

CODE OF CONDUCT

Welcome to Bernardo Yorba Middle School! Our goal is to assist each student to become a productive and effective citizen in our democratic society. We are sure 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.

In an effort to support the positive actions of the vast majority of students, disciplinary action will be taken against the few students who fail to conduct themselves in an appropriate manner. **The following are consequences, in no specific order, for failure to adhere to school rules and regulations. These rules are in effect at all times:**

1. **while on school grounds**
2. **while going to or coming from school**
3. **while off campus during school hours**
4. **during, or while going to or coming from, a school sponsored activity**

TRUANCIES (Per school year)

Incident 1 One hour detention for each class period missed or Saturday Study. Parent contact.

Incident 2 Two hours detention for each class period missed or two Saturday Study assignments. Parent contact.

Incident 3 Two hours detention for each class missed or two Saturday Study assignments. Parent conference. Child Welfare and Attendance Supervisor notified.

Incident 4 Parent conference. Two Saturday Study assignments.

TARDIES (Per school year)

Tardy 1 - 4 Handled by individual teacher. May include: Student conference/warning. Detention. Parent contact (NCR letter).

Tardy 5 Referral to Assistant Principal. Parent contact. One hour detention.

Tardy 6 Referral to Assistant Principal. Parent contact. Saturday Study.

Tardy 7 Referral to Assistant Principal.
Parent conference. Saturday Study. Possible Student Behavior Agreement.

CLASS MISCONDUCT (Per school year)

1. Prior to referral, the teacher will use means of correction such as the following: detention, parent contact, moving seat, writing assignments, classroom contract, teacher suspension.
2. Referral to the Assistant Principal
Warning
Parent contact
3. Referral to Assistant Principal
One hour detention
Parent contact
4. Referral to Assistant Principal
Saturday Study assignment and/or parent conference
5. Referral to Assistant Principal
Suspension from school for one to five days
Parent conference

- **Students are expected to treat substitute teachers as guests on campus. Students who display inappropriate behavior when a substitute is in charge will be issued a Saturday Study assignment.**

CAMPUS MISCONDUCT

Campus misconduct includes, but is not limited to:

Disruption of school activities

Dress code violation

Food throwing

Gambling

Gum chewing

Harassment

Lack of consideration for fellow students

Littering

Profanity

Public display of affection, i.e. hugging, kissing, hand holding, etc.

Rough or boisterous play

Rude behavior

Spitting

Use of cell phones during the school day

Use of cameras during the school day

Depending on circumstances, action will include any, or a combination of any, of the following:

Warning

Detention

Saturday Study

Suspension

Parent conference

ACADEMIC HONESTY

Academic honesty is a fundamental principle of scholarship. Academic dishonesty includes, but is not limited to, such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty.

Content of research papers is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Students are expected to do their own work on tests, neither giving assistance to other students nor getting assistance from other students or sources.

Students will be encouraged to learn together, for example, in study groups furthering their knowledge and understandings by interaction, cooperation and sharing. However, evidence of that learning demonstrated by work in a research paper or on homework is to be assessed by the teacher will be the responsibility of the individual student and is to be arrived at independently, unless the teacher instructs students otherwise.

The consequences of cheating on tests/homework or plagiarism on research papers will be an "O" grade on work and result in a parent contact. Subsequent violation of this policy may result in class suspension, Saturday Study, and school suspension.

Further, a teacher reserves the right to adjust a student's citizenship mark accordingly.

OUT-OF-BOUNDS

Students are expected to remain on the interior of the campus (within the yellow lines) during school hours unless otherwise directed by a staff member. (Out-of-bounds includes: parking lots, fields, driveways, behind buildings, or other designated campus areas). Inside building without teacher permission before school, break and lunch.

Incident 1 Warning, Parent contact, Detention

Incident 2 Saturday Study, Parent contact

Incident 3 Suspension from school for one day, Parent conference

INSUBORDINATION

Includes, but is not limited to, direct defiance of staff authority, failure to attend assigned detention or Saturday Study assignment, failure to respond to a call slip, etc.

Incident 1 Suspension from school for one to five days or Saturday Study assignment, depending on circumstances

Parent contact

Incident 2 Suspension from school for one to five days

Parent conference

Incident 3 Suspension from school for one to five days

Behavior Agreement

Parent conference

PROFANITY/OBSCENE GESTURES

Incident 1 Saturday Study assignment or suspension from school for one to five days, depending on circumstances

Incident 2 Suspension from school for one to five days, Parent conference

Incident 3 Suspension from school for one to five days

Profane or vulgar language directed toward a staff member will result in a suspension from school and/or school transfer.

FIGHTING

Any student involved in fighting will be suspended from school for one to five days.

Causing serious injury to another person may result in the student being processed for expulsion from the school district.

Incident 1 Suspension from school for one to five days Possible police involvement Parent contact

Incident 2 Suspension from school for one to five days Possible police involvement Parent conference

Incident 3 Suspension from school for one to five days Possible school transfer Possible police involvement Parent conference

BULLYING/HAZING/INTIMIDATION

Depending on the circumstances, action will include any, or a combination of any, of the following:

Detention

Parent Contact

Saturday Study

Suspension from school

School transfer

Possible police involvement

Expulsion from school district

THREATS

Any student who threatens the school community or any specific member(s) of the school community, whether in writing or verbally, with the commission of a crime which could result in severe bodily injury, death, and/or property damage will be subject to immediate suspension, police involvement, and possible expulsion from the school district.

ASSAULT AND/OR BATTERY AGAINST A STAFF MEMBER

Depending on the circumstances, action will include any, or a combination of any, of the following

School suspension

School transfer

Expulsion from school district

Police involvement

Parent conference

BIAS-RELATED INCIDENTS

Acts, or threatened or attempted acts, by any student or group of students against the person or property of another individual or group which in any way constitutes an expression of hostility toward the victim because of his/her race, religion, sexual orientation, national origin, ethnicity, disability, or physical characteristics may result in any, or a combination of any, of the following:

Detention

Parent contact

Saturday Study

Suspension from school

School transfer

Possible police involvement

Expulsion from school district

Bias-related acts include, but are not limited to, threats, name-calling, display of prejudicial signs/symbols, vandalism, physical assaults, intimidation, and interference with the free exercise or enjoyment of any right or privilege afforded by the Constitution or State or Federal law.

SEXUAL HARASSMENT

Engaging in the sexual harassment of another student or a staff member by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature. Depending on the circumstances, action may include any, or a combination of any, of the following:

Parent contact

School suspension

School transfer

Police involvement

Expulsion from the school district

THEFT/RECEIVING STOLEN PROPERTY

Depending on the circumstances, action may include any, or a combination of any, of the following:

Parent contact

Saturday Study

Suspension from school

School transfer

Restitution

Police involvement

Expulsion from school district

ROBBERY/EXTORTION

Depending on the circumstances, action may include any, or a combination of any, of the following:

Parent contact

Suspension from school

School transfer

Restitution

Police involvement

Expulsion from school district

- **Borrowing or soliciting money from other students is prohibited.**

FORGERY

Forgery of personal or school documents may result in any, or a combination of any, of the following:

Parent contact
Detention
Saturday Study
Suspension from school

VANDALISM/GRAFFITI

Depending on the circumstances, engaging in willful or malicious destruction or defacement of school property or the private property of another may result in any, or a combination of any, of the following:

Parent contact
Saturday Study
Suspension from school
School transfer
Restitution
Police involvement
Expulsion from school district

SEARCH AND SEIZURE:

Situations may exist which require the search of students, their property, and/or facilities of the school which are assigned for the use of students, such as gym lockers, project cabinets, etc. Such searches may be conducted by school officials when reasonable suspicion exists that illegal and/or dangerous objects may be present on school property or at school activities off of school grounds, or when some other violation of law, district policy, or school rules and regulations is imminent or has occurred. Searches of students shall be limited as prescribed by law and may involve the use of a metal detector.

Objects seized by school officials will be returned to the parent/guardian upon request unless they have been placed in the custody of law enforcement personnel.

GRAFFITI PARAPHERNALIA

Possession of permanent markers, spray paint cans, etching tools and/or other graffiti paraphernalia by students is prohibited on campus unless special permission is granted for a school-related activity. Depending on the circumstances -

Incident 1 Parent contact
Incident 2 Saturday Study
Incident 3 Suspension from school

USE OR POSSESSION OF TOBACCO PRODUCTS

Incident 1 Suspension from school for one day Parent contact
Incident 2 Suspension from school for two days Parent contact
Incident 3 Suspension from school for four days Parent conference
Incident 4 School transfer

SALE OF DRUGS/ALCOHOL/INTOXICANTS

Selling, offering, arranging to sell, negotiating to sell, or furnishing any drugs/alcohol/intoxicants (including "look-alikes"), or possessing quantities of same large enough to indicate sale on school grounds, off campus during school hours, at any school sponsored function, or in transit to or from school or school activities will result in police involvement and the student being processed for expulsion from the school district.

DRUGS/ALCOHOL/INTOXICANTS OR DRUG

PARAPHERNALIA

Use, possession, or being under the influence of any drugs/ alcohol/intoxicants or drug paraphernalia on school grounds, off campus during school hours, at any school sponsored function, or while in transit to or from school or school activities will result in any, or a combination of any, of the following:

Five day suspension
Parent conference
Possible police involvement
School transfer
Expulsion from school district

Students may not possess over-the-counter and prescription drugs (see school planner for procedures for dispensation of medicines at school).

ELECTRONIC SIGNALING DEVICES

Bernardo Yorba does not encourage student possession or use of electronic signaling devices on a school campus nor does it assume liability if such devices are damaged, lost or stolen. Students may use cell phones after school, outside the buildings. **Cell phones, pagers, and electronic signaling devices shall remain off during the school day.**

If the privilege of having these devices at school is abused and the possession or use of an electronic signaling device violates this policy, the school has the right to revoke the privilege and prohibit a student from possessing such a device on campus.

FIRES, USE/POSSESSION OF EXPLOSIVES, OR LOOK-ALIKE EXPLOSIVES USE /POSSESSION OF INCENDIARIES, FALSE FIRE ALARMS

Depending on the circumstances, action may include any, or a combination of any, of the following:

Restitution
Saturday Study assignment
Suspension from school
Police/Fire Marshal involvement
School transfer
Expulsion from school district

FIREARMS, KNIVES, OR OTHER DANGEROUS OBJECTS, SUBSTANCES OR WEAPONS (including accidental or unintentional violations)

Possession or use of firearms (including look-alike firearms), knives (including pocket knives), or any other dangerous item or substance may result in any, or a combination of any of the following:

School suspension
Police involvement
School transfer
Expulsion from school district

CAMPUS RESTRICTIONS:

THE FOLLOWING ARE PROHIBITED ON CAMPUS:

- SKATES and SKATEBOARDS
- The riding of BICYCLES, SCOOTERS or MOTORIZED VEHICLES
- TOYS, RADIOS, MP3 TYPE OR IPOD TYPE PLAYERS, CAMERAS, PORTABLE ELECTRONIC GAMES, LASER POINTERS, and the like
- DANGEROUS APPAREL, CHAINS (including wallet chains, studded accessories, etc.)
- ADVERTISEMENT of off campus parties or gatherings
- GUM
- GAMBLING
- MONIKERS, GRAFFITI, PATCHES, or INSCRIPTIONS on personal articles, **including backpacks**
- SPITTING
- BORROWING or SOLICITING money from other students

- SALE OF UNAUTHORIZED MERCHANDISE
- SHARP-NOSED SCISSORS, or other dangerous objects
- TRADING OR PLAYING CARDS

Incident 1	Warning. Temporary confiscation of item(s).
Incident 2	One hour detention. Parent contact. Temporary confiscation of item(s).
Incident 3	Saturday Study. Temporary confiscation of item(s). Parent contact.
Incident 4	Suspension from school for two days. Temporary confiscation of item(s). Parent conference.
Incident 5	Student Study Team. Parent conference. Temporary confiscation of item(s). An alternate educational placement may be recommended.

STUDENT DRESS AND GROOMING

PYUSD School Board Policies establish that students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the decency of, reflect negatively on, or detract from any phase of the educational program. The Bernardo Yorba Middle School administration and staff believes that dress affects the academic environment at school, and, in some cases, can be disruptive to the learning environment. Therefore, the following dress codes apply at all times to students while on campus or in attendance at any school event. Due to changing trends in clothing, jewelry, accessories and grooming styles, restrictions may change when necessary. Any item may be deemed inappropriate at the discretion of an administrator. The following guidelines are minimum standards for dress. Parents may set standards which are more restrictive than those indicated in this dress code.

All clothing must be clean, in good repair and worn in good taste: Garments with holes, un-hemmed or frayed hems are not allowed. All clothing must be size-appropriate (not too baggy or too tight) for the students. P.E. uniforms should only be worn during P.E. class except with permission of an administrator.

Shirts/Tops: Clothing shall be appropriately modest, conceal undergarments at all times and must have sleeves that cover the shoulder. Top wear must overlap the waistline so that no bare midriff or undergarments show. (Low necklines, cut outs, halters, off-the-shoulder, tank tops, sheer garments, and backless dresses or blouses should be saved for non-school related activities, as they do not meet school dress code requirements.)

Pants/Shorts/Skirts/Dresses: These must reach mid-thigh or to the end of the index finger when arm and hand are extended downward. Undergarments cannot be visible in any way. Flannel pants, pajamas, tight sweat pants and leggings are not acceptable school attire.

Footwear: Students must wear fully-enclosed footwear on campus at all times. "Flip-flops", sandals, slippers and footwear with steel toes are not permitted.

Illegal/Obscene/Offensive: Items (apparel, jewelry, accessories or personal belongings) which could be construed as depicting or promoting immoral, illegal, obscene, violent, or offensive content will not be allowed. Items which depict alcohol, narcotics, tobacco, or drugs are also prohibited. Garments or paraphernalia that suggests gang or tagger involvement/affiliation or reference to such are prohibited. Any item or manner of grooming which by virtue of color, arrangement, trademark, universal meaning, or any other attribute, expresses or advocates racial, ethnic, or religious prejudice or might tend to motivate student to commit acts that disrupt the orderly operation of the school are prohibited.

Jewelry/Accessories/Sunglasses: Chains (including wallet chains), studded jewelry, and gloves are not permitted on campus. Non-prescription sunglasses are not acceptable school wear. Prescription glasses worn in the classroom should not be so heavily tinted as to preclude teacher-student eye contact unless such tinting is specifically prescribed by a physician.

Hats and Hoods: Baseball caps with the BYMS logo may be purchased at school or from our uniform supplier and may be worn as sun protection outside. Hats other than those with the official BYMS logo are not allowed. The bill of the hat must be worn in front. Hoods may only be worn up as protection from rain.

Personal Grooming: Hair must be clean, neat, and combed so as not to cover the eyes. Extremes in hairstyle, hair color, or makeup (i.e. facial paints, stickers, etc.) will not be allowed. Writing on arms, hands, legs, clothes, etc. is not allowed.

OTHER ITEMS OF CONCERN AND BENEFIT TO STUDENTS ARE LISTED THROUGHOUT THE "BERNARDO YORBA SCHOOL PLANNER."

ABSENCE VERIFICATION

The parent or guardian is requested to notify the school attendance office by telephone of the student's absence from school, and the reason for absence. A WRITTEN FOLLOW-UP NOTE upon the student's return to school (for our records) is required.

CLOSED CAMPUS

Bernardo Yorba is a closed campus. Those students who must leave during the day need to secure an OFF-CAMPUS PERMIT from the attendance office prior to leaving campus. Failure to do so will result in a truancy for all classes missed. Students who must leave campus during the school day should present a note to the attendance clerk before school, signed by the parent or guardian, stating the reason and the time the student will need to leave campus.

ARRIVAL/DISMISSAL

Students are to arrive on campus no earlier than **THIRTY** minutes before the first bell and move directly to the center quad area. At the end of the day, students are to leave campus no later than 10 minutes after the last bell unless they are supervised by a staff member.

NUTRITION/LUNCH POLICY

In an effort to facilitate supervision and reduce the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating areas. We solicit your support and cooperation in contributing to a clean school environment.

RULES AND REGULATIONS

1. During **lunch and break**, students must eat only at the covered patio tables until their lunch or snack is completed. Eating in school buildings/P.E. area or the remainder of the campus will not be permitted.
2. **Students are expected to deposit trash in the receptacles provided.**
3. Students who are finished eating may leave the eating area to go to the P.E. area for the remainder of the break or lunch period.
4. Students are not to be in the buildings at any time during nutrition break or lunch unless directly supervised by a staff member.

Suggestion: Students may wish to bring snacks from home for nutrition break in order to avoid long waiting lines and the possibility of not being served before the passing bell.

BERNARDO YORBA MIDDLE SCHOOL
ADMINISTRATION

Mr. Cameron Malotte..... Principal
Ms. Lisa Ogan Assistant Principal
Ms. Sandy Pendleton..... Counselor
Mr. Keith Kish..... Activities Director

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
ADMINISTRATION

Dr. Dennis Smith..... Superintendent
Mr. Doug Domene..... Assistant Superintendent, Business Services
Mrs. Jeanie Cash..... Assistant Superintendent, Educational Services
Ms. Suzette Lovely..... Assistant Superintendent, Personnel Services
Ms. Candy Plahy..... Assistant Superintendent, Executive Services

BOARD OF EDUCATION

Mr. Eric Padget..... President
Mrs. Karin Freeman..... Vice President
Mrs. Carol Downey..... Clerk
Mrs. Judi Carmona..... Trustee
Ms. Carrie Buck..... Trustee

SCHOOL CALENDAR 2011- 12

September

6..... First Day of School
20..... Back-to-School Night
23..... Welcome Back Dance

October

24-28..... Red Ribbon Week

November

11..... Veterans' Day Holiday
23..... Furlough Day
24-25..... Thanksgiving Holiday

December

9..... Winter Dance
19-January 2..... Winter Recess

January

16..... Martin Luther King, Jr. Holiday
27..... Student Non-Attendance

February

10..... Dance
17..... President's Day Holiday
20..... Washington's Birthday Holiday

March

16..... Furlough Day

April

6..... Minimum Day
9-13..... Spring Break
17..... Open House
27..... Dance

May

28..... Memorial Day Holiday

June

13-14..... Minimum Days
15..... (Minimum Day) Last Day for Students