

Kraemer Middle School

2018 -2019

Student Name

Keith Carmona, Principal
Moises Plascencia, Assistant Principal
Danielle Paris, Counselor
Amy Plouffe, Counselor
Ricky Castro, Activities Director

645 Angelina Drive
Placentia, California 92870
714-996-1551
www.KraemerMS.org

KRAEMER MIDDLE SCHOOL: BELL SCHEDULES

MONDAY: LATE START SCHEDULE

FIRST BELL	9:20
PERIOD 1	9:25 - 10:06
PERIOD 2	10:11 - 10:55
BREAK	10:55 - 11:10
PERIOD 3	11:15 - 11:56
PERIOD 4	12:01 - 12:42
FIRST LUNCH	12:42 - 1:12
PERIOD 5	12:47 - 1:28
SECOND LUNCH	1:28 - 1:58
PERIOD 5	1:17 - 1:58
PERIOD 6	2:03 - 2:44
PERIOD 7	2:49 - 3:30

TUESDAY – FRIDAY / SCHEDULE

PERIOD 0	7:55 - 8:50
FIRST BELL	8:50
PERIOD 1	8:55 - 9:39
PERIOD 2	9:42 - 10:27
BREAK	10:27 - 10:42
PERIOD 3	10:45 - 11:27
P.R.I.D.E	11:30 - 12:00
PERIOD 4	12:03 - 12:45
FIRST LUNCH	12:45 - 1:15
PERIOD 5	1:18 - 2:00
PERIOD 5	12:48 - 1:30
SECOND LUNCH	1:30 - 2:00
PERIOD 6	2:03 - 2:45
PERIOD 7	2:48 - 3:30

MINIMUM DAY SCHEDULE

PERIOD 0	7:55 - 8:50
FIRST BELL	8:50
PERIOD 1	8:55 - 9:25
PERIOD 2	9:30 - 10:05
PERIOD 3	10:10 - 10:40
BREAK	10:40 - 10:55
PERIOD 4	11:00 - 11:30
PERIOD 5	11:35 - 12:05
PERIOD 6	12:10 - 12:40
PERIOD 7	12:45 - 1:15

Helpful Hints for Using a Calendar/Agenda

1. Keep the calendar/agenda in the front of your binder.
2. At the beginning or at end of each class: record homework, upcoming assignments, projects and tests.
3. If there is no homework assigned in a class, write "no homework" in the space provided.
4. Long-term projects or assignments should be recorded twice: the day they are assigned and the day they are due.
5. When an assignment is finished, place a check mark next to it, highlight it, star it, etc., but do not cross it out.
6. At the beginning of month: write upcoming academic, school & personal *responsibilities* in your agenda.
7. At the beginning of month/quarter: write long-term/short-term *goals* in your agenda.
8. Use the space at the bottom of the agenda page to record your daily reflection, clarifying questions and new goals. This space may also be used for communication to and from parents & teachers.
9. Your parents are an integral part of your academic achievement and should sign your agenda each week and check it *daily*.
10. Never remove pages from your agenda to show completion of activities. Instead, fold down the corner of the page or make a check mark next to the activity.

KRAEMER MIDDLE SCHOOL

The Kraemer staff extends a warm welcome to new and returning students and wishes each a successful and enjoyable school year. This school planner contains information about school policies and procedures, a study guide, a calendar/organizer, and other helpful information. You are expected to have your planner with you in every class and to use it to record daily assignments, class project due dates, school activities and other important events. Kraemer has a history of fine academic and co-curricular accomplishments and we encourage you to build on this tradition of excellence by setting your goals high and working hard to achieve your potential through developing respect, responsibility and a readiness to succeed!

Please visit the Kraemer Website at <http://www.Kraemerms.org> for school calendar updates

GENERAL INFO

SCHOOL HOURS: Normal school hours are 8:55 AM to 3:30 PM Tuesday through Friday. Mondays are late start days for staff development meetings and on Mondays, school hours are 9:20 AM to 3:30 PM. Students are to leave campus by 3:50 p.m. unless they are participating in a school sponsored after-school activity. School rules are in effect from the time students leave home until they return home after school. Students are not to loiter in the neighborhoods or at community businesses from the time they leave home until they arrive at school, and from the time they leave school until they arrive home. When students arrive at school in the morning, they are to move immediately to the campus quad.

SCHOOL DANCES: School dances are held for Kraemer students only. Tickets are sold during break and lunch. Tickets are also sold at the door. Students attending school dances are expected to observe standards of acceptable conduct and dress and to remain in the designated area until the end of the dance. All after-school dances are held from 3:30 - 5:30 p.m. Parents or guardians are expected to pick up students within 15 minutes after the end of the dance. To leave early, a student must be picked up by a parent at 4:30 with prior permission from the administration. No student will be allowed to re-enter the dance.

TEXTBOOKS: Textbooks are issued free of charge to each student. These textbooks are for home use, as classroom textbooks are provided for use at school. It is the responsibility of the student to see that books are properly cared for, and pre-cautions are taken to prevent loss or damage. Students will be issued an indebtedness notice for lost or damaged books. ALL LIBRARY BOOKS DUE FRIDAY, MAY 31; ALL 8th grade textbooks DUE FRIDAY, MAY 31; ALL 7th Grade Textbooks DUE TUESDAY, June 4.

BACKPACKS: Students are advised to be very careful with their backpacks. Students should not leave money or other valuables in backpacks. Students who open or tamper with other students' backpacks will be subject to disciplinary action, and will be responsible for any missing items.

ID CARDS: Students are issued a school ID card at registration or upon their first day at school. There is no charge for this ID card. If the card is lost a new ID card needs to be issued in the ASB Room at break. The cost for the replacement ID card is one dollar. Students are required to have their ID cards with them at school and any school event.

COUNSELING SERVICES: The middle years are a time of great change--physically, intellectually, emotionally and socially. The counselors are available to help students make a successful transition from elementary to middle school and from middle to high school. Students and parents are encouraged to seek out help with personal, social, educational and vocational plans or problems. Every student is unique and valued at Kraemer, and we believe in providing the needed support for each to reach his/her potential. Students wishing to see a counselor may make an appointment in the front office.

LIBRARY: The library is open for student use in the morning, during break and both lunches, and after school. The library hours are 8:15 a.m.- 4:30 p.m. daily. On occasion, teachers reserve the library for entire classes to do research during the regular class periods. Computers with Internet access are also available for student use. Common library/study rules are in effect, including no food or beverages:

1. A quiet atmosphere must be maintained.
2. Materials must be returned to their proper places.
3. All books and materials taken from the library must be checked out at the desk.
4. Enter and leave the library by student pass only, except when visiting with your entire class.
5. Students checking out books are responsible for:

- A. Care and condition of the book.
 - B. Paying for lost or damaged books.
 - C. Be sure t to use the proper checkout method.
6. Use of the computers is a privilege. You must get permission from the Librarian to use the computers in the Information Center. Students must have a release form on file to use the Internet and sign-in daily for use. The computers are to be used for schoolwork only! Misuse of the school computers will result in an administrative referral. Disruptive behavior may cause a student to lose library privileges.

GUESTS/VISITORS: Students may not invite guests to school as it detracts from the classroom-learning environment. Dances, including the 8th grade promotion dance, are open only to registered Kraemer students who have earned the privilege to attend, based on behavior/grades. The staff welcomes parents to observe classes by appointment. All visitors must report to the school office to obtain permission to enter the campus. Visitors must wear the visitors badge at all time.

FOOD SERVICE: Hot/cold lunches and snacks are provided for sale in the school cafeteria. Students are encouraged to select items that balance their diets to maximize their physical well being and keep their minds on class activities. Sale of food on campus is restricted to District food service items and/or office-approved fundraising sales. Federal free or reduced lunch applications are available from the cafeteria staff.

Breakfast and lunch is provided at all middle schools and comprehensive high schools. The price for a complete meal at the secondary school is: Breakfast-\$1.50 Lunch-\$3.00. If a family is qualified for free or reduced priced meal benefits there is not charge to the student for the meal. Meal applications MUST be completed annually to continue benefits. All students regardless of meal benefits have a nutrition services account that may be accessed by using the student ID number.

BREAK AND LUNCH EATING AREAS: In an effort to facilitate supervision and reduce the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating area of the campus quad. We solicit your support and cooperation in contributing to a clean school environment.

LOST AND FOUND: All articles that are found on campus will be sent to the lost and found in the quad area. These articles will be held until the close of school and donated to a charitable organization. It is each student's responsibility to label and safeguard personal belongings. Students who find property on campus, and do not turn it in to the lost and found, may be subject to disciplinary action.

P. E. LOCKERS: P.E. lockers are provided for the storage of physical education clothing. Students are strongly advised to keep their lockers locked at all times and should not divulge their combinations to other students. No money or valuables should be kept in the lockers at any time, as the school district assumes NO LIABILITY for personal belongings left in lockers. Even if nothing is taken, a student opening another student's locker is subject to disciplinary action.

P.E. EXCUSES: Physical education students are expected to dress out every day. A student may be excused from activity for 1-3 days because of physical limitation or illness by presenting a written note from a parent. Absences of more than three days require a doctor's verification and must be cleared by the health clerk. Please consult the physical education syllabus for further information.

PARENT CONTACT INFORMATION: Please notify the school office if your address or home/work phone number changes at any time during the school year. In a case of an emergency, it is important that the school know at all times where to reach parents or other responsible parties.

CLASS CHANGE POLICY: Kraemer Middle School plans and staffs its programs on the basis of teacher recommendations and student course requests. Once the master schedule is developed, changes in students' schedules are rarely made. Only exceptionally valid reasons for a change will be considered:

1. Changes needed as the result of scheduling errors and improper class placements have top priority for adjustment at the beginning of the year.
2. Requests for changes in elective wheel classes rarely be accommodated due to the limited number of electives.
3. Students may not change from one teacher to another teacher in the same subject unless there are extenuating circumstances that have been examined in a parent/teacher/administrator conference. Administrative approval is necessary for the change to occur.

BUSES: Bus transportation is provided by the school district for a fee. Call (714) 985-8485 for information and bus passes. Students riding the bus are expected to observe proper safety procedures and school rules while being transported. Failure to do so may result in a citation, disciplinary action, or a suspension of transportation privileges. Students must ride their assigned

buses -- NO EXCEPTIONS. Unauthorized riders may not board district buses. Students who ride a District bus to an activity must return on the bus.

HEALTH SERVICES: Students must receive teacher permission before reporting to the health office. A part-time health clerk is on campus and is available for counseling and assistance with health problems. Students are sent home when there is evidence of:

1. Elevated temperature (99.6 or above)
2. Anatomical injuries (arms, legs, eyes, etc.)
3. Vomiting and diarrhea
4. Rash (until diagnosed)
5. Head lice

Legally the school cannot send any student home without the Parent's permission, or that of another adult so designated by the parent on the health card. Under no circumstances is the student to call their parents to come for them and leave the premises without the school's knowledge. Students are not allowed to walk home during the school day.

MEDICATION: If a student MUST take medication during school hours, office staff must administer it. This includes inhalers, aspirin, cold remedies, etc. A Doctor/Parent Authorization Form is available in the office and both the parent and the doctor must fill out and sign this form. Medicine brought to school must be kept in the Health Office and must be in the original bottle or container with the prescription label clearly visible.

Positive Behavior Intervention and Support: In an effort to encourage the appropriate behavior of students, we have established a positive support program (PBIS). However, disciplinary action will result when students fail to meet the established behavioral expectations. A student may be disciplined for acts that are related to school activities which occur at any time including, but not limited to, any of the following:

- While on the grounds of any PYLUSD campus
- While traveling between home and school
- Off campus during school hours
- While going to, attending, or coming from a school-sponsored activity

Student Code of Conduct: A goal of the Placentia-Yorba Linda Unified School District is to assist each student to become productive and an effective citizen in our democratic society. We are confident that the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

The purpose of the Code of Conduct is to ensure a safe and orderly educational climate conducive to learning. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities for themselves or others.

In an effort to encourage the appropriate behavior of students, we have established a positive support program (PBIS); however, disciplinary action will result when students fail to meet the established behavioral expectations. A student may be disciplined for acts that are related to school activities which occur at any time including, but not limited to, any of the following:

- While on the grounds of any PYLUSD campus
- While going to or coming from home to school
- Off campus during school hours
- During, or while going to or coming from, a school sponsored activity

ATTENDANCE: If a student is absent one or more days, the student must clear the absence in one of the following ways:

1. When a student is absent, a parent or guardian should call the attendance office as early as possible on the day of the absence. Please call 714-986-7460, then press #3 to record the absence. This line is available 24 hours a day.
2. If the attendance office has not been notified of the absence, or if the absence will exceed three days, upon return to school, the student must bring a note to the attendance window, written and signed by a parent, guardian, or doctor explaining the reason for the absence.
3. Upon return to school, the guidelines provide 48 to clear an absence. If a student does not have a verified absence, in writing or by call, after 48 hours that absence will be permanently marked as truant. Consequences will be assigned for truanancies.

Excused absences will be issued for the following reasons (EC §48205):

1. Legal matters, medical visits, medical illness, personal reasons approved by the principal, or religious business, all of which must be accompanied by proper documentation
2. Death in immediate family
3. Illness (3 or more consecutive days requires a doctor's note)
4. Excuse to obtain confidential medical services (EC §46010.1): Pupils in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the pupil's parent/guardian (physician's note required upon return).

ATTENDANCE VIOLATIONS AND CONSEQUENCES

AUTOMATED PHONE CALL: An automated phone call will go out daily whenever a student is marked absent two or more class periods. It is the responsibility of the parent/guardian to ensure absences are cleared. Parent/guardians are able to check attendance through the Aeries System.

EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES:

When a student accumulates absences the following interventions will take place:

Absences 1-7	Parent contact
Absences 8-9	Excessive excused notification to parent by mail
Absences 10-14	Parent invitation to Student Attendance Review Team (S.A.R.T.)
Absences 15-19	Parent invitation to District Attendance Review Team (D.A.R.T.)
Absence 20	Truancy intervention process initiated by PYLUSD's Office of Student Services and all future absences will be marked truant (code R) unless documented (code D)

OFF-CAMPUS PASS: For a student to leave the campus while school is in session, the student must have an Off-Campus Pass. The student will need to present that Off-Campus Pass when they return from the absence. For planned absences, the student must have a note signed by a parent. In the event of a personal or family emergency, the counseling or attendance office must get approval from a parent, or his/her designee, before the student may leave the campus. Please remember that phone calls for parent pick-up may delay the release of the student due to unforeseen circumstances. If the student leaves without an Off-Campus Pass, the student will be truant and will not be allowed to clear the truancy. Off-Campus Passes will be issued (except for emergency reasons) before school, during break, and at lunch from the Attendance Office.

TARDY SWEEP: Students out on campus and not in their classes after the late bell rings may be escorted to the office and assigned detention or Saturday School hours.

TARDIES (per semester): As per district policy, the Attendance Office will only excuse tardiness if you provide the office with proper documentation by a reason stated in California Education Code 48205 -- legal matters (court documentation), religious business (official letter from religious institution), medical visit (doctor office note), medical illness (doctor note).

Any student not in class on time may be subject to the following:

Tardy 1-4	Handled by teacher, Parent contact, Teacher assigned consequence
Tardy 5-7	Referral to office, Parent contact, After school detention
Tardy 8-9	Referral to office, Parent contact, Saturday School or similar consequence
Tardy 10 or more	Referral to Office, Parent conference, Behavior Contract, In-House Suspension, Loss of student privileges

TRUANCIES (per year): Any student who is absent from school or tardy to any class in excess of 30 minutes without a valid excuse is considered truant and will be subject to the following:

Incidents 1-4	Parent contact, Saturday School
Incidents 5-6	Parent contact, Saturday School, Loss of student privileges, Parent invitation to S.A.R.T. meeting
Incident 7	Parent contact, Saturday School, Parent invitation to D.A.R.T. meeting
Incident 8	Parent contact, Saturday School, Parent invitation to District Attorney meeting
Incident 9	Parent contact, Saturday School, Parent invitation to S.A.R.B. meeting
Incident 10	Parent contact, Saturday School, Student file forwarded to probation

OFF CAMPUS OR LEAVING SCHOOL WITHOUT PERMIT: Out-of-bounds includes: parking lots, fields, athletic courts, driveways, or other designated campus areas.

Incident 1	Parent contact, Subject to search, Saturday School or similar consequence
Incident 2	Parent contact, Subject to search, In-House/School Suspension 1 day
Incident 3	Subject to search, Behavior Contract, Parent conference, School suspension 1-3 days
Incident 4	Subject to search, School suspension 3-5 days, Site Guidance Meeting / Possible Transfer

HEALTH SERVICES AND MEDICATION DURING SCHOOL: The school does not have a school nurse on campus; however, there is a Health Clerk on campus for a limited time each day. There is a school nurse that covers the health needs at each school and communicates frequently with the Health Clerk. Please contact the Health Office if you would like to be contacted by the school nurse. Please indicate health issues on the Health Card or contact the school Health Office. Ill students cannot be sent home without parent/guardian permission, or that of another adult so designated by the parents on the Emergency Data Card and/or Health Card. If it is necessary for a student to take medication during school hours, the health care provider and parent must fill out the Request for Medication form which can be found on the district's health service website or the school Health Office. **IT IS ILLEGAL FOR A STUDENT TO BE IN POSSESSION OF MEDICATION ON HIS/HER PERSON WHEN ON CAMPUS UNLESS DOCUMENTATION FROM ISSUING HEALTH CARE PROVIDER IS ON FILE IN THE HEALTH OFFICE FOR MEDICATION BEING TAKEN.** If an exclusion for PE has been written by the health care provider, it must indicate the specific physical limitation/duration for the student (duration no longer than one semester). Have the student bring the written statement to the Health Office. Health care providers' requests at the end of grading periods are not acceptable to excuse students for prior absences. **IT IS EXTREMELY IMPORTANT THAT THE EMERGENCY CARD AND HEALTH CARD BE KEPT UPDATED INCLUDING UPDATED PHONE NUMBERS FOR ALL CONTACTS.**

If a student is found to be in possession of medications not documented by the Health Office, depending on the circumstances, action will include one or more of the following: Parent conference, School suspension 1-5 days, Police involvement, Behavior Contract, Saturday School, Administrative Transfer.

LUNCH DELIVERIES: All middle schools are closed campuses. If you must deliver a lunch for your student, you must deliver it to the office. It is the student's responsibility to pick up their lunch from the main office. Office staff are not responsible for reminding your child to retrieve their belongings.

CLASSROOM STANDARDS: Each classroom teacher has established classroom learning/behavior standards which include recognition and consequences. Consequences could include detention with the teacher before school, at break or lunch, or after school. Any behaviors which create a habitual concern in the classroom will be communicated with parents, and appropriate consequences will be given prior to a referral to administration. Intervention strategies as developed by the student, parent, and teacher will be implemented. Students who habitually display negative behaviors, or whose behavior seriously disrupts the educational process, may be referred to the assistant principal or counselor. Referrals may result in administrative action.

GUESTS AND VISITORS: Students may not invite guests to school as it detracts from the classroom learning environment. All visitors must report to the school office to obtain permission to enter the campus to conduct authorized school business. All visitors must wear an ID badge at all times when on campus.

GIFTS: We cannot disrupt the educational process with flowers, balloons, or other large items; therefore, we do not allow gift items.

CAMPUS SALES AND SOLICITATIONS: Only authorized school organizations are permitted to sponsor on campus sales and fundraisers during the year. There shall be absolutely no soliciting of funds on campus for any activity that has not been approved by the Activities Office. School organizations must apply for fundraising dates through the Activities Office.

SEARCH AND SEIZURE: In an ongoing effort to maintain a safe and secure campus, the law provides school officials with the right to search students and their possessions when they have a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects. We hope all students will be cooperative as the school official(s) will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly includes being "out-of-bounds" without permission or a report by another student, parent, or staff member of possession of contraband or dangerous objects. Students should also be aware that they will be held responsible for any contraband or dangerous objects found in their possession as it will be considered their property. If a student should discover contraband or dangerous objects on campus, he or she should go directly to the Assistant Principal or other staff member and report it without delay. (Education Code 49050)

SCHOOL DRESS CODE: Placentia-Yorba Linda Unified School District School Board Policy establishes that students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not discriminate against participants in, or substantially disrupt, the educational program. The administration and staff believe that dress affects the academic environment at school and, in some cases, can be disruptive to the learning environment. Therefore, the dress code applies at all times to students while on campus or in attendance at any school event.

The following items are examples and not intended to be a complete list of rules regarding dress:

- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.

- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Pants must be worn near waist level; oversized clothing is unacceptable.
- Outer clothing must be in good repair.
- Shoes must be worn at all times. No open toed shoes allowed. All shoes must have a back.
- All decisions regarding interpretation of dress code will be determined by administration. Actions may include one or more of the following:

Incident 1	Item may be confiscated, alternative clothing loaned, warning given, parent, contacted
Incident 2	Item will be confiscated, alternative clothing loaned, parent conference, detention.
Incident 3	Item will be confiscated, alternative clothing loaned, parent conference, Saturday School / Saturday Work hours assigned, possible student contract.
Incident 4	Item will be confiscated, alternative clothing loaned, parent conference held, in-house suspension, student placed on behavior contract.
Incident 5	Item will be confiscated, alternative clothing loaned, parent conference held, student placed on Behavior contract, student may lose privileges to participate in school activities, school suspension (Ed Code 48900(k) Defiance)

The administration reserves the right to utilize administrative discretion to add or delete items on this list as needed to maintain a safe and nurturing educational environment.

Parents will be notified of changes through direct email communication.

ELECTRONIC SIGNALING DEVICES (CELL PHONES): It is the intent of the school in exercising its authority to regulate the use of cell phones to establish guidelines and regulations that will ensure the continuation of a positive climate for learning free from unnecessary disruptions. Although state law no longer prohibits students from possessing cell phones, restrictions of their use on a school campus must exist to ensure such use does not infringe upon the rights of others or interfere with classroom instruction or other school activities. The school does not encourage student possession or use of cell phones on campus and does not assume liability if such devices are damaged, lost, or stolen.

Cell phones shall remain turned off during the school day unless teacher approval is given.

If the privilege of having these devices at school is abused and the possession or use of a cell phone violates this policy, the school has the right to revoke the privilege. Depending on the circumstances, actions may include one or more of the following:

Incident 1	Item confiscated*, warning and/or Parent pick-up
Incident 2	Item confiscated*, Parent pick-up, Detention
Incident 3	Item confiscated*, Parent pick-up, Saturday School,
Incident 4	Item confiscated*, Behavior Contract, Parent conference, In-House Suspension

The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item. **Item can be retrieved in the office at the end of the school day.*

PHYSICAL EDUCATION: The Physical Education Department requires uniforms for all students enrolled in the regular program. The uniform will consist of a t-shirt with the student's name on the front and shorts. P.E. uniforms can be purchased during the summer registration days or through the Physical Education Department at any time after registration. If you have any questions regarding the purchasing of the P.E. uniforms, please contact the P.E. Department or main office. If a student does not come prepared to class in their physical education clothes/uniform and refuses to use loaner clothes, action will include one or more of the following:

Incident 1	Warning, Loss of participation points
Incident 2	Loss of participation points, Teacher assigned detention
Incident 3	Saturday School, Parent contact
Incident 4	Loss of participation points, Saturday School, Parent contact
Incident 5	Loss of participation points, Saturday School, In-House Suspension, Parent conference, Behavior Contract

COMPUTER, NETWORK, OR INTERNET MISUSE: Misuse includes, but is not limited to, changing program controls, wallpaper, keyboard, adding or deleting programs without permission, chat room involvement, vulgar/sexually explicit sites, or any site that is not appropriate for the education, safety, and well-being of the student body. Personal email shall only be accessed with instructor's permission and strictly for academic purposes. USB or external drives are not permitted for use on school computers without permission from the teacher and are subject to scan/search to ensure safety. Students are responsible for the content of the drive and should be sure it contains nothing in violation of the school rules.

Students who violate the Network/Internet Acceptable Use Agreement, misuse electronic resources, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or be subject to legal action in accordance with law and Board policy. (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)). We support the parent's or guardian's right to authorize or decline Internet access for their student.

BICYCLES, SKATEBOARDS AND SCOOTERS: California law requires students to wear helmets when riding bicycles, skateboards, scooters, etc. They are not permitted on campus or in classrooms, and must be stored in designated racks during school hours, otherwise they will be confiscated and released to the parent. Actions may include one or more of the following:

Incident 1	Confiscation, Parent contact, Detention,
Incident 2	Confiscation, Parent contact, Saturday School, Revocation of Privileges,
Incident 3	Confiscation, Parent contact, Revocation of Privileges, Saturday School, Police citation,
Incident 4	Confiscation, Parent contact, In-House Suspension

**The school does not assume liability for any prohibited item that has been confiscated, including loss, damage, or theft of the confiscated item.*

PUBLIC DISPLAYS OF AFFECTION: Displays of affection are not permitted as they detract from the learning environment. Self-control and respect for others should be kept in mind at all times. Depending on the circumstances, action may include one or more of the following:

Incident 1	Detention, Parent contact
Incident 2	Saturday School, Parent contact
Incident 3	In-House Suspension, Parent Contact, Behavior Contract,
Incident 4	Suspension 1-5, Parent conference

PRODUCT MISUSE: Misuse (violation of manufacturers' warnings/cautionary statements) or possession of **any** product (aerosol spray, compressed air products, products containing hazardous chemicals) for the purpose of mentally or physically altering one's well-being is prohibited.

SUSPENSION FROM SCHOOL: Grounds for Suspension and Expulsion. The following quotations from Education Code Section 48900 list the grounds for suspension or expulsion of students from school:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal. This includes lighters, fireworks, matches, or other incendiary devices.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. This includes possession of any electronic delivery device.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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. Students solely in violation of Code K may not be expelled, but in Grades 4-12 may be suspended.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime or physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EXPLANATION OF DISCIPLINE TERMS

TEACHER ASSIGNED DETENTION: Assigned by a classroom teacher in a specific classroom designated by the assigning teacher. Students are under the supervision of the assigning or designated teacher.

AFTER SCHOOL DETENTION: Can be assigned by school personnel. After school detentions are served in a designated room for a designated amount of time. Students who arrive late will not be admitted. Students who are disruptive will be dismissed. Removal from or failure to report to detention will result in Saturday School hours. Repeated failure to serve after school detentions may result in an In- House Suspension or School Suspension.

SATURDAY SCHOOL PROGRAM: Students assigned to Saturday School must bring classroom assignments, paper, writing assignments, and be prepared to study for 4 hours. Students who arrive tardy or are unprepared will be dismissed and assigned an additional day(s) of Saturday School. Students may not leave their seats unless directed by the supervisor. The Saturday School supervisor will provide nutrition breaks. The cafeteria will be open during the break for students to purchase snacks. All school rules and regulations apply while in the Saturday School program. Undesirable or disruptive conduct and lack of work or effort, as judged by the supervisor, will result in removal from the Saturday School program. Removal from or failure to report to the Saturday School program may result in being placed on the Hold List, In-House Suspension or School Suspension.

IN-HOUSE SUSPENSION: Students will be housed and supervised on campus, separated from the student body. Curriculum will be provided by the teachers for the duration of the in-house suspension.

SUSPENSION: Suspensions remove a student from campus for one to five days, after which time the student may return to class, usually on a Behavior Contract. For the duration of the suspension, students are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District during school or non-school hours, and on school and non-school days. This also includes school activities.

ADMINISTRATIVE TRANSFER: A student is transferred to another comprehensive school within the district. The student is removed for no more than two semesters. Students who have been administratively transferred are prohibited from returning to the sending school's campus for the duration of the Administrative Transfer. This also includes school activities. The student may return if he/she completes the conditions set forth by the assistant principal of the sending school.

EXPULSION: Expulsion is a formal process that includes suspension and a hearing to determine if a student will be dismissed from their current educational setting. Students who have been expelled are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District until the expulsion requirements have been completed. This also includes school activities. Suspensions or expulsions will be imposed when other means of correction fail to bring about proper conduct or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the learning process.

California Education Code section 48915 requires mandatory suspension and recommendation for expulsion of students who:

- **Possess, sell, or otherwise furnish a firearm**
- **Brandish a knife at another person**

- **Sell a controlled substance**
- **Commit or attempt to commit a sexual assault or sexual battery**
- **Possess an explosive**

NON-DISCRIMINATION STATEMENT: The Placentia-Yorba Linda Unified School District prohibits discrimination, harassment, intimidation, and bullying in all district activities, programs, and employment based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Reference: BP 0410; 1312.3; 4111.1; 5145.3; 5145.7; 4119.11/4219.11/4319.11.

Any student who engages in harassment/bullying of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. Disciplinary action may be progressive and may include suspension and/or expulsion.

As it relates to school activity, "bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code § 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

Types of conduct which are prohibited in the district and which may constitute harassment or bullying include, but are not limited to:

1. Direct physical contact, such as hitting or shoving.
2. Threats to harm another person.
3. Oral or written assaults, such as teasing or name-calling.
4. Social isolation or manipulation.
5. Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the Internet, including social networking sites.
6. Posting or sharing information about another person that is private.
7. Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
8. Posting or sharing photographs of other people without their permission
9. Spreading hurtful or demeaning materials created by another person (e.g. forwarding offensive emails or text messages)
10. Retaliating against someone for complaining that they have been bullied.

Any student who feels that he/she is being or has been subjected to harassment/bullying as defined above shall immediately contact a school employee. A school employee to whom a complaint is made shall report it to the principal or designee. Any school employee who observes any incident of harassment/bullying on any student shall immediately report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48900 (r), 220; PC 422.55; BP 5145.3, AR 5145.3] For complaints regarding harassment /bullying, site-level grievance procedures are:

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
 1. The student who is complaining
 2. The person accused of harassment/bullying
 3. Anyone who saw the harassment/bullying take place
 4. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
 1. The Superintendent or designee
 2. The parent/guardian of the pupil who complained
 3. The parent/guardian of the person accused of harassing/bullying someone
 4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
 5. Child protective agencies responsible for investigating child abuse reports Legal counsel for the District

DISTRICT ANTI-BULLYING POLICY: The Board of Education believes every child is entitled to a safe school environment free from bullying. Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students

Students who have knowledge of discrimination, harassment, intimidation or bullying are encouraged to inform a teacher or school administrator as soon as possible. Contact may be made directly via email to an administrator, **TEXT-A-TIP (714-584-8096)**, a phone call, or in-person. Students and parents may make such complaints anonymously. Anonymous reports must provide sufficient corroborating evidence to justify the commencement of an investigation. Because of the inability of investigators to interview anonymous complainants, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

The identity of a complainant alleging discrimination, harassment, intimidation, or bullying shall remain confidential as appropriate within the dual contexts of the District's legal obligation to ensure a learning environment free from discrimination, harassment, intimidation and bullying, and the right of the accused to be informed of the allegations. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the District will comply with requests for confidentiality to the extent possible. Students who violate this policy may be subject to discipline, ranging from counseling, detention and/or parent notification to suspension and/or expulsion pursuant to the District's discipline policies and procedures.

The district also is mindful that, at times, behavior that is rude or insensitive may nevertheless be constitutionally protected in the context of a public school environment. Such conduct can best be prevented with effective strategies that involve pupils, parents and school employees in collaborative efforts to promote respectful relationships and to improve or change inappropriate behaviors while teaching acceptance and ensuring equal educational opportunities for all.

SEXUAL HARASSMENT & BIAS-RELATED INCIDENTS: Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48980 (h), 231.5, 212.5; BP 5145.7, AR 5145.7, 5CCR 4917]

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Cary Johnson, Director, Educational Services
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
carjohnson@pylusd.org

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of a negative impact on the pupil's academic performance, creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about pupils enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a pupil's access to educational tools

10. Displaying sexually suggestive objects

For complaints regarding sexual harassment site-level grievance procedures are:

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer and his/her designee shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3. Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

CONFIDENTIALITY: All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

RESPONSE PENDING INVESTIGATION: When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

In addition to those procedures, for complaints of sexual harassment, the following steps will also be included:

Complainant requests to remain anonymous will be honored but the district will inform the complainant that this request may result in a limited investigation and/or actions the district can take. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

Academic Policies & Procedures

ACADEMIC GRADING POLICY: Report cards are mailed home at the end of each quarter and progress reports are mailed at mid-quarter for students. Quarter grades are posted on the student's permanent record card. By law, the teacher makes the final decision as to the grade earned by the student. Parents wishing to assist their student in school should direct academic questions to the teacher involved. If the student has problems in many classes, contacting a school counselor can initiate help for the student. Parents may also access student's grades on line. Call the school office for access information.

HIGH HONOR ROLLS: High Honors are awarded to those earning a 3.5 to 4.0 GPA. Eighth grade students that maintain a 3.5 GPA for seven quarters will be honored at Distinguished Scholars Night and at the Promotion Ceremony. Seventh Grade students attaining a GPA of 3.9 or above will also be recognized at Distinguished Scholars Night.

EIGHTH GRADE PROMOTION ACTIVITIES: Special eighth grade end-of-year activities are held each spring. IN ORDER TO PARTICIPATE IN EIGHTH GRADE ACTIVITIES AND/OR PROMOTION EXERCISES, all eighth grade students must appropriately complete the required course of study and have a satisfactory attendance record. Any one or combination of the following circumstances could result in exclusion from the eighth grade activities and/or the promotion exercises:

- A. Six (6) or more failing grades during the school year in the 16 core classes.
- B. A decision to retain in the eighth grade.
- C. Continuous and/or serious disciplinary problems.
- D. Irregular attendance.

GUIDELINES FOR PROMOTION TO HIGH SCHOOL

Students in the eighth grade must pass an established number of core curriculum classes and successfully complete any prescribed supplemental instructional programs in order to be promoted to high school. Specifically, eighth-grade students may be retained if the following exist:

- 1) Grade of F in 6 or more of the 16 core subject classes (based on a Quarter system) attempted in the eighth-grade year. Core classes include language arts, mathematics, science and social science or,
- 2) If the following 3 conditions exist: failure to show progress in strategic reading or other supplemental intervention programs, and a score of 1.0 on the final district writing assessment and a score of less than 40% on the 8th grade end of course math assessment.

MAKE-UP WORK POLICY

Students are required to make up work missed when absent for any reason. Twice the number of days of absence is the length of time allowed to make up missed work. If not completed within the allotted time period, the grade is entered as a "zero" or "F". Students absent for any school-sponsored activities such as sports, rehearsals, field trips, etc. must turn in assignments due that day and arrange for any missed work prior to leaving for the planned activity. No extra time will be allowed to make up work.

LATE WORK POLICY

Not turning in assignments can be very detrimental to a student's grade. Refer to your teacher's syllabus for information regarding the amount of credit a student will receive for assignments that are turned in after the due date. The timeline for turning in late work expires at the progress report period and the end of the quarter. After the progress report period each quarter, students are no longer eligible to submit late work. Individual teachers may choose to have even more restrictive policies.

HOMEWORK POLICY

Regular homework is believed to be an essential ingredient in improving student learning, as it extends learning time and challenges the student to apply what has been learned in the classroom. Students are assigned an average of twenty to thirty minutes of homework per academic class daily. In addition, students may be required to complete long-term assignments. Non-academic courses may also assign homework periodically. The purpose of homework is to reinforce skills taught in the classroom and to finish class work that was not completed during school hours.

Homework may take many forms including:

1. Practice of skills or review of content
2. Traditional reading or writing assignments
3. Radio and TV programs to listen to or view
4. Field trips to community resources
5. Reviews for examinations
6. Simple science experiments

7. Interviewing people on topics vital to class study.
8. Preparation of special reports or projects
9. Gathering materials/supplies for planned classroom activities.

Parents share the responsibility for providing the student with the atmosphere and means for carrying out successful homework assignments. Family cooperation includes more than just supplying a quiet study center, adequate lighting and seating, reference books, and supplies. It requires proper encouragement to complete the assignment once begun, minimal interruptions, muted TV and radio, and an appreciation of work well done. Study time should be consistent each night whether the student says he/she has homework or not. If assigned work is finished, or the student indicates he/she has no homework that evening, the study time should be utilized for an appropriate activity.

Such activities might include:

1. Working on a long-term project
2. Reading (books, newspapers, magazines)
3. Writing (diaries, letters, thank you notes)
4. Studying for an upcoming test
5. Reviewing chapters already read
6. Reviewing vocabulary words from content areas.

It is very important that parents and the school cooperate on homework assignments to achieve maximum benefit from his/her educational program.

ACADEMIC HONESTY POLICY

Academic Honesty: Academic honesty is a fundamental principle of scholarship. Academic dishonesty includes, but is not limited to, cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty whether on class work, homework, or on a test. Disciplinary consequences for academic dishonesty will be addressed in a progressive manner.

Specific types of academic dishonesty may include but are not limited to the following:

- Copying from another student's homework, lab work, assignment or test.
- Using a "cheat sheet", handout, electronic device or other unauthorized external assistance during an exam.
- Submitting the work of another as your own.
- Stealing a test or answer key from a teacher.
- Creating false data for a bibliography.
- Copying word for word from a source without giving proper credit (plagiarism)
- Forgery of a signature to a school related document
- Changing the grade or score of an assignment

Consequences: Any violation of this policy will be investigated and appropriate disciplinary measures will be taken.

First Offense:

- Teacher will send referral to the office If alleged violation of policy is confirmed:
- Student will receive a zero on the assignment.
- The incident will be recorded in the student's discipline record.
- The teacher will notify the parent(s) or legal guardian and may request a conference.
- The student will receive an "N" or a "U" on their citizenship grade for the quarter.
- Saturday Work will be assigned

Second Offense:

- Teacher will send referral to the office If alleged violation of policy is confirmed:
- Student will receive a zero on the assignment.
- The incident will be recorded in the student's discipline record.
- Teacher will notify parent(s) or legal guardian and a conference with administration will be scheduled
- Saturday or Suspension will be assigned

Third Offense:

- Teacher will send referral to the office If alleged violation of policy is confirmed:
- Student will receive a zero on the assignment.
- Teacher will notify parent(s) or legal guardian and a conference with administration will be scheduled
- The student will be suspended from school from one to five days

Note: if the behavior creates a major campus disruption of the educational process, a student's first or second offense may result in suspension from school for one to five days. A decision to suspend is at the discretion of the school administration.