> grade teachers and on the website.**

Recommendations are private and privileged information and will not be shared with students or parents. If it comes to our attention that recommendations are being shared by private school admissions staff or administrators, we will no longer participate in the recommendation process for that particular school.

## **Extra-Curricular Activities**

San Benancio Middle School offers a variety of extra-curricular activities to students. These activities range from music to sports to accelerated instructional programs. The goal of extra-curricular activities is to provide students with opportunities to experience alternative ways of learning beyond the regular classroom curriculum.

### **Music**

San Benancio provides an instrumental music program. All students will be given the opportunity to participate in music. A credentialed teacher will conduct these programs.

As with any music program, there will be additional practice and performance time beyond the regular school day. Students choosing to participate in these activities should be aware that their participation is contingent on meeting the academic and behavioral standards expected of any student involved in extra-curricular activities.

More information regarding the music program will be available during the first week of school. If you have questions, please contact the school office or the music teacher.

### **Dances**

The San Benancio Student Council holds several dances throughout the school year. These dances are held in the multi-purpose room on Friday evenings from 5:00-7:00 p.m. Dances are chaperoned by teachers and parent volunteers. Music is provided by a D.J. Parent volunteers provide refreshments. Dance dates will be determined at the beginning of the school year.

During the fall, only 7<sup>th</sup> and 8<sup>th</sup> graders are permitted to attend the dances. In the winter and spring, 6<sup>th</sup> graders are allowed to attend. The Code of Conduct and Dress Code are fully enforced at all dances. Students are not permitted to bring guests from other schools. If a student misbehaves or is dressed in a manner that is noncompliant with our Dress Code, his/her parents will be called and will be expected to pick up their child immediately.

Students on Behavior Probation, Academic Probation, have an F in any class, or have overdue library books are not permitted to attend dances.

### **Dance Rules**

The Code of Conduct and Dress Code as outlined in the Parent/Student Handbook are fully enforced at all school dances. The following is a list of specific unwanted student behaviors; violation of these rules will result in the student being removed from the dance.

- Public displays of affection
- Running on the dance floor.
- Groupings of four or more students so that chaperones are prevented from walking through the dancers.
- Inappropriate dancing or placement of hands on inappropriate places.
- Throwing objects.
- Standing on, jumping from, or dancing on the stage.
- Leaving the dance area except to use the restroom.
- Clothing that violates the dress code policy.

Violation of any of the dance rules may result in one or more of the following actions:

- A temporary suspension from the dance.
- Call parents to pick up the student.
- Suspension from the next activity or dance.
- Suspension from all dances.
- Suspension from school.

## **Sports**

San Benancio students may be involved in a variety of after school team and individual sports. These sports include soccer, volleyball, basketball, tennis, golf, and track and field. We emphasize sportsmanship and fair play at San Benancio. Winning is secondary. Students and coaches are expected to demonstrate that sportsmanship comes first. Students are taught athletic skills and given opportunities to practice those skills during the sanctioned activities. We keep the level of play in perspective and understand that middle school is a time to be exposed to new activities and develop skills in a positive and encouraging environment. Parents are expected to be supportive and encouraging to all players and coaches. If a parent has a concern or suggestion, he or she should handle it privately with the coach, away from student participants.

Parents are encouraged to volunteer as coaches. As with any school volunteer, certain requirements (TB Test, fingerprint check, etc.) must be met for the protection of the students. Coaches and athletes are expected to adhere to the following code of conduct:

***We at San Benancio Middle School strive to promote the highest ideals of sportsmanship and conduct on and off of the athletic field as espoused by the Central Coast Section of the California Interscholastic Federation and the Mission Trails Junior Athletic League.***

*We agree to:*

- 1. Treat the teams and spectators of visiting schools as our guests with the respect and support that we would expect upon visiting their schools.*
- 2. Avoid rowdyism, profanity or inappropriate actions of any nature.*
- 3. Respect the skillful and courageous performances of all athletes participating in the contest.*
- 4. Respect the integrity and judgment of the officials.*
- 5. Be modest in victory and gracious in defeat.*
- 6. Remember whom we represent: our school and our community, by exhibiting exemplary conduct and sportsmanship.*

*While some sports require coaches to make cuts, others are open to all students who are academically and behaviorally eligible. Cutting a student from a team is a difficult thing, and is only done when the number of students trying out far exceeds the number of students the coach is able to supervise effectively.*



## **Field Trips**

Students participating in all school field trips must demonstrate appropriate behavior, a positive attitude and good citizenship. The staff and administration have high expectations for students who participate in these special activities and expect students to adhere to the code of conduct for each trimester. ***From the start of each new trimester***, your students will be denied the privilege of participation in field trips for any of the following:

- Received more than 2 detentions
- Suspended from any class with a Classroom Referral
- Suspended from school for any reason

## **Parent Involvement and Participation**

San Benancio welcomes parent involvement and participation in school and community activities. Parents are encouraged to join the ParentsqClub, participate in WUEF (Washington Union Educational Foundation) activities, be an Art Docent and be an active member of the School Site Council. We also welcome parents as volunteers for school dances, field trips, and noon-time activities, including library and computer lab supervision. Teachers welcome parents who are interested in assisting with class activities.

One of the strengths of the Washington Union School District and San Benancio is strong and supportive parents. We believe that all parents can find a way to support their children's education through the variety of opportunities available.

### **School Site Council**

The San Benancio Middle School Site Council meets monthly to monitor and provide input to the school program. Each month, October through May, the SSC meets after school in the San Benancio Library. Elected parents, staff members, and others participate in monthly curricular presentations. Opportunities are available for parents to provide suggestions for instructional improvement. The School Site Council is also responsible for monitoring the expenditures of the school's Single Site Plan budget. The SSC works with the staff to develop a school plan that will provide a guide for instructional programs, both regular education and special education, and student services. Each spring the District conducts an annual survey to determine satisfaction with the school program. Results of these surveys are available for public review in the school office.

### **Art Docents**

San Benancio students are privileged to enjoy the services of the program. The Washington Union Art Docent program is one of the most outstanding examples of such programs statewide. This program (funded by WUEF) provides high quality art programs for all students in the district. Docents are trained to work with students in a variety of art media including paint, clay, textiles, and weaving, and typically work in teams and specialize in a particular grade level. Each year the Art Docents present a district wide art show. This outstanding event is a must see+for every parent.

# Athletic Participation Agreement

Participation in sports provides an exceptional opportunity for every individual to experience growth and development physically, socially, and psychologically. As a part of this learning experience, we will uphold the highest standard of sportsmanship both on and off the playing field or court.

For students and coaches, the following types of unsportsmanlike conduct will be considered grounds for suspension from participation:

- Vulgar actions or the use of profane language
- Arguing with a decision made by a coach or referee
- Emotional outbursts or fighting with others
- Making uncomplimentary remarks to anyone

The following team rules will apply to all sports at San Benancio:

- ALL PARTICIPANTS MUST ATTEND SCHOOL FOR AT LEAST HALF (3 PERIODS) OF THE DAY OF THE EVENT IN ORDER TO PARTICIPATE. If a contest is to take place on a Saturday, the rule will apply to Friday preceding the event.
- All participants will adhere to a coach's discretion during practice and at all competitions.
- All participants must maintain a 2.0 grade point average.
- Participants will notify the coach if they cannot attend a practice or game.
- Participants must be in full uniform and may not wear jewelry during a competition

***We, students and parents, will always conduct ourselves according to the rules of fair play; we will demonstrate courtesy to others at all times; we will be gracious in victory and defeat.***

This form must be signed and returned prior to the beginning of practice for all sports.

\_\_\_\_\_  
Student Name (please print)                      Signature                      Date

\_\_\_\_\_  
Parent Name (please print)                      Signature                      Date

**PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.**

This form will remain on file in the school office.

# Harassment Policy

San Benancio has adopted a policy for personal and sexual harassment. Students need to know that harassment violates human and civil rights. We take a serious stand on this issue; violators will be dealt with properly and with consequences.

## Here is how San Benancio describes harassment:

1. Harassment has an intent and/or effect of putting down, abusing, or hurting someone, and thus creates an intimidating, hostile, and offensive school and learning environment.
2. Personal harassment is any behavior, verbal or non-verbal, that is hurtful or humiliating to another person.
3. Sexual harassment is any unwanted verbal or non-verbal behavior that is sexual in nature.

## Types of behavior which constitute personal and/or sexual harassment:

1. Unwelcome remarks, jokes, and innuendos, re: age, national or ethnic origin, gender, disability, appearance, or race.
2. Gestures or staring of an intimidating nature.
3. Any other kind of intimidation or threats.
4. Unwelcome remarks, jokes or innuendos, re: body, attire, or behavior.
5. Leering or gestures of a sexual nature.
6. Intimidation with sexual overtones.
7. Unnecessary physical contact such as touching, pinching or fondling.

***\*ALL definitions in this section pertain to any harassment either in person or through electronic means such as email or social media (Facebook, Twitter, Snapchat, etc.)***

## Physical or Verbal Abuse

Under no circumstance will physical or verbal abuse towards anyone at the school be tolerated. For effective education to occur, school must be considered a safe place, and those who work towards destroying that safe atmosphere will not be allowed to remain at the school.

## Action to be taken:

1. Tell the offender to stop.
2. Advise your teacher or another trusted adult of the problem immediately.
3. Administration/parents will be notified of the problem.
4. If the complaint is substantiated, immediate disciplinary action will be taken.

## WE have read and understand this policy.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.**

This form will remain on file in the school office.

## **San Benancio Middle School Parent/Student Handbook**

I have read the San Benancio Parent/Student handbook. I understand and agree to abide by the rules and regulation as established by the administration and staff. I also understand that failure to abide by the rules and regulations set forth in this handbook may result in disciplinary action and/or loss of privileges.

\_\_\_\_\_  
Student Name (please print)                      Signature                      Date

\_\_\_\_\_  
Parent Name (please print)                      Signature                      Date

**PLEASE SIGN THIS FORM AND RETURN TO THE OFFICE.**

This form will remain on file in the school office.