



Buchser Middle School Student and Family Handbook 2025-2026

Main Line/General Information – (408) 423-3000

Absence Recorder Line - (408) 423-3005

Attendance email: buchserattendance@scusd.net

Principal: Justin Ponzio - (408) 423-3000

Vice Principal: Kay Lee - (408) 423-3002

Vice Principal: Gilbert Montiel - (408) 423-3003

School Secretary: (408) 423-3010

Attendance Clerk: (408) 423-3011

School Registrar: (408) 423-3006

Bookkeeper: (408) 423-3008

School Health Office: (408) 423-3019

Academic Counselor- 8th Grade: Brenda Goldstein – (408) 423-3013

Academic Counselor – 7th Grade: Tracie Wong – (408) 423-3026

Academic Counselor – 6th Grade: Roberto Alcazar – (408) 423-3017

School Website: <http://buchser.santaclarausd.org/>

Staff email addresses: first initial, lastname@scusd.net

Teachers can be contacted through ParentSquare

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INTRODUCTION

Welcome to Buchser Middle School. We are so glad that you are joining us on the wonderful adventure that is middle school.

Please take some time to read the policies in this handbook together so both families and students are aware of them.



BUCHSER MISSION AND VISION STATEMENTS

Mission Statement

Buchser Middle School is dedicated to creating contributing citizens who are life-long learners.

Vision Statement

At Buchser Middle School, we strive to:

Provide a Strong Focus on Academics

- *We have a knowledgeable, creative staff that promotes a challenging, rigorous curriculum for all students.*

Support Cultural Literacy and Academic Diversity

- *We create diverse learning experiences that raise awareness and tolerance of others, and include a wide variety of curriculum and extra-curricular activities to address the interests of our students.*

Foster a Positive School Environment

- *Our school is a physically and emotionally safe place that promotes student learning.*

Promote Respectful Communication

- *Our school has a strong sense of community to support student success, which we convey through respectful communication.*

Develop the *Whole Child*

- *Our school fosters a safe, healthy, engaging, and challenging environment to promote students' social and emotional progress during adolescence.*
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STUDENT EXPECTATIONS

Buchser Middle School Together We Roar!

At Buchser Middle School, we expect all students to R.O.A.R. together. This means all students are Responsible, Open Minded, Academic, and Reflective. In class, the hallways, and at breaktime, we expect all students to follow these expectations.

Responsible

- I contribute to a safe experience for all students and an environment conducive to learning.

Open Minded

- I am respectful of all individuals and embrace diversity.

Academic

- I am focused on academic growth and allow others to focus on that as well.

Reflective

- I am thoughtful in my actions and reflect on how I can continue to improve.

Together, we ROAR!

ACADEMIC POLICIES

At Buchser Middle School, we are committed to providing a high-quality, personalized, and competency-based learning experience that empowers every student. Our goal is to ensure that all students are well-prepared not only for the next grade level, but also for a successful and fulfilling high school journey.

Our dedicated teachers and staff work tirelessly to support each student's success. When additional support is needed, our team—along with counselors—will collaborate with the student to create a thoughtful and effective success plan. We believe in every student's potential and are here to help them thrive.

Grading Policy

Buchser Middle School believes that students' grades should reflect their learning and progress in the content. All Buchser teachers provide an overview of their grading policies in the course syllabus, which is shared with students at the beginning of the school year. Any questions about specific grading policies or procedures should be directed to the individual teacher.

Homework

We believe that homework should have purpose and meaning and may be any of the following: prep for in class learning the next day, work left at the end of class, or optional extension activities; we also feel that reading daily in any language or type of text, is a valuable practice to develop reading fluency.

Late Work

Because learning is the most important aspect of given assignments, late work work acceptance is at the discretion of the teacher. If you are concerned about your student not getting work turned in on time, please contact your student's teacher to discuss further.

ACADEMIC TRIPS

Academic teams will plan educational field trips. Students who need behavioral support may be required to have a parent to chaperone the field trip in order to attend. No student will be excluded from any academic field trip due to financial hardship.

COUNSELING SERVICES

The Counseling Department at Buchser Middle School provides both academic, social-emotional and personal counseling for students. Our counselors have an open-door policy for students, families, and teachers. The department works in partnership with the school psychologist, Health and Wellness Coordinator and counseling interns, and other outside agencies. Students may self-refer or be referred for guidance counseling by parents and teachers. Student Support Team (SST) Meetings are conducted for struggling students to determine appropriate support. For those students who are in need of more in-depth services, the department can provide recommendations and community referrals to the parent of the student as needed.

STUDENT SUCCESS TEAM (SST)

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic and/or behavioral difficulty. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the child's teacher, and the child's parent. Interventions may include classroom accommodations, special education assessment, and/or medical or behavioral evaluations.

GRADING PERIOD/REPORT CARDS

Buchser Middle School has four grading periods; each is about nine weeks in length. Report cards are sent four times a year. Progress reports are also sent midway through each quarter. If you do not receive a report card within two weeks of a quarter's closing, phone (408) 423-3006.

Grades are posted online through the Aeries Parent Portal and through ParentSquare. Both students and families are encouraged to register online for Aeries. If you need assistance with a username or password contact the Secretary at (408) 423-3010.

SPECIAL EDUCATION ASSISTANCE/SECTION 504 PLANS

SCUSD provides specialized educational programs for students with identified learning differences. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.

ARRIVAL AND DISMISSAL / CLOSED CAMPUS

Closed Campus

Buchser Middle School has a closed campus policy.

- Once students arrive on campus, they cannot leave during school hours except with a written note from parents/guardian and/or an authorized person who signs them out in the Attendance Office. Students returning from an appointment or arriving late to school more than 30 minutes past the beginning of first period must first check in with the attendance clerk.
- Students who ride the SCUSD school bus to school must exit the bus upon arrival and proceed directly onto campus. Students are expected to demonstrate responsibility by walking onto campus immediately after being dropped off.
- All school gates will be locked during school hours except the gate in the Bellomy/Washington Street parking lot. All visitors must enter through and leave campus through that gate; all visitors must check in at the front desk and obtain a visitor's badge prior to going to their appointment at any time during the day (before, during, or after school).
- Parents/guardians must come to the Attendance Office to sign their student out if they are taking them off campus for any reason.
- Items (such as lunches, money, special projects, etc.) that need to be delivered to students during school hours must be done through the attendance office. Families may not go directly to the classroom.
- Students may not bring visitors (such as friends or relatives) to school or visit them on campus.
- All visitors are to check into the main office prior to going to a location onto campus.
- Meal deliveries are only permitted by approved student contacts and must be delivered to the Buchser Office. DoorDash, Uber Eats and other delivery services are not permitted to be used by students on campus.

Riding the Bus

Applications for transportation are available on the Transportation website at <https://www.santaclarausd.org>. Contact the Transportation Department at (408) 423-2063 with questions.

Upon approval of the transportation application, your student will receive a bus pass and a copy of the bus regulations. Students are expected to follow these regulations when entering or exiting the bus, while on the bus, and at all bus stops. Failure to comply may result in a behavioral citation, including suspension of bus riding privilege. Students must go straight to campus as soon as they arrive at school.

Riding Bicycles, Skateboards, and Scooters

We recognize that bicycles, skateboards, and scooters are important modes of transportation for some students. While students are welcome to ride them to school, they may not be used on campus. By law, all students must wear a helmet when riding.

Buchser Middle School is not responsible for the theft or vandalism of any bicycle, skateboard, or scooter brought to school. Students must secure their bikes, scooters, and skateboards with their own locks at the designated bike cage on campus.

Free student helmets may be available in the school office at (408) 423-3000 or through the SCUSD Family Resource Center at (408) 423-3528.

Student Drop-off and Pick-up

Safety for children walking or riding bicycles, scooters, or skateboards is of utmost importance. Please slow down, observe all stop signs, obey traffic rules, and keep an eye out for children walking close to the edge of the sidewalk.

- Please do not leave your car unattended at the curb.
- Please remember to pull all the way over to the side to keep the streets clear when dropping off your child or picking your child up.
- It is against the law to park in front of a curb painted red or yellow.
- It is against the law to park in a space designated for disabled persons without a proper placard.

Walking

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are to follow the school's behavioral expectations and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times. Make sure your child is familiar with the safety laws and how to handle an emergency situation.

ATTENDANCE POLICIES*

At Buchser Middle School, we believe that regular attendance is essential as it enables students to access education effectively and reach their full potential.

ABSENCES

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, the law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. Excused absences are illness, medical/dental appointments, or other emergencies as defined in the SCUSD Student and Family Information Handbook.

To avoid missing valuable class time, we ask that you do your best to make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days when possible.

Absence and Tardy Reporting

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10% of school in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professionals (on letterhead), a school nurse or health clerk verification, family funeral notices, or other supportive documentation.

Absence 24 hour Reporting Line: (408) 423-3005 or email: buchserattendance@scusd.net

***Information needed: Child's name, grade, name of parent/guardian reporting, dates absence(s), and reason for absence.**

Long Term Absences

If a student will be absent for three or more days, the parent or guardian may request assignments that will be missed during that time by contacting the teacher by email, Aeries, or ParentSquare. Assignment information may also be found in Aeries and the teacher's Google Classroom.

Make-Up Work for Absences

Students must make up assignments for schoolwork missed during an absence. It is the student's responsibility to check Google Classroom, Aeries, and speak to the teacher about missed assignments. If work that is missed cannot be made up, the teacher will decide upon a suitable alternative assignment.

Unexcused Absences

Unexcused absences may result in one or all of the following:

- Telephone call and text message to parents
- Parent conference
- Referral to Student Attendance Review Board at the district level.

TARDY POLICY

At Buchser Middle School, we value punctuality as a key component of being **Responsible** and **Academic**. We expect all students to arrive on time to all classes.

Arrival to School:

- **On Time:** Buchser students are responsible and are expected to be in their first period class by 8:30am.
- **Tardy:** Students arriving after 8:30 a.m. without a verified and approved reason are considered tardy.
 - **Less than 30 minutes late:** Proceed directly to class. Your teacher will mark you tardy.
 - **30 minutes or more late:** Enter through the Attendance Office to check in and receive a pass before going to class.
 - If a student misses 30 minutes or more of instruction time, it is considered an unexcused absence.

Tardiness to Class:

- Teachers will mark students tardy if they arrive late to class after the passing period.
- **Excessive Tardiness:** Students with excessive tardies may participate in a student/family problem-solving conference, lunchtime reflection, or other supportive measures to help them get to class on time.

Consequences:

Continued tardiness may result in:

- Loss of privilege to attend after-school events and activities.
- Lunchtime Reflection

We believe in fostering an **Open-Minded** and **Reflective** environment where students understand the importance of being on time and its impact on their learning experience. By working together, we can ensure that every student arrives prepared and ready to engage in their academic journey.

TRUANCY

The Board of Education of the Santa Clara Unified School District recognizes the value of regular attendance in enabling students to profit from the school program. Students with chronic truancy issues will follow the Santa Clara Unified School District truancy process. Adjustments may be made to the process due to family circumstances.

- A truancy letter will be mailed home to those students who miss 10% of school days due to illness or medical appointments. A medical doctor note will be required to excuse any further illnesses or appointments.
- **Truant:** A student is truant after missing three days of school or three 30-minute periods without a valid excuse.
- **Habitual Truant:** If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is habitually truant.
- **Chronic Truant:** A chronically truant student has missed 10 percent or more school days in a school year.
- **Interventions:** Students who are habitually truant, miss a lot of school can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs, the student can be given guidance to meet special needs for improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out.

**Please refer to the District Handbook provided at registration for all SCUSD attendance policies.*

BELL SCHEDULE

2025-2026

7th/8th grade Schedule M, T, Th, F		7th/8th grade Schedule Wednesday	
Warning Bell	8:25	Warning Bell	8:25
1st Period	8:30 - 9:20	1st Period	8:30 - 9:10
2nd Period	9:25 - 10:15	2nd Period	9:15 - 9:55
3rd Period & SSR	10:20 - 11:30	3rd Period	10:00 - 10:45
LUNCH	11:30 - 12:05	4th Period	10:50 - 11:30
4th Period	12:10 - 1:00	LUNCH	11:30 - 12:05
5th Period	1:05 - 1:55	5th Period	12:10 - 12:50
6th Period	2:00 - 2:50	6th Period	12:55 - 1:35

6th grade Schedule M, T, Th, F		6th grade Schedule Wednesday	
Warning Bell	8:25	Warning Bell	8:25
1st Period	8:30 - 9:20	1st Period	8:30 - 9:10
2nd Period	9:25 - 10:15	2nd Period	9:15 - 9:55
3rd Period & SSR	10:20 - 11:30	3rd Period	10:00 - 10:45
4th Period	11:35 - 12:25	4th Period	10:50 - 11:30
LUNCH	12:25 - 1:00	5th Period	11:35 - 12:15
5th Period	1:05 - 1:55	LUNCH	12:15 - 12:50
6th Period	2:00 - 2:50	6th Period	12:55 - 1:35

Early release Thursdays: 9/4; 10/2; 10/30; 11/6; 12/4; 1/8; 2/5; 3/5; 4/2; 5/7
 Wednesday schedule is the same for the ten (10) early release Thursdays

DRESS CODE POLICY

We believe that students and their families hold the primary responsibility in determining students' personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). However, the school is responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student/staff and do not contribute to a hostile or intimidating environment for any student/staff.

WE BELIEVE...

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

UNIVERSAL DRESS CODE

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Appropriate footwear

There may be additional student attire requirements when necessary to ensure safety in certain academic settings like PE, science, or CTE courses.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct such as gangs or the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material
- Intentionally show undergarments
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)
- Interfere with your or another student's safety

ENFORCEMENT

Staff will use reasonable efforts to avoid addressing a student's dress code in front of other students.

Typical consequences for a violation of this policy include, but not limited to, parent/guardian contact or conference and the directive to cover, change, or remove the noncompliant attire. A student may be instructed to leave their classroom briefly to change clothes.

Buchser Middle School Personal Electronic Device Policy (Effective Fall 2025)

Buchser Middle School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

DEVICE TYPES

Students will be issued 1:1 Chromebooks that they must bring to school each day. Students must use district-provided Chromebooks for in-class work; personal laptops are not permitted. Additionally, students are responsible for the care and condition of the Chromebook issued to them. Damage to a Chromebook may result in disciplinary action, depending on the severity and the outcome of the investigation into how the damage occurred. Students are expected to report any damage immediately to ensure proper use and maintenance.

Buchser Middle School is committed to our Core values - our Together we ROAR Motto - Responsible, Open Minded, Academic, Reflective. To support student well-being, academic engagement, and in-person connection, **all students are required to turn off (“Turned off” means unable to receive a signal), secure their cell phones, smartwatches, and earbuds/headphones in a Yondr pouch** each day at 8:25 am.

Why This Policy Matters

This policy reflects a growing body of evidence and district-wide priorities - emphasizing the negative impact of mobile device use on student focus, mental health, and classroom climate.

Daily Procedure

Arrival:

- Upon entering class, students must turn off all personal electronic devices—including **cell phones, smartwatches, earbuds/headphones**—and **securely place them in their Yondr pouch**.
- The Yondr pouch is designed to lock devices during the school day to prevent distractions and disruptions.

Compliance Checks:

- At the start of each class period, staff will conduct a visual compliance check.
- If a student is unable to present their pouch with devices secured, they will be sent to the **Counseling Office** to receive a “No Pouch” Ticket.
- Registrar will collect the device(s) and store them in a secure space
- This ticket must be shown to all teachers for the remainder of the school day.

Dismissal:

- Students will unlock their Yondr pouches at the end of the school day, either in their last period class or at the designated unlocking stations after school concludes or retrieve their devices from the Counseling Office before leaving campus.

Exceptions

- Administrative permission in writing must be obtained in advance for any student needing device access during the school day (e.g., medical needs or special instructional activities).
- Devices may not be used as cameras, audio/video recorders, or communication tools during the day unless explicitly permitted.

Violation Policy

Offense

Consequence

If a student has their phone, e-watch, and/or earbuds/headphones (or other listening devices) outside of their Yondr pouch during the school day without prior written notice from Buchser's Administrative team, the following progressive discipline action shall take place.

1st Violation	(Tier 1) verbal warning and re-Yondr the device.
2nd Violation	Cell phones and other electronic devices shall be confiscated and sent to the Counseling Office. Student may retrieve the device from the Counseling Office at the end of the school day. Parents will be contacted.
3rd Violation	Cell phones and other electronic devices shall be confiscated and sent to the Counseling Office. The device will be held until retrieved in person by a parent or guardian.
4th Violation & Beyond	Administrative conference and progressive disciplinary action may be taken, including but not limited to - possible detention, behavior contracts, or loss of privileges.

Safety & Responsibility

- Devices are brought to campus at the student's own risk.
- Buchser Middle School is not responsible for lost, stolen, or damaged personal electronic items.
- Students must maintain clear hearing at all times for emergency alarms and adult instructions.
- Tampering with Yondr pouches or using alternate devices will be considered a violation of school rules.
- Any damage to the Yondr pouch (cutting the pouch or breaking the locking mechanism) will be the students' responsibility to replace. Each Yondr pouch costs \$25.

Why This Policy Matters

This policy reflects a growing body of evidence and district-wide priorities—emphasizing the negative impact of mobile device use on student focus, mental health, and classroom climate. By reducing access to personal devices:

- **Academic performance improves**
- **Disruptions decrease**
- **Student connection and engagement rise**
- **Mental health and peer interaction benefit from reduced screen time**

Final Note

We believe **students thrive when they are fully present**—in class, in conversations, and in the community. Our goal is not to punish, but to support students in developing the habits that lead to long-term success.

LOST, STOLEN, OR DAMAGED DEVICES

Each user is responsible for their own device and should use it responsibly and appropriately. Buchser Middle School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. School employees help students identify how to keep personal devices secure, students have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

NETWORK CONSIDERATIONS

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "SCUSD Guest" wireless network to access the internet. BMS does not guarantee connectivity or the quality of the connection with personal devices. SCUSD Information Technology department is not responsible for maintaining or troubleshooting student tech devices

USAGE CHARGES

Buchser Middle School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

FAMILY PARTICIPATION

We recognize the importance of family and community partnership in the success of our students, school, and community. There are many ways that families can be involved at Buchser Middle School.

PTSA (Parent Teacher Student Association)

We have an active parent Teacher Student Association that supports students, staff, and our community in a variety of ways. You can join at

<https://jointotem.com/ca/santa-clara/buchser-middle-school-pta>. Your membership of \$11 will help pay for things like dance/socials, field trips, clubs, sports, performing arts, staff appreciation, and much more (if you are interested in joining but have a financial barrier, please let us know; no one will be excluded from joining). For more information or to express your interest in being more involved, please contact our PTSA president, at president@buchserpta.org

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee consists of parents and guardians whose children are all second language learners. Their role is to advise the principal and school staff on programs and services for English Learners. The committee serves in an advisory capacity and is required at any school with more than 21 students identified as English Language Learners. Any parent may attend these meetings.

PRINCIPAL'S COFFEE

Principal Coffees are a time for caregivers to meet with the principal and hear about exciting events occurring on campus and create an atmosphere of connectedness here at Buchser. All Principal Coffee events have translation available in Spanish. Most often, these events are held on the last Friday of the month.

SCHOOL SITE COUNCIL

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the Single Plan for Student Achievement (SPSA). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the SPSA. If you are interested in running for a position on the School Site Council, please contact the principal, Justin Ponzio at jponzio@scusd.net

SCHOOL EVENTS

School events are highlighted on the website and communicated through ParentSquare to remind families and encourage parent involvement. The school website contains a more detailed monthly calendar highlighting school wide events, and information about school or district events.

VOLUNTEERS

We love having families volunteer at school! Volunteer opportunities include helping in the office, helping in a classroom, and supporting school events.

HEALTH INFORMATION

EMERGENCY CONTACTS

For the safety of your student, it is imperative that you complete the emergency contact information through the Annual Student Information Update (ASIU), which will be completed through the Aeries Parent Portal each July. If families need to update their Emergency Card after the ASIU, they may update with the School Registrar at (408) 423-3006 . This is the only way office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

ILLNESS OR INJURY

The Health Office is located in the Attendance Office. It is important to inform the office of any special health matters concerning a student. Students must get a pass from a teacher to go to the Health Office. The nurse, health clerk, or other office staff will determine whether a student needs to go home and contact the parent or guardian or a person listed on the student's Emergency Contacts. In case of a serious accident or injury on campus, the paramedics may be contacted to administer medical aid to students and parents or guardians will be notified immediately.

MEDICATION

If medication must be taken during school hours, the nurse's office will provide the proper form and procedures. **All (prescription and non-prescription) medications must be kept in the nurse's office. Students may not carry any medication on their person.**

INTERVENTION, PREVENTION, AND SAFETY

WE BELIEVE:

At Buchser Middle School, we believe that

- All students have the right to be physically, mentally, and emotionally safe at school and free from bullying, harassment, and hazing;
- Students have the right to be treated equitably. Response to behavior will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

WE VALUE:

- Partnering with students to develop their own agency
- Being knowledgeable about and employing evidence-based best practices that support our students' development
- Building and maintaining our collaborative relationships with our families and community

We understand that students sometimes make poor choices that adversely affect themselves and/or others. School staff have the opportunity to partner with students and families to approach these events as teachable moments to help students to develop their abilities to more consistently make better choices over time.

ADMINISTRATIVE SUSPENSION

The safety of all of our students is of the utmost importance. There is good cause to suspend a student who violates any section of the California State Education Codes, 48900 or 48915. For more information about these violations, please see [SCUSD Student and Family Handbook](#).

OTHER IMPORTANT INFORMATION

AERIES PARENT PORTAL

[The Aeries Parent Portal](https://aeriessis.scusd.net/ParentPortal/LoginParent.aspx) (<https://aeriessis.scusd.net/ParentPortal/LoginParent.aspx>) provides year-round online access to student report cards, state testing, and English Language Proficiency Assessments for California (ELPAC) test results.

Before the start of school each year, parents must also use the Aeries Parent Portal to complete the Annual Student Information Update which allows families to update emergency contacts, medical information and electronically sign yearly consent forms.

BREAKFAST/LUNCH

Thanks to recent legislation, all school meals are free for all students. However, all families must still complete the free/reduced lunch application; they are available on the [Nutrition Services Webpage](#) or in the Buchser Offices.

Breakfast will be served starting at 7:45 am every day. Please see the [Nutrition Services](#) website for menus.

For the health and safety of our community, we ask that students follow the guidelines below:

- Form orderly lines with no cutting
- Place all trash in the appropriate containers
- Keep all food and drink within the cafeteria or quad; please do not take food to the blacktop or field
- Do not bring glass containers of any kind
- Respect and follow the direction of noon duty supervisors and other supervisory staff

CHANGING SCHOOLS

Students moving to a new location outside of the Buchser Middle School attendance area must have their parent/guardian contact the School Registrar at (408) 423-3006. On the last day of the student's enrollment, the student should be prepared to return all textbooks, Chromebook, and school materials and, if applicable, pay any necessary fines for lost or damaged materials. Once we know which school the student is moving to, we will send the student's grades and cumulative file to that school.

CHANGING STUDENT INFORMATION

If you change address or phone numbers, or if you go on vacation and leave your student under the temporary care of someone other than his/her/their legal guardian, please notify the School Registrar at (408) 423-3006.

CLEAN CAMPUS

Please take pride in our campus! The appearance of our school and the sustainability of our environment is important to all of us. It is the responsibility of each student to do their part to keep the campus clean. Please dispose of waste properly and put recyclables in the appropriate containers.

COMMUNICATION

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. **Be sure to do your part by reading all information sent home, signing up for ParentSquare, Aeries (grades and attendance) email notification, checking the website regularly, attending school events, and asking questions.** The Buchser Middle School staff members are happy to answer any questions you might have.

Concerns and/or questions

Please contact your child's teacher if you have any concerns and/or questions. You can contact teachers through Aeries or Parent Square and find other staff members' contact information on the school website. If you feel your attempts to resolve an issue have failed, please contact the school office for assistance.

FOOD DELIVERIES

Meal deliveries are only permitted by approved student contacts and must be delivered to the Buchser Office. DoorDash, Uber Eats and other delivery services are not permitted to be used by students on campus.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any personal property left in classrooms, P.E. lockers or on campus. Buchser Middle School Middle School will try to help protect personal

possessions, but we are not responsible for them. Check the “Lost and Found” located in the main office or see the custodians about recently lost items. The best way to assure items are returned is to have your name in permanent ink on all articles of clothing, books, and other personal property. If you find something that does not belong to you, please turn it in. If you keep something you find, it is considered stolen. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform a teacher, counselor, or an administrator.

SELLING ITEMS

Students may not sell any items at school.

SPECIAL OCCASIONS

We all enjoy celebrating special occasions such as birthdays. However, sending flowers, balloon bouquets or other gifts to the students during school hours disrupts instruction. Therefore, parents and students are asked to refrain from such deliveries. If such deliveries occur or students bring them on campus, they will be kept in the office until the end of the day. SCUSD has banned all balloons on campus.

STUDENT SUPPLIES /TEXTBOOKS

Students are responsible for the condition of books and Chromebooks assigned to them. Textbooks and Chromebooks must be returned at the end of the year or when withdrawing from school. Any student who damages textbooks or any other school materials or fails to return these materials may be charged replacement costs.

BUCHSER OFFICES

The Buchser Offices are open from 8:00 a.m. to 3:30 p.m. on school days. Our office telephone number is (408) 423-3000.

STUDENT ACTIVITIES

We encourage all of our students to become involved in the variety of activities offered. We believe that students who participate in any activity can more closely identify with the school and develop feelings of connection to Buchser Middle School.

Board policy requires that in order to participate in extra/co-curricular programs and activities, students must demonstrate satisfactory educational progress. A student's eligibility for participation in extra athletics and other activities if a student's poor citizenship is serious enough to warrant loss of this privilege.

Students should listen carefully to announcements and check the school website for information regarding school events and student activities.

Assemblies

Assemblies may be scheduled throughout the year; some of these will be for students and others will include families.

Clubs

Clubs are based on student interest. If a group of students want to start a club, and they can find a staff member to be a club advisor, they can complete a Club Request Form; once it is approved by the administration, the club can begin. Clubs must be inclusive and open to all students.

Dances/Socials & Movie Nights

School dances/socials and movie nights occur throughout the year, and students assist in the planning process. Specific dates will be included in the announcements, posted on the school website, and ParentSquare. These events are open to Buchser Middle School students only. Students must be picked up immediately following the event.

Lunchtime Activities

Buchser Middle School Leadership Students may plan lunchtime competitions and activities, enjoyed by participants and spectators alike.

Sports Teams

Buchser Middle School is proud to offer competitive sports teams in volleyball, basketball, soccer, and track and field. Our athletic program emphasizes teamwork, dedication, and sportsmanship. Tryout dates and information will be announced at school and shared with families through the school website and ParentSquare. Students are encouraged to listen for announcements and check these platforms regularly. Transportation to off site games will be provided; transportation after practice is not provided.

Participation in games requires students to be in good academic and behavior standing: No disciplinary referrals; No more than two tardies per week; Maintain academic performance in all classes. Students with 3 or more tardies in one week will be ineligible for the next game. Students who receive a behavior referral between games will also be ineligible for the next game.

Student Leadership Class

Leadership is one of the elective classes we offer. In addition to learning leadership skills, these students help plan lunchtime activities, dances, socials, and special day activities.

Yearbook

A student team will create an annual yearbook. Yearbooks must be purchased, and are distributed the last week of school.

Awards

An Awards Program is held annually near the end of the school year honoring those students who have been nominated by their teachers in specific academic areas.

Honor Roll

Students earning a 3.0 grade point average (GPA) in a grading quarter are placed on the Honor Roll (no D's or F's). Students are recognized each quarter for their academic contributions with a certificate.

Principal's List

Students earning a 4.0 grade point average (GPA) in a grading quarter are placed on the Principal's List (no D's or F's). Students are recognized each quarter for their academic contributions with a certificate.

Students of the Month

Teachers select outstanding students monthly on the basis of good citizenship and achievement. Students are recognized with a certificate.

ELD Reclassification

Students who reclassify and exit out of ELD will receive a certificate. 8th grade students will be awarded a special cord to wear during the 8th grade promotion ceremony.