

PRINCIPAL'S MESSAGE

Welcome to Rancho-Starbuck Intermediate School!

Remember our school motto: **"If it is to be, it's up to me"**. Make wise choices and **R.E.A.C.H.** for success. Choose **responsibility, effort, attitude, character and honor**. We hope this year will be successful and challenging as you explore new paths of learning and understanding.

Everything that is offered here is meant to assist you, beginning with this school agenda. It is an excellent resource to help you understand what is expected of you at Rancho-Starbuck. Use this handbook all year, in every class, to keep you organized with homework assignments and refer to it about school procedures and policies.

Get involved in the campus activities and take advantage of all the help that is offered to you. Along with your parents, we are here to make sure that your two years at Rancho-Starbuck are the best they can be. Make sure you try your best, work hard, and make the most of the education offered to you at Rancho-Starbuck.

I am looking forward to getting to know you and working with all of you this year as we make this a rewarding school year.

Linda Takacs
Principal

MISSION STATEMENT

Our goal at Rancho-Starbuck is to develop **character, passion, and academic excellence** in all students!

SCHOOLWIDE SYSTEMS

School Website: ranchostarbuck.ljisd.org

Use the school website that provides various information, links, and other resources that keep you updated on school events and promote your academic success. Highlights of the school website include: **Email** – You can email staff through our website. **Homework** – Teachers provide weekly/daily postings of homework. **Calendar** – Monthly calendar of upcoming events and activities on and off campus. Grades are posted every 2 weeks on Aeries.

ACADEMIC TIMELINE

End of Quarters: Each quarter is composed of approximately a 9-week session. Progress reports are provided at the middle of each quarter for students at risk per subject. Grade reports are provided at the end of each quarter.

- 1st Quarter ends October 12, 2018
- 2nd Quarter ends December 21, 2018
- 3rd Quarter ends March 15, 2019
- 4th Quarter ends May 31, 2019
- Parent Conferences (Minimum Days) – Tuesday, October 23 through Friday, October 26, 2018
- Parent Mid-Year Conferences (Minimum Days) – Thursday, January 17 and Friday, January 18, 2019
- Parent Conferences (Minimum Days) – Thursday, April 4 and Friday, April 5, 2019

BIKE RACK/BICYCLES

Bike cages are provided at the side of the school and must be used. Owners of bicycles shall **LOCK THEIR BICYCLES SEPARATELY** to safeguard their property. Loitering at the bicycle cage is prohibited. The school is not responsible for theft of parts or damage while bicycles are parked at the school. **BICYCLES MUST BE WALKED ON CAMPUS AND HELMETS MUST BE WORN WHILE RIDING A BICYCLE TO AND FROM SCHOOL.**

BOOKS/MATERIALS

Each teacher will issue the books/materials necessary for his/her particular class. **All books should be covered. Students must put their name on the inside cover of their textbook.** Each book must be returned to the issuing teacher. Lost or damaged books/materials must be paid for before replacements can be issued. If a book is lost, the student should check with the librarian or school secretary for the cost. If fines are not paid, students may be withheld from school activities.

TECHNOLOGY USE

Students are expected to use Chromebooks appropriately for school use only. Students who misuse Chromebooks will lose Chromebook privileges. **Damage of Chromebooks due to misuse will result in fines.** Proper use of school devices is the responsibility of each student.

LIBRARY

The library is typically open from 7:30 AM to 3:45 PM weekdays for student use. Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. In addition to book checkout, the library also provides students with computers for school related work, not games.

Identification Cards – Students will be provided with Student I.D. card at the beginning of the school year and are expected to carry it to school at all times. Students will need to keep the card for use in the library and to check out court equipment at lunch.

POWER START

Morning tutoring is available from 7:30-8:10 a.m. in the library on Tuesday, Wednesday, and Thursday.

DANCES

The Student Council and the Rancho-Starbuck PTA sponsor school dances. The dances are held in the multiuse room from 3:15 to 5:00 p.m. **No student will be released from the dance early. Those students having appointments or other obligations should not plan to attend.** These dances are for Rancho-Starbuck students only. Friends or relatives from other schools are not welcome and will not be allowed to attend. All school rules and regulations apply to dances as well as all other school activities. **Dances are an earned reward. See student eligibility for details.**

SAFETY DRILLS

Safety drills will be conducted on a regular basis as mandated by state law. Students are expected to maintain orderly and quiet conduct throughout the drill. Safety procedures are regularly reviewed with students.

HEALTH SERVICES

If a student becomes ill at school, the student should report to his/her teacher. The teacher will send the student to the office with a health pass. A student must not leave the grounds because of illness, **or fail to report to his/her next class, without authorization.** If a student becomes ill while at home for lunch and does not plan to return to afternoon classes, the office must be notified by the student's parent or guardian otherwise, the student will be considered truant.

HOMEWORK

Homework is an integral part of the school program. Be sure to keep up on homework by using your agenda and checking Aeries. Homework is designed to supplement class work and to give the student the opportunity to practice the skills he/she has learned in class. **Students who are absent can check Aeries from home to keep up with work. Most classes also use Google classroom and homework is posted through Google classroom. Check Aeries for missing assignments and grades.**

HOME/SCHOOL COMMUNICATION

We believe communication with parents is crucial to student success. Be sure to take advantage of the variety of ways to stay in contact at Rancho-Starbuck. Use Aeries to check on homework assignments, grades, project due dates, test dates and classroom activities and other campus events. Check your student's agenda which should be filled out daily. Our PTA meetings are held every other month. Our automated phone messages also come out regularly to update you on important information. Flyers and important information are sent home on Mondays. Sign up for **Remind 101** for text updates. Voice messages can be left for teachers through the front office. Be sure your data confirmation page is updated twice yearly: August and January.

LOCKERS

The use of Rancho-Starbuck lockers is a privilege, not a right, a privilege that students can lose if they choose not to follow the rules of locker use. The person to whom the locker is assigned will be held responsible for the security of the locker combination as well as the contents of the locker. **STUDENTS SHOULD NOT SHARE LOCKERS AND/OR COMBINATIONS.** If you lose any books or school property, you will be expected to pay for replacement. There will be no changes in lockers or combinations during the year. Backpacks need to be locked up during lunch. **Backpacks MUST fit in lockers.**

MONDAY – EARLY RELEASE

School will be released at 1:53 PM every Monday afternoon. This time will be used for staff development. Students should not be on campus after 2:10 PM as campus gates will be locked.

ELECTRONIC DEVICES

Electronic devices are **not** allowed on campus unless specified by a teacher for a project. Absolutely **no video or audio recording** of any kind is allowed on the Rancho-Starbuck campus and will result in suspension. Photo taking is also not allowed and may result in suspension. Photo taking in locker rooms will result in suspension. Earbuds/headphones must only be used in class with teacher permission.* Students must be off campus to use earbuds.

CELLPHONES

Students are allowed to carry their cell phones on campus.

- Students may be in possession of a cell phone on campus, but it must be off and out of sight.
- Cell phones may only be used with staff permission.
- Cell phones may not be activated (turned on) once students arrive on campus or during the school day.
- Cell phones may only be used outside of school gates.
- The school/district will not be responsible for the loss or theft of a cell phone.

Consequences for violating the cell phone policies: **First Offense:** Cell phone confiscated and returned to parent. Continued offenses will require further disciplinary action.

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. For many and varied reasons, there are some objects we do not allow on campus. **Some of these items are iPods, cameras, and toys of any kind. CAMERAS, DIGITAL MEDIA DEVICES, TAGGING MATERIALS OF ANY KIND, PERMANENT MARKING PENS, SKATEBOARDS OF ANY SIZE, SCOOTERS, LASER DEVICES, AND ANY OTHER ITEM DETERMINED INAPPROPRIATE BY SCHOOL ADMINISTRATION SHOULD NOT BE BROUGHT ON CAMPUS.** Any electronic device or camera on campus will be confiscated and will need to be picked up in the front office by a parent. We also encourage students not to bring large sums of money to school. If for some reason, it becomes necessary to bring an item of value, it is suggested that it be brought to the office to be kept safe. Candy or food items cannot be sold on campus by students. No slime, glitter or personal sports items are allowed,

The school will not be responsible for personal property that should not have been brought to campus. The school will not be responsible for allowed items that were not properly secured in lockers including items left outside PE lockers.

**Earbuds are only allowed in classrooms with teacher permission; they are not allowed any other time on campus including before or after school.*

NUTRITION SERVICES

Students are served two meals per day. Breakfast is served during recess and a hot lunch is served at lunch time. Snacks are only sold during lunch. Parents are encouraged to prepay for meals or snacks. Payments can be made by check, cash or by using the online payment system **myschoolbucks.com**. Student transactions and account balances can be viewed when the online account is activated. Students must have money in their account to make purchases. Credit will be strictly limited to one emergency meal.

PHYSICAL EDUCATION

The physical education program allows each student the opportunity to participate in a variety of activities at a level of skill that produces a feeling of satisfaction and achievement. **Students are expected to dress out and participate in P.E. each day.** Physical Education is a state required course. Students involved in private training clinics or extracurricular sports teams are required to take P.E. Please do not send notes to excuse Monday miles without doctor's orders.

P.E. Uniforms

The physical education uniform includes tennis shoes, socks, shorts, and shirt. Sweat pants and sweat shirts may be used. P.E. clothes may be purchased at the beginning of the school year (or as needed) through the P.E. classes or students may wear black shorts and red shirts.

P.E. Excuse

If for any reason a student cannot take part in full physical education activities, a note **MUST** be brought from parents or guardians (which is honored for three successive days) or from a doctor (if more than three days) stating the reason that the student cannot participate. **This note must be given to the P.E. teacher before class begins.**

REACH PROGRAM

Students will be rewarded by receiving the following awards quarterly:

The Rancho Card
2.5-2.9 GPA; No D's or F's
No N's or U's in citizenship

The Red and Gold Card
3.0-3.7 GPA; No D's or F's
No N's or U's in citizenship

The Star Card
3.71-4.0 & above GPA, No D's or F's
No N's or U's in citizenship

VISITORS

Visitors to the campus must register at the office and wear a visitor sticker on campus. Relatives or friends from other schools are not permitted to visit you on campus or accompany you to your classes.

POLICIES AND PROCEDURES

ATTENDANCE

Students are required by California law to attend school regularly and promptly. Attendance is on file for each student. An accurate record is kept of all absences and tardies. **MULTIPLE EXCUSED OR UNEXCUSED ABSENCES AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES. A CLASS CUT IS A TRUANCY. ANY TARDY OVER 30 MINUTES THAT IS NOT FOR MEDICAL REASONS IS CONSIDERED A TRUANCY AND CONSEQUENCES WILL BE INCURRED.**

THERE IS AN 18 ABSENCE LIMIT (10% OF SCHOOL YEAR) THAT INCLUDES EXCUSED ABSENCES AS WELL AS UNEXCUSED. 7TH GRADE STUDENTS WITH MORE THAN 18 ABSENCES WILL BE REQUIRED TO ATTEND A SCHOOL ATTENDANCE REVIEW BOARD HEARING AND ATTEND SATURDAY SCHOOL. 8TH GRADE STUDENTS WITH MORE THAN 18 TOTAL ABSENCES WILL LOSE GRADUATION. INTERDISTRICT TRANSFER STUDENTS MUST MAINTAIN GOOD ACADEMIC AND BEHAVIOR STANDARDS TO REMAIN AT RANCHO-STARBUCK.

ABSENCES

Parents are asked to call the 24-hour absence hotline **(562) 947-6649** on the day of the absence. If this is not convenient, a note from the parent should accompany the student when he/she returns to school. All absences need to be cleared by calling the hotline. Absent hotline messages are picked up throughout the course of the day.

CLOSED CAMPUS POLICY

Rancho-Starbuck is a closed campus. **This means that students cannot leave the grounds at any time during the school day except in the company of their parent or guardian.** The parent must sign the student out at the office when leaving and sign in upon return to school. Special permission may be granted to students who wish to walk **home** for lunch. This requires a written request from parents with the understanding that the student may not go to any place of business or residence other than their own during the lunch break. Students must check in and out of the office daily.

DRESS/CLOTHING GUIDELINES

Rancho-Starbuck encourages students to dress appropriately for school. Since we are an educational institution, the daily clothing/attire should be conducive toward an educational environment and should not be disruptive of school operation and the educational process as determined by school administration. Detentions will be given for dress code violations.

Dress or grooming is prohibited if it:

- affects the safety of that student or others
- is disruptive to the learning process
- is immodest as determined by the school administration
- does not follow outlined school dress code

Clothing must cover the front and the back of the student. No T-back or off-the-shoulder shirts or shirts with cut off sleeves or oversized armholes. No undergarments should be visible. Bare midriiffs, spaghetti straps, and halter tops are unacceptable. No sleepwear or slippers are allowed. Plain white T-shirts cannot be worn alone. No oversized, baggy clothing is allowed. Boys may not wear tank tops or sleeveless shirts. District hats or caps may be worn on campus during P.E. only for sun protection as needed. Footwear which meets district criteria must be worn. **No flip flops or slides are to be worn.**

Clothing which promotes the illegal or commercial use of drugs, alcohol, or tobacco/nicotine products or that includes sexual innuendo or profanity is not permitted. Styles of clothing (jackets, initial belt buckles, shirts, hats, accessories, Old English lettering, make-up, hair, etc.) which symbolize affiliation with negative youth groups, such as gangs or cults, are not allowed. Clothing and jewelry such as studded belts, bracelets and safety pins, which poses a threat to the health and safety of students or the learning environment are not to be worn. (See district dress code in first day packet for a more detailed explanation.) **No facial piercing or writing on the skin is allowed. Earrings must be appropriate. Ear "plugs" and "tapers/stretchers" are not allowed at school. RIPPED JEANS ARE NOT ALLOWED.**

HAIR – Hair must be a natural occurring color as to not cause distraction to the learning environment. Kool-Aid dyed hair is not appropriate. All synthetic extensions must be a natural hair color. Words, numbers or designs in hair are not permitted. Hair styles must not be a distraction from the learning process.

GUM – **Gum chewing is not permitted at any time.** Careless disposal of gum in drinking fountains, on furniture, and floors presents sanitation and cleaning problems, and costly repair. This is a district policy. Students chewing gum will incur consequences.

ELIGIBILITY REQUIREMENTS FOR ACTIVITIES

Students must meet all school obligations in order to be eligible to participate in activities (dances, assemblies, field trips, end of year activities and the graduation ceremony). All detentions, missing books, instrument loan, must be cleared. In addition, behavior and discipline referrals can disqualify a student from any of the above activities.

Students must have a 2.0 GPA on the most recent grade report and satisfactory citizenship to participate in extracurricular activities such as after school sports, drum line, dances, assemblies, certain field trips, etc. Current progress reports may also result in a student's loss of participation in activities. In order to participate in after school sports, the student must be in attendance at least 4 periods of that day.

PARTIES

Birthday parties are not allowed. Please do not send cakes, pizzas, or other party goods, including balloons. Students should not pass out party invitations on campus during school hours.

TARDY POLICY

Students are expected to be on time to all classes. When a student is tardy to school, he/she is missing important instruction that begins at 8:15 a.m. **All students should arrive by the warning bell at 8:10 a.m.** If a student is tardy they must report to the office. A tardy of more than 30 minutes is deemed a truancy and will result in detentions.

EXCUSED TARDY

If a student is late for school because of illness, medical, or dental appointment, he/she must bring a note from a parent, legal guardian, or medical note from a physician. **These are the only excused tardies. Car trouble, traffic or carpool problems, etc. are not excused.**

UNEXCUSED TARDY

If a student is late for school or class for a reason other than illness or a medical appointment, it is recorded as an unexcused tardy. The consequences for unexcused tardies are:

- **1st & 2nd unexcused tardy** – verbal warning from teacher.
- **3rd unexcused tardy** – one day of detention with teacher.
- **Subsequent tardies** – referral and detention for each tardy.

A student's tardy history will be reviewed quarterly. He/she will start anew the following quarter. Excessive tardies may result in a meeting with the Student Attendance Review Team and Saturday School.

HANDS OFF POLICY

No Public Displays of Affection (PDA)

Students are not to hold hands, interlock arms, hug, kiss, or have any other form of inappropriate physical contact with others.

BULLYING

In accordance with Lowell Joint School District, Rancho-Starbuck School has a zero-tolerance policy against bullying of any kind including cyber-bullying. Any incidents of bullying should be reported to school authorities immediately. Our goal is to create a safe and positive school environment for all students.

STUDENT DISCIPLINE

It is not the purpose of school rules and regulations to be punitive. It is, however, important that an atmosphere of safety and personal consideration be maintained in order to promote a rigorous, healthy, and safe learning environment. It is, therefore, with your best interest in mind that we establish rules and regulations which will help to ensure these inalienable educational rights. Discipline decisions are made by school administration.

If you choose not to follow the rules, you will be disciplined by one or more of the following methods: (1) community service (2) paper clean up or gum scraping at lunch time or after school; (3) detention; (4) denial of the privilege of attending assemblies or extracurricular activities or holding student government office; (5) suspension from class; (6) community service after school; (7) suspension from school; (8) alternative placement; (9) Saturday School; or (10) expulsion from the district. **All school rules apply to all times a student is anywhere on campus even after school hours or in front of the school on school property.**

SCHOOL-WIDE DISCIPLINE GUIDELINES

Classroom Procedures

First Offense.....Teacher conference with student

Second Offense.....Parent contacted by teacher

Third Offense.....Detention

NOTE: Additional consequences may result in each of the above. The Fourth (and all subsequent) offense(s) will result in a referral to the office with further disciplinary action.

Consequences for Inappropriate Behavior

Seriously inappropriate behavior shall result in consequences which may include, but not be limited to, detention, the loss of privileges, suspension, placement in an alternative educational setting, Saturday School and/or in extreme cases, expulsion. Any **academic dishonesty** may result in an "N" in citizenship for the quarter grade, zero credit for that assignment and further disciplinary action.

EIGHTH GRADE GRADUATION REQUIREMENTS

Diplomas will be issued to students who have successfully fulfilled the following:

- **Completed 120 out of 140 credits during the two years. No more than four F's per year.**
- **Maintained a cumulative grade point average (GPA) of at least 1.5 during the two years.**
- **Achieved the minimal level of attendance which is established at 90% of the total school days during the two years. No more than 18 total days of absence per year – exceptions may be made for special circumstances.**

In order to participate in the graduation ceremony and other end of the year activities such as the 8th grade Disneyland trip and 8th grade party, students must have satisfied all of the above requirements. Students who satisfy all graduation requirements may also be excluded from participation for inappropriate behavior. Non-graduating 8th graders will not attend the last two weeks of school graduation activities.

7th GRADE PROMOTION

Seventh graders must have earned a minimum of 60 credits to qualify for 8th grade. Students with fewer credits will need to attend an off-campus summer school program and will not start 8th grade until all credits are completed.

REPORT CARDS/PROGRESS REPORTS

Report cards are mailed home at the close of each grading quarter (four times a year). Progress reports, if necessary, are mailed home mid quarter four times a year.

GRADING

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0

RANCHO-STARBUCK FLEX EXPERIENCE

At Rancho-Starbuck we are committed to student learning. We do more than make sure the curriculum is taught. We focus on student learning. Learning targets will be evaluated in each subject area by common formative assessments. Students who have mastered the learning targets will be given the opportunity to take a Flex Tutorial enrichment class. Students who need academic intervention will be assigned to a mandatory core support intervention class designed to help them master the designated learning targets. This empowers students to take responsibility for their own learning and increases student motivation.