

# ***BREA JUNIOR HIGH***

## ***"BOBCATS" with a PRIDEFUL ATTITUDE***

### **2019 - 2020 HANDBOOK**

Brea Junior High School  
400 N. Brea Boulevard  
Brea, CA 92821



Principal

**Mrs. Kelly Kennedy**  
[kkennedy@bousd.us](mailto:kkennedy@bousd.us)

Assistant Principal

**Mr. Rollie Ham**  
[rham@bousd.us](mailto:rham@bousd.us)

Counselor

**Mr. Andrew Babbitt**  
[ababbitt@bousd.us](mailto:ababbitt@bousd.us)

***This agenda belongs to:***

NAME \_\_\_\_\_

**For all School News and to access the Parent Portal,  
Please visit our Website: [bjhs.bousd.us](http://bjhs.bousd.us)**

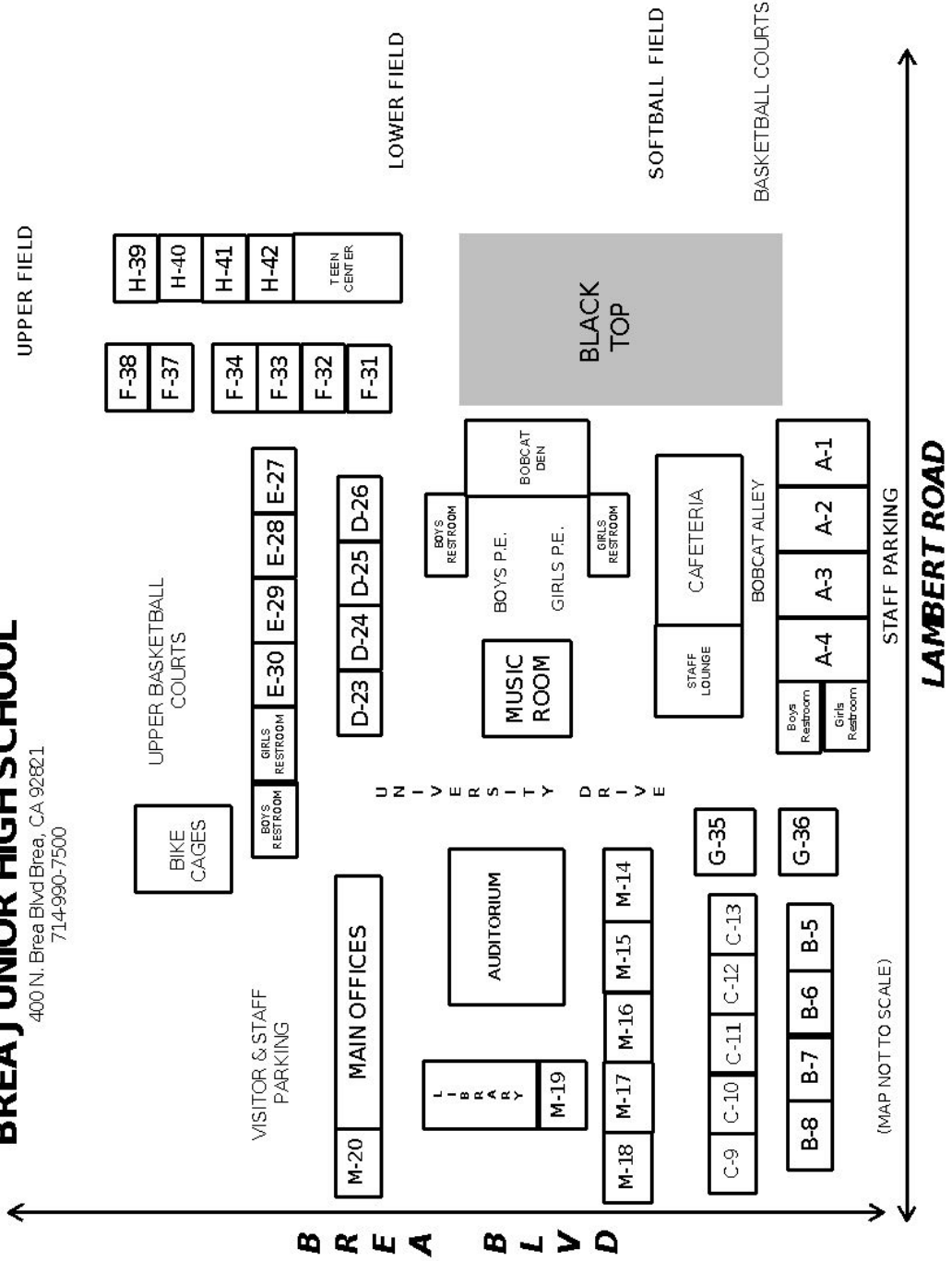
Main Office (714) 990-7500  
Attendance Office (714) 990-7504

Guidance Office (714) 990-7501  
Principal's Office (714) 990-7835



# BREA JUNIOR HIGH SCHOOL

400 N. Brea Blvd Brea, CA 92821  
714-990-7500



# BREA JUNIOR HIGH SCHOOL

“Home of the Bobcats”

## BJH VISION STATEMENT

The vision of Brea Junior High, in partnership with the home and community, is to prepare students to be lifelong learners and responsible, contributing citizens in a culturally diverse, safe society. Students will develop their full potential in an educationally challenging environment where they will be treated with respect, given equal access to a rich, meaningful curriculum, and challenged to meet expectations of excellence.

We provide curriculum and instruction that aligns with the national common core standards. We seek to meet the needs of all students, including Special Education students, Regular Education students, English Language Learners, GATE students, and those who are at-risk. Our schedule of class offerings fluctuates each semester, as the needs of our students change. We believe in purposeful staff development opportunities that empower teachers, classified staff, and administration to be lifelong learners practicing on the edge of our craft. As our assessment data and standards drive our curriculum, teachers use this information to differentiate and modify instruction in order for our students to reach proficiency.

## BJH STATEMENT OF PURPOSE

**Brea Bobcats are a compassionate and courageous community of learners who commit to excellence in academics, citizenship, and personal P.R.I.D.E.**

Welcome to BREA JUNIOR HIGH SCHOOL! We are known as the BOBCATS, and our school colors are red, black and white. Our motto is “Have a PRIDEFUL attitude.” Brea Junior High School is founded on its Bobcat P.R.I.D.E! Our Bobcat P.R.I.D.E. establishes a learning community that supports all students’ intellectual, ethical, and social growth.

Positive Attitudes Show kindness and empathy.

Be a problem solver with your words and actions.

Respect Listen and follow directions.

Treat others the way you want to be treated.

Integrity Be honest. Do what’s right at all times.

Determination Work hard and make the most of every moment.

Excellence Put forth effort to learn every day. Achieve your personal best!

Be proud of being a BREA JUNIOR HIGH BOBCAT . . . show your pride each and every day!

The next few pages describe important policies and practices at our school. Please review the information carefully. Knowing our procedures and expectations will help you succeed and enjoy your experience here. We wish you success at the junior high school. If you work hard, you will have a successful and enjoyable year.

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| <b>Regular Bell Schedule</b> |              |
|------------------------------|--------------|
|                              |              |
| <b>First Bell</b>            | <b>8:10</b>  |
| Homeroom                     | 8:15 - 8:17  |
| Period 1                     | 8:17 - 9:04  |
| Period 2                     | 9:08 - 9:55  |
| SNACK                        | 9:55 - 10:09 |

| <b>Wednesday Late Start Bell Schedule</b> |               |
|---|---------------|
|   |               |
| <b>First Bell</b>                         | <b>8:30</b>   |
| Period 1                                  | 8:35 - 9:20   |
| Period 2                                  | 9:24 - 10:09  |
| SNACK                                     | 10:09 - 10:20 |

|          |               |
|----------|---------------|
| Period 3 | 10:13 - 11:00 |
| Period 4 | 11:04 - 11:51 |
| Period 5 | 11:55 - 12:42 |
| LUNCH    | 12:42 - 1:13  |
| Period 6 | 1:17 - 2:04   |
| Period 7 | 2:08 - 2:55   |

|          |               |
|----------|---------------|
| Period 3 | 10:24 - 11:09 |
| Period 4 | 11:13 - 11:58 |
| Period 5 | 12:02 - 12:47 |
| LUNCH    | 12:47 - 1:17  |
| Period 6 | 1:21 - 2:06   |
| Period 7 | 2:10 - 2:55   |

### **GUIDANCE AND COUNSELING SERVICES**

Each student will be assigned to an Assistant Principal, who will be available for consultation and guidance throughout the year. Policy states that we do not accept parent or student requests for a specific teacher. Students are randomly scheduled by computer. We encourage all students and parents to consult their Assistant Principal any time they have concerns relating to class program, academic progress, or any area relating to school.

Questions about a specific class should be directed to the teacher first. Parents who have serious concerns about their student’s academic standing should contact the Assistant Principal regarding alternatives in resolving the problem. It is our intent to be responsive to your needs.

### **CURRICULUM/SCHEDULING**

The curriculum at Brea Junior High School is aligned with common core state standards. Each student will have a seven period instructional day, which includes a full year of History, Mathematics, Physical Education, English Lit, and Science. Please see the school website under the tab “Academics” for all course descriptions.

The school furnishes books to all students. Students are responsible for making sure that all books are covered. It is the responsibility of the student to see that these books are well cared for and that all precautions are taken to prevent loss or damage. Lost, stolen, or damaged books must be replaced by the student through the library. Students will be held responsible for payment to cover lost or damaged books. If the book is found, the money will be refunded.

### **ABI PARENT/ STUDENT GRADE PORTAL**

The Aeries Browser Interface (ABI) Parent Portal, which can be linked from our school website, provides grades, attendance, emergency contacts, transcript, and other useful information to parents and students who have created an account. Parents or students who need to establish an account should call 714-990-7501. Most BJH teachers use the Aeries Grade Book software that is linked to the portal so that assigned, graded, and missing assignments can be viewed in real time. This is a valuable resource to all students and parents. Please check it regularly.

### **BJH GRADING SCHEDULE**

|              |             |              |                          |              |             |              |                          |
|--------------|-------------|--------------|--------------------------|--------------|-------------|--------------|--------------------------|
| 1st Progress | 1st Quarter | 2nd Progress | 1st Semester Report Card | 3rd Progress | 3rd Quarter | 4th Progress | 2nd Semester Report Card |
|--------------|-------------|--------------|--------------------------|--------------|-------------|--------------|--------------------------|

|           |         |          |          |          |       |     |      |
|-----------|---------|----------|----------|----------|-------|-----|------|
| September | October | November | December | February | April | May | June |
|-----------|---------|----------|----------|----------|-------|-----|------|

**PROGRESS REPORTS:** Parents and students are notified online if a student’s class performance or behavior is poor (D, F, N, U) during any nine-week grading period. This notification published in the middle of the grading period helps students and parents realize that performance or behavior needs improvement. Checking the online grading portal regularly gives current information in real time.

**SCHOLARSHIP AND CITIZENSHIP**

Brea Junior High School is one of the finest junior high schools in Orange County! Our students learn to understand important concepts, develop essential skills and apply what they learn to real-world problems. We are a high-performing school where all students are academically challenged and where they are provided with the curriculum, instruction, support, and time they need to meet rigorous academic standards. The curriculum and extracurricular programs here at BJH are motivating, engaging, and tap into our students’ interests and curiosity.

We see the true value of building independence and a strong work ethic in every one of our students in order to keep their options open well beyond their high school years and into their college and career futures. Our students have the opportunity for both independent inquiry and learning in cooperation with others. They have time to be reflective and numerous opportunities to make decisions about their learning. There are high expectations for all students and we are committed to encouraging and supporting every student to produce work of high quality.

Outstanding scholarship and citizenship are commended and rewarded through the following:

- **PRINCIPAL’S LIST:** 4.0 grade point average. No N’s, U’s in citizenship, and no suspensions.
- **HONOR ROLL:** 3.50-3.99 grade point average. No N’s, U’s in citizenship, and no suspensions.
- **NATIONAL JUNIOR HONOR SOCIETY:** Seventh graders must have a 3.8 grade point average for each of the first three quarters of the seventh grade and have no N’s or U’s in citizenship, and no suspensions. Good Citizenship and a G.P.A. of 3.8 or higher must be retained during 8th grade in order to remain as an NJHS active member.
- **STUDENT OF THE MONTH:** Every teacher may recognize a student each month based on P.R.I.D.E characteristics. Certificates are awarded.
- **P.R.I.D.E. CARDS:** Every staff member has the opportunity to reward a student for something that is considered above and beyond normal expectations. P.R.I.D.E. cards can be turned in monthly for an opportunity to spin the prize wheel or group activity/reward.
- **P.R.I.D.E. STARS:** The three administrators on campus have the opportunity to reward a student for something that is considered above and beyond normal expectations. P.R.I.D.E. stars are turned in for a monthly opportunity for a prize.

**ACADEMIC DISHONESTY:** Academic Dishonesty or cheating is defined as the act of obtaining or attempting to obtain credit for work by dishonest, deceptive, fraudulent, or unauthorized means. Assisting others in doing so is also academic dishonesty. Plagiarism is defined

as presenting or stealing someone's work as your own to commit literary theft, or to present an idea or product taken from an existing source as new and original. First infraction usually results in a referral, an F on the assignment and parent notification; and a detention or Saturday School. Second infraction usually results in an F for the course grade and parent conference.

### **ELIGIBILITY FOR PROMOTION CEREMONY**

Students must pass 26 out of 28 semester classes in their two years at BJH. Students who receive more than two semester F's will not be permitted to go through the promotion ceremony, participate in end of the year activities, or receive a promotion certificate. Opportunities for grade redemption may be considered on a case-by-case basis. Promotion Certificates will not be granted to those promoting until all debts have been cleared.

### **ACTIVITIES PARTICIPATION**

Students who are earning an F, a U, or a G.P.A. below 2.0 are not allowed to participate in school sponsored activities (i.e. field trips) which take them away from class during the school day. This policy also applies to extra-curricular activities such as school dances, after-school sports and talent shows. In regards to "Touch of Class" nominations, students may not have any suspensions and must have a 2.5 GPA. **Eligibility is determined by quarter reports, progress reports, and grade checks on current classroom performance.** A student may have his/her eligibility revoked at any time as a discipline consequence or when the student's poor citizenship is serious enough to warrant loss of this privilege.

### **HOMEWORK POLICY**

BOUSD Board Policy number AR6154a states students in Grades 7-8 should be expected to spend an average of 60-90 minutes four or five days per week. This time may vary depending on the individual needs of students and may occur over the weekend. It is the responsibility of the student to organize his or her time to complete these assignments within the given time lines.

### **MAKE UP WORK**

Students or parents may request homework assignments through the guidance office for an extended absence of three or more days. Each teacher will review their individual classroom practice at the beginning of school and Back to School Night. Our school-wide practice is to allow one day per day of absence to make up work.

### **STUDENT ATTENDANCE PROCEDURES**

Regular attendance is one of the most important requirements for success. All students are required to attend school daily according to California State Law. The only legal exceptions for absence from school are personal illness, medical necessity and funeral services for a member of the immediate family, for not more than one day in California or three days outside of the state.

### **HEALTH GUIDELINES FOR SCHOOL ATTENDANCE**

Students too ill to participate in normal school activities, or with a temperature greater than 100, should stay home. Students with persistent vomiting, diarrhea, contagious illness, or rash of undetermined origin, should be excluded until well or released by a physician. Students who have undergone a medical procedure requiring general anesthesia are to stay at home for a minimum of



24 hours after anesthesia. Final decisions regarding school attendance for health reasons will be at the discretion of the principal and/or school nurse.

### **REPORTING AN ABSENCE**

When a student is going to be absent, a parent or guardian should call the school at any time at **(714) 990-7504** and leave a message on voice mail or call the attendance clerk directly any time after 7:30 A.M. The school district has a policy that states the school must receive a phone call or written excuse from the parent or guardian before the student can be cleared for re-admittance. If a parent or guardian calls a written note is not needed. All unverified absences will be marked truant until cleared.

### **UNEXCUSED ABSENCES/TRUANCY**

Reported unexcused absences from all or any part of the school day, as well as unexcused tardies, will be considered truant and the student may be required to make up the time either during detention or Saturday School.

### **RETURNING TO SCHOOL FROM AN ABSENCE**

When returning to school the next day from an absence, students may go straight to class. Upon returning to school on the same day after an appointment, students are to go immediately to the attendance office to obtain a re-admit slip before returning to class.

Students who are not in attendance at school for at least four periods are not eligible to attend after school or evening activities, including athletics.

If a student is going to be absent for an extended amount of time, please notify the attendance office as soon as possible.

### **INDEPENDENT STUDY**

If your student must be out of school for five days or more, please contact the school office at (714) 990-7504 as far in advance as possible. Independent study agreements are an educational support strategy that ensures your student will not miss important learning. Independent study also means our school won't lose educational funding.

### **TARDIES**

Promptness in reporting to school and to the classroom is vital to the efficient operation of the school and the individual class. Unexcused tardies will result in disciplinary action. All students who are late to school must report to the attendance office to obtain a tardy permit before going to class. (Oversleeping and walking to school are not reasons for an excused tardy). Classroom teachers handle the first three tardies and then the fourth tardy is addressed at the administrative level, with consequences including detention and Saturday School.

### **LEAVING CAMPUS**

This is a closed campus; therefore, students may not leave campus at any time during the school day unless they are released by the attendance office. We realize that some doctor and dental appointments must be arranged on short notice, but please notify the attendance office of appointments before school so your student can be given an off-campus pass. Their name will be

placed on an early release list for teacher information. We would like to avoid disrupting classes as much as possible.

In order to ensure the safety of all students at BJH, the following check-out policy is in place:

1. Students are to be excused only for emergencies, appointments with doctors, dentists, etc. A note from the parent or guardian must be brought into the attendance office the morning of the appointment before school.
2. Students may only be checked out by an adult whose name is on the student's emergency card.
3. The adult who is checking out the student must come into the attendance office, show proper ID (CA ID/License) & sign a check-out log.
4. Students must be picked up in the attendance office. They will not be allowed to wait outside the office to be picked up by parents.
5. Upon returning to school, students are to go to the attendance office to obtain a re-admit slip before returning to classes.

### **CHANGE OF ADDRESS**

If at any time during the school year, it becomes necessary for you to change your name, mailing address, or phone number, please report this change immediately to the guidance office. This information must be kept current to safeguard the personal welfare of each student in an emergency and to keep school records up to date.

### **ILLNESSES AT SCHOOL**

If a student becomes ill while at school, he/she is to come to the health office. The student is not to contact home, using their cell phone to contact parents, for an illness. We will call a parent or designated person listed on the emergency card to come and pick the student up. Policy states that if a student is unable to be in class and participate in normal activities, he/she must go home. Students are not allowed to "rest" in the office until they are feeling better. For this reason, please be sure designated names on the emergency card are always up to date and available for an emergency.

### **PERMANENT WITHDRAWAL**

A parent must notify the attendance office in advance of a student's upcoming withdrawal from our school. The student must report to the attendance office the morning of his/her last day of school and will be given a withdrawal slip to take to all teachers. When this withdrawal slip is returned to the office, complete with grades/signatures, and all books returned, a transfer card will be issued.

### **MEDICATIONS AT SCHOOL**

If your student needs to take prescription and/or over the counter medication at school, you and your doctor must complete the district issued form. The medication must be sent in the original vial with the student's name on it. Forms are available in the main office. Inhalers may be carried by the students after a contract has been completed. District Policy requires that the office have on file a record of those students carrying inhalers. These contracts are also available in the main office.

### **MESSAGES / DELIVERIES TO STUDENTS**

BJH values instructional time. In order to avoid classroom and office interruptions, we ask that messages from home be kept to an absolute minimum and be limited to true emergencies. In emergency cases, such as a family medical emergency, or issues involving student safety, parents

should contact the Attendance Office and every effort will be made to deliver the message quickly. At the junior high level, we cannot accommodate goodies/food for any celebrations and we do not deliver flowers or balloons etc. to students. **Students are not allowed to bring or carry flowers, balloons etc. from class to class during school hours.**

### **CELL PHONE POLICY**

By state law, students are allowed to have cell phones on campus. However, NO CELL PHONE USE is allowed anywhere on campus between 8:15 a.m. and 2:55 p.m, and cell phones must be turned off during school hours, except during teacher directed activities. Cell phones may only be used before or after school (includes NO CELL PHONE USE at passing, snack break, or lunch). If a cell phone is visible, goes off in class, or is in use in any of the above, it will be confiscated and there will be consequences, including Saturday School. Any student needing assistance during the day should ask supervising adult for help and not text their parents during the day. NO CELL PHONE USE IS ALLOWED IN LIBRARY OR THE P.E. LOCKER ROOM BEFORE, DURING OR AFTER SCHOOL.

### **BIKES, SKATES AND SKATEBOARD REGULATIONS**

Students are required to park and lock their bikes and skateboards in the bike cages. Students are required to provide their own locks and cables for this purpose. The school is in no way responsible for lost or stolen items. The storage of these items is not permitted in offices or classrooms and may not be carried from class to class. Bike riding on the school grounds, including sidewalks, is not permitted. Pursuant to city ordinance \*805, roller blading, skating or skateboarding is not allowed on campus. Violation of this rule will result in disciplinary action.

### **LOCKERS**

Students are issued a locker in physical education for the girls or boys PE locker area within the first week of school. Students may not use a locker that is not assigned to them or share a locker with another student. Consequences will be given for any student who puts their lock on a locker not assigned to them. Students must keep their locker locked at all times. This practice will help protect personal belongings. **PUT ALL VALUABLES IN YOUR LOCKER (such as money and cell phones). KEEP YOUR LOCKER LOCKED AND YOUR COMBINATION TO YOURSELF. The school is not responsible for lost or stolen items.** Students must keep their lockers as neat and clean as possible at all times. There is NO eating in the locker room. Students will be charged for defacing or damaging lockers. Please check the lost and found in the PE locker rooms as these unclaimed items will be donated the last day of each month. Reminder: NO CELL PHONE USE IS ALLOWED IN LOCKER ROOM BEFORE, DURING OR AFTER SCHOOL.

## **STUDENT BEHAVIOR EXPECTATIONS**

| School-Wide Behavior Matrix     |                          |   |  |  |   |   |
|---------------------------------|--------------------------|---|--|--|---|---|
| Everywhere, Everytime           |                          |   |  |  |   |   |
| *Keep Self to Self              |                          | *Dress Appropriately  |  | *Use Kind Words  |   | *Make Good Choices  |
| Behavior Expectations           | Cafeteria & Bobcat Alley | Field & Blacktop  | Restroom   | Hallways & Quad  | Pick-up & Drop-off Areas  |   |
| R<br>E<br>S<br>P<br>E<br>C<br>T | Myself                   | * Keep my area clean<br>* Use appropriate language  | * Be aware of surroundings<br>* Stay in assigned areas<br>* Be safe                                | * Use restroom quickly and quietly<br>* Go, flush, wash, and return to class                                   | * Proceed quickly and directly to destination   | * Proceed directly to destination.<br>* Once on campus, stay on campus<br>* Use designated areas<br>* Be safe |
|                                 | Others                   | * Be polite to staff and students<br>* Wait your turn in line<br>* Use good manners   | * Include others in the activity<br>* Use athletic equipment in designated areas only<br>* Be safe | * Be aware of others' personal space and privacy<br>* Use appropriate language                                 | * Be aware of others' personal space and privacy<br>* Walk with consideration and stay to the right<br>* Keep walkways clear                  | * Be aware of others' personal space and privacy<br>* Be safe   |
|                                 | Learning                 | * Use Formal Normal voice (Level 3)<br>* Do my own work<br>* Be considerate of other learners in class<br>* Keep food in eating areas<br>* Keep phone off | * Use Loud Crowd voice (Level 4)<br>* Stay in designated areas<br>* Keep phone off                 | * Use Spy Talk voice (Level 1)<br>* Return to class promptly<br>* Use the closest restroom<br>* Keep phone off | * Use Formal Normal voice (Level 3) during passing<br>* Use Silence is Golden voice (Level 0) when classes are in session<br>* Keep phone off | * Arrive with time to spare<br>* Arrange for pick up<br>* Leave promptly<br>* Be off campus by 3:15 pm        |
|                                 | Property                 | * Clean up eating area<br>* Throw all trash away<br>* Keep food in eating areas<br>* Keep gum at home   | * Use equipment appropriately<br>* Throw all trash away<br>* Keep gum at home                      | * Report any problems to teacher<br>* Leave area clean<br>* Throw all trash away<br>* Keep gum at home         | * Leave the area in better condition than you found it<br>* Throw all trash away<br>* Keep gum at home  | * Take all belongings home<br>* Throw all trash away<br>* Keep gum at home                                    |

### PROGRESSIVE DISCIPLINE PROCEDURE:

Students who do not comply with classroom rules will be disciplined for most infractions in the following manner:

- **Minor Incident Reports** are given to students as a notification that the student has violated a school rule. Three reports equal a detention. With the fourth report, the student is assigned to a mandatory Saturday School. Failure to attend a detention or Saturday School will result in additional consequences.
- **Detention Notices** are given to students as a notification to parents that students have not followed classroom rules outlined in the Schoolwide/Classroom Matrix. They should be taken home, signed by parents and returned.

- **Major Incident Reports** are a discipline measure used by teachers and administrators when inappropriate behavior is of a serious nature. Parent signature may be required.
- **Saturday School** assignments are made for detention no-shows and other serious rule infractions. Saturday School will be run as needed on Saturdays from 8-12 a.m. in an assigned classroom for students with serious infractions of school rules.

| Minor Incidents  | Major Incidents   |
|--|---|
| <ul style="list-style-type: none"> <li>• Gum</li> <li>• Trash/Littering</li> <li>• Inappropriate Language</li> <li>• Out of bounds</li> <li>• Dress code</li> <li>• Tardy</li> <li>• Defiance</li> <li>• Disruptions</li> <li>• Cheating on HW/CW</li> <li>• Physical contact</li> <li>• Food outside cafeteria</li> <li>• Matrix Violation</li> <li>• Smart Watch use (leave on airplane mode)</li> </ul> | <ul style="list-style-type: none"> <li>• Defiance</li> <li>-Non-compliance</li> <li>-Insubordination               <ul style="list-style-type: none"> <li>• Language</li> </ul> </li> <li>-Profanity</li> <li>-Inappropriate Language               <ul style="list-style-type: none"> <li>• Technology-Inappropriate Use</li> <li>• Academic Dishonesty</li> <li>• Physical Contact</li> </ul> </li> <li>-Fighting</li> <li>-Horseplay               <ul style="list-style-type: none"> <li>• Theft</li> <li>• Harassment</li> </ul> </li> </ul> |

## **LIBRARY EXPECTATIONS**

Books may be checked out for two weeks and be renewed for an additional two weeks. Students are responsible for all materials charged to their name. Students who wish to use the library during snack or lunch must obtain a pass from an adult on duty. Failure to abide by library rules will result in loss of library privileges.

## **CAFETERIA/BOBCAT DEN EXPECTATIONS**

Each student has a 34 minute lunch and a 18 minute snack break each morning. While in the cafeteria or Bobcat Den, **students must remain seated unless they are in line to buy something**. Students are expected to clean up after themselves. All food and drink must remain inside the cafeteria, Bobcat Den or in Bobcat Alley before school, snack, lunch and after school.

## **SUSPENSION POLICY**

Students may be suspended from regular classroom instruction for any reason listed in the 48900 section of the Education Code. This includes, but is not limited to:

- Caused, attempted to cause, or threatened to cause physical injury
- Battery (willful and unlawful use of force or violence against another person)
- Possession of a weapon or dangerous object
- Possession of, use of, sales or furnishing of a controlled substance (alcohol/drugs)
- Offered, arranged or negotiated to sell a controlled substance
- Attempted/committed robbery or extortion
- Attempted/caused damage to school or private property
- Attempted/stole school or private property
- Possession/use of tobacco product (cigarettes/e-cigarettes)
- Committed an obscene act or engaged in habitual profanity, vulgarity or racist remarks
- Disruption of school activities; defiance of authority
- Knowingly received stolen school or personal property
- Possession of a replica firearm
- Attempted/committed a sexual assault or battery
- Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that pupil for being a witness or both
- Engaged in, or attempted to engage in hazing

- Engaged in the act of bullying, including but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel

## **STUDENT DRESS CODE**

While on campus or any school-sponsored event, a student shall be dressed and groomed in a manner which reflects good taste and decency and will not detract from or interfere with the instructional program, the general morale or the image of the school. \*Final determination of all dress code issues lies with the administration.

- Midriffs, strapless, halter, off-the-shoulder or backless tops are prohibited. This includes a sports bra worn as a primary article of clothing. The back area between the shoulders must be covered. No undergarments (bra straps) should be showing at any time.
- Spaghetti straps on dresses and tank tops are prohibited. Tank top straps must be at least 1” solid in width. **Undergarments, including straps that show, are out of dress code.**
- Clothing must cover the midriff completely at all times.
- Low-cut tops are not allowed.
- Skirts, shorts, dress length, and any “fashionable” rips in jeans must be **below the fingertips** when arms are at your side. Sheer leggings are prohibited. If you cannot sit down comfortably due to inappropriate length, you are in violation of the dress code. (ex: inseam must be longer than 5” in length.)
- Pants may not be two inches larger in waist than the student’s normal waist size. If the pants cannot stay up without a belt, they are considered inappropriate. **No undergarments may be seen.**
- Inappropriate t-shirt/sweatshirt logos are not allowed (e.g. reference to alcohol, drugs tobacco, weapons, profanity or sexual reference, ethnic/racial slurs, or other offensive symbols.)
- Shoes must be worn at all times while a student is on campus. Slippers and pajama bottoms are prohibited.
- Chains on wallets and spiked jewelry are prohibited. Piercings other than in the ear are prohibited.

- Students' hair must be a natural hair color and the style must not be disruptive to the normal school day. (Mohawks, extreme styles, feather hair extensions, words or symbols are not allowed.)
- Students may not wear hats, beanies, or sweatshirt hoods in class, at dances or in the auditorium. Ball caps may not be worn backwards or sideways.
- The dress code may be modified at the discretion of the principal. Such modifications will be communicated to students in the daily announcements.

Students who fail to adhere to the dress code will be given a Minor Incident Report and will change into something more appropriate. Continual defiance of the dress code will result in further disciplinary action.

### **STUDENT EXPECTATION NOTIFICATION**

The staff at BJH strives to maintain a safe campus and a climate conducive to learning. Students enrolled are expected to conduct themselves in a mature, respectful, responsible and cooperative manner at all times. Failure to follow the school rules and policies will result in immediate disciplinary action. These rules and procedures apply during the school day, on the way to and from school and at all school sponsored activities. School authority can extend to any activity which impacts negatively on school order and discipline, regardless of the time or place of occurrence. If a student chooses to become involved in any of the following behaviors, he/she is also choosing to accept the consequences that will occur.

1. If a student chooses to bring a dangerous object on campus, he/she will be suspended from school and may be recommended for expulsion from the district. Police will be contacted. Please note: laser pointers are considered dangerous and will result in serious consequences, including possible suspension or expulsion.
2. If a student chooses to use or possess drugs, alcohol, lighters, tobacco (includes e-cigarettes), or other controlled substances while under the jurisdiction of the school, he/she will be suspended from school and may be expelled. The police will also be contacted.
3. If a student chooses to sell drugs, alcohol, or any other controlled substances while under the jurisdiction of the school, the police will be contacted and the district expulsion proceedings will begin.
4. If a student chooses to vandalize, damage, deface or destroy school property, parents will be notified and be required to pay for all repairs and replacement of damaged property. The student may also be suspended from school and the police notified.
5. If a student chooses to become involved in a fight, he/she can expect to be suspended from school for up to five days and the police also may be contacted.
6. If a student chooses to harass, haze or threaten other students he/she will receive consequences ranging from detention to expulsion from school. This includes spreading gossip and rumors.



7. If a student chooses to engage in cyberbullying, which is defined as the engaging in an act of bullying, including, but not limited to, bullying by means of an electronic act, he/she will receive consequences ranging from detention to expulsion from school.
8. If a student chooses to engage in any form of sexual or gender harassment, he/she will receive consequences ranging from detention to expulsion from school (includes pantsing). Each student is entitled to learn in an environment in which all students are treated with respect and dignity. Sexual harassment is against the law. Any student who feels he/she is being harassed verbally or physically should immediately contact the principal or assistant principal.
9. If a student chooses to persistently violate the regulation and policies of the school or defy the reasonable authority of the school personnel, he/she will receive consequences ranging from detention to expulsion.
10. Graffiti is against school rules and the law. Students are not allowed to have Sharpie or other permanent markers. Suspension and police involvement may result for students who violate this standard. If police are involved, a \$1,000.00 fine is possible.
11. If a student chooses to violate class standards by arriving late for class, by being out of class without a pass, or by continually not completing school assignments, he/she can expect the teachers and Assistant Principals to take appropriate disciplinary action. This may include conferences with the teacher and/or assistant principal, detention/Saturday School, notification of parents, or exclusion from school activities.
12. If a student chooses to “cut” school or class or leave without permission, he/she will be considered truant. The student will be required to make up time missed.
13. If a student chooses to leave campus to go to “7-11” or any other place, he/she will be considered truant and will receive appropriate consequences. Bus riders waiting for the bus, early arrivals, or students enrolled in after school activities may not leave campus either.
14. If a student chooses to violate the school dress code, he/she will change clothes. Continual dress code violations will result in detention, Saturday School, and /or suspension.
15. If a student chooses to go into the “off-limits” areas of the campus during P.E., snack or lunch, he/she may be given a Minor/Major Incident Report. These include upper field, monkey bars and park area, including the park restroom.
16. If a student fails to throw trash away or throws food or other items in the cafeteria, or Bobcat Alley, he/she may receive detention at lunch or after school, and/or be assigned to Saturday School. If a student chooses to become involved in any type of “food fight” he/she will be suspended from school.
17. If a student chooses to consume food or drinks out of the cafeteria, or Bobcat Alley, he/she will be given a referral and detention. This includes the courtyards.
18. Unless designated for academic use, students are not allowed to bring any electronic toys or devices to school. If they choose to do so, they will be taken away and stored until parents make

arrangements to pick them up. The school cannot be responsible for these items under any circumstances, including the period of time the item is being stored, awaiting parent pick-up.

19. If a student chooses to misbehave on the bus, he/she may receive a citation from the bus driver and a detention from an Assistant Principal. Continual problems on the bus will result in a loss of bus riding privileges.
20. No public displays of affection are allowed on campus, including: kissing, hand holding and hugging.
21. There is a **NO GUM** policy on campus. Students can expect a Minor Incident Report, detention, or Saturday School for repeat offenses.
22. By state law, students are allowed to have cell phones on campus. However, **NO CELL PHONE USE** is allowed anywhere on campus between 8:15 a.m. and 2:55 p.m, and cell phones must be turned off during school hours, except during teacher directed activities. Cell phones may only be used before or after school (includes no cell phone use at passing, snack, or lunch). If a cell phone is visible, goes off in class, or is in use in any of the above, it will be confiscated and there will be consequences, which includes texting. Any student needing assistance during the day should ask a supervising adult for help and not text their parents during the day. **NO CELL PHONE** use is allowed in the Library or P.E. Locker Room before, during or after school.

### **ANONYMOUS TIP HOTLINE**

For the safety of our students, staff, and school community, BJH has an Anonymous Tip Hotline which is active 24 hours a day, 7 days a week. Any individuals with knowledge of inappropriate, unsafe, or illegal actions related to BJH students, staff, activities, or facilities are encouraged to report the information to a school official immediately.

**REPORT IT! CALL (714) 990-7500**

**TEXT-A-TIP 415-758-BJHS (2547)**

### **SCHOOL/P.E. SUPPLIES**

Red or black athletic shorts and gray t-shirts are required clothing for P.E. classes. The school offers P.E. uniforms for your convenience. Red or black shorts, gray shirts, sweat pants, sweatshirts may be purchased at your choice. Locks may be purchased or may be checked out from the school office and returned at the end of the school year. Agendas are highly recommended for student organization and success; however, agenda information pages may be downloaded from the school website.

California law does not allow school districts to charge fees to students for curricular, co-curricular, or extra-curricular activities. The law does allow school districts to charge fees in specific situations. Those permissible fees are outlined in a FAQ from the Orange County Department of Education Schools Legal Services Division. That FAQ is posted to our school website for your

information. Due to constraints resulting from reductions in State funding for school over the past several years, BOUSD has looked to maintain the high level of programs expected by our community through the solicitation of donations from participants and their families. This long standing practice is still legal and acceptable. The law is also very clear that all students must be allowed to participate in curricular, co-curricular, or extracurricular activities, without sanctions or limitations, regardless of whether a student or his/her family makes a donation.

We are working carefully with staff and all groups on campus to ensure that donations are requested only to help defer, or offset, the additional costs of running and maintaining our exceptional programs and activities at their current high level. Without your support of these programs through your donations, we will be required to redesign these programs to match the very limited funding provided by the State. While we will continue to offer as many programs as possible at no cost to students and their parents, please be aware that your voluntary donations help to make the experiences students have at our schools more enriched and extensive.

## **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in the school's additional academic and extracurricular activities that are an integral part of the educational program. These school wide and classroom incentives promote positive attitudes, encourage achievement, and aid in the prevention of behavioral problems. We schedule these events for students to promote individual and team growth, experience and fun. Extracurricular activities include, but are not limited to:

**Show Choir**  
**After School Tutoring**  
**Student Government**  
**Spirit Days**  
**Spelling Club**  
**Science Olympiad**  
**Chemistry Challenge**  
**G.A.T.E. enrichment classes**  
**Club L.I.V.E.**  
**Color Guard**  
**Drama/Play Production**

**Band**  
**Teen Center**  
**BOBCAT P.R.I.D.E. Challenges**  
**After School Athletics**  
**Academic Pentathlon**  
**MATHCOUNTS Team**  
**Yearbook**  
**Club Rock**  
**AVID**  
**National Junior Honor Society (NJHS)**  
**BCTV (Video Broadcasting)**

## **AFTER SCHOOL ATHLETICS**

Students are encouraged to participate in our after school athletics program. The opportunities include: Cross Country, Volleyball, Flag Football, Basketball, Soccer and Track & Field. All student athletes must fill out a sport's packet and have a physical completed before participating in any sport. Students who are earning an F, a U, or a G.P.A. below 2.0 are not allowed to participate and

**eligibility is determined by quarter reports, progress reports, and grade checks on current classroom performance.** A student may have his/her eligibility revoked at any time as a discipline consequence or when the student's poor citizenship is serious enough to warrant loss of this privilege.

## **SCHOOL DANCE POLICIES**

School Dances are held in the cafeteria from 3-5 pm or 6-8 p.m. The dates and times are announced in the morning announcements the week prior to each dance.

1. Dances are for BJH students only.
2. BJH dress code applies to dances. If any student comes dressed inappropriately, he/she will be removed from the dance and parents will be notified.
3. No moshing, slamming, running, or jumping is permitted
4. Students may not stand or walk over the cafeteria table tops.
5. If inappropriate behavior occurs, the D.J. may have to stop the music.
6. Because there is no storage area, students are asked not to bring any items they cannot personally keep with them.
7. Any students who must leave the dance early must have a parent pick him/her up at the back cafeteria door nearest the blacktop and be released by an Assistant Principal or the Principal.
8. Students who are absent from school or go home ill the day of the dance will not be permitted to attend a dance given that day.
9. Any student who is suspended from school may not attend any after school or evening activity during the suspension period.
10. After November grade reports, students who have an F, U, or a GPA below a 2.0 cannot attend dances or other school sponsored events for the next quarter.
11. Every student must have a BJH ID card or alternate approved identification, to attend dances.
12. Parent/Guardian chaperones are welcome at all school dances. Please contact the main office at (714) 990-7500 if you would be interested in chaperoning a school dance that is convenient for you to attend. Thank you in advance!

## **A NOTE TO PARENTS FROM BJH VOLUNTEERS—YOU ARE WELCOME HERE!**

1. Students are in school for 180 days per year. Let's make them count. Their attendance is so important to their success in school. They need to be on time and come prepared to learn.
2. Parent involvement in school is a strong indicator of student success in school. Ask about their work, check school website and grading portal, and be involved in our daily events. We would love to have you volunteer on campus.
3. Please read the weekly BJH newsletter that is emailed home every Monday and the school marquee for upcoming events. Our daily announcements are posted on our web site at [bjhs.bousd.us](http://bjhs.bousd.us) then, go to the "Our School" tab, and click on "Daily Bulletin". Our Principal's Calendar Postcards are mailed home monthly.
4. Please check in with the Main Office when you enter campus. For safety reasons, this is our policy. If you are remaining on campus for an event or to visit a classroom on a pre-arranged date, we have a volunteer pass just for you!
5. If you have concerns about your student's academic progress in a particular class, please contact the following school representatives in this order: 1) the teacher 2) the case carrier if your child is in Special Education 3) the Assistant Principal 4) the Principal. Parent Portal is available for grade book information.

**BJH is a great place for all students!  
With your involvement, we can make it even better**

**Disclaimer:** School rules, policies, and procedures published in this student planner are subject to change as may be needed to ensure compliance with federal, state, or local regulations and are subject to review and alteration as it becomes necessary for the routine operation of the school. Not all rules of behavior, policies, and procedures can be written and inserted into this planner; however, BJH expects students to follow reasonable rules and not violate the rights of others.

**Cornell Notes**

Lecture, reading/chapter/novel/article during class, power point, movies (if need to collect info.)

Topic: \_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Period: \_\_\_\_\_

Date: \_\_\_\_\_

Essential Question:

Questions/Main Ideas:



Notes:

Summary:

# Brea Junior High School

## Minimum Standards for Handwritten Work

All student work should be submitted in the following format:

|  |  |                                |  |
|--|--|--------------------------------|--|
| <br>1" margin   | <br>1" margin | Student Name<br>Date<br>Period |  |
| <b>Title/Identification of Work</b><br>(leave one line below the title)  |  |                                |  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-bottom: 5px;">         Holes are always on the left side of the paper       </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">●</div> <div> <p>Writing begins here. Notice that the paragraph has been</p> <p>indented five spaces to the right. The heading is placed in the upper</p> <p>right-hand corner above the lines. The title/identification of the work</p> <p>is placed on the first line of the paper. Place a 1" margin around</p> <p>your paper before you begin writing.</p> </div> </div> |  |                                |  |
|  |  |                                |  |
|  |  |                                |  |

- Work should be done in #2 pencil, blue or black ink. Your teachers will tell you when they prefer that you use another color; reserved for special assignments.
- Work should be submitted on white 8 ½ x 11 inch lined paper. College-ruled paper is best, although wide-ruled will be accepted.
- **Clean edged paper is REQUIRED.** Leave your spiral-bound paper in your notebooks! When removing notebook paper from your three-ring binder, please open the rings of the binder so that the holes in the paper are not torn.
- All work must be submitted in complete sentences, unless otherwise directed by the teacher.
- All work must be neat and legible. You will be asked to rewrite or type your work if it is illegible.
- **Always do your best work. You will be asked to resubmit work that does not meet these minimum standards.**

# Brea Junior High School

## Minimum Standards for Typed Work

All student work should be submitted in the following format:

The diagram illustrates the required format for typed work on a page. It shows a rectangular page with a 1-inch margin on all sides. In the top-left corner, there is a horizontal line and the text: "(One staple on the left-side of the paper is required when your work in more than one page)". In the top-right corner, the text "1" margin" is accompanied by a downward-pointing arrow. In the upper right area, the student information is listed: "Student Name", "Date", and "Period". In the center of the page, the text "Title/Identification of Work" is shown, with "(double-space below the title)" underneath it. A rightward-pointing arrow is positioned to the left of the title, and the text "1" margin" is to its left. Below the title, the main body of text begins with "Writing begins here. Notice that the paragraph has been indented five spaces to the right. The heading is placed in the upper right-hand corner 1" below the top edge of the paper. You MUST include your first **and** last name (no initials). Return down **three times** before typing the title/identification of work. Then, return down **two times** before typing the body of the paper. Set your margins to 1" on *all sides. Always double-space the text.*" In the bottom-right corner, the text "1" margin" is accompanied by an upward-pointing arrow.

- Work should be submitted on white 8 ½ x 11 inch unlined paper in 12 point **black** font. Text must **NOT** all be bold or in italics.
- Acceptable fonts include: Tahoma, Arial, Times New Roman, and Georgia. *The title may be in any font or color, as long as it is legible.*
- All work must be submitted in complete sentences, unless otherwise directed by the teacher.
- Remember to save your work at all times.



- **Always do your best work. You will be asked to resubmit work that does not meet these minimum standards.**

# Physical Education Fitness Log

## Mile Log

**1st Qtr**

| Date | Mile Time |
|------|-----------|
|      |           |
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**2nd Qtr**

| Date | Mile Time |
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**3rd Qtr**

| Date | Mile Time |
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**4th Qtr**

| Date | Mile Time |
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**Fitness Goals**

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\_\_\_\_\_

**Fitness Goals**

\_\_\_\_\_

\_\_\_\_\_

**Fitness Goals**

\_\_\_\_\_

\_\_\_\_\_

**Fitness Goals**

\_\_\_\_\_

\_\_\_\_\_

### Find Your Target Heart Rate

**Step 1:** Max HR = 220 - age = \_\_\_\_\_

**Step 2:** 50% Target Rate = .50 x max HR = \_\_\_\_\_

**Step 3:** 75% Target Rate = .75 x max HR = \_\_\_\_\_

**Step 4:** HR should be between \_\_\_\_\_ and \_\_\_\_\_

| Date | Activity | Reps |
|------|----------|------|
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| Date | Activity | Reps |
|------|----------|------|
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