



YORBA LINDA MIDDLE SCHOOL

4777 Casa Loma Avenue
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Dear Parents and Students:

Welcome to Yorba Linda Middle School. Your school is a place not only of academic excellence, but also a place where students are highly valued as responsible citizens in our community. As we look forward to this new school year, we will be sharing with you the information you will need in order to be successful. Let us begin by introducing you to our office staff and our vision/mission statement.

Principal	Mr. Greg Kemp	Attendance Clerk	Mrs. Dena Mavritsakis
Assistant Principal	Mr. David Watts	ASB Finance Clerk	Mrs. Amanda Wernli
Counselor	Mrs. Sally Weirich	Librarian	Mrs. Kathy Spielman
Secretary	Mrs. Joan Simmons		

We envision our school as a place where we:

- Learn in a collaborative and supportive environment
- Strive for continuous academic improvement
- Participate in engaging, active, and challenging learning
- Work together as a safe and caring community
- Develop integrity and good character

During the first weeks of school, your teachers, counselor and administrators will be sharing with you all of the information you will need in order to ensure success in your middle school experience. Your teachers will begin this process by reviewing specially prepared pages in this year's "Agenda." These pages will guide you and teach you skills every student needs in order to do their personal best. Mrs. Weirich, your Counselor, will talk with you about grading and honor roll. Mr. Watts, your Assistant Principal will discuss pertinent issues in this handbook. Throughout this instruction, you and your parents will be asked to talk together and sign and return some of the papers that you discuss.

Know that it is our goal for you to have a year in which you achieve your personal best academically; learn, grow and mature as citizens in our community while you are enjoying your friends and school activities.

We wish you great success at YLMS!

Mr. Greg Kemp
Principal

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HOME COMMUNICATION

YLMS Website: The greatest source of school information can be accessed at the **YLMS website** at www.ylms.org. The YLMS website highlights general information about the school such as staff contact information, bell schedules, monthly calendars, office procedures, announcements and PTSA information and newsletters. Students and parents can also access teacher web pages from our school website which provides information about supplies, class work, weekly homework assignments, and upcoming tests, projects, or events. Please plan to “bookmark” us as a favorite site so you have access to the information you need at the click of your mouse!

Aeries Parent/Student Portal: The YLMS website is also linked to the Aeries Parent/Student Portal (Aeries SIS). This is an internet program that provides access to up-to-date information about student’s grades, attendance, and contact information. Everyone should have an account, but if you do not, contact our office. After activating the account, parents and students can monitor current grades, missing assignments, and test or project scores. *Note: Teachers often enter a “placeholder” for a future assignment. Carefully check completion dates and allow teachers a period of time to both grade the work and update the information on the portal.*

Other Communication Venues: The school marquee on Casa Loma Avenue posts major events for your convenience. Telephone communication through Parent Link is a school-to-parent communication system which allows our school to send periodic and personalized voice messages. Email is used extensively at YLMS, as well. If you provide us with your email address, this will be yet another way for the school to communicate with your home.

The Remind App is a useful tool. To receive messages from the office on your phone, you can subscribe to our Admin Messages by texting @ylmsadmin to the number 81010.

Parent Conferences are encouraged at any time throughout the school year. Communication between home and school is essential for consistency and student success. Any issue or concern should always be addressed with the teacher first. To facilitate this communication, contact the teacher by note, phone, or email to discuss an issue or to share a success. **Email** is an excellent vehicle to use in clarifying any question or addressing a topic.

ACADEMICS

LIBRARY/MEDIA CENTER AND COMPUTER LABS

General Information: The Library/Media Center is open **8:25 a.m. – 4:00 p.m.** daily (Wednesdays 8:25 a.m. - 2:30 p.m.) with time changes for special events posted 24 hours in advance. The mission of the library/media center is to supply a variety of books and materials to support curriculum and promote a lifelong love of reading. Our goal is to provide an atmosphere where students can read, study, and use school computers in an academic and responsible manner. The following procedures and expectations will facilitate this goal:

1. Students will need their Student ID to check-out books and use the Internet
2. The Internet is available for curriculum related projects **only**
3. By district policy, students may not use CD’s or flash drives on school computers
4. Copies may be made on a computer or copy machine in the Library for \$0.10 per copy.

LIBRARY/MEDIA CENTER AND COMPUTER LABS

Borrowing Procedures: Library books are checked out for **3 weeks**. Please return books when you are finished with them so that they are available to other students. You may check out books **ONLY** for yourself. You are responsible for lost and damaged books. Reference books are checked out overnight only and must be returned before the start of school the following day. Magazines are not checked out. You may use them in the library only. Overdue notices are posted in your Language Arts classrooms. **Failure to return overdue books may result in a detention being assigned.** Library rules are to be followed at all times. Students who do not follow the rules may lose their library privileges.

Monitoring: Parents, please be aware of what your child is reading. It is the responsibility of the parent to monitor what their child is reading. Our library houses a wide selection of teen and young adult books. We make every effort to cater to our students’ wide range of maturity levels. If you have concerns about specific books, please feel free to contact our librarian, Mrs. Spielman, at extension 24662. Together we can make our school library the best it can be for all our students.

Textbooks are checked out to students at registration and during the first few days of school. Students are responsible for all textbooks and materials that are issued to them for home use. Students will be charged for any lost or damaged items and will be excluded from end-of-the-year school activities if there are any outstanding debts. There is a price list for all textbooks posted in the library.

ACADEMIC HONESTY

Yorba Linda Middle School believes that a sound educational program must insist upon academic honesty. We expect students to display personal integrity and self-respect. The final value of one's education is what is learned and not what grade a student receives. Grades mean little when cheating is accepted. Assisting someone else to cheat is no different than cheating yourself.

The following actions are in violation of the Academic Honesty Policy:

- 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
- Signaling, talking or looking onto another's work with the intent of obtaining or providing answers during an exam
- Writing formulas, codes or key words on one's person or objects for use during an exam
- Exchanging answers with other students either before, during, or after an exam
- Submitting the work of another as your own
- Stealing a test from a teacher
- Creating false data for a bibliography
- Borrowing a study sheet or object with answers and copying them as one's own work
- Copying word for word from a source without giving proper credit (plagiarism)
- Using material from the Internet or other media sources without clearly identifying it as such
- In any way assisting another student with the process of "cheating"
- Changing the grade or score of an assignment

All students involved in cheating may have the work confiscated and receive a grade of "0" on the assignment. Teacher will notify parent and send student to the counselor. An "N" in citizenship may be assigned. Further incidents will result in appropriate disciplinary action as defined in "Positive Behavioral Support."

HONOR ROLL

The Principal's Honor Roll is a 4.0 grade average. An average of 3.5 must be obtained to make the "A" High Honor Roll. At least a 3.0 average is necessary for the "B" Honor Roll. Recognition is given for students on all Honor Rolls.

HONORS CRITERIA

Criteria for Students Already Enrolled in Middle School Entering Honors (must meet 3 criteria):

1. Consistent overall writing scores of "commendable" or better (3.5 or 4 on the district rubric)
 2. Consistent report card grades of "A" in grade-level language arts in the previous year (6th or 7th grade)
 3. Score "Exceeds Standards" on the CAASPP in English/Language Arts & Literacy for the most recent testing period
 4. Teacher recommendation
- Or enrolled in the AVID program and have teacher recommendation

Criteria for Students Entering from Elementary School (must meet 3 of the criteria):

1. Consistent overall writing scores of "commendable" or better (3.5 or 4 on the district rubric)
 2. Consistent report card grades of "A" in grade-level reading or "B" or better in above-grade-level curriculum in the previous year
 3. Score "Exceeds Standards" on the CAASPP in English/Language Arts & Literacy for the most recent testing period
 4. Teacher recommendation
- Or enrolled in the AVID program and have teacher recommendation

Criteria for Exiting an Honors Course Due to Performance: Students who receive a grade of "C" or below for any quarter will be placed on probation and receive appropriate interventions. If the student fails to bring the "C" grade up to an "A" or "B" at the end of the grading period, the student's placement will be reconsidered for the next academic year.

Appeals: Parents have the right to appeal their child's placement to the site principal with the principal making the final decision.
Transfers: Students transferring in from a grade-level program will be placed in the honors program on a provisional basis if they meet the following criteria:

1. Score "Exceeds Standards" on the CAASPP in English/Language Arts for the most recent testing period
2. Consistent report card grade of "A" in grade-level language arts for prior year

ACADEMIC ELIGIBILITY FOR STUDENT ACTIVITIES

Eligibility for all extra/co-curricular activities (i.e. athletics, drama, musical performance groups, pep squads, student government) is required for all students. These requirements are:

1. All courses attempted by the student will be included in the calculation of the student's grade point average.
2. In order for a student to participate in any extra/co-curricular activities, the student shall maintain a grade point average of 2.0 (C average) on a scale of 4.0. If at the end of a grading period, a middle school student has not maintained a 2.0 grade point average, he/she will be placed on probation for one grading period (a quarter). Parents will be notified.
3. During the probationary period, a student may engage in extra/co-curricular activities with administrative approval.
4. Students not meeting the 2.0 GPA at the conclusion of the probationary period will be ineligible for participation in the extra/co-curricular program until the end of the next grading period. Students could be eligible to participate in co-curricular activities at progress report time or regular report card time if eligibility standards are met.
5. Students must maintain at least Satisfactory (S) citizenship grades in all classes to participate.

HOMEWORK

Homework at the middle school level is an extension of instruction; a form of practice. Homework grades **ARE** calculated into the cumulative grade for each student. Although there may be differences among teachers, it will not always be possible to complete assignments in class and additional work at home will be necessary. Budget your time and turn your homework on or before the due date.

District Homework Policy

Grade 6:

Up to 60 minutes per night
Inclusive of assigned reading
3-5 times per week
Long-term projects may be required

Grades 7-8:

Average of 20 minutes per core content class
Courses other than core content may periodically assign homework
3-5 times per week
Long-term projects may be required

Due to additional rigor of Honors and accelerated math courses, it is anticipated that homework will have greater depth and complexity and may require additional time to complete.

Agenda Planners are the primary sources for documentation of homework, classroom assignments, projects and tests. Additionally, each teacher maintains a website. The website should be used as an important, current information source.

Make-up Work: Regardless of the reason for absence, students are responsible for the work missed during an absence. If work is not made up, an "F" or "Incomplete" will be recorded for the assignment.

Field trips and special events are "school business" and are NOT considered an absence. Students must turn in homework prior to leaving on a field trip and are responsible for any work missed.

Excused Absences: Students are allowed two (2) days to make up work for every day of excused absence.

Unexcused Absences: Students will be responsible to meet with the teacher to schedule due dates and requirements for make-up work. It is highly recommended that students make such arrangements prior to the absence!

During the fourth or fifth week of each quarter, a progress report is mailed home to inform parents and students of academic and conduct progress at that time. Report cards are mailed home four times a year at the end of each quarter. Letter grades and citizenship grades are reported to designate a student's academic standing and conduct. Each quarter begins a new grading period.

In between progress and grade reports, it is advisable for parents and students to frequently check and monitor grades on **Aeries Parent/Student Portal**. This is an Internet program that provides access to current information about student's grades, missing assignments, and test or project scores. Each teacher's grade book will look different. Certain classes may necessitate longer assignments; therefore, grades for those classes may not be updated as often. Conversely, some classes may update more frequently. The curriculum will be the determining factor in the frequency of progress updates. It is important for you to note the date the grades were last modified.

Parents with questions about the progress or grade reports should first look on Aeries Portal and discuss their concerns with their student. If questions still remain, contact the teacher via email or phone. Students should remember that teachers do not give grades; rather, students *earn* grades.

RETENTION POLICY

Both California State Law AB 1639 and District Policy establish a promotion and retention policy that is based on a student's achievement. Students in the eighth grade must pass a minimal number of core curriculum classes (i.e., mathematics, science, social science and language arts) and successfully complete any prescribed supplemental instructional program. If your child is at risk for being retained, you will be notified as soon as possible. Students who are at risk of retention will be provided with programs of supplemental instruction.

District Retention Policy (for 8th grade only): According to District retention policy, cumulative grades of six or more F's in core subject areas may result in exclusion from 8th grade activities, and/or promotional activities, and retention in the 8th grade.

OFFICE PROCEDURES

STUDENT OFFICE ETIQUETTE

Students who are reporting to the Principal, Assistant Principal or attending to other business of importance are expected to behave in a business-like manner and to observe the following rules:

Visits: The office is open to students before school and after school until 4:30 p.m. daily. **During school hours students are to only use the Attendance Office entrance on the west side of the school when they have business to conduct in the office.** Except during break, a hall pass is required at all times when coming to the office. Do not accompany a friend to the office. Only the student conducting business should enter the office.

Illness: If you become ill during the school day, report the problem to your teacher to get a pass to the Health Office, even if it is between classes. If you are too ill to stay in school, your parents will be contacted to come for you. DO NOT TEXT OR CALL FROM YOUR PERSONAL CELLPHONE. This is a safety concern and a violation of school rules. YLMS staff is responsible for your safety and well-being while on campus.

Student Check-Out: **If a student is to be dismissed early, the office should be notified by parent note, stating who will pick up the student and at what time.** Students are to report to the attendance window prior to first period to receive an early dismissal pass. This is to ensure teachers are notified and to avoid class interruptions. An adult will be required to come to the attendance office to sign the student out. Students are not released to minors or individuals who are not listed on the Aeries Portal. **We can not accept phone calls, emails, faxed or handwritten notes for the release of a student to someone that is not listed in the contact information. Please use the portal to add or update emergency contact information.**

Telephone Use: There is an office phone available for EMERGENCIES only and for students who are ill. Making arrangements for transportation home, calling for forgotten lunches/homework, or asking permission to go somewhere after school are NOT considered emergencies. Students need to make these arrangements with their parents or guardians before coming to school.

Baked Goods: Students are not permitted to bring food items (homemade or store bought) to school for **distribution**.

Forgotten Items: Students are responsible for bringing their homework, assignments, and projects to school. To avoid classroom disruptions, notes will not be sent to students to pick up forgotten items.

Below are the school's accommodations for Forgotten Items:

- **Homework:** If homework is dropped off at the office by parents, it will be placed in the teacher's mailbox by the end of the day. Students will NOT be called to the office to receive forgotten assignments.
- **Musical instruments and color guard equipment** is to be brought to school by the student and dropped off at the band room **before** school. Part of being a participant in the music program is accepting responsibility for equipment. Students will NOT be called to the office to receive forgotten instruments.

Information Changes: All contact information is stored in the Aeries Parent/Student Portal. Whenever you change your address be sure to report the change to the school office. **It is extremely important that the personal data on file be accurate and current!** According to State law, a phone number must be on file for emergencies.

Withdrawal from School: If the student is transferring to another school, send a note to the school office the day before the student's last day. State (1) when you are moving; (2) your new address; and (3) the name of your new school, if this is known. Your student will receive a withdrawal slip. All textbooks, library books, and other issued materials must be returned to the school office and all debts paid by the student's last day.

If you ordered a yearbook and wish to have it mailed to your new address, please provide the office with a self-addressed, oversized envelope and a check made payable to YLMS ASB for \$5.00.

ATTENDANCE

ATTENDANCE INFORMATION

Yorba Linda Middle School is a **closed campus**. No student may leave the campus at any time without signed and approved permission of the school attendance office and a parent or adult designated by the parent or legal guardian. Regular school day hours at YLMS are 8:50 a.m. until 3:35 p.m. – **except every Wednesday**, which is an early release day (8:50 a.m. – 2:28 p.m.). *This is an ideal time to schedule your student's doctor's appointments.* Students are requested to arrive at school no earlier than 8:35 a.m. and stay no later than 15 minutes past dismissal time unless participating in supervised activities. These regulations also apply to the Tommy Lasorda Field House. For parents needing supervision for their child, the Boy's and Girl's Club offers an on site program before and after school. Please call the Boy's and Girl's Club for information on fees/times at (714) 287-7437.

Students doing make-up work or tutorial lab, staying after school for disciplinary reasons, or participating in extra-curricular activities should report to the appropriate classroom five minutes after dismissal and leave the campus immediately upon finishing the activity. We are very concerned about the safety and well-being of our students, and supervision is necessary to maintain their safety. In the event of a personal or family emergency, the counseling or attendance office must obtain approval from the parent/guardian or his/her designee before the student may leave the campus. Students will **only** be released to adults 18 years or older who are authorized by the parent. **Anyone signing a student out will be required to show picture identification in the form of a driver's license or state-issued identification card.** In addition, students being released from school early must be picked up before 3:00 p.m.

Students arriving to school late (after the start of school) must be signed in at the attendance office. Notes from a medical/dental provider are necessary to clear full day or period absences. Notes should be brought to the attendance office.

ATTENDANCE PROCEDURES

Extended Absences – Make-up Work: If your student is absent from school, please check the teachers' websites for a listing of assignments. After the third day of absence, you may request homework by phone. The teachers will make every attempt to have the work in the office within 24 hours of the request. Work that is not picked-up within three days will be discarded.

Extended Absences – Independent Study: Absences of 5 days or more: If the student will be away from school on a pre-planned trip, request an Independent Study Contract from the Attendance Clerk at the school site at least two weeks ahead of the planned trip. This enables the school to receive attendance funding while the student is absent, as well as allowing the student opportunity to remain current with assignments.

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 pupil's parent/guardian.

GENERAL INFORMATION

MISCELLANEOUS

Backpacks: Students are advised to be very careful with their backpacks. **Do not leave money or other valuables in your backpack.** Respect each other's property and do not enter or tamper with another student's backpack. Any student violating this rule will be subject to appropriate discipline. If you choose to bring something of value, bring it in a smaller purse, wallet or carrying case. Keep it with you at all times and lock it in your PE locker during PE class.

Insurance: Our school district makes student accident insurance available to all students on a voluntary purchase basis. Forms are included in the registration packets mailed home. Students participating in after-school sports must complete and have on file the required forms. The school does not provide insurance for personal property of students. Personal property brought to school, to be used in the school program, is brought at the owner's risk.

Lost and Found: The "Lost and Found" is located in the office. Please encourage your student to check for lost items before or after school. At the end of each quarter unclaimed items will be donated to a charitable organization.

Break and Lunch: 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 no 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.

If a student fails to bring money, the student's meal account may be charged. **Only complete meals may be charged- no ala carte items will be charged.** The student is still responsible for any negative charges to the meal account. A maximum of \$5.00 may be charged to the students account. Nutrition is an important part of learning, if the student presents without funds after the account has gone \$5.00 negative, an alternate meal will be provided in lieu of the offered meal until the fund balance is paid. An alternate meal will consist of a cheese sandwich, fruit &/or vegetable and white 1% milk. Parents & families are encouraged to prepay into the students lunch account to avoid student charges. Payments can be made directly to the cafeteria with cash or check or online by going to the district Nutrition Services website and setting up an account with the online prepay system. Funds in the account will follow the student or may be transferred to another student. Refunds may be requested if the student is graduating or leaving the district.

Students with a negative lunch account balance at the end of the school year may be excluded from end of the year activities and will not be permitted to pick up their yearbook until all debts are cleared. (8th Grade Students may be excluded from promotional activities or privileges until their lunch account balance as well as all other debts are cleared.)

On-Line Payment Option: Our school offers the "e-funds for Schools" program. This program offers parents the flexibility to pay for their student's lunches using the internet at any time. More detailed information can be obtained through the district website or through printed material in the office. Go to www.pylusd.org, and click on the following tabs: Family Resources, Foods, Pre-payment Options, and On-line payments. This will take you to the "e-funds" log-in. Students are encouraged to maintain funds in this account to supplement days when lunches are forgotten.

ASB - SCHOOL ACTIVITIES

BCTV, or "Bobcat Television," is a student-produced program that is generally televised two days a week. Vital information is presented about upcoming events. Please listen closely to the announcements every day and mark special dates in your agenda/planner.

Dances are a part of the co-curricular program at Yorba Linda Middle School. As long as students demonstrate responsible citizenship at school, dances will be scheduled occasionally. Adult supervision will be provided. Dances are for Yorba Linda Middle School students only, no guests are permitted. All students enter at the beginning of their scheduled grade-level dance time and stay the entire time unless parents make previous arrangements with the Activities Director.

Field Trips to places of special educational interest are provided from time to time. Permission slips filled out and signed by a parent or guardian are required. Students who have not returned the forms by the deadline will be excluded from the trip. It is the

responsibility of the student to turn in work due the day of the field trip before school. A box is provided outside the attendance office for this purpose. All work must contain the student name, teacher name and period.

Fundraiser Rewards are earned by students who participate in raising monies for the school. Many of the rewards include on and off campus activities. For the safety and order of these events for all students, reward recipients must demonstrate proper conduct throughout the school year in order to participate. *Exclusion from a fundraiser reward activity will be at the discretion of school administration.*

Student Debt: Students who owe money for any reason such as but not limited to: lost or damaged school property (i.e. textbooks, library books, technology or other equipment), cafeteria debt, NSF checks to PTSA, ASB or other school related activity, must clear all debts in order to receive their school yearbook.

End of Year Activities - 8th Grade: The eighth grade student's final spring at YLMS is one marked by many meaningful experiences. It is important to remember that these activities are a privilege for students in good standing. During the third quarter, the criteria for participation in these activities will be reviewed with the students and a parent/student agreement signed. Behavior and grades during the entire year are considered for participation. The criteria for participating in these events will be based on passing grades, appropriate behavior, all textbooks turned in and debts cleared (including cafeteria tab).

STUDENT STORE

Our PTSA maintains a student store on campus. Normal hours of operation are before school, at break, at lunch, and after school. The Student Store sells such items as P.E. clothes, school supplies and snacks.

POSITIVE BEHAVIORAL SUPPORT

PHILOSOPHY

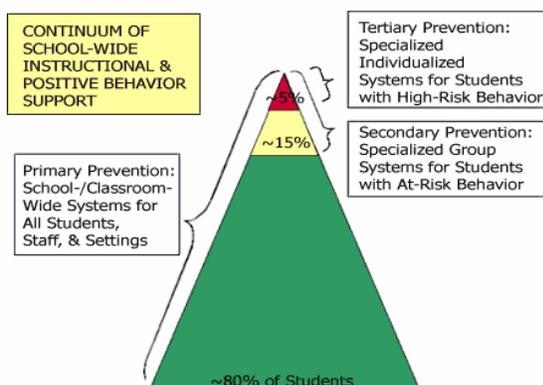
“Positivity is a more constructive teacher than negativity. Positive messages elevate, encourage, and foster growth.”

Dr. Marvin Marshall, “Discipline without Stress, Punishments, or Rewards”

It is the goal of the YLMS staff to provide a safe, pleasant and nurturing environment in which the young people of our community can learn and grow academically, personally and socially. In order to accomplish this goal, our school is implementing a School-Wide Positive Behavioral Support system. This system is research based and builds on seven fundamental components:

- 1) An agreed-upon and common approach to discipline throughout the staff – Our entire staff is excited about the continued growth of positive behavior on our campus. We have aligned ourselves with common expectations, classroom policies and procedures. Students hearing essentially the same expectations throughout the day will find positive behavior easier to achieve and maintain.
- 2) A positive statement of purpose – We, the staff of YLMS, will work together to enforce and maintain the agreed-upon approach of the Positive Behavioral Support system to ensure consistency throughout our school.
- 3) A small number of positively stated expectations for all students and staff
- 4) Procedures for teaching these expectations to students – During the first weeks of school, the students will receive instruction in both the classroom and during assemblies regarding behavior expectations.
- 5) A continuum of procedures for encouraging positive/appropriate behaviors – Routine reminders will be broadcast on BCTV and by classroom teachers.
- 6) A continuum of procedures for discouraging displays of rule-violating behavior – These procedures are essentially the same as they have been in the past and may include student conference, parent conference, detention, Saturday Study Program and suspension. They are listed on the following pages.
- 7) Procedures for monitoring and evaluating the effectiveness of the discipline system on a regular basis – We will be monitoring the number of office referrals and consulting with our teachers to ensure the effectiveness of our interventions.

PRRS Statement: Proud = Respectful, Responsible



The diagram to the left depicts research results which show that 80% of students respond to normal classroom behavioral interventions.

Students with more frequent and/or severe behavioral issues will receive more intensive interventions (two upper levels) to help them improve their behavior thereby improving the classroom learning environment for themselves and others.

EXPECTATIONS & PROCEDURES

	Classroom	Hallways/Quad	Office/Library	Assemblies	Lunch Area/Field
Be Respectful	<ul style="list-style-type: none"> ✦ I listen and follow directions given by all school authorities ✦ I focus on learning and actively listen 	<ul style="list-style-type: none"> ✦ I keep my voice at a quiet conversational level when classes are in session ✦ Classroom visits before school and at break by appointment only ✦ I maintain personal space and respect the personal space of others 	<ul style="list-style-type: none"> ✦ I patiently and quietly wait my turn ✦ I follow directions given by the librarian and the office staff ✦ I use polite language to explain a situation or to express a concern ✦ I use my quiet voice 	<ul style="list-style-type: none"> ✦ I listen carefully to the speaker ✦ I respond to presenters/performers in a positive way 	<ul style="list-style-type: none"> ✦ I listen and follow directions given by all school authorities ✦ I respect school property and the property of others ✦ I maintain personal space and respect the personal space of others
Be Responsible	<ul style="list-style-type: none"> ✦ I enter the classroom on time ✦ I come to class prepared to learn ✦ If I am absent, I check with my teachers to find out what I missed ✦ I am truthful and accept the consequences of my choices and actions 	<ul style="list-style-type: none"> ✦ I have a pass when I am out of class during instructional time ✦ I follow all school rules (gum, cell phones, dress code, etc) ✦ I maintain personal space and respect the personal space of others 	<ul style="list-style-type: none"> ✦ I return borrowed materials in a timely manner ✦ I have my Student ID on me at all times ✦ I make sure my area is clean before leaving ✦ I submit attendance notes to the office upon my return to school 	<ul style="list-style-type: none"> ✦ I cheer and/or applaud at appropriate times 	<ul style="list-style-type: none"> ✦ I sit at the tables to eat my lunch and do not bring food on the field ✦ I stay in the supervised and assigned areas at all times ✦ I gently place my backpack within the designated areas ✦ I throw away all trash and remind my friends to do the same
Be Safe	<ul style="list-style-type: none"> ✦ I enter the classroom in a calm orderly manner ✦ I neatly secure my backpack and belongings under my desk, clear of the aisle ✦ I report incidents that threaten the safety of myself or others ✦ I remain seated with all chair legs on the floor 	<ul style="list-style-type: none"> ✦ I walk at all times ✦ I walk only in designated areas and only on the paved walkways ✦ I walk directly to my next class 	<ul style="list-style-type: none"> ✦ I enter/exit the building through the appropriate door ✦ I check in with office staff as soon as I come to the office ✦ I sit in the designated areas and wait for office personnel to give me further directions ✦ I check in at the health office if I am ill and then use the office phone to call home (I do not text) 	<ul style="list-style-type: none"> ✦ I walk with my teacher and remain with my class throughout the assembly 	<ul style="list-style-type: none"> ✦ I wait patiently in line and stand in the designated areas ✦ I remain seated while in the lunch area (under the lunch shelter) ✦ I go to the field to "hang-out," chat, and play ✦ I am aware of my surroundings while on the field

DISCIPLINE PROCEDURES

Positive Rewards:

A rewards system in which students are recognized for their respectful, responsible, and safe behavior will be facilitated through "Proud Paws" certificates. Students who receive the certificate from a staff member will turn in his or her certificate to the student store where they receive a small reward and are entered into a drawing to win a variety of prizes provided by PTSA and community donations.

“Bobcat Recognition” is a monthly award. Students are chosen by teachers and their names are announced and an award of recognition is given.

Procedures for Discouraging Rule-Violating Behavior: Depending on the severity of the behavior, the student may receive a “Behavior Notice” (written warning for minor infractions), teacher detention or office referral. Depending upon the incident, a disciplinary intervention will be applied by a YLMS staff member or administrator. Interventions may include:

- Student is counseled by teacher or YLMS staff
- Parent is contacted by teacher or YLMS staff
- Student is given detention by teacher or YLMS staff
- Student is referred to Principal and/or Assistant Principal by Teacher or YLMS staff

Any one or more of the following interventions may be applied:

- Conference with Administrator
- Conference with Administrator, parent, and teacher
- Daily Check-In/Check-Out
- Behavior Contract
- Disciplinary action (may include Detention, Restitution, Exclusion List, Saturday Study Program, Suspension, Site Guidance, Expulsion, etc.)
- School transfer

Behaviors of a severe nature will be addressed at the discretion of the Administrator and in accordance with the California Education Code and Placentia Yorba Linda USD Board of Education Policy.

Detentions/Saturday Study Program: A written notice of Detention/Saturday Study will be issued to the student to take home to his/her parents/guardians. Parents must sign the detention notice and return it to school with the student the following day. Students are to report to the detention area promptly on the assigned day.

PYLUSD Middle School 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 714-986-7080, 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 truantcies.

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 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. *We do not accept lunches for groups of students, i.e. birthday pizza to share.*

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
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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 (657-200-8987)**, 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@pylud.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 on school grounds or at a school-sponsored or school-related activity off-campus, 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 that did not occur in the context of a school related activity, 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.

UNIFORM COMPLAINT PROCEDURES

The Placentia-Yorba Linda Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, sexual harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, sexual harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool

PUPIL FEES COMPLAINTS

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint is filed with the Placentia-Yorba Linda Unified School District and/or the principal of a school.

FILING UNIFORM COMPLAINTS UNRELATED TO PUPIL FEES

Complaints other than issues relating to pupil fees must be filed in writing with the following persons designated to receive complaints:

1. Employee complaints: Kevin Lee, Assistant Superintendent, Personnel (714) 985-8406 kelee@pylusd.org
2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656 carjohnson@pylusd.org. Complainants may also refer Title IX inquiries to the US Department of Education Office for Civil Rights.
3. Americans with Disabilities Act complaints: Richard McAlindin, Director, Executive Services (714) 985-8727 rmcAlindin@pylusd.org
4. Bullying, intimidation complaints: Rick Riegel, Administrator, Student Services (714) 985-8761 rriegel@pylusd.org

PROCEDURE

- A. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- B. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- C. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- D. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- E. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
- F. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- G. The Board is required to adopt and annually update the LCAP and shall consult with teachers, principals,

administrators, other school personnel, employee bargaining groups, parents/guardians, and students as a part of the comprehensive, data-driven planning process. The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP.

- H. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- I. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.
- J. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- K. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

CIVIL LAW REMEDIES

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining order or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

UCP POLICIES AND REGULATIONS AVAILABLE UPON REQUEST

A copy of our UCP compliant policies and procedures is available from any school office or from the Placentia-Yorba Linda Unified School District office, free of charge. UCP complaint policies and procedures are also available on the District's web site at www.pylusd.org.