



Fern Bacon Middle School
"A New Era of Excellence"

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www.fernbacon.scusd.edu

STUDENT HANDBOOK

2024-2025



August 2024

Dear Fern Bacon Middle School Students, Parents & Families,

Welcome to Fern Bacon Middle School!

It is an honor to serve and include you as part of the Fern Bacon Middle School learning community. As we begin the 2024-2025 school year, I look forward to meeting each one of you personally. At Fern Bacon we are committed to providing a school that is a safe, caring place for students to achieve tremendous academic growth. To do this, it will take a commitment by all; staff, students and parents to do whatever it takes to ensure students attain the necessary academic and leadership skills that will prepare you for high school, college and beyond.

For students, this handbook is designed to help you understand how to achieve your goals as a successful student at Fern Bacon Middle School. The information in this handbook is important so please review it with your parent or guardian to be sure you fully understand our expectations of you both academically and behaviorally. While the most important information about school policy and procedures can be found in this handbook, please know that there are additional school and District policies, and state Education Code statutes not included due to their length. Many of those will be communicated with you and your parents as the need arises and to be sure you have every opportunity to make choices that lead to success and high academic achievement.

For parents and guardians, this handbook will help provide you with information you need to be sure your child is successful in school. Most importantly, please be sure your child is in attendance every day, that they come to school prepared to learn, and that they come with a sense of kindness and compassion for all members of our Fern Bacon Middle School community.

I look forward to a great school year!

Sinceramente,

Mary Coronado

Principal

OUR SCHOOL

OUR VISION

As a result of rigorous, high quality first instruction, evidence-based practices, and authentic relationships, students will achieve tremendous academic growth and demonstrate preparedness for college / career pathways.

PURPOSE OF THIS STUDENT HANDBOOK

Fern Bacon Middle School is a place where real learning will take place. Students will have positive experiences and they will feel like they belong.

The staff at Fern Bacon is committed to supporting students in a variety of ways to ensure students achieve the highest standard of academic success.

This handbook has been designed to assist you in becoming a contributing member of Fern Bacon Middle School and the Sacramento community. Help us make the 2024-2025 school year the best ever at Fern Bacon Middle School. We need your help to make this happen.

SCHOOL COLORS & MASCOT

Colors - Teal and Black

Mascot – Bulldogs

STUDENT PLEDGE

We the students of Fern Bacon Middle School pledge...

- To have the best attitudes possible
- To stay in school and learn the things we need to know
- To be role models for the ones who need us most
- To take care of and be respectful with all equipment and technology
- To respect our teachers and faculty
- To be productive
- To cooperate with our teachers
- To try our best to be the best
- To speak our mind - speak up when we see something wrong
- To have fun and to make school fun
- To make goals and keep them and achieve them
- To be leaders
- To be good listeners
- To make good and great choices for ourselves and others
- To make Fern Bacon Middle School the best MS in the city
- To stay on task when teachers teach
- To be involved in our education wherever it may take us
- To participate in school activities
- To care for ourselves and others
- To look forward to our future.

Leadership Class, Est. 2010

PARENT INVOLVEMENT

Parents are an important part of student success in school. Parents and family members are welcome to participate in activities we have on our campus. Clearance forms can be obtained in the Front Office. All volunteers must be vaccinated, fingerprinted, and approved by district office.

PARENT ENGAGEMENT POLICY / PARENT SCHOOL COMPACT

The Parent Engagement policy and Parent / School compact will be distributed annually to all parents in the First Day Packet provided to students. Please review these important documents and return the signed Parent/School Compact to the Front Office.

HOME / SCHOOL COMMUNICATION

Throughout the school year we will use a variety of methods to communicate with parents and family to include our website (www.fernbacon.scusd.edu), fliers sent home, Infinite Campus and Messenger. The MESSENGER phone system is used to inform parents about upcoming activities at the school, other important messages and student attendance. **IN CASE OF AN EMERGENCY, it is very important that you contact the school office with any change in phone numbers and email address.** Sacramento City Unified School District uses the web-based system Infinite Campus, designed to provide parents with access to their student's grades and attendance. Infinite Campus also incorporates teacher web pages and an email option to further enhance teacher-parent communication. Please call the Front Office with any change in phone numbers at all times.

STUDENT IDENTIFICATION CARD

Student identification cards are issued to all students to be used for entrance into student activities, to check-out library books, and to check out PE loaner clothes. Please ensure that your student is present for student photo days at the beginning of the school year.

EMERGENCY CARDS

State law requires that every parent or guardian fully complete and sign emergency information cards at the beginning of each school year. **Parents must sign the medical release statement.** Without this parent / guardian signature, doctors and hospitals can refuse to provide emergency treatment. A parent/guardian should contact the school office immediately with any changes to update emergency information. If there is no telephone in the home, please list the telephone numbers of neighbors / friends who can contact the parent / guardian. These numbers will be used to contact parents with Infinite Campus outreach and emergency notifications. Up to four numbers can be entered in the system. Please include an e-mail address if one is available.

CAMPUS HOURS

Our Front Office opens at 7:30 AM each morning and closes at 4:00 PM. Please do not have students arrive to school before 7:30 AM as there is no adult supervision present. Only students participating in school-sponsored activities are permitted to stay on campus after 2:45 PM. There is no adult supervision on campus after 3:00 PM. Students who participate in our After School Program may walk home or be picked up before 5:30 PM.

LIBRARY-MEDIA SERVICES

EXPECTATIONS OF STUDENTS USING THE FERN BACON LIBRARY

1. During class time students must have an official pass to use the Fern Bacon Library.
2. Students must present their pass to the librarian, as they enter the Library.
3. ***Food and drinks (including water) are to be left outside the Library.***
4. A quiet respectful voice is used in the library.
5. Borrowed books are returned to the bin under the counter.
6. Books, viewed in the library, are put on the re-shelving cart, near the counter.
7. Any Fern Bacon student may check out a library book for free.

BOOK CHECK-OUT

1. Students may check out four books for three weeks each.
 - Books can be renewed as long as there is no hold on it.
 - Only two books can be checked out on the same topic.
2. Reference books, marked R or Ref, are available for in library use only.
3. If you have a lost or overdue book – no book can be checked out until the issue has been resolved.
4. Lost or loaned books that are not returned stay on your permanent record which need to be paid for upon graduation of high school.

CHROMEBOOKS

- All students will access to a chromebook in every classroom.
- Do not let others use your computer, username, or password. Keep it secure at all times.
- Computers are provided for academic research and document preparation only.
- Follow SCUSD Internet User Guide and Fern Bacon Digital Citizenship Pledge at all times.
- Must have internet use permission letter signed by parents to use campus technology.

* IF STUDENTS CHOOSE NOT TO FOLLOW ANY OF THE ABOVE EXPECTATIONS, THEIR LIBRARY PRIVILEGES MAY BE TEMPORARILY SUSPENDED.

SCHOOL WEBSITE

Students, parents, and the community can stay connected to Fern Bacon and their student by visiting our school website at www.fernbacon.scusd.edu. The site is informative and is updated frequently.

TEXTBOOKS

Books, supplies and equipment necessary for required instruction are provided without cost or fee. Charges are made, however, for damages resulting from abuse or loss of school materials and equipment. Parents will be required to pay for any lost or damaged books prior to the end of the school year. Students should write their name on the inside covers of their books.

CALIFORNA STATE LAW PROVIDES

That the parent or guardian of a minor is liable to a school district or private school for all property loaned to the minor by the school district or private school and not returned upon authorized demand, and for willful damage by the minor, as specified. The school district or private school is authorized

(after affording the pupil his or her due process rights) to withhold the grades, diplomas, or transcripts of the pupil responsible for the damage to school property until the pupil's parent or guardian has paid for the damages.

COUNSELING SERVICES

SCHOOL COUNSELORS

Our counselors provide services in educational counseling, career counseling, personal / social counseling and scholarships. If you have concerns about school, grades, friends, personal problems (alcohol / thoughts of suicide) or just need someone to talk with, come to the Front Office and make an appointment.

Parents are encouraged to make appointments by contacting a counselor at 916-395-5340 for any concerns or questions they may have about their son's / daughter's progress in school. In order for our students to have the best education possible, parents and the school need to work together. If a parent wishes to speak with one of their student's teachers, please leave a message with the Front Office. Teachers and other support staff may make an appointment for their student to see the counselor by calling the Front Office. The counselor is available to help students with academic, social and family problems, or any matters that may interfere with learning. By parent request, counselors can help with Grade Checks as an academic intervention. The counselor also assists in providing outside community service referrals, home visitation, facilitating Student Attendance Review Teams, and Student Success Teams (SST).

SCHOOL SOCIAL WORKER

When a difficult problem-situation persists, a referral may be directed to our Student & Family Support Center. As a Community School, social work services at Fern Bacon provide a unique service that supports intervention to identify and eliminate barriers to students' academic achievement and their healthy social-emotional development. School social workers provide both direct and indirect services to help students achieve maximum benefit from their educational experiences. Services provided may include: Student and family counseling, small group counseling, crisis intervention support, connecting families with support groups, linking families with available community resources, assisting parents / guardians with understanding expectations for behavior and learning in the educational setting, making home visits to establish or expand home / school connections, monitoring student attendance, and assist parents / guardians in their role as partners in their children's education in every way possible. Parent / Guardians may contact the Front Office at 916-395-5340 to be connected with a social worker.

HOMEWORK

Homework is designed to be an extension of class work. However, the majority of a student's grade will be based on in-class assessments and assignments. Students are expected to practice and to achieve mastery of a lesson objective in class alongside the teacher. Homework will be assigned as it relates to the objectives of the course if additional practice is necessary.

EXTENDED DAY TUTORING

Extended day tutoring will be available to all students based on the availability of teachers. Tutoring often starts after the first few weeks of the new school year. If you are interested in signing up for extended day tutoring, please see the class instructor or contact the school counselor.

CLOSED CAMPUS

Fern Bacon maintains a closed campus policy. Students will be required to remain on campus from the beginning of 1st Period through the end of 6th Period daily. Only students who have an early dismissal will be allowed to leave campus. Students participating in special programs such as Athletics, off-campus classes or high school visitations must have an authorized program pass obtained from the Attendance Office for permission to be off-site.

AFTER SCHOOL STUDENT ACTIVITIES

Fern Bacon offers a variety of student activities that are available to students include tutoring, clubs, and sports activities after the regular school day. The Student Leadership class and Lead teacher organize regular lunch-time activities and periodic events such as dances and assemblies. Students must be in attendance the day of the extra-curricular event and meet all academic and behavioral criteria in order to participate.

Student participation is encouraged, and you will find that involvement will make the student's experience at Fern Bacon more enjoyable.

The student ID card is required for admittance to certain school activities. Only Fern Bacon Middle School students are allowed to attend student activity events.

Dances are held for Fern Bacon Middle School students approximately every academic quarter. Students are required to remain at the dance until its conclusion or until a parent arrives to pick up the student. Students must enter dances within 15 minutes of the start of a dance. To ensure the effective supervision of dances, parents/guardians must pick students no later than 15 minutes at the end of a dance. Students are not allowed to attend dances if they were not at school the day of the dance.

PRIVILEGES - Students that are suspended will NOT be able to attend any dance scheduled in the same semester.

CONDUCT - Dance movements and mannerisms must fall within the standards of social acceptability and good taste. Physically dangerous dancing or movements, such as "slamming" or "moshing" are not allowed.

LOST AND FOUND

Lost and found articles may be turned into the Front Office and / or claimed in the Nurse's area. Lost and found books are to be turned into the Library.

GUIDELINES FOR STUDENT PARTICIPATION

EXTRACURRICULAR & END-OF-YEAR ACTIVITIES

Students receiving any school suspensions and/or other excessive behavior referrals may not be allowed to participate in extracurricular activities. Severe behavior infractions can 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 less than a 2.0 G.P.A on the most current progress notice or report card are not 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 and/or citizenship have improved to earn back the privilege.

ATHLETIC TEAM REQUIREMENTS

Fern Bacon recognizes that athletics are an important aspect of the school campus and encourages students to participate.

Students participating on sports teams must meet the following requirements:

- 1) A 2.0 grade point average (GPA) on the most recent official academic report.
- 2) No suspensions, excessive referrals, or other significant behavior infractions.

Probation- Any student not meeting the minimum requirements can be placed on a 'probation' status and given an opportunity to remediate their grades until the next academic progress report. The head coach reserves the right to provide such an opportunity, or may decide to remove the student-athlete from the competition and/or team.

All student-athletes and parents/guardians will be required to read and sign the Fern Bacon Student-Athlete compact, a contract of expectations between the school and the student-athlete.

All student-athletes will be required to read and sign all District Athletic Participation forms. Take the Sports Physical form directly to your physical appointment and have it filled out, stamped, and signed by the licensed physician. Physicals are good for one year and for all sports.

All student-athletes will be required to participate in the After School Program for supervision purposes.

AWARDS & RECOGNITIONS

Awards and recognition are important to our culture of success at Fern Bacon. In addition to the end-of-the-year awards, recognition of student excellence in Academics and Perfect Attendance will occur throughout the school year and specifically at the end of each quarter. Additionally, we will recognize students who are taking positive steps to improve their academic achievement, citizenship, and attendance. Examples of awards given are as follows but not limited to:

Scholastic Awards – Students who maintain a 3.00-3.49 G.P.A. during the course of the school year earn Honor Roll. Principal's Honor Roll is earned by maintaining a G.P.A. of 3.50-3.95 G.P.A for three quarters during the course of the school year. Students may also earn recognition by demonstrating proficiency on their district benchmark assessments in Language Arts and Math.

Other recognition awards earned are: Perfect Attendance Awards, Reclassification Awards for our English Learners, Departmental Awards (Outstanding Student in ELA, History, Math, PE, Science and Electives) and other Community Awards & Recognition (Frank Withrow Award, Golden Empire Music Award, etc.), Scholar / Athlete of the Year, Most Inspirational Student (7th Grade only) and Principal's Award (8th Grade only). Parents / Families will receive an invitation for our End-of-Year Awards Ceremony.

ACADEMIC COMPETITIONS

Sacramento City Unified School District provides opportunities during the year for students to demonstrate academic achievements. Students may participate in SCUSD Spelling Bees, School Science Fairs, School Social Science Fairs, Golden Empire Music Festival / Band Competition, District Speech & Debate tournaments, and Mathletes. These activities provide meaningful ways to extend the academic experience of our students. Permission slips required at all times.

PROMOTION AND END-OF-YEAR ACTIVITY REQUIREMENTS

Fern Bacon Middle School encourages all kids to work hard to earn the privilege to participate in end-of-the-year activities. Support will be provided with resources by teachers, counselors and administrators. Specific information will be provided about academic criteria. Promotion to the next grade is dependent upon each student meeting course requirements.

Non-promotion in this policy is a direct consequence of a student not having fulfilled his/her commitment to the educational process consistent with the Sacramento City Unified School District.

Fern Bacon views 8th Grade Promotion (promotion activity, dance and activity day) as a privilege earned as a recognition and celebration of student achievement. Promotion to the next grade is dependent upon a student meeting his/her course requirements. Students not fulfilling his/her commitment to the educational process may be retained.

REPORT CARDS & PROGRESS REPORTS

The school year is divided in four quarters of nine or ten weeks. Approximately 4 or 5 weeks into the quarter, progress reports are issued to all students. The report cards are issued at the end of each quarter. Teachers and/or counselors may provide daily or weekly progress reports if requested by parents or guardians. Parents may ask for a Grade Check or check Infinite Campus.

USE OF SCHOOL PHONES

Telephones in the school office are not for student use except in cases of emergency and then only with permission from staff. Student phone is located in the Attendance Office.

Cell phones are permitted on campus; however, students can only use their personal phone after school. Otherwise, phones are to be turned off or on silent mode and in backpacks at all times. Failure to meet the guidelines will result in phone confiscation and parent contact. Parents/Guardians will need to pick up the phone at the school after frequent violations of school policy.

TELEPHONE MESSAGES

In the event of an emergency, parents / guardians can call the Front Office and the office staff will relay the message to the student. Non-emergency messages are strongly discouraged.

INTERNET USAGE and STUDENT RESPONSIBILITIES

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning. The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians

who do not wish their children to access the Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages. The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

ASSEMBLIES

Assemblies are an important feature at Fern Bacon, with several held each year for a variety of reasons. The highest standards of citizenship are expected of Fern Bacon students. 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.

VISITORS TO SCHOOL

All parents and visitors to Fern Bacon Middle School **MUST** report directly to the Front Office to sign in and obtain a visitor's sticker. If a parent wishes to speak to a teacher, an appointment must 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 classroom visit.

MEDICATIONS FOR STUDENTS

A physician and the parent or legal guardian must complete the Medication in School Form. This must be renewed annually. Forms are available in the nurse's office. Many physicians have the same form. If you have any questions about medication, please call the Front Office at (916) 395-5340. **Note:** Under no circumstances will prescription or non-prescription medications be given to a student without parent authorization.

SCHOOL NURSE

This school year Fern Bacon has a nurse two days a week. In the event of illness or injury to your child, we will contact you. Because of the need to always maintain contact with you, it is extremely important you have a Student Emergency Card on file in the attendance office and that you keep phone numbers up-to-date. In some circumstances, students may be sent home early in the absence of the nurse.

BICYCLES / SKATEBOARDS / SCOOTERS

Bicycles, skateboards, and scooters are acceptable means of transportation to and from Fern Bacon Middle School. Care must be taken to secure them in the bike rack on the school grounds. Each bike should be locked separately to the rack. **Each bike / scooter must have its own lock.** For safety reasons, bikes and scooters are to be walked on school grounds at all times. Skateboards may be used as a form of transportation to and from school, but students are prohibited from using them on the school campus. Skateboards and scooters must also be secured and not carried around by

the student. Fern Bacon is not responsible for lost or stolen personal property.

CELL PHONES / BLUETOOTH / ELECTRONIC DEVICES

Students are not authorized to possess electronic / bluetooth devices on campus; i.e. airpods, speakers, or games. They may be confiscated by school staff (see Cell Phone Guidelines) and returned only to the parent. Fern Bacon is not responsible for any stolen items of this nature.

If a student chooses to carry a cellular phone by permission from their parent, **the phone is to remain OFF at all times and kept in the student's backpack.** Students cannot use the cell phone before school, during class time, or during lunch. The cell phone can only be used after school hours. In the event a student disrupts the learning environment with these items at school, items will be confiscated and held in the office until his / her **parent** picks them up. **STUDENTS ARE NOT TO MAKE PHONE CALLS FROM CELL PHONES DURING THE SCHOOL DAY WITHOUT PERMISSION BY A TEACHER, ADMINISTRATOR, OR OFFICE STAFF.** Students needing to make a call should talk to a staff member first to obtain permission and then make a call from the Attendance Office.

CONFISCATED ITEMS

Items confiscated from students such as cell phones, skateboards, listening devices, etc. will be kept in the Student Support Center (Room 1) or our school's main safe. Depending on the item, the Student Support Center may require a parent to pick up the confiscated item.

TRANSPORTATION

The school district does not provide a bus to and from school. Fern Bacon students may be transported to and from school by Sac Regional Transit (RT). SacRT also offers SmaRT, their shuttle service that comes to you. It is a mobile app that can be downloaded to your smartphone.
<http://www.sacrt.com>

FOOD DELIVERIES

Outside food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, Door Dash or GrubHub. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Food delivered to students by outside delivery companies will be rejected. Any off-campus food can be brought from a parent / guardian listed on the student emergency card due to safety reasons.

PICK-UP AND DROP-OFF OF STUDENTS

Because of safety concerns, parents are encouraged to drop-off and pick-up their children on Cuny Avenue, **not in the school staff parking lot.** The parking lot is reserved for district busses to drop-off and pick-up selected students.

ATTENDANCE POLICIES AND PROCEDURES

PARENT RESPONSIBILITY

Fern Bacon strives to serve its students by offering the best possible educational opportunity. Regular attendance is a commitment – the cornerstone to success. Parents/Guardians need to impress upon students the importance of regular attendance and promptness to class. The following consequences for UNCLEARED ABSENCES and TARDIES are in place for the upcoming school year.

ATTENDANCE PROCEDURES / ATTENDANCE OFFICE

Regular school attendance is a key factor in academic success. The staff at Fern Bacon encourages all students to attend school every day. Each teacher will monitor and record all student absences. In the event of an absence, the attendance procedures outlined below must be followed. Our school attendance goal is that students attend every day.

Absences or tardies must be verified by the Parent / Guardian by calling the Attendance Office at 395-5340 by 10:00 a.m. on the day of the absence. You may also submit a message on our website at <https://fernbacon.scusd.edu/quick-link/report-absence>

Students arriving after 8:30 a.m. are to report to the Attendance Office with a note from their parent or guardian before going to class.

- On the first day of absence, the parent or guardian should notify the school of the student's absence. Our voice mail is available 24 hours a day at (916) 395-5340. Parents may also clear an absence in person in our Attendance Office.
- If a phone call is impossible, students are expected to bring a written excuse signed by the parent or guardian to the attendance office before school on their first day back to school.
- **Notes or phone messages must contain the following information:**
 - a. First and last name of student
 - b. The reason for the absence
 - c. The day / dates absent (month, day, year)
 - d. The signature of the Parent / Guardian
- Students who are or will be absent for 3 or more days and request homework must allow the office 24 hours to secure the assignments from the teachers. (Please see below for more specific information under "Requests for Student Work").
- **State law permits only the following reasons for excused absences or tardies:**

Illness

Dental or doctor appointments

Subpoenas to court

NOTE: All other absences are unexcused. Students with unexcused absences may be allowed to make-up missed work, at the discretion of the teacher and for partial credit. If absences of 3 or more periods have not been cleared through parent contact or a note, efforts will be made to notify parents by phone, using the Messenger system, Infinite Campus, or other means.

- Excessive accumulated absences will be addressed with the Student Attendance Review Team (SART).
- In addition to being monitored through the school Attendance Office for chronic tardies, students and their parents will also be referred to a District Student Attendance Review Board (SARB).
- Report cards will include total tardies and absences.

RE-ADMITTANCE TO CLASS AFTER AN ABSENCE

Upon returning to school following an absence, you are to follow these steps:

- Report to the Attendance Office to obtain a re-admit. This should be done before school starts. First bell rings at 8:10 AM.

(Students who are late to class because they waited until after the late bell to get a re-admit are considered as being tardy to that class.)

Your record will show “truancy pending”, if you fail to bring a note explaining your absence. If you do not bring a note within 3 days, the absence(s) will be recorded as trancies.

REQUEST FOR STUDENT WORK

- Parents can request homework for any student who will be absent 3 or more days.
- If a student is to be out for an extended absence, parents should contact the front office as soon as possible with information regarding the length of absence, reason, and request for work. The office staff will then place your request in each teacher’s mailbox or connect you to our counselor depending on your length of absence.
- By 3:00 P.M. of the following day, teachers will submit the homework to the school office.

STUDENT ATTENDANCE REVIEW

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. If students’ attendance does not improve, the school will conduct a Student Attendance Review Team (SART) meeting as an intervention for improved attendance. If the absences continue, students and their parents/guardians will be referred to the district’s Student Attendance Review Board (SARB).

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 each day indicating the student’s absence from school. This system will ensure that parents are notified of student absences allowing more frequent and immediate communication on important student attendance information.

TARDINESS

A student will be considered tardy to class if not in their assigned seat by the time the second bell has rung. Being to class on time is a Fern Bacon expectation at all times.

The goal for all students is 314 instructional minutes daily. Tardiness to 1st Period shortens the amount of instructional minutes for this specific class. Unexcused tardies may result in a detention and a conference with the Assistant Principal. Chronic tardies, including excused tardies, may also affect perfect attendance recognition. Tardiness is a disruption to the educational process and is not acceptable. Students with chronic tardies may be assigned to lunch or after school detention, and

may be eligible for a Student Attendance Review Team meeting (SART contract) and parent conference. It is the intent of the school to teach students about the importance of meeting time schedules and being prompt to appointments.

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, **you must FIRST report to class in order to obtain a pass** to go to the Attendance Office. An office staff member will contact the parent / guardian. **Only persons listed on the emergency card can authorize student's release from school.**
5. There will be no early dismissals during the last 15 minutes of the school day to avoid disrupting end-of-class teaching / dismissal routines.

FERN BACON DRESS CODE

Fern Bacon students are expected to wear clean clothing appropriate for a professional school setting and student activities. The purpose of the dress code is to communicate to students and parents what is and is not considered appropriate in order to reduce missed class time when students have to change their clothing. Any clothing deemed inappropriate or disruptive by the school administrators will not be tolerated. **If you are unsure, do not wear it!**

Clothes, and other items which are considered inappropriate and distracting, are listed below:

- Shirts or pants exposing the midriff, bras or cleavage: tube tops, halter-tops, spaghetti straps, mesh tops, low-cut shirts or pants are not permitted.
- No excessive wearing of **any one color, especially, but not limited to red and blue** clothing and **shoes**.
- Any sport jerseys representing gangs or gang-lifestyle, through the showcasing of certain numbers, symbols, teams, or colors, is not permitted.
- Clothing, belt buckles, and other items with gang-related symbols, gang related lifestyle (i.e. Scarface) or racially offensive messages are prohibited.
- All clothes are to be worn properly on the body. Draping of clothing over the shoulder or anywhere else on the body is not permitted.

- No wearing of gloves on campus during non-winter months. Wearing of one glove is not permitted at any time. Gloves are not to be worn inside the classroom.
- Pajamas, day onesies, sleep wear, or blankets are not permitted.
- Clothing with profanity, obscenities, violence, references to drugs, tobacco or alcohol, or sexually suggestive is not permitted.
- Bandanas, wave caps (Do-Rags), headbands, baseball caps, beanies, hats – NOT PERMITTED ON CAMPUS. Cold-weather beanie caps may be worn outside during cold winter months only, and never inside the classroom.
- Hoods need to be off during non-winter months, and must be off beginning the first bell at 8:10 a.m. Hoods may not be worn in the classroom at any time.
- Mouth grills/pieces may not be worn.
- Non-prescription sunglasses are not permitted.
- Bare feet, slippers, flip-flops, slides are not permitted.
- Sagging pants (pants sagging below the waist) are not permitted.
- Long chains of any type are not permitted.
- Inappropriate pants / shorts (holes, rips) or skirts (Skirts / Shorts length: if you place your hands directly on the side of your body, the pair of shorts or skirt should be no shorter than the end of your fingertips) are not permitted.
- Inappropriate jewelry, mouth pacifiers, body armor, and / or other inappropriate and distracting items are not permitted.
- No body writing or writing on clothes is permitted.

The dress code is 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. In some cases, students may be authorized to go home and return to school. Repeated violations will result in further disciplinary consequences.

BEHAVIOR/DISCIPLINE POLICY

Fern Bacon has an educational responsibility to promote a positive understanding of discipline and emotional control. There are (4) four distinct guidelines making up the policy framework:

1. To ensure a safe environment for all Fern Bacon students and staff.
2. To establish a school environment where the activities of the students and adults are orderly and promote a climate of cooperation and mutual respect.
3. To develop an understanding of the need for discipline throughout a developed society.

4. To develop the student's understanding of and ability to maintain self-discipline in a group and organized environment.

Fern Bacon Middle School believes the best discipline is self-imposed and that each student should learn to assume responsibility for his / her own actions. Our goal is to enhance each student's awareness of his / her personal responsibility by providing an orderly and predictable set of guidelines so each student can choose the course of action, which is in his / her best personal interest. Parents/Guardians are considered "Partners" in promoting and supporting a rich and rigorous academic program, as well as maintaining a respectful and orderly school environment.

DISCIPLINE POLICIES

The Board of Education of the Sacramento City Unified School District publishes a handbook, 'Student Behavior Policies and Procedures', which is updated annually. This handbook is sent home with your son/daughter in the first week of school. **Please review the policies and procedures with your son / daughter sign and return the last page of the handbook.**

All students at Fern Bacon 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 emphasized and expected. 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.

To provide a positive educational atmosphere for all, the following expectations have been established. Failure to comply with these expectations will result in a written referral from staff members to administration and appropriate action will be taken.

STUDENT RESPONSIBILITIES

1 – ACADEMIC GROWTH:

1. Be prepared to start working when the bell rings.
2. Be prepared for class by having appropriate texts and other materials (backpack, binder, pen, pencil, paper).
3. Participate in class activities.
4. Follow class procedures.
5. Complete class and homework assignments.
6. Meet proficiency standards.
7. Progress toward promotional requirements.
8. Be in school every day.

9. Never quit and always seek to improve.

2 – GOOD ATTENDANCE:

1. Be prompt to school and to every class.
2. Never leave a classroom without permission of the teacher.
3. Never leave campus without permission.

3 – POSITIVE BEHAVIOR

1. Demonstrate cooperation and be responsible at all times on campus.
2. Show respect through words, gestures, and actions to all staff members, school guests, substitute teachers and other students.
3. Know and carry out the rules and regulations of the school district and our school.
4. Use proper behavior and channels of communication to resolve conflicts.
5. Respect school property and the property of staff and other students.
6. Use acceptable language.
7. Show concern for the welfare of the school, staff and other students.
8. Have pride in your work and the work of others.
9. Have and show respect for the cultural and ethnic differences of staff and other students.
10. Keep the restrooms clean.

FERN BACON CULTURE & CLIMATE

Fern Bacon Middle School is a community of learners who work together to create a positive, productive, safe environment. Student behavior should reflect the standards of good citizenship expected by members of a democratic society. Students are expected to respect constituted authority, laws, school policies and regulations, assume responsibility for their education and behavior, and maintain high standards of courtesy, decency and morality, respect real and personal property, and exhibit pride in their work and achievement.

School authority applies on campus, at all school-sponsored activities, and TO and FROM school.

Summary of Expectations

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, any body contact, horseplay and running in the halls. **Students who engage in mutual physical fighting will be immediately suspended and put on a behavior contract.**

Maintain Standards Of Academic Honesty – Fern Bacon 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 Fern Bacon 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.

Avoid Personal Display of Affection (PDA) – Students are discouraged from hugging, kissing, and prolonged physical contact with any of their peers while on school grounds.

Avoid Gang/Gang-type affiliations – Students are discouraged from any gang affiliation and exhibiting the formal identifiers of gang pre-validation. Clothing colors, style, peer group choice, markings, language and other identifiers related to gangs are prohibited.

CAFETERIA / SNACK BAR AND LUNCH BEHAVIOR

Students may bring their lunch to school, eat in the cafeteria, or make a purchase at the Student Store. 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 are not to run and bump each other at any time during lunch.
3. Students are to adhere to the 'Off-Limits' areas during lunch.
4. All sporting activities must be performed on the designated play courts / fields and not in the courtyard / quad area.
5. Students must have a pass to a class / library to be in the halls during lunch.
6. Students may not cut in line or save spaces or buy food for each other.
7. Food must be consumed in the cafeteria, the quad area, or other designated areas, and not on the play courts / play fields.
8. When finished eating in the cafeteria, students are to clear their table of litter and exit the cafeteria.
9. Standing in the aisles / student line, saving space at tables for others, and making item purchases for others is not permitted.
10. OFF LIMIT AREAS for students during lunch include the front of the school, the parking lot and all hallways, including the second floor. Students visiting classrooms and / or the library must have an appropriate pass. 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.

11. Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, Door Dash or GrubHub. Read & review Page 11.
12. No selling of any outside non-nutritional food product is allowed as we participate in a federally subsidized free lunch program.

BEHAVIOR INFRACTIONS

MINOR VIOLATIONS

Violations of a minor but annoying nature that disrupt the educational atmosphere of the classroom or campus, such as, but not limited to violating class rules and/or disruptive behaviors on campus may be reason for a behavior referral. These violations will be handled at the classroom level first. An accumulation of minor violations constitutes a major violation and will result in a referral to the Dean of Students for additional consequences.

EXAMPLES OF MINOR VIOLATIONS

1. Inappropriate class behavior.
2. Tampering with property of school district or others.
3. Being present in unauthorized area.
4. Loitering in restrooms or on campus without an apparent lawful purpose
5. School dress code violation.
6. Other violations of rules and procedures pertaining to students.

SCHOOL DETENTION

A teacher may keep a student during lunchtime or after school for counseling or discipline. If a student fails to serve a teacher detention, he / she will be referred to the Assistant Principal

Discipline detention, assigned by the Assistant Principal and / or Principal, will be used in an effort to prevent students from continuing inappropriate behavior. Detention can be assigned at lunch or after school.

MAJOR VIOLATIONS (Suspendable offenses based on Ed Code: 48900)

Major violations are those violations that are severe enough to require an administrator's immediate attention. Students who have been suspended from school may not be allowed to attend any extracurricular school events. This includes sport competitions, dances, field trips, etc.

EXAMPLES OF MAJOR VIOLATIONS (Penalty will vary depending on type of violation.)

a.1 Fighting - caused, attempted to cause, or threatened to cause physical injury to another person.

a.2 Battery - willfully used force....

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, bullying 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 order 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.

FORMAL SUSPENSION

It is the policy of Fern Bacon Middle School that suspension is imposed only after other means of correction have failed, or there is a blatant violation of California Education Code 48900. 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 or severely disrupts the educational process of the school.

ACCUMULATED MAJOR VIOLATIONS / DISTRICT BEHAVIOR HEARING

An accumulation of major behavior referrals that require school suspension will result in an automatic referral to the Student Hearing and Placement Office at the District for final interventions and possible involuntary transfer to another school.

EXPULSION

Expulsion proceedings are reserved for the most serious infractions and are in accordance with 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 school year. The Board of Education must directly approve of the expulsion.

CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION

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

NON-DISCRIMINATION

The Sacramento City Unified School District and Fern Bacon 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, or age.

TITLE IX REGULATION

In compliance with the Title IX of education amendments of 1972, the Sacramento City Unified School District and Fern Bacon 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 Fern Bacon 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

Fern Bacon 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

In accordance with previously stated Fern Bacon policies, students are expected to attend school

without any fear of bullying or intimidation. Students who are found to be in violation of this are subject to appropriate school discipline.

Bullying is a form of aggression, hurtful behavior, which is persistent and unprovoked. It involves an abuse of personal power. It may take various forms, including physical, verbal and emotional abuse.

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.

While the laws are still vague concerning the issue of **cyber-bullying**, the school reserves the right to investigate and discipline any student who uses this venue of harassment that leads to the emotional and physical harm of another student(s), specifically when the harassment causes a disruption in the educational process for that student and others. This may include cyber-bullying that occurs off campus, but creates an educational disturbance on campus. Cyber bullying is not limited to the internet and can also be transmitted through electronic devices, more specifically, the cell phone, through text, audio, and photo communication.

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.

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 must leave the school grounds immediately. Parents, guardians, or other persons may be restricted from campus due to disruptive behavior. Failure to comply with such a directive will result in immediate contact made to the Sacramento County Sheriff, with possible arrest.

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 or call (916) 643-9000.

EMERGENCY PROCEDURES

Your teachers will be instructing you and will regularly review 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 of a teacher or staff member. In case of an emergency or lockdown situation, parents / guardians will not be allowed onto campus without approval from the Sacramento County Sherriff's Department or school administrator.

Fire Drill: Signal: Repeating Bell

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

Line up Location: Line up according to the posted diagram in the classroom and teacher directions.

All Clear Signal: Six short bell rings and/or All-Call. The teacher will dismiss 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 The same order as the posted diagram in the classroom (Similar to Fire Alarm). The teacher will dismiss students to return to the classroom

All clear Signal Six short bell rings and/or administrative All-Call

Lockdown: Signal: ADMIN CALL

Students are to remain inside their rooms until instructed by their teachers. If outside and on campus students will be directed to come inside the **closest room** by a staff member.

Location Stay in your room and wait for an all-clear signal by administration and SRO.

All Clear Signal Six short bell rings, and/or All-Call. The teacher will dismiss students to return to the classroom if necessary.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT ANNUAL PARENT AND STUDENT RIGHTS

NOTIFICATION AND STANDARDS OF BEHAVIOR ACKNOWLEDGMENT FORM

This form must be signed by the parents and student to acknowledge you have read and reviewed the contents of the district's handbook. Several items in the handbook are summaries of Board of Education policies and administrative procedures. Please check our First Day Packet for this handbook with other important school forms. We also have copies in the Attendance Office.

Bell Schedules

Regular Day Schedule

Period	Time	Instructional Minutes
Entry Bell	8:10	
1	8:15-9:08	53
2	9:13-10:05	52
3	10:10-11:02	52
4	11:07-12:00	53
LUNCH	12:00-12:30	30
5	12:36-1:28	52
6	1:33-2:25	52
		314 total

Shortened Day Thursday Schedule

Period	Time	Instructional Minutes
Entry Bell	8:10	
1	8:15-8:58	43
2	9:03-9:45	42
3	9:50-10:32	42
4	10:37-11:20	43
LUNCH	11:20-11:50	30
5	11:56-12:38	42
6	12:43-1:25	42
		254 total

Minimum Day Schedule

Period	Time	Instructional Minutes
Entry Bell	8:10	
1	8:15-8:51	36
2	8:56-9:32	36
3	9:37-10:13	36
4	10:18-10:54	36
5	10:59-11:35	36
6	11:40-12:15	35

Assembly Bell Schedule

Period	Time	Instructional Minutes
Entry Bell	8:10	
1	8:15-8:59	44
2	Assembly A: 9:04-9:49	45
2	Assembly B: 9:49-10:34	45
3	10:40-11:25	45
4	11:30-12:15	45
LUNCH	12:15-12:45	30
5	12:50-1:35	45
6	1:40-2:25	45

Rally Bell Schedule

Period	Time	Instructional Minutes
Entry Bell	8:10	
1	8:15-9:00	45
2	9:05-9:50	45
3	9:55-10:40	45
4	10:45-11:30	45
LUNCH	11:30-12:00	30
5	12:05-12:50	45
6	12:55-1:40	45
RALLY	1:40-2:25	45

For the latest school news and information, go to www.fernbacon.scusd.edu

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Melina Iremonder – 5735 47th Avenue, Sacramento CA, 95824; 916.643.7446; Melinda-iremonger@scusd.edu. For employment-related questions or complaints, contact Human Resource Services: Cancy McArn – Chief Human Resources Officer – 5735 47th Avenue, Sacramento CA, 95824; 916.643.7474; cancy-mcarn@scusd.edu. Section 504 Coordinator: Noel Estacio, Director, 5735 47th Avenue, Sacramento CA, 95824, 916.643.9412, noel-estacio@scusd.edu