

TUFFREE MIDDLE SCHOOL

A California Gold Ribbon School

STUDENT HANDBOOK 2019-2020

At Tuffree Middle School, we work as a team to create a compassionate, positive community through *respect, responsibility, and teamwork.*

**Cindy Freeman
Principal**

**Jeffrey A. Maes
Assistant Principal**

**Abigail Eastman
Counselor**

**Karen Sieper
Activities Director**

KEY WEBSITES FOR PARENTS AND STUDENTS

PYLUSD Website – <http://www.pylusd.org>

Tuffree's Website- <http://www.tuffree.org>

Aeries- <https://aeries.pylusd.org>

Tuffree Middle School
2151 N. Kraemer Blvd.
Placentia, CA 92870
PHONE 714-986-7480
FAX 714-993-6359

STUDENT NAME _____ GRADE _____

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

WELCOME!

The staff of Tuffree Middle School welcomes you to a new school year. We look forward to working with you to support your academic success. We encourage you to have pride in your school and to be satisfied with only your personal best. Because we have high expectations for our students, we set high standards. The purpose of this Student Handbook is to provide you and your parents or guardians with written standards related to policies, rules, programs, and procedures. All Tuffree Middle School students are responsible for knowledge of the information contained in this handbook. You need to review the handbook carefully with your parents or guardians and participate in a class review of the key points in the handbook during the first few weeks of school. We believe a successful school year depends on the team effort of all of us – students, teachers, parents, administrators, and support staff. We are proud of the commitment that our team has to personal excellence and compassion towards others. We look forward to a fabulous school year!

HOME-SCHOOL COMMUNICATION

www.tuffree.org: The Tuffree website highlights general information about the school such as staff contact information, bell schedules, monthly calendars, office procedures, announcements and PTA information and newsletters. Students and parents can also access teacher web pages from our school website which provides information about necessary supplies, class work, weekly homework assignments, and upcoming tests, projects, or events.

Falcon Flyer: This is the weekly newsletter that is sent home each Saturday via email in preparation for the following week. It will contain all important information parents need to know. Be sure that the office has your correct email address if you do not automatically receive this newsletter each week.

Social Media: Like us on Facebook and Instagram to see the latest, sometimes in the moment, happenings around our campus.

AERIES: The Tuffree website is also linked to our Aeries Portal. Parents and students have already been given a code to activate an individual Aeries account. (If you have already set up your student's Aeries account, you do not need to re-activate it.) After activating the Aeries account, parents and students can monitor current grades, missing assignments, and test or project scores, as well as attendance.

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

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 a concern, or share a success. Email is an excellent vehicle to use in clarifying any question or addressing a topic.

DAILY BELL SCHEDULE

Monday, Tuesday, Thursday	Early Release Wednesday	Friday
Period 1: 8:50-9:37	Period 1: 8:50-9:28	Period 1 8:50-9:34
Period 2 9:41-10:35	Period 2: 9:32-10:13	Period 2 9:38-10:22
Break: 10:35-10:50	Break: 10:13-10:28	SOAR (in period 2) 10:22-10:50
Period 3: 10:54-11:41	Period 3: 10:32-11:10	Break 10:50-11:05
Period 4: 11:45-12:32	Period 4: 11:14-11:52	Period 3 11:09-11:53
Lunch: 12:32-1:02	Lunch: 11:52-12:22	Period 4 11:57-12:41
Period 5: 1:06-1:53	Period 5: 12:26-1:04	Lunch 12:41-1:11
Period 6: 1:57-2:44	Period 6: 1:08-1:46	Period 5 1:15-1:59
Period 7: 2:48-3:35	Period 7: 1:50-2:28	Period 6 2:03-2:47
		Period 7 2:51-3:35

ACADEMICS

EDUCATIONAL PROGRAM: Middle school offers both required and elective courses. Each student has a total of seven class periods. Five of the seven courses are required; math, language arts, social science, science, and physical education. Report card grades are given four times a year at the end of each quarter. All parents will receive a mid-quarter progress check. Each quarter grade reflects the preceding 9 weeks of course work and is recorded on the student's permanent record. Middle School students are not given midterm or final exams, nor do quarter grades carry over into the next quarter.

- All grades are assigned by teachers, and by law, can be changed only by the teacher assigning the grade. All students will receive a progress report midway through the quarter. Such notices are given to help students and parents understand and improve on academic or conduct deficiencies.
- Parents with questions about the progress or grade report after discussing it with their child should contact the teacher who assigned the grade. Parents may view current grades at any time by accessing their student's account on Aeries/Tuffree website. Remember, teachers do not give grades ...students earn grades.

Students who fail to pass their core classes (language arts, social science, science, or math) will be required to attend after-school classes in the 8th grade and are at risk of being retained (CA Education Code).

The grade point system is as follows:

- A 4 points (Superior)
- B 3 points (Above average)
- C 2 points (Average)
- D 1 point (Below average)
- F 0 points (Failure)

Daily Schedule: Students should not arrive on campus before 8:00 a.m. unless specifically requested in writing by a staff member or enrolled in Zero Period. Once the school day has concluded, students need to vacate the campus unless specifically requested to participate in an activity supervised by a teacher or administrator.

Textbooks: Books are issued to students at registration prior to the beginning of school. For textbooks which are lost or damaged, a full replacement cost must be paid. Most textbooks cost between \$50 - \$100. Payment will be refunded if the book is subsequently found in undamaged condition. Intentional damage to a textbook results in payment for the full cost of the book and assignment of consequences. Before receiving textbooks or checking out books from the library, students and parents will sign a book borrowing agreement.

Homework and Long-Term Assignments: Homework is an essential part of the learning process. It extends students' skills and develops independent creative abilities. Teachers consider home assignments when calculating class grades. The assigned amount of homework in middle school is a daily average of 30 minutes per class and a total of 1½ to 2 hours per night. Please keep this homework guidelines in mind when budgeting after school and evening events. Students not completing homework may be referred to interventions including Homework Lunch Club, after-school teacher tutorials, and other interventions.

Turning in Student Work: All student work needs to be handed in to the teachers directly. The office will only accept student work for students on prolonged absences. Late or make-up work will not be accepted by the office.

Eligibility: The following eligibility guidelines include requirements that students must meet in order to participate in co-curricular and/or social activities. In order for a student to participate in any co-curricular or social activities, the student is required to maintain an overall (all subjects) grade point average of 2.0 on a scale of 4.0 on all quarterly reports. More specific criteria pertaining to social and/or co-curricular activities will be outlined, including standards for attendance and/or participation, academic performance, and behavior, for those specific activities. The end of the year 8th grade trip to Knott's Berry Farm is based on satisfactory behavior during the 4th quarter and intended to reward 8th graders for excellent citizenship.

Library: The library is provided for serious study, and it is the student's responsibility to be quiet at all times. The library opens at 7:45 a.m. and closes at 4:00 p.m. each school day. Students may use the library before and after school and during nutrition break and lunch without a library pass. If a student wishes to use the library during a class, a hall pass from the student's teacher is required. Students are allowed to check out a maximum of three books at one time. Books may be checked out for two weeks and renewed once. To check out a book or use a computer in the library, the student must bring his/her student identification card to the library. Books may not be taken from the library without proper check-out from the librarian. Students may borrow books for their own use only and may not check out books for a friend. Loss of books and damage to books will be charged to the student based on the replacement cost of the books. Reference books and magazines are not checked out of the library. Textbooks which are only available in the classroom may be checked out overnight from the library. Before receiving textbooks or checking out books from the library, students and parents will sign a book borrowing agreement. Students may access computers and the internet in the library during the operation hours of 7:45 a.m. to 4:00 p.m. for the purpose of school assignments. A signed Internet Use Agreement must be on file in order to use the computers for Internet research. The student identification card is also required for use of computers.

School Materials: All middle school students are required to have materials for classes. The basics include: a student planner, three-ring binder, blue or black ball point pens, pencils, protractor, and white lined notebook paper. Your teachers may provide more specific materials lists. Individual students are not permitted to sell items on campus.

Make-up Work: We want our students to attend school every day! Activities such as collaborative learning activities, speakers, and classroom discussion cannot be duplicated and many courses require step-by-step learning. When a student is absent, it is his/her responsibility to monitor teacher websites and/or contact teachers concerning make-up work, or have a friend collect assignments during their absence.

- Assignments are posted weekly in classrooms. Additionally, most teachers post assignments on their websites, which can be checked by visiting the Tuffree Website and the teacher's name,
- Students are responsible for all class work assigned. Students are allowed two days for each day of excused absence to complete their make-up assignments, except for long-term assignments, which are due upon the student's return to school.
- If a student will be absent for three or more days due to illness, the parent may check the teacher's website or call the office to request class assignments that will be available for pick-up on the following day after 3:40 p.m.

Physical Education Excuses: Excuses from physical education classes due to illness or injury must be presented to the physical education teacher upon return to school. A parent/guardian note must be hand-written (no phone calls or emails will be accepted), presented to the teacher before class, and will be honored for one, two or three days, as specified by the parent. Long-term excuses beyond three days, must be written by a doctor and are required to be cleared through the attendance office. Doctor excuse documents may be obtained in the front office indicating the limitations of the injury or illness for the student, so that modified activities can be prescribed by the physical education teachers. If the student is not allowed to participate in ANY physical activity for a long term illness or injury, a written assignment will be given. That written assignment will be included in the student's grade for credit on any assignment missed during class time.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

At Tuffree Middle School, we work as a team to create a compassionate, positive community where:

- Tuffree students show **RESPECT**.
- Tuffree students show **RESPONSIBILITY**.
- Tuffree students show **TEAMWORK**.

PBIS: TEACHING APPROPRIATE BEHAVIORS:

PBIS Behavior Kick-Off: At the beginning of the school year, all Tuffree students will participate in a kick-off day where the specific behaviors identified on the Tuffree behavioral matrix are taught throughout campus.

PBIS "Booster Shots": When needed at various times throughout the school year, students will receive "booster shots" or lesson reviews of the appropriate behaviors to demonstrate on campus. These lessons will be provided through instructional videos, re-enactments of behavior on campus, and other tools which will assist students in making positive choices on campus.

PBIS & Falcon Films: Tuffree’s video production class, Falcon Films, produces a daily news broadcast that will include announcements and reminders of these behavior expectations when appropriate.. A regular element of Falcon Films is student-created films demonstrating and reinforcing the appropriate positive behaviors on campus.

PBIS Classroom Instruction: Each Tuffree teacher will expect and reinforce the school-wide behavior expectations taught at the beginning of the school year. Additionally, teachers will provide classroom lessons on how to appropriately show respect, responsibility, and teamwork in their classroom. The Tuffree teachers will acknowledge, praise, and reward appropriate classroom behavior, and will re-direct and intervene with inappropriate behaviors.

PBIS: REINFORCING APPROPRIATE BEHAVIORS

Praising Appropriate Behavior: Teaching and reinforcing good behavior is a focus at Tuffree Middle School. Tuffree staff members seek to praise and recognize the excellent behavior we see from students on a daily basis.

Falcon Spirit Cards or 5 Star points: When a student is exemplary in demonstrating respect, responsibility, or teamwork, a staff member or other adult on campus may reward them with a Falcon Spirit Card or 5 Star points. Students who receive the Spirit Cards will need to convert them into 5 Star points. This can be done at the student Spirit Store. Items from the Spirit Store can be purchased using these 5 Star points. The Spirit Store is open at lunchtime on Tuesdays and Thursdays. In addition, Staff may choose a student that has shown Respect, Responsibility and Teamwork consistently.

Falcon Feather Awards: Once a month, each teacher chooses 2 students that demonstrate our 3 core values (RESPECT, RESPONSIBILITY, AND TEAMWORK). These students are recognized in their classrooms with a falcon feather award and sent to the library for a gift certificate and their pictures are taken to post on the school’s Facebook page. These falcon feathers are displayed in the library with their picture. Some of these students are selected randomly to appear on our marquee in front of the school.

Student of the Quarter: Each quarter, teachers will select “Students of the Quarter.” The students chosen will have demonstrated exemplary citizenship, academic dedication, or improved effort in school. These students will receive rewards, certificates, and will be recognized at school-wide assemblies.

PBIS: ENCOURAGING POSITIVE BEHAVIOR

Students not showing respect, responsibility, or teamwork will be provided interventions to correct these behaviors. Depending upon the behavioral incident and pattern, a disciplinary intervention will be applied by a Tuffree staff member or administrator.

Initial Interventions: If a student demonstrates a negative behavior, a Tuffree staff member will first attempt to redirect the student’s behavior by:

- Ensuring student understands classroom lesson
- Discussing and re-teaching behavior expectations individually
- Goal-setting and reflecting with the student
- Selecting a temporary alternate class room for the student
- Offering alternatives for the student (different assignment, choices)

Secondary Interventions: If a student continuously demonstrates a negative behavior and previous attempts to modify the student’s behavior have been unsuccessful, a staff member will attempt to correct the student's behavior by:

- Attempting different primary interventions (mentioned above)
- Making a parent phone call or arranging a parent meeting
- Giving a Minor Behavioral Infraction, which may include a teacher-given consequence (ie. detention, essay)

Minor Behavioral Infraction: A teacher may issue a minor behavioral infraction to serve as a notification to the student and parent that the negative behavior needs to be corrected. When a Minor Behavioral Infraction notice is issued, the following steps will take place:

- The staff member will give the Minor Infraction to the student and explain why it is being given.
- The student will take the Minor Infraction home to discuss the behavior with his/her parents; parents will sign the infraction.
- The student will return the Minor Infraction to the teacher. If the student has been assigned a teacher-detention, the student will serve the teacher detention.

Major Office Discipline Referral: A teacher may write an Office Discipline Referral for more severe or habitual behavioral infractions. When a Major Office Discipline Referral is written, the following steps will take place:

- The staff member will give the Major Office Discipline Referral to the assistant principal with a recommended intervention or consequence.

- If necessary, the student will be removed from the classroom.
- The teacher will notify the parents of the behavior and inform the parents that situation has been referred to the office.
- An administrator will meet with the student in a timely manner to address the behavior issue.
- An administrator will determine appropriate consequences for the student; those will be added to the Office Discipline Referral with immediate feedback to the teacher..
- An administrator will make contact with parents regarding the behavior and if necessary set up meetings or implement higher-level interventions.
- The student will take the Office Discipline Referral home to discuss with his/her parents with a return parent signature. Should this Office Discipline Referral with parent signature fail to be returned, an administrator will make a personal contact to the parents.
- The student, teacher, and an administrator may meet together to discuss the behavior and ways to improve behavior.
- The student will serve the assigned consequences.

STUDENT ACTIVITIES

Activities Assemblies: Assemblies are a privilege in which our skills as an audience are as important to the success of the program as the content of the program. They provide an opportunity for Tuffree students and staff to receive important information, to be entertained, or be challenged to greater achievement.

School Dances: Dances are a part of the co-curricular program at Tuffree Middle School. Adult supervision is provided. Only Tuffree Middle School students are permitted to attend. No guests may attend. Dances begin at 3:35 p.m. and end at 5:00 p.m. Students are to make arrangements to be picked up by their parents or guardians promptly at 5:00 p.m. Students may not leave the dance prior to 5:00 p.m. without prior written permission by their parent or guardian. If students are released early, a parent or guardian must sign them out through the school office. Your cooperation is appreciated.

Eighth Grade Promotion: Each member of the eighth grade class is required to know the following behavior responsibilities. Failure to comply with these requirements may result in removal from eighth grade promotion activities, removal from the promotion assembly, and/or withholding of the Certificate of Promotion. These guidelines are consistent among all PYLUSD middle schools.

Eighth graders are considered students of Tuffree Middle School until the completion of all promotion activities. In order to participate in the promotion ceremony, all eighth graders must appropriately complete the required course of study with passing grades and have a satisfactory attendance record. **Any one or combination of the following circumstances may result in denial of participation in Knott’s Berry Farm trip, the promotion dance, ceremony, and/or other related activities:**

- Student qualifies for retention by earning six (6) or more failing grades in CORE classes during the 8th grade school year. CORE classes include Language Arts, Social Studies, Science and Mathematics.
- Student is suspended during the 4th quarter, or is placed on a behavior exclusion list through disciplinary action
- Student may be placed on exclusion for habitual attendance issues; this will be determined via Student Study Team
- Eligibility for participation is a local school issue and the decisions of the administration are final.

STUDENT LIFE

INSURANCE: Our school district makes student insurance available to all students on a voluntary purchase basis. Students participating in extracurricular activities are required to have adequate accident coverage. District schools do not provide insurance for personal property of students. Personal property brought to school for use in the school program is brought at the owner’s risk.

FIRE AND DISASTER DRILLS: Fire, disaster, and lockdown drills are required by law at regular intervals. Students are required to conduct themselves in an orderly and quiet manner during the drills. Because students must be able to hear emergency instructions, talking is not permitted during drills.

BACKPACKS: Students are advised to be very careful with their backpacks, and they should not leave money or other valuables in their backpacks. Students are not permitted to deface backpacks with marking or writing. All students should respect the property of others. Tampering with another student’s backpack is not permitted, and any student violating this rule will be subject to consequences. District guidelines suggest that backpacks should be no heavier than fifteen percent of the student’s body weight.

SCHOOL TELEPHONE: The office phone is for emergencies only and for students who are ill. Making arrangements for transportation home or asking permission to go somewhere after school are not considered emergencies. If changes in student-parent prearranged plans occur, students may use the school phone with permission from the office staff. Students may use their cell phones to call parents with permission from the office staff.

FORGOTTEN ITEMS: Any items brought to school for students, (such as lunches, clothes, or projects), will be received in the front office and placed in a file box by the attendance door. Students can check this box during break, lunch, or between classes. Classes will not be interrupted for delivery of student items or to call students to the office to retrieve them. Money cannot be accepted in the front office to be given to students. For your convenience, envelopes are available in the front office (check made payable to PYLUSD Food Services) for parents to add money to student lunch accounts.

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 714-986-7480, 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, students have 48 hours to clear an absence. If a student does not clear an absence, in writing or by call, after 48 hours that absence will be permanently marked as truant. **Consequences will be assigned for truancies and/or failure to clear an absence within 48 hours.**

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, a parent or guardian must sign their student out of the office. The parent or guardian must present Identification to the office staff. 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 being checked out by the parent or guardian, the student will be truant and will not be allowed to clear the truancy.

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 (1st Period may be handled by office)
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.**

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.

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.

CLASSROOM SUSPENSIONS: California Education Code 48910. (a) A teacher may suspend any pupil from class, for any of the acts

enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

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 the 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 contact, detention.
Incident 3	Item will be confiscated, alternative clothing loaned, parent contact, 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)

In alignment with Board Policy 513.11, Student Use of Electronic Devices, the Board of Education permits student possession of electronic devices on school campus during the school day. The PYLUSD 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. The school day is defined as the time a student arrives on campus until the end of their instructional day.

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, Parent Contact
- Incident 2 Loss of participation points, Teacher assigned detention, Parent Contact
- Incident 3 Office Referral, Saturday School, Administration will make Parent contact
- Incident 4 Loss of participation points, Saturday School, Administration will make 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, Warning, and/or possible detention
- Incident 2 Confiscation, Parent contact, detention
- Incident 3 Confiscation, Parent contact, Saturday School, Revocation of Privileges
- Incident 4 Confiscation, Parent contact, Revocation of Privileges, Saturday School, possible Police citation

Incident 5 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 Warning; recorded in Aeries; Parent Contact
Incident 2 Detention, Parent contact
Incident 3 Saturday School, Parent contact
Incident 4 In-House Suspension, Parent Contact, Behavior Contract,
Incident 5 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 beverages, 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.

OTHER MEANS OF CORRECTION:

Students will be housed and supervised on campus, separated from the student body and parents will be contacted. Curriculum will be provided by the teachers. In an attempt to redirect chronic or other inappropriate behaviors, restorative practices will be implemented. Counseling will be provided to each student during this time. The student will be expected to do additional focused assignments related to the behavior that is being addressed. Whenever appropriate, mediations and teacher/student conferences will be held to restore relationships and re-establish school/classroom expectations.

IN-HOUSE SUSPENSION

Students will be housed and supervised on campus, separated from the student body for a full day. 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 (714-584-8110)**, 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:

Richard McAlindin, Executive Director
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
rmcalindin@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 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 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: Rick Lopez, Assistant Superintendent, Personnel (714) 985-8406 rlopez@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.

TUFFREE MIDDLE SCHOOL'S COMMITMENT TO STOP BULLYING

Tuffree Middle School: Definition of Bullying - for students

Bullying is when someone purposely *and* repeatedly hurts, humiliates, or isolates someone else.

Four Types of Bullying

Physical
Verbal
Cyber
Exclusion

Tuffree Middle School Anti-Bullying Pledge

I will not bully others.
I will not watch while others are being bullied.
I will report bullying whenever I see it.
I will include others who are left out.

Teachers and Staff have been trained in being able to recognize and report bullying. The following general teaching approaches will be taken to support bullying prevention at TMS:

Setting clear expectations for students in regards to behavior, classroom routines, and safety

- Modeling, teaching, and rewarding pro-social, healthy, and respectful student behavior
- Creating safe school and classroom environments that incorporate an appreciation of differences and diversity of students
- Using appropriate and positive responses and reinforcement, even when students require discipline
- Implementing techniques that promote positive student-teacher relationships
- Reinforcing positive approaches to behavior, such as collaborative problem-solving, conflict resolution/mediation, teamwork, and opportunities to practice positive behavior
- Providing students with media and internet safety information and authentic dilemmas
- Supporting students' interest and participation in non-academic and extracurricular activities, after school programs, and clubs and activities

REPORTING BULLYING AND RETALIATION

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Data indicate that bystanders make the difference in all bullying cases. Staff, students, parents, or guardians are encouraged to report in person, via email, via phone, or in writing to the principal or designee.

RESPONDING TO A REPORT OF BULLYING OR RETALIATION

- Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and to protect the alleged target from possible further incidents.
- The principal or designee will implement appropriate strategies for protecting from bullying or retaliation, a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.
- The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.
- During the investigation, the principal or designee will, interview students, staff, witnesses, parents or guardians, and others as necessary.
- To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

DETERMINATIONS

- The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take reasonable steps to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities.
- The principal or designee will 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.
- The principal or designee will be in communication with the parents or guardians of both the target(s) and aggressor(s).

1. Remedial action can include but is not limited to: teaching through skill-building, check in/out systems, individual

counseling, small group counseling, behavioral support strategies, assemblies and special programs that address school climate, bullying, bystanders, etc.

2. Disciplinary action, if appropriate as determined on the basis of facts found through the investigation, will be based on the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Disciplinary actions will be consistent with the school and district's code of conduct.

*****A student who knowingly makes a false allegation of bullying or retaliation may be subject to disciplinary action as well.*****