

# SAM BRANNAN MIDDLE SCHOOL

STUDENT NAME: \_\_\_\_\_

## STUDENT PLANNER

**Principal:** Ygnacio Zarate

**Assistant Principal:** Rhiannon White-Andrews

5301 Elmer Way  
Sacramento, CA 95822

Main Line: (916) 395-5360

24-Hour Attendance Line: (916) 395-5361

School Fax Number: (916) 264-4481

**SCHOOL WEBSITE:**

[sambrannan.scusd.edu](http://sambrannan.scusd.edu)

**REGULAR DAY BELL SCHEDULE (First Bell 8:03 AM)**

Period	Time	Subject	Teacher	Room
1	8:10 – 9:03			
2	9:08 – 10:01			
3	10:06 – 10:58			
4	11:03 – 11:55			
Lunch	11:55 – 12:25			
5	12:30 – 1:22			
6	1:27 – 2:19			

**SAM BRANNAN MIDDLE SCHOOL  
2024 – 2025 SCHOOL CALENDAR**

<b>First Day of Instruction.....</b>	<b>August 19, 2024</b>
Labor Day Holiday .....	September 2, 2024
Veterans Day Holiday.....	November 11, 2024
Thanksgiving Break .....	November 25 – November 29, 2024
Winter Break.....	December 21, 2024 – January 5, 2025
Martin Luther King Day Holiday.....	January 20, 2025
Abraham Lincoln Holiday.....	February 10, 2025
Presidents’ Day Holiday.....	February 17, 2025
Spring Holiday .....	April 14 – April 18, 2025
Memorial Day .....	May 26, 2025
<b>Last Day of School for students/ End of 2nd Semester.....</b>	<b>June 12, 2025</b>
<b>In-service day for teachers .....</b>	<b>June 13, 2025</b>

**REGULAR DAY Bell Schedule**

<b>Entry Bell 8:03 a.m.</b>	<b>Class Time</b>	<b>Length of period</b>	<b>Passing Time</b>
<b>Period 1</b>	<b>8:10 – 9:03</b>	<b>53 minutes</b>	<b>5 minutes</b>
<b>Period 2</b>	<b>9:08 – 10:01</b>	<b>53 minutes</b>	<b>5 minutes</b>
<b>Period 3</b>	<b>10:06 – 10:58</b>	<b>52 minutes</b>	<b>5 minutes</b>
<b>Period 4</b>	<b>11:03 – 11:55</b>	<b>52 minutes</b>	
<b>LUNCH</b>	<b>11:55 – 12:25</b>	<b>30 minutes</b>	<b>5 minutes</b>
<b>Period 5</b>	<b>12:30 – 1:22</b>	<b>52 minutes</b>	<b>5 minutes</b>
<b>Period 6</b>	<b>1:27 – 2:19</b>	<b>52 minutes</b>	<b>Dismiss</b>

**EARLY RELEASE THURSDAY Bell Schedule**

<b>Entry Bell 8:03 a.m.</b>	<b>Class Time</b>	<b>Length of period</b>	<b>Passing Time</b>
<b>Period 1</b>	<b>8:10 – 8:53</b>	<b>43 minutes</b>	<b>5 minutes</b>
<b>Period 2</b>	<b>8:58 – 9:41</b>	<b>43 minutes</b>	<b>5 minutes</b>
<b>Period 3</b>	<b>9:46 – 10:28</b>	<b>42 minutes</b>	<b>5 minutes</b>
<b>Period 4</b>	<b>10:33 – 11:15</b>	<b>42 minutes</b>	<b>5 minutes</b>
<b>LUNCH</b>	<b>11:15 – 11:45</b>	<b>30 minutes</b>	<b>5 minutes</b>
<b>Period 5</b>	<b>11:50 – 12:32</b>	<b>42 minutes</b>	<b>5 minutes</b>
<b>Period 6</b>	<b>12:37 – 1:19</b>	<b>42 minutes</b>	<b>Dismiss</b>

## PRINCIPAL'S MESSAGE

Welcome to Sam Brannan Middle School! We are proud and passionate about the students and community we serve and the educational experiences we provide.

Every school year, we focus on improving student achievement, creating a positive campus culture, and developing shared decision-making. Accelerating student achievement is our priority, and our teachers and support staff work diligently to prepare students for end-of-the-year state assessments and high school. In addition, we are constantly reflecting and refining our instructional practices to be the best we can be for each of our students and ensure all students are college and career ready. We are also committed to ensuring all students have access to grade-level instruction, rigorous academics, and a safe campus that promotes creativity, character, citizenship, communication, collaboration, and critical thinking.

We highly encourage and expect parents and community members to be engaged in our school as partners in educating our students. Parents and community members can join our Parent Teacher Association (PTA) yearly. Our PTA aims to support all Sam Brannan Middle School students and staff. Parents also have an opportunity to participate in the School Site Council and the English Language Advisory Committee.

Thank you very much for trusting the Sam Brannan staff with your child's education. We look forward to serving you and your family in the immediate future.

## STUDENT IDENTIFICATION CARD

Student identification cards will be issued to all students to be used for entrance into student activities and to check out library books. If lost, students should ask for a replacement card at the front office.

## EMERGENCY CARDS

Emergency cards are distributed to each student during the first week of school. Students occasionally are injured or experience extreme health problems, and it is imperative we have current and accurate information in order to obtain proper health services. City schools provide only **limited** health services. The cards should be filled out completely, giving the school as many names and phone numbers of relatives as possible in the event of an emergency. If the information on the card needs to be changed, notify the office (916) 395-5360.

## INFINITE CAMPUS

Infinite Campus is a web-based Student Information System (SIS) that provides parents and/or guardians with read-only access to student data on any device with internet access and a web browser. Using confidential login credentials, it provides a secure way to access information such as school and classroom news, demographics, class schedules, attendance, assignments, progress reports, unofficial transcripts, standardized testing results, and important e-mail links to teachers, counselors, and administrators. For more information regarding Infinite Campus, including directions related to setup, please contact the front office at (916) 395-5360.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress Reports and/or Report Cards are issued on a quarterly basis (every nine weeks). Deficiency notifications are issued to students and parents and/or guardians when a student is failing or working below grade expectations three weeks prior to the end of a grading period. Parents and/or guardians and students are encouraged to contact teachers should any questions and/or concerns arise. Infinite Campus, the District's Student Information System (SIS) can be used to track student progress in real time.

## **COUNSELORS**

Sam Brannan Middle School offers a variety of counseling services to students and families. Students can meet with a counselor to discuss academics, high school transition, educational and professional pathways, higher education, access to resources and enrichment opportunities.

## **ATTENDANCE**

### **Attendance Office**

(916) 395-5361 x 407030

Students have the responsibility to be punctual and attend classes on all regularly scheduled school days. Students and their parents/guardians will receive attendance letters from the school if absences become excessive.

Letter #1: 18 truant/unverified/"other" periods

Letter #2: 24 truant/unverified/"other" periods

Letter #3: 30 truant/unverified/"other" periods

After the third attendance letter, the school will organize an Engagement Support Plan (ESP) Meeting to address attendance concerns. A notification of the ESP Meeting is mailed to the family. During the ESP Meeting, a joint agreement is crafted with the student's family, school, and support staff to improve the student's attendance. If the ESP isn't effective and the student's attendance doesn't improve, a Restorative SARB Referral is initiated.

Absences or tardies must be verified by the parent or guardian by calling the 24-hour attendance line at 395-5361 by 10:00 a.m. the day of the absence. Students arriving after 8:40 a.m. are to report to the attendance office before going to class.

## **AUTOMATED ATTENDANCE CALLS**

Parents/guardians will be notified of student absences using an automated attendance system. If students are absent from school and the school has not been notified about the absence, parents/guardians will receive an automated message indicating a student's absence from school. This will ensure that parents are notified of student absences and therefore allow more frequent and immediate communication on important student attendance information.

## **READMITTANCE TO CLASS AFTER AN ABSENCE**

To report an absence, the parent/guardian should call the 24-hour attendance reporting line at **(916) 395-5361**. To clear an absence, a note must be provided and must include the absence date(s), reason for the absence, and a parent/guardian signature.

If you do not bring a note within three days, a truancy on your record will result. Multiple truanies will result in an attendance contract for you and your parent or disciplinary action.

**Missed Class Assignments:** A student is not excused from completing assigned class work or homework when absent from school. It is the responsibility of the student to obtain, complete and turn in missed class work and homework as soon as possible after returning to school or by special arrangement with the teacher who is assigning the work.

## **EARLY DISMISSAL**

Students leaving school early (medical appointments, etc.) must have a written note or phone contact from their parent/guardian indicating the reason, date and time they will be picked up from the campus.

If you need to leave school early, follow these procedures:

1. Parent may call the attendance office or send a note with the student the morning of the early dismissal.
2. Parent /Guardian or any person authorized by the emergency card, **must come into the attendance office** with their ID (Driver's License, or ID card).
3. Student will be brought to the attendance office and released to the parent / guardian.
4. In the event you feel ill and need to call home, **first you must report to class in order to obtain a pass** to go to the attendance office. An office staff member will contact a parent/guardian. Students are not allowed to use cell phones to call home. **Only persons listed on the emergency card can authorize a student's release from school.**

## **TARDINESS**

Students are expected to be on time to every period every day. Teachers may assign consequences for being tardy to class. An unexcused tardy may result in a detention and a conference with the Assistant Principal. Students found in the hallways or restrooms after the tardy bell will be issued a lunch detention.

## **ARRIVING BEFORE-SCHOOL & WAITING AFTER-SCHOOL**

Sam Brannan is a welcoming school environment that encourages students to participate in the numerous activities and opportunities that the school has to offer. Due to supervision and safety concerns, students need to make sure that they do not arrive to school too early in the morning or stay on campus too late after school dismisses. Students must make arrangements to arrive to school no earlier than 7:30 a.m. Additionally, students must make arrangements for transportation so that they are not loitering or hanging out on school grounds after 2:45 p.m. Students staying after school must be supervised by a teacher or participating in an

organized after school program. If students are chronically abusing these guidelines, parents and/or guardians will be contacted to make transportation arrangements.

### **CLOSED CAMPUS**

Sam Brannan Middle School is a closed campus. Once a student arrives on campus, the student is prohibited from leaving campus (even in the morning before school starts). **Students may not leave campus prior to dismissal time for any reason without an early dismissal.**

### **VISITORS TO SCHOOL**

All parents and visitors to Sam Brannan Middle School **MUST** report directly to the front office to sign in and obtain a visitor's pass. If a parent wishes to speak to a teacher, an appointment should be made ahead of time. All teachers will be notified of a parent visit prior to the parent attending the classroom. Permission for parents to visit a classroom should be obtained 24 hours prior to your visit.

Parents are always welcome and are encouraged to visit the school and become actively involved as long as their presence does not detract from the educational process or interrupt class.

### **PASSES/I.D. BADGES IN HALLWAYS**

During class time, all students must have a hall pass when in the hallways.

### **MEDICATIONS FOR STUDENTS**

A Physician and the parent or legal guardian must complete the Medication in School Form. This must be renewed annually. Medication in School Forms are available in the attendance office. Many physicians have the same form.

If you have any questions about medication, please call the attendance office. Note: Under no circumstances will prescription or non-prescription medications be given to a student without parent authorization.

### **LIBRARY SERVICES**

A wide range of reading and information resources are available in the school library. Students use books and magazines to enrich classroom learning as well as for personal growth and enjoyment. A student ID card is required to borrow items from the library and those items must be returned in good condition by the due date given at time of book check-out. **No Food Or Gum Is Allowed In The Library.**

### **TEXTBOOKS/ CHROMEBOOKS**

Textbooks/ Chromebooks are provided for students use and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks/ chromebooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)

Each student is responsible for all textbooks/ chromebooks checked out under his/her name and is subject to fines if books/ chromebooks are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 4804)

Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books/chromebooks are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.

Fines may be waived in instances of unusual circumstances at the discretion of the principal, or his/her designee of the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks/ chromebooks.

All textbooks/ chromebooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made of an agreement is reached with the site administration. (CA Education Code 48904) The student may also be denied participation in school privileges, and or commencement activities. (SCUSD BP 6161.2)

### **HOMEWORK**

Homework is an important part of the instructional program that will affect the student's overall grade. When it is properly implemented students will develop regular study habits and self-discipline basic to effective study and independent work; gain more information than would be possible in the class situation alone; have more opportunity to develop a personalized, creative approach to projects and other school work; learn to budget time effectively; and take advantage of community and home learning resources. You should expect a minimum of 30 minutes of homework for each academic class daily while attending Sam Brannan.

### **PARENT CONFERENCE WEDNESDAYS**

Interdisciplinary teaching teams will be available for parent conferences every Wednesday after school. The School Administration will facilitate parent conference Wednesday schedule.

### **STUDENT ACTIVITIES**

Many activities are planned during the school year which will benefit all students and the school as well. Some of these activities will include: assemblies, school dances, school sporting events, activities led by the Leadership Class, and events determined by the Student Council.

Student participation is encouraged, and you will find that your involvement will make your experience at Sam Brannan more enjoyable. Go Wolves!

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students receiving any school suspensions, excessive referrals, or other behavior infractions, may not be allowed to participate in extracurricular activities for the remainder of that quarter. Severe behavior infractions could result in additional participation restrictions. Students may be allowed to participate if an administrator determines that their behavior has improved to earn back the privilege.

Students receiving an F on the most current deficiency notice or report card may not be allowed to participate in any extracurricular activity for the remainder of that quarter. Students may be allowed to participate if an administrator determines that their grades or citizenship have improved to earn back the privilege.

### **STUDENT LEADERSHIP**

The primary purpose of the Student Leadership is to promote school spirit and pride, sponsor special events, raise funds, plan and coordinate student activities, and serve as a voice for students to the staff, other schools and the community.

Student Leadership officers are elected to serve for one year. These officers are: President, Vice President, Secretary, and Treasurer. Representatives from each grade level will be selected in fourth period classes to serve on the council. All members must be in good standing as verified by staff members. Meetings will be held on a regular basis and reports of the meeting will be given to all students by their representatives.

### **ATHLETIC TEAM REQUIREMENTS**

Sam Brannan recognizes that athletics is an important aspect of the school campus and encourages students to try out and become involved in Sam Brannan athletic teams. Students should recognize however that their primary responsibility is their education and not let involvement in sports interfere with their schoolwork.

### **AWARDS/ ACADEMIC COMPETITIONS**

Awards and recognition are important at Sam Brannan. In addition to the end-of-the-year awards, opportunities for recognition will occur both in the classroom and during lunchtime activities. Students at Sam Brannan are recognized for their academic achievement, school involvement, and positive actions.

Several opportunities exist during the year for students to participate in special academic events. In the past, students have participated in SCUSD Spelling Bee, School Science Fair, Robotics competition, MESA and Mathletes. These activities provide meaningful ways to extend your academic experience.

**Student Of The Month Awards** – Each month one 7<sup>th</sup> and one 8<sup>th</sup> grader are recognized for academic achievement, good citizenship, perseverance, school spirit, and community service. Their photograph will hang in the “Gallery of Stars” in the attendance office each month.

**Scholastic Awards** – Honor Roll is earned by students who maintain at least a 3.00 G.P.A. during the course of the school year.

**Wolfpack / Service Awards** – Students who render special or outstanding service to the school and community are recognized at the end of the year awards ceremonies.

**Departmental Awards** – Each department selects students from the 7<sup>th</sup> and 8<sup>th</sup> grades who exemplify excellence in the areas of academic achievement and citizenship.

**Athlete Of The Year** – This award is given to the boy and girl who exemplify outstanding performance in the athletic arena and in sportsmanship.

**Principal's Award** – This award is given to the boy and girl who best exemplify academic achievement, outstanding citizenship, school spirit, and leadership abilities on campus.

### **PROMOTION REQUIREMENTS**

To participate in promotion activities (ceremony, dance, and 8<sup>th</sup>-grade field trip), students are expected to meet grade level standards in academics and satisfactory attendance and behavior. Specific guidelines and revisions to this policy will be communicated to students during the school year if need be.

### **ASSEMBLIES**

Assemblies are an important feature at Sam Brannan, with several held each year for a variety of reasons. Students attending an assembly must walk with their class to the multi-purpose room or gym and sit with their class under the supervision of their teacher, and return to class in the same manner. Appropriate audience behavior is expected of students and families who attend these events.

### **BEHAVIOR EXPECTATIONS**

**PHILOSOPHY** - All students at Sam Brannan Middle School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain his/her maximum potential. It is our intent to address all aspects of the child; emotional, social, academic, behavioral and ethical. Please refer to the SCUSD "Standards of Behavior" handbook for a complete outline of the district discipline policies.

**With regard to behavior, high standards are set and expected to be met. These standards apply not only while students are on campus and in the classroom, but while going to and from school, and at any school sponsored function.**

### **ALL SAM BRANNAN MIDDLE SCHOOL STUDENTS ARE EXPECTED TO:**

Comply with the Requests of Staff Members – Students are expected to comply with the requests of staff members so that an orderly environment is maintained. Students deserve a safe and orderly environment, and mutual respect is an essential component to ensure a positive school climate.

Demonstrate Appropriate Classroom / Campus Behavior – All students are expected to conduct themselves appropriately in class and on campus. Students are expected to use appropriate language with no profanity, slurs, or derogatory comments. Appropriate conduct is expected while walking in the hallways with no body contact or rough housing, low volume voices, and always setting a positive example for others.

Refrain From Disruptive or Dangerous Behavior – Students must not engage in inappropriate and/or dangerous behavior. Students must refrain from yelling, screaming, shouting, whistling, horseplay, play fighting and running in the hallways. Students are expected to keep their hands and feet to themselves at all times.

Show Respect For People And Property – Sam Brannan Middle School is committed to developing integrity in our students. We set high standards and model and reinforce good behavior. We want to instill a sense of

responsibility for one's actions and respect and compassion for others. Disrespect for people and property may include, but is not limited to: stealing, name calling, sexual harassment, obscene gestures and language (verbal and written), vandalism, teasing, verbal abuse, physical harassment.

Maintain Standards Of Academic Honesty – Sam Brannan Middle School is committed to encouraging students to assume responsibility for their own ethical behavior and to foster ethical behavior in others. In pursuit of this ideal, the Sam Brannan staff acknowledges that being a person of integrity is sometimes difficult. Therefore, academic honesty is a shared responsibility among students, parents and school staff. Academic dishonesty includes, but is not limited to: Copying or claiming credit for work which is not your own; allowing others to copy or claim credit for your work; having in view notes or other unauthorized material during a test; giving or receiving answers when not appropriate.

## **DISCIPLINE VIOLATIONS**

Student behavior that disrupts the educational atmosphere of the classroom or campus, such as, but not limited to not following class rules and/or disruptive behaviors will be handled at the classroom level first. If the behavior escalates, or there is an accumulation of disruptive or inappropriate behavior, it may constitute a behavior referral to the Assistant Principal.

### **Detention**

A teacher may assign a student detention for counseling or as a response to disruptive or inappropriate behavior. If a student fails to serve a teacher detention, he/she will be referred to the Assistant Principal.

Detention given by the Assistant Principal or Principal will be used in an effort to prevent students from continuing inappropriate behavior.

### **School Suspension**

It is the policy of Sam Brannan Middle School that suspension should be imposed only after other means of correction have failed. The exception is when the administration determines that the student's presence in school would constitute a threat to the welfare and safety of other students and/or staff, or severely disrupts the educational environment of the school. Students who have been suspended from school may not be allowed to attend any extracurricular school events during the time of suspension.

Students who demonstrate behavior that is consistent with California Education Code Section 48900 or 48915, may face disciplinary action up to and including suspension and/or expulsion. Below are examples of behaviors that could potentially warrant such a response. Note that the school's response may vary depending on the specific circumstances of the situation.

Examples of Major Violations (Penalty will vary depending on type of violations.)

1. Engaging in fighting of any kind or assault and battery upon another person or aiding or abetting the infliction or attempted infliction of injury upon another person
2. Causing, attempting to cause, or threatening to cause physical injury to another person
3. Possession, use, sale or otherwise furnishing, or being under the influence of alcohol, drugs, or a controlled substance
4. Theft or possession of stolen property-restitution will be required
5. Stole, attempted to steal, or possession of school or private property

6. Caused or attempted to cause damage to school property or private property
7. Committed an obscene act or engaged in habitual profanity or vulgarity
8. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
9. Threatening, intimidating and menacing any other person. Threatening or intimidating school personnel may result in a recommendation for expulsion on the first offense, and requires mandatory notification of law enforcement agencies
10. Overt act of defiance, disrespect or disobedience either in language or in actions against school personnel, or refusing to comply with the reasonable requests or directions of school personnel
11. Possession of an imitation firearm
12. Sexual assault/battery
13. Sexual Harassment
14. Hazing or attempted hazing of another student
15. Insulting or abusing school personnel
16. Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school
17. Committing any act that injures, degrades, or disgraces any other person attending the school; this includes harassment or slurs for sexual, racial, religious, or other reasons
18. Leaving the school campus without authorization
19. Failure to identify oneself or giving false information to school personnel
20. Fire-setting or attempted fire setting including the activation of false alarms or tampering with emergency equipment
21. Making a statement which threatens to cause great bodily harm including death or threatens to cause substantial property damage
22. Cheating, copying, or plagiarizing
23. Forgery, or altering school passes, re-admits, or other school correspondence
24. Gambling

\*An accumulation of behavior incidents or referrals may result in school suspension and a referral to the district Student Hearing and Placement Office for review and potential removal from school.

## **EXPULSION**

Expulsion proceedings are reserved for the most serious infractions and are in accordance with California Education Code Section 48900 and Section 48915. A student who is expelled is prevented from attending any school in the Sacramento City Unified School District up to a full calendar year (365 days). The Board of Education must directly approve the expulsion.

### **Mandatory Expulsion per the California Education Code 48915 (c)**

1. Sale, possession, or furnishing of a firearm
2. Brandishing a knife at another person
3. Selling a controlled substance
4. Sexual assault or sexual battery
5. Possession of explosives

## SAM BRANNAN DRESS CODE

Sam Brannan students are expected to wear clothing appropriate for a school setting and student activities. Students are expected to adhere to the following dress code:

- Religious head coverings are allowed to be worn on campus. Head coverings, except for those of a religious nature, are not permitted to be worn inside classrooms. Beanies are only allowed during the 2<sup>nd</sup> and 3<sup>rd</sup> quarter. No other head coverings are permitted during school hours. This includes, but is not limited to, hats, beanies, scarves, bandanas, or any other head covering that covers the face of the student.
- Shirts or pants exposing the midriff, undergarments, bras or cleavage, tube tops, halter-tops, spaghetti straps, see-through tops
- Pajamas/ Blankets/ Pillows
- Clothing with images and/or references to alcohol, drugs, firearms, tobacco, sex, profanity, violence, and/ or threats
- Clothing with profanity, obscenities, or contrary to school rules
- Mouth grills/pieces
- Clothing with gang-related symbols or colors
- Racially offensive messages
- Bare feet, slippers
- Sagging pants
- Inappropriate shorts or skirts
- Oversized jewelry, spiked accessories or chains
- No body writing or writing on clothes
- No writing on your PE clothes (other than your name in the designated spot)

The dress code will be enforced without exception. Students failing to comply will be sent to the assistant principal's office and will be given the option to change into P.E. clothes, call home for a change of clothing or remain in the Assistant Principal's office until a change of clothes is provided.

## CELL PHONES, AIR PODS OR SIMILAR, AND OTHER ELECTRONIC DEVICES

In accordance with **Education Code 48901.5** and **Board Policy 5131.2** personal electronic signaling devices (cell phones) are subject to regulation by the Governing Board, or its designee while students are on campus, while attending school sponsored activities, or while under the supervision and control of school district employees. Unauthorized use of electronic signaling devices adversely affects students' ability to achieve academic success, is disruptive to effective classroom discipline and management and can lead to an invasion of staff and students safety and privacy rights.

All cell phones, air pods or similar, speakers, laser pointers, game devices, and other electronic devices need to be kept out of sight during the school day. Students are discouraged from bringing electronic devices to school or other distracting or valuable items to avoid problems, broken, lost, or stolen property.

If a student chooses to carry a cellular phone, air pods or similar, **they are to remain OFF at all times when in the classroom! Phones may be used before school, after school or during the school lunch but NOT DURING CLASS.** In the event a student violates this policy and potentially disrupts the learning environment with these items at school, they will have their device confiscated. First time offenders will be placed on an "Electronics

Contract,” and the student can pick up the device at the end of the day from the office. Subsequent violations may carry additional disciplinary consequences and/or require that the parent/guardian pick up the electronic device from the school. Confiscated devices will be held in the office for pick up. Phones are available in the office for emergencies and parents may get urgent messages to their students anytime throughout the day by calling the office. **Students needing to make a call should talk to a staff member and call from the office.**

**Parents, please be aware that calling or texting your student during class time may place him or her at risk of disciplinary action. If you must reach your student, please contact the school by dialing (916) 395-5360.**

### **“NO GO” LIST**

School administration has the discretion to place a student on the “No Go” list effectively barring them from attending or participating in any school sponsored extracurricular activities, including but not limited to: athletic events, dances, assemblies, rallies and field trips.

### **UNAUTHORIZED SALES**

Students are not allowed to sell or trade items or make transactions or exchanges of money while at school. This includes but is not limited to food, candy, drinks, toys, shoes, clothing, jewelry and electronics.

### **PUBLIC AFFECTION ON CAMPUS**

Students must follow certain guidelines when it comes to public displays of affection (PDA) on campus. Students are not allowed to hold hands, kiss, and/or hold onto each other for prolonged periods of times. The administration and staff reserve the right to instruct a student whether their physical contact is inappropriate. Students will be warned about inappropriate contact and if the behavior continues, parents will be notified.

### **CLEAN CAMPUS**

All students need to take responsibility for maintaining a clean campus. Please do not litter on campus and make a concerted effort to throw away your trash while on campus. Campus cleanup/beautification may be assigned to students as a response to inappropriate behavior.

### **GUM ON CAMPUS**

Gum is not allowed to be chewed on campus or inside classrooms. Any student who is chewing gum will be asked to throw away their gum. Repeat offenders will face consequences from either a teacher or administrator.

### **LOST AND FOUND**

Lost and found articles may be turned in or claimed in the attendance office. If you find an article not belonging to you, you must immediately give it to a staff member or turn it in to the office. Items found in a student’s possession about not belonging to them may be considered stolen. Items not claimed after a reasonable period of time will be sent to the PTA Clothes Closet.

## **BICYCLES/SKATEBOARDS**

Bicycles and skateboards are acceptable means of transportation to and from Sam Brannan Middle School. Care must be taken to secure them in the bike rack on the school grounds. Each bike should have its own lock and be locked separately to the rack. Bikes are to be walked on school grounds. Skateboards may be used as a form of transportation to and from school but students are prohibited from using them on the school campus. If they are used, they will be confiscated and a parent will be required to pick the item up. Sam Brannan Middle School is not responsible for the safe storage of skateboards, rollerblades, etc.

## **CONFISCATED ITEMS**

Items that are confiscated from students such as cell phones, skateboards, listening devices, etc. will be kept in the Assistant Principal's office. Depending on the item and the context of the situation, the Assistant Principal may require a parent to pick up the confiscated item.

## **BUS TRANSPORTATION**

Some Sam Brannan students are transported to and from school by Regional Transit. Riding the bus is a privilege. Each student is under the authority of the bus driver. Misconduct of any kind while riding the bus may result in suspension of bus privileges and/or other disciplinary action by the administration.

## **PE LOCKERS**

PE lockers are the property of the school and provided for students to store materials necessary for PE use only. Students are not to store any non-PE related items in their PE locker. PE lockers are for individual use and are not to be shared with other students at any time or for any reason. Should a member of the school's administration search a locker and find illegal items, the student who has been issued the locker will be held responsible for possession of those items.

## **BALLOONS/FLOWERS/GIFTS**

Do not bring flowers, balloons, and/or other gifts to students during the course of the school day. Students are not permitted to have flowers or balloons in the classroom or hallways because they are a distraction and have no educational purpose. If flowers and/or balloons are brought or received during the school day, they will be held in the office until the end of the school day. *The school is not responsible for damage and/or theft of these sorts of items.*

## **BELLE COLEDGE LIBRARY & PARK**

Students are encouraged to use the library facilities for school research, homework, or other purposes. Students are expected to abide by all library rules and regulations when using the Belle Coolidge community library. The expectations for student behavior and conduct at the library are the same as the expectations while on the Sam Brannan campus. Students are not allowed to loiter or hang-out at the library or the community park without adult supervision. If students are loitering in front of the library or disturbing patrons, they will be asked to leave the library premises. Students may also be restricted from using the library facilities if their behavior is disruptive or inappropriate.

## **CAFETERIA/SNACK BAR AND LUNCH BEHAVIOR**

Students may bring their lunch to school, buy all or part of their lunch in the cafeteria, or make a purchase at the snack bar, student store (SAR), or The Howler. The cafeteria serves as a large indoor eating area for our student body.

Students are responsible for keeping our campus litter-free during lunch and abiding by the following rules:

1. Students are to **stay on campus during lunch.**
2. Students must have a pass to a class to be in the halls during lunch.
3. Students may not cut in line, or save spaces or buy food for each other.
4. Food must be consumed in the cafeteria, the quad area, or other designated areas.
5. When finished eating in the cafeteria, students are to clear their table of litter, and exit the cafeteria.
6. Standing in the aisles, saving space at tables for others, is not allowed in the cafeteria.
7. Off limit areas for students during lunch include the front of the school, the parking lot, all hallways, the area surrounding the garbage dumpsters, the parking lot facing John Cabrillo, and any other areas designated off limits.
8. In the back of the school, students must stay within a reasonable distance to adult supervision. Students are not allowed to venture off to remote or unsupervised areas of the campus fields. Food or drinks is not allowed in the back of the school during lunchtime.

## **NON-DISCRIMINATION**

The Sacramento City Unified School District and Sam Brannan Middle School are fully committed in all of their activities, policies, programs, and procedures to provide equal opportunity for all students and employees to avoid discrimination against a person regardless of race, sex, religion, color, national origin, disability, marital status, sexual orientation, or age.

## **TITLE IX REGULATION**

In compliance with the Title IX of education amendments of 1972, the Sacramento City Unified School District and Sam Brannan Middle School do not discriminate on the basis of sex in the admission of students to school programs, in their education programs or activities or in the recruitment and employment of personnel.

## **SEXUAL HARASSMENT**

The Sacramento City Unified School District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal or physical, by anyone. Any student who engages in sexual harassment of anyone in or from Sacramento City Unified School District will be subject to discipline, up to and including expulsion. Definition: "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Types of conduct which are prohibited at Sam Brannan which may constitute sexual harassment include but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversations
- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements
- Displaying sexually suggestive objects

### **ANTI-SLUR POLICY**

Sam Brannan takes very seriously incidents when students make remarks (slurs) against other students, families, staff members or members of the community.

A "slur" is speech, for example epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to a real or perceived ethnicity, national origin, immigrant status, religious belief, gender or sexual orientation, age, disability, political affiliation, manner of speech or any other physical or cultural characteristics.

A slur also includes spreading rumors, jokes, notes, drawings, pictures or gestures that make reference to a real or perceived ethnicity, national origin, immigrant status, religious belief, gender sexual orientation, age disability, political affiliation, and manner of speech or any other physical or cultural characteristics.

Any student who directs a slur towards any other student at school or within school jurisdiction and is reported to the school for making the slur is subject to disciplinary action.

### **ANTI-BULLYING POLICY**

Students are expected to attend school without any fear of bullying or intimidation.

**California Assembly Bill 86, EC 48900** Bullying is one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act. Bullying (as well as **cyberbullying**- use of cell phones, text messages, internet web sites, or other technology) may take various forms, including physical, verbal (threats, intimidation, taunting, rumors), and emotional.

Any student who "bullies" any other student at school or within school jurisdiction and is reported to the school will be disciplined to the furthest extent possible.

## **NOTICE OF SCHOOL DISRUPTION BY PARENT OR VISITOR**

Any parent, guardian or other person who insults, abuses or otherwise threatens a school employee or disrupts school activities is in violation of Education Code 44811 and Penal Code 71, 240, 242 and must leave the school grounds immediately. The administration will file a **Withdraw of Consent (WOC)** with SCUSD Safe Schools Office, which will restrict parents, guardians, or other persons from campus due to disruptive behavior. Failure to comply with such a directive will result in immediate contact made to Sacramento City Police and possible citation and/or arrest.

### **PARENT/GUARDIAN LIABILITY**

Education Code Section 48904 - Parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Such liability shall not exceed \$10,000. Following due process procedures, the school district may withhold the grades, diploma, or transcripts of the pupil responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of damages.

### **PARENT COMPLAINT PROCEDURE**

Federal law requires the school district and county office to adopt and notify parents and guardians of the Districts complaint procedures for state and federal educational programs, including the opportunity to appeal to the state department. The Act requires the school district to investigate and seek to resolve complaints at the local level and to follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination for failure to comply with the law in adult basic education, consolidated categorical aid program, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Governing Board has adopted a complaint procedure for programs and services covered by this act and a compliance officer has been appointed to process claims, investigate, and compliance with the law. A copy of the Uniform Complaint Procedure, available at all schools and offices and may be obtained from the District office, (916) 643-9000.

### **EMERGENCY PROCEDURES**

**Emergency Procedures:** Your teachers will be instructing you and regularly reviewing with you what to do in the event of any emergency. It is essential that when directed, students obey directions promptly and follow the instructions of the teacher or staff member. Students are required to remain quiet and attentive in order to receive necessary instructions. In any emergency, stay calm and always wait for instructions from an adult. Students are not to leave school during an emergency without approval by an adult.

#### **Fire Drill:**

Signal: Repeated Fire Horns

Students are to remain quiet, walk with their teacher and remain in the designated area until the teacher instructs you.

Line up Location: The edge of the blacktop. Line up according to the posted diagram in the classroom.

All Clear Signal: One LONG Bell and or all clear announcement by Admin Staff. The teacher will direct students to return to the classroom.

**Evacuation:** (in order to clear the buildings e.g. gas leak)

Signal: Repeated Series of Bells

Students are to remain quiet, walk-with their teacher and remain in the designated area until the teacher instructs you.

Line up Location: Against the east fence (back gate), beyond the soccer field in the same order as the posted diagram in the classroom. The teacher will dismiss students to return to the classroom

All clear Signal: One LONG Bell and or all clear announcement by Admin Staff.

**Lockdown:**

Signal: Siren

Students are to remain inside their rooms until instructed by their teachers. If outside on campus students will be directed to go inside the **closest room** to their location by a teacher/ staff member. Stay in your room and wait for an all-clear signal.

All clear Signal: One LONG Bell and or all clear announcement by Admin Staff.

**Drop and Cover:**

Signal: Three bells/ Announcement

Students are to take cover under a nearby desk or table, face away from windows or any heavy objects that may fall. Drop to their knees, cover their head with their arms. Stay in that position until further instruction.

All clear Signal: One LONG Bell and or all clear announcement by Admin Staff.