

WELCOME to YORBA MIDDLE SCHOOL!

Yorba Middle School is committed to providing a place for students to grow academically, emotionally and socially to become scholars in high school, college and the future. We recognize that middle school is a unique stage in life where children face changes, challenges and new chapters in their lives. We provide support in various ways to maintain a safe, positive, academically rigorous environment where kids leave ready for high school, college and the career world ahead of them. This agenda is to be used by every Yorba student to assist with organization and to allow for clear and open communication between teachers and families regarding what is going on during the school day. PLEASE READ THE AGENDA CAREFULLY as it will provide information regarding the school practices and policies as well as information on resources offered at Yorba. **It is the responsibility of the student and the parent to read this book and understand its contents. Everyone will be responsible for abiding by the rules and procedures included here.** Thank you in advance for working with us to provide a great school year for all. As always, we are available in the main office for any questions and / or concerns that may arise over the course of the year.

By signing below, you are stating that you have read and discussed the handbook for Yorba Middle School. Any questions will be addressed with the office staff.

Parent Signature

Student Signature

MIDDLE SCHOOL PROMOTION REQUIREMENTS

For promotion purposes, one trimester credit is given for each subject successfully completed in each trimester. A grade of "F" receives no credit and is not a passing grade. For a student to receive a Certificate of Promotion, 36 trimester courses must be passed to include the following:

	<u>Must Take</u>	<u>Must Pass</u>
Language Arts: English 7, English 8	6	5
Social Studies: World History, U.S. History	6	5
Math: Math 7, Math 8	6	5
Science: Science 7, Science 8	6	5
Physical Education/Dance: 7, 8	6	5
Elective Courses (including academic support classes):	12	11
TOTAL TRIMESTER UNITS	42	36

If a student fails the same course twice, or fails more than 6 classes in their 7th and 8th grade years combined, they will not be eligible to promote.

REPORT CARDS/PARENT PORTAL

Report cards will be mailed home to each student after the end of each trimester. However, parents are encouraged to check attendance and grades daily by using the Portal. The student / parent portal can be accessed through www.orangeusd.k12.ca.us using the student's ID.

TOP TORO

All students are eligible to be a Top Toro. Students need to maintain good grades and citizenship in order to earn this recognition. Recognition is given at the Top Toro Rally/Excursion for the previous trimester's grades.

Gold Card – 4.0 GPA *** *Silver Card* – 3.5 to 3.99 GPA *** *Bronze Card* – 3.0 to 3.49 GPA

CELL PHONES

Student cell phones are allowed, **but must be kept off in and in the backpack at all times.** Should a parent or guardian need to contact a student during the school day, they can do so by contacting the main office. Students also have access the office phones as needed.

Students violating the cell phone policy may have their phones confiscated. In the event a student's cell phone is confiscated, it will be held in the main office and must be picked up by the student's parent or guardian. LOST or STOLEN personal items are NOT the responsibility of the school to locate or replace.

ATTENDANCE

In order to provide a sound educational program, consistent attendance is critical. Additionally, it is required by law that students attend school regularly and on time. Parents must inform the Attendance Office when a student is absent from school. If a student is absent or late to school because of illness or a medical appointment, the student must bring a note from a parent or doctor's office and check in at the Attendance Office to be admitted to class. Students with excessive tardies will receive consequences. Serious attendance concerns will be reviewed by the Orange Unified School District and families may be required to attend a Student Attendance Review Board Meeting at the Orange Police Department.

Students who need to leave campus during school hours must be excused through the Attendance Office and must be signed out by a parent or guardian, with proof of identification, who is listed on the EMERGENCY CARD at the time of departure. Students should bring a note to the Attendance Office before school that same day stating the excusal time and the Attendance Clerk will arrange to have the

student in the office ready for dismissal. When a student is absent, a parent or guardian should call the office at (714) 997-6065 the same day (a 24 hour voicemail is available for parent convenience). If a phone is not available, the student should bring a note to the Attendance Office upon his/her return. A note should include the student's name, date of absence, reason for absence, and include signature of parent or guardian. **After any absence, the student should check with each teacher to get any missed assignments or tests.** In case of an extended illness of three or more days, homework assignments may be requested through the Attendance Office by a parent. **Please allow 24-48 hours for teachers to submit assignments.**

Excusable Absences

According to the California Education Code, the following are the only absences that will be documented as excused: illness (verified by parent or doctors note), medical appointment, funeral service of an immediate family member; court appearance (verified by court issued documentation) or a religious observance. In the case of excessive "illnesses", a doctor's note may be required.

BIKES

If a student rides a bike to school, he/she must WALK IT to the bike rack. We remind students to LOCK the bike. Students may not ride bikes on campus at any time and bikes are not permitted in the building areas or parking lot. Students must obey all bicycle safety rules at all times. No riding double at any time. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST, STOLEN, OR DAMAGED BICYCLES OR HELMETS. **According to the law, helmets are required to be worn if student is under 18 years of age.**

PHYSICAL EDUCATION

Students are expected to dress and participate in P.E./Dance class each day. A student may request to be excused from class by reporting to the teacher with a note from his/her parents on the day(s) they wish to be excused. A doctor's note is required if a student is to be excused for more than three days. Students who are excused must report to class and dress out, but will not be asked to participate in the daily activities. If a student is medically excused from class for an extended amount of time, an alternative assignment may be given for the student to earn their credits. Students must wear regulation style gym clothing (Yorba gym clothes are recommended). Sweatshirts and sweatpants are permissible.

ATHLETICS

In order to participate in our school athletics program, students should maintain a minimum of a 2.0 grade point average, good attendance and discipline history. Students may be taken out of the program anytime their GPA, attendance or behavior worsens.

CLOSED CAMPUS

Yorba is a closed campus. Students may not leave campus for any reason during the school day without prior approval from the school office/parent(s)/guardian(s). Likewise, non-Yorba students or guests are not permitted on campus during normal school hours. Any visitors must check into the main office.

COUNSELING

A counselor is available at Yorba to assist students who are struggling academically, socially or emotionally. Students may request an appointment with the counselor in the Counselor's Office. Parents who would like to discuss concerns regarding their child are encouraged to contact the counselor at (714) 997-6069.

DUTIES OF A YORBA STUDENT

Each student has the right to an educational environment conducive to learning. As a student at Yorba Middle School and in the State of California, all students are expected to "comply with regulations, pursue the required course of study and submit to the authority of the teachers of the school". (CA Education Code 48908) It is the responsibility of the student to attend school regularly, to be punctual, obey teacher direction, be kind and courteous to teachers and schoolmates, and refrain from profanity and vulgarity.

DETENTION

Detention will be held after school from 2:45-3:45pm as assigned by teacher/administrator. Tardy students will not be admitted without a note from a teacher. Students who are assigned detention must bring study materials and must comply with the directions of the detention supervisor. Students absent from detention must have their absence verified by a note signed by their parent and returned to the main office or they will be absent without an excuse from detention. Failure to attend detention will result in further disciplinary action. Saturday School is an acceptable form of detention and is assigned on certain Saturday's during the school year. **Attendance is required.** Teachers may also assign after-school detention until 3:00pm without notification to parents.

DISCIPLINE

Any student whose conduct in school is inappropriate and unscholarly shall be subject to disciplinary action. Students displaying inappropriate behavior will be assigned a consequence. This may include teacher-assigned detentions, after-school detention, Saturday School, In-house suspension, suspension, transfer to another campus, or expulsion. Students are expected to attend detentions on the date assigned unless prior arrangements (parent contact) have been made. Failure to attend assigned detention will not be tolerated.

EXPULSION/SUSPENSION

If a student chooses to possess a firearm, brandishes a knife, possesses an explosive, or sells drugs on campus or at any school activity off campus, he/she is selecting to no longer attend this school and is choosing to be expelled from the Orange Unified School District. It is illegal and/or against school rules for students to be in possession of alcohol, drugs, tobacco, graffiti tools, matches, dangerous or sharp objects or anything that may pose a hazard to self or others at school. Students who violate the restrictions listed face suspension and/or expulsion. Students who violate the following California Laws while on school grounds or at a school-related activity may face possible suspension and expulsion if he/she has:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- 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.
- 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 any intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - E. Committed or attempted to commit robbery or extortion.
 - F. Caused or attempted to cause damage to school property or private property.
 - G. Stolen 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, e-cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, vaporizers, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products.
 - I. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any 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.
 - L. Knowingly received stolen school property or private property.
 - M. Possessed an imitation firearm. As used in the section, "Imitation Firearm" means a replica of a firearm that is as 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, 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. A pupil may not be suspended or expelled for any of the acts enumerated 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 which are enumerated in this section and related to school activity or attendance which 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 campus, or 4) During, or while going to or coming from, a school sponsored activity.
 - R. Engaged in an act of bullying.

ADDITIONAL GROUNDS FOR SUSPENSION OR EXPULSION

SEXUAL HARASSMENT (Education Code Section 48900.2)

HATE VIOLENCE (Education Code Section 48900.3)

HARASSMENT, THREATS, OR INTIMIDATION (Education Code Section 48900.4)

TERRORISTIC THREATS AGAINST STAFF OR SCHOOL PROPERTY, OR BOTH (Education Code Section 48900.7)

See the California Education Code for a complete list.

END-OF-THE-YEAR ACTIVITIES

These activities may include (but are not limited to) dances, Picnic, 8th grade trip and/or the promotion ceremony. All students **MUST** be eligible for promotion, have no disciplinary issues, have turned in all books to library, and paid all fines in order to participate in end of year activities. Exclusion from these activities is permissible as determined by the school administration.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities, such as field trips or special student events, are earned privileges. Students may be disqualified from participating in these events if they have 2 or more F's, 2 N and/or 1 U mark in citizenship.

FOOD

Our school provides a FREE breakfast, nutrition and lunch. We also have additional snacks/beverages for sale. Please be respectful in line, do not push or cut in line, use manners when at the window and place trash in the trashcans. Students are not allowed to bring outside baked goods such as cupcakes, cakes, etc. They can cause a mess and are a disruption to the learning environment. If parents bring lunch for their child, they must drop it off in the main office. Parents are only allowed to bring food for their own children. Providing food for your child and his/her friends is not allowed.

GRAFFITI TOOLS

Felt pens and other utensils that may be used for the committing crimes of tagging or graffiti are not permitted on any OUSD campus at any time. Students who are in possession of graffiti tools are subject to consequences, which may include suspension, transfer, and/or possible expulsion.

GUM CHEWING

Gum chewing is not permitted at Yorba at any time. Students should not be in possession of gum during the school day.

HOMEWORK

Homework is an essential part of the educational process and therefore homework will be assigned most nights of the school week. Homework will generally be assigned in order to complete class work or reinforce skills taught in the classroom. It is essential that homework be done carefully and on time in order to earn full credit. Students are required to write down their daily homework assignments in the school agenda. Parents are encouraged to review the agenda daily and support their child's homework efforts.

HEALTH OFFICE

The Health Office is located in the Attendance office area. You must have a pass from your teacher before going to the Health Office. Your parents or guardian will be contacted if it is necessary. Students and parents should keep the Health Office informed of any special health matters. Any on-campus injury should be reported to a teacher and the Health Office. Students are not to bring medication to school, including cough drops and over the counter medicines. However, doctor prescribed medicine may be kept in the Health Office and administered according to the doctor's prescription. All prescribed medicine must be kept in the Health Office with a School Medication form filled out by the doctor indicating the type of medication, the amount to be taken and the timeline.

ID CARDS

Identification cards serve a useful purpose at Yorba. ID cards must be presented for admission to school events and when requested to do so by any school employee. ID cards are necessary to check out materials from the library and to access the Internet on campus. Lost ID cards may be replaced in the office for \$3.

TARDINESS

Don't be late to school and don't be late to classes! Students are required to be in their seats and prepared for work when the bell rings. **The Yorba Tardy Policy will be strictly enforced. Detentions and Saturday School are assigned for repeated tardies. Students may be referred to the district office and the Orange County district attorney if attendance becomes a continued concern.**

TEXTBOOKS AND SPECIAL SUPPLIES

Although all textbooks are furnished free of charge, students are required to pay for lost or damaged books.

SUBSTITUTE (GUEST) TEACHERS

A substitute teacher is a *guest* on our campus whose impressions of the school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate. The educational program is expected to continue through substitute instruction. Abide by your regular classroom rules and follow all directions given to you by your substitute teacher. Disrespect or defiance to a substitute teacher will result in disciplinary consequences.

RESTROOMS

Restrooms are to be used only for their intended purpose. Restrooms are to be used during lunch, nutrition breaks, passing periods or upon a teacher issuing a hall pass. Students should only leave class to use the restroom if it is an emergency and they have permission.

LOST AND FOUND

The Attendance Office is in charge of lost and found articles. Articles turned in are kept for a reasonable length of time or until they are claimed. The one who claims the article is expected to identify it. Make it a point to label your belongings. Anything left in the lost and found for an extended period of time will be donated to charity.

LIBRARY GUIDELINES

Books may be checked out for a two-week period of time. If there are no reserves on the book, it may be renewed for one additional two-week period. Books are to be returned on or before the date due. Some reference and "reserve" material may be checked out for OVERNIGHT only. These materials must be returned before school starts the next day. If a book is not returned to the Library, full payment for replacement will be required before additional materials may be checked out. Internet connected computers are available in the library primarily for educational purposes and with permission from the library staff.

PASSES

When leaving a classroom, you must have a pass signed by the teacher showing you have permission to be out of class. The pass is also to be signed by the person in charge of the room in which you are going. This includes students who may be requested in the office.

SCOOTERS/SKATEBOARDS/ROLLERBLADES

For reasons of safety and security, scooters and rollerblades are not allowed on campus at any time. Skateboards are ONLY allowed if no other means of transportation is available. Skateboards are brought at your own risk. The school will not take responsibility for locating or replacing lost or stolen skateboards. If tardiness becomes an issue, students may lose the privilege to ride their skateboard.

STUDENT ACTIVITIES

A great deal of emphasis is placed on student activities at Yorba. We encourage all of our students to become involved in the variety of activities we offer. We feel that students who participate in an activity can more closely identify with the school and therefore develop a feeling of pride and loyalty. The purpose of the Associated Student Body, or ASB, is to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership.

WITHDRAWAL

If it becomes necessary to withdraw from Yorba during the school year, a note from your parent or guardian should be given to your counselor **at least one day in advance**. The note should state your reason for withdrawal and your destination, so that your records will be completed properly. Textbooks, library books, or other school property must be returned or paid for before your records will be transferred.

UNIFORM / DRESS REGULATIONS

Yorba has a mandatory school uniform policy for all students. The basic uniform consists of a polo shirt (grey or black) and dark blue or dark denim bottoms (pants, shorts, skorts). Polo shirts may be purchased through the school office.

<p>Yorba Uniform Shirt</p> <ul style="list-style-type: none"> ● Black, gray, or white (8th) only ● Club shirts ● College shirt on Wednesdays ● Undershirts must be solid color (black, gray, or white) 	<p>Sweatshirt</p> <ul style="list-style-type: none"> ● Yorba logo ● Solid black, gray, or white ● No graphics / pictures on outerwear
<p>Long Pants</p> <ul style="list-style-type: none"> ● Fit at the waist (no sagging) ● Size-appropriate length ● Not too tight ● Dark blue, black or denim ● No rips, holes, embellishments ● No joggers 	<p>Shorts / skirts</p> <ul style="list-style-type: none"> ● Mid-thigh (must not be shorter than fingertip length) ● Hemmed ● Dark blue, black or denim ● No gym (nylon) type shorts
<p>Shoes and Socks</p> <ul style="list-style-type: none"> ● Closed toe ● No heels, platforms or high boots ● Socks must be solid color ● Socks cannot be higher than crew length (no long socks) 	<p>Belts</p> <ul style="list-style-type: none"> ● No initial or logo buckles ● Size appropriate ● Solid color ● No spikes

RULES FOR FREE DRESS DAYS

<p>Clothing Tops</p> <ul style="list-style-type: none"> ● No tank tops / sleeveless tops (ALL tops must have sleeves) ● No oversized shirts ● No sports themes ● No inappropriate logos ● No see through fabrics 	<p>Long Pants</p> <ul style="list-style-type: none"> ● No leggings or spandex ● No sweatpants ● No holes or tears ● Not too tight ● No sagging ● MUST FIT APPROPRIATELY
<p>Shoes and Socks</p> <ul style="list-style-type: none"> ● Closed toe ● No high boots, heels or platforms ● Socks cannot be higher than crew length (no long socks) 	<p>Shorts</p> <ul style="list-style-type: none"> ● Mid-thigh (must not be shorter than fingertip length) ● Hemmed

MISCELLANEOUS RULES/CONSEQUENCES THAT APPLY AT ALL TIMES

<p>Hats</p> <ul style="list-style-type: none"> ● Yorba hats only ● No bandanas ● No beanies 	<p>Jewelry</p> <ul style="list-style-type: none"> ● No facial jewelry or jewelry that pierces any visual part of the body besides the ears ● No plugs, stretchers, or unsafe jewelry (including spikes or big hoops) ● No accessories or make-up that causes a distraction
<p>Hair</p> <ul style="list-style-type: none"> ● No dirty hair or style that creates a safety hazard or distraction ● No liberty spikes, mohawks, or dreadlocks ● No unnatural hair color ● No closely shaved heads 	<p>CONSEQUENCES FOR UNIFORM VIOLATIONS</p> <p>May include:</p> <ul style="list-style-type: none"> ● Changing into loaner or PE clothes ● Warning, Detention, Saturday School ● Being sent home or remaining in the office

Typical	School Wide Expectations at Yorba				
Setting/	T	O	R	O	S
Content	There and Ready	On Task	Respect	Ownership	Safety
Classroom	Sitting down Supplies ready Teacher dismisses	Focused on learning Following directions	Listen without interruption Use property correctly	Homework in Finish tasks Best Effort	Hands and feet to yourself Be aware of your Surroundings
Hallways	Keep moving to class Quiet voices	Walk directly to class	Stay in your personal space Throw trash in cans	Be clean Keep moving Prevent graffiti	Hands and feet to self Walk Keep backpacks to self
Restroom	Use at non-instructional time	Flush, wash, go	Turn off water Throw trash in cans	Keep clean Respect others privacy	Wash hands Keep hands to yourself
Cafeteria	Stand in line appropriately	Walk to cafeteria Eat in a timely manner	Take your turn Use your pin number	Eat what you take Report problems	Clean up after yourself
Computer Lab	Sit down quietly Be ready to work	Follow lab rules	Respect property Use your own computer	Stay on task Report problems Focus on lesson	Follow directions Keep hands and feet to self
Locker Room/PE	Be on your # Quietly enter Be prepared with clothes	Lock your belongings Follow instructions Give 100% effort	Respect others' property Respect others' privacy Hands and feet to self	Report problems Lock your belongings Participate/cooperate	Hands and feet to self Prevent vandalism Report damaged
Library	Have your ID card Come with a purpose	Honesty Follow directions	Respectful low voices Handle books carefully	Turn in books in a timely manner Replace books where found	Hands and feet to self Move carefully
Assembly	File in quietly Sit with your class	Listen respectfully Applaud appropriately	Be respectful of others Show appreciation for performers	Encourage performers	File in and out in orderly manner Hands and feet to self
Grounds	Arrive on time Leave after school	Listen for the bell	Respect property to, from, and at school Drinking fountains for drinking only	Keep campus clean Help others when needed	Arrive 15 minutes before school starts Go home promptly