

# SCHOOL-WIDE RULES AND EXPECTATIONS

- Know and follow all school and classroom rules.
- Abstain from distracting teachers from teaching and fellow students from learning.
- Do not touch others with hands, feet, or objects.
- Do not write on arms, legs, or any body part.
- Do not bring hair or body spray, perfume, cologne, or any flammable material on campus.
- Be seated and prepared by the tardy bell.
- Permanent markers and other graffiti supplies are not allowed.
- Horseplay, pushing, shoving, tackle games, play fighting, and other such behavior is not allowed.
- Respect the people around you.

## ACADEMIC HONESTY POLICY

Brookhurst Junior High values academic integrity and honesty and, as such, strictly enforces AUHSD school board's academic honesty policy which states the following:

**Cheating** by copying from others, providing work for others, allowing others to copy, tampering with instructor materials, storing or accessing notes, formulas, or other information on a programmable calculator or other electronic device is not permitted.

Violating this rule will result in a failing grade on the assignment, an Unsatisfactory rating in citizenship, referral to administration, and after school detention.

**Plagiarism** by copying or using another person's work as your own or providing a paper or papers for others to submit as their own work is not permitted. Violating this rule will result in a failing grade on the assignment, an Unsatisfactory rating in citizenship, referral to administration, and after school detention.

Two or more instances of cheating or plagiarism will result in the consequences listed above and may also include off campus suspension and a grade deduction for the entire course.

## STUDENT AGENDA PLANNER

Each student is provided an agenda planner on the first day of school which is to be brought and used daily. If the planner is lost or damaged, replacements may be purchased in the main office for \$5.00.

## STUDENT ID CARDS

Students are issued an identification card each year during registration. If a student's ID card is not available during registration it is their responsibility to follow up and collect their ID as soon as possible after registration. **Students must carry their ID card with them at all times on campus.**

## LUNCH

To maintain your privilege of socializing during lunch periods, adhere to the following expectations:

- Remain in the designated lunch area.
- Place trash in designated containers before leaving.
- A pass is required to visit teacher during lunch.
- Food may consumed in the lunch area only.
- Sort and dispose of recyclable items in the recycling containers.

## FIELD TRIP POLICY

A student with a D or F in any course or unsatisfactory citizenship may be barred from participating in elective field trips. Elective field trips are any not required for a class or graded assignment.

## INTRAMURAL SPORTS

<b>Quarter 1</b>	girls volleyball, boys tennis, flag football
<b>Quarter 2</b>	boys basketball, girls tennis, girls soccer
<b>Quarter 3</b>	boys/ girls cross country, boys soccer, girls basketball
<b>Quarter 4</b>	boys and girls track, boys volleyball, girls softball

All students are encouraged to participate in sports and other extracurricular groups. **A minimum 2.0 GPA is required to qualify for participation in all extracurricular activities.**

# ACADEMIC ATTIRE AND DRESS CODE

Brookhurst Junior High promotes school pride and college-going culture. Students may wear Brookhurst school polo, club or spirit shirts, or college and university attire. Dress code approved polos, club or spirit attire, and outerwear are available for purchase through the school.

- Polo shirts must be solid green, black, or grey and remain unaltered. Previously approved shirts, including solid white polos, will be honored.
- All bottom wear (skirts, shorts, pants) must be a solid color; no prints, patterns, stripes, or logos.
- All outerwear (jackets, sweaters, coats) must adhere to same Brookhurst standards.
- Brookhurst spirit shirts may be worn any day
- College and university themed apparel may be worn any day.
- Shorts, at most, may fall just below the knee.
- Athletic shorts, sweat shorts, and sweat pants are not to be worn except for P.E.
- Sunglasses may not be worn in class.
- Ripped or frayed clothing may not be worn.
- Clothing should cover the midsection.

Dress, grooming, style, or accessories explicitly barred from wear or use at Brookhurst Junior High and all school-sponsored events include:

- hats, beanies, caps, hoods, and bandanas are not permitted at any time during the school day or for the duration of school sponsored events.
- any with language or symbols oriented toward sex, drugs, alcohol, tobacco, weapons, or violence.
- any that are dangerous or pose a health hazard
- any that display symbols, signs, images, slogans, or words that degrade any cultural, ethnic, or religious values.
- any that display or reference gangs, tagging, crews or cliques, or related colors, slogans, or signs.

## FREE DRESS DAYS

During ASB spirit weeks and free dress days, patterns, stripes, and appropriate logos may be worn, but the following rules still apply:

- no straps (front or back) may be exposed
- no cleavage may be exposed
- ripped, torn, or frayed clothing may not be worn

## DRESS CODE VIOLATIONS

Dress code violations are tracked and subject to the school's Progressive Discipline Policy.

- 4-7 dress code violations will result in a referral and a 30 minute detention.
- 8 or more dress code violations will result in assignment of 60 minute detentions.
- Excessive dress code violations will result in a student/parent/administrator conference.

# ATTENDANCE POLICIES

## ABSENCES

Regular attendance is vital to every student's academic success. Though missed homework and classwork may be completed, every student must prioritize engagement and direct instruction.

Excused absences include:

- illness
- medical/dental appointment with doctor's note
- death in the immediate family
- Absences for any other reason are considered unexcused and will trigger disciplinary interventions.

If a student is absent from school, their parent or guardian is required to call the attendance office at (714) 999-3612 **before 9am** the day of the absence.

If telephone verification is not possible, the parent is to send a signed note within 24 hours that states:

- date(s) of the absence
- student's name
- reason for the absence
- student's grade

**Any absence not cleared within 24 hours of occurrence is considered unexcused.**

## TARDINESS

- Punctuality is expected in arriving on campus and to each class period.
- Arriving on campus after 7:55am is considered a tardy and students must check in with the attendance office to receive a readmittance slip before proceeding to their first period class.
- Students will receive detention for 4+ tardies.
- Tardiness is excusable only in the event of illness or medical (including dental) appointments with a doctor's note.
- Excused tardiness must be verified by a parent or guardian in person or in writing.
- Excessive tardiness will result in a mandatory student/parent/administrator conference.

## TRUANCY

According to the Education Code of the State of California, a student who is absent from school without a valid excuse or more than 30 minutes tardy more than 3 times in 1 year is considered truant and will be referred to administration and assigned after-school intervention.

The following are also considered truancy and subject to the same corrective interventions:

- absence without parent/guardian knowledge
- skipping one or more class periods
- leaving class without permission
- leaving campus early without permission

## HOMEWORK REQUESTS

Students may request work missed during excused absences. Work can be made up for full credit according to instructor-adjusted due dates. For absences of 3 or fewer days, the student is expected to ask their classmates or check in on their Aeries portal page for notes and work they've missed. In the cases of absences longer than 5 days, a parent or guardian should contact the main office by phone at (714) 999-3612 or by emailing the teacher(s) directly before 9:30am on the fifth day.

## DISCIPLINE POLICES

The progressive discipline policy of Brookhurst Junior High has been developed to develop a campus culture that promotes and facilitates the learning of all students. The goal of discipline is to encourage academic conduct and to prevent or correct disruptive and unsafe behavior. The following are possible interventions for behavior conflicting Brookhurst Junior High's behavioral guidelines and expectations:

- restorative dialogues
- parent/ guardian contact or conferences
- teacher period suspension
- conflict mediation
- referral to administration
- lunch or after school detention
- community service
- administrative behavior monitoring sheet
- AUHSD discipline contract
- verbal or written warnings
- off campus suspension
- administrative conferences
- transfer or expulsion

## AFTER SCHOOL DETENTION

Students who have been assigned detention will be expected to:

- be on time; **late students will not be admitted.**
- bring study materials including pen or pencil.
- work on homework for the full hour
- read if they have no homework assigned.

**Students who do not satisfy these expectations will be dismissed from detention and referred to administration and be assigned further discipline per the progressive discipline policy.**

## OFF CAMPUS SUSPENSION

If a student is suspended from campus, they:

- are not permitted on campus during suspension.
- must have their parent or guardian contact the attendance office to request homework.
- are not permitted at school-sponsored events.

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## **ADMINISTRATIVE TRANSFER**

If a student is administratively transferred to another campus, they are not permitted on Brookhurst's campus unless accompanied by a parent or guardian. If a student who has been administratively transferred from Brookhurst returns to the campus they may be issued a trespassing notification which can result in fines and/or arrest.

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## **HARASSMENT, BULLYING, CYBER-BULLYING**

Brookhurst Junior High expects students to treat each other with respect so every Spartan feels welcome and safe on campus. Harassment that interferes with any student's academic performance or disrupts learning through intimidating, hostile, or offensive behavior will not be tolerated.

### **Harassment includes:**

- verbal or physical bullying
- name calling or insults
- comments of a sexual nature
- unwanted physical contact

### **Cyber-bullying**

Any form of harassment enacted using technology (through phone calls, text messages, on social networking platforms, or similar) is considered equally intolerable. Any student who chooses to engage in such behavior will be referred to administration for disciplinary intervention.

If a student feels uncomfortable as the result of another student's harassment or bullying, they can report the issue to a teacher, administrator, or parent who can help resolve the situation so that they can continue feeling safe, comfortable, and ready to learn.

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## **SELLING ITEMS AT SCHOOL**

The sale of candy, food, any item, and/or property by students or groups without prior authorization by school administration is prohibited on campus and at all school-sponsored events.

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## **GRAFFITI**

Students may not bring any type of permanent marker to campus. Students may not bring backpacks, clothing, binders, folders, etc. decorated with graffiti. Items marked with graffiti will be confiscated and given to the Anaheim Police Department which may result in charges, fines, and/or school suspension.

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## **GUM**

Gum is not allowed on campus. Disciplinary interventions will be assigned to students who repeatedly chew to break this rule and may include scraping gum off desks.

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## **DRUGS, TOBACCO, ALCOHOL POLICY**

Brookhurst Junior High honors AUHSD policy authored by the Board of Trustees and enforces all rules and laws regarding prohibition of drugs, alcohol, and tobacco including electronic cigarettes and vaping devices from campus and school-sponsored events. The following rules apply:

- Bringing illegal substances to school or holding them for someone else is forbidden and may result in a 5 day suspension, transfer to another school, and arrest.
- Giving or selling illegal substances, in any amount, to someone else may result in expulsion from the school, expulsion from the district, and arrest.
- Being under the influence of an illegal substance while at school or at a school-sponsored event may result in a 5 day suspension, transfer to another school, and arrest.

### **Substances include:**

- alcohol
- amphetamines
- any other controlled substance
- tobacco
- prescription medication
- any drug paraphernalia
- marijuana
- over the counter medication

Students under the care of a doctor who require prescription medication throughout the day must bring the medication and doctor's note to the school's Health Technician to be secured and dispensed.

## WEAPONS, CHEMICALS, DANGEROUS OBJECTS

Brookhurst Junior High enforces Anaheim Unified High School District Board of Trustees' rules and all state and federal laws that prohibit bringing weapons and other dangerous items at school. Bringing to or possessing weapons (real or lookalike) or dangerous objects at school may result in a 5 day suspension, administrative transfer, expulsion from the district, and/or arrest.

**Chemicals** are flammable materials or items and potential allergens such as:

- nail polish or polish remover
- body spray, perfume, or cologne

**Weapons** include:

- real or fake knives of any design
- real or fake guns of any design
- lasers
- poppers
- fireworks
- stink bombs

## CAMPUS GENERAL GUIDELINES

### LOCKERS

Lockers are assigned to students for use during physical education periods.

Students are responsible for securing their clothes and personal items in their lockers.

- Lockers are assigned for use in P.E. periods.
- Students are responsible for securing their belongings in their lockers.
- Students should not leave items unsecured/in a backpack during the period.
- If a student loses their lock, a replacement can be purchased in the main office.
- The school is not responsible for loss or theft.

### SKATEBOARDS AND BICYCLES

Students who ride to and from school on bicycles or skateboards are expected to:

- wear a helmet, per California law
- dismount while on school grounds
- individually secured on their respective racks
- lock sharing is not permitted

### INJURY AND ILLNESS

If an injury occurs on campus, the student is to report to their teacher and then to the health office.

Keep parent and guardian cell and work numbers updated with school in case of emergency.

### FORGOTTEN MATERIALS

Students are responsible for remembering to bring their homework, class materials, books, lunches, and P.E. clothing to school each day. **In an emergency only** a student may arrange to have an item dropped off for them in the main office. These items may only be retrieved from the office during a passing period or during lunch. **Instructional time will not be interrupted for deliveries.**

### LOST AND FOUND

Each year a large number of items are turned into the office. If the item is marked with a name, it will be returned to the student. Unidentified items are placed in the lost and found container. Students or a family may visit the main office to inquire about and collect their lost items. Unclaimed items are donated to charity at the end of each quarter.

### PERSONAL PROPERTY

In addition to electronics, students are discouraged from bringing any fragile, expensive, or potentially distracting personal property to school that is not required for school-related lessons or activities. The school will not issue reimbursement for personal property that is lost, stolen, or damaged on campus.

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## **ELECTRONIC DEVICES**

Electronics are among the most frequently lost, broken, and stolen items on campus and students are advised to leave them at home. The school does and will not investigate lost, broken, or stolen electronics. AUHSD does not and will not reimburse costs of lost, broken, or stolen electronics.

All electronic devices, including, cell phones, iPods, cameras, and earbuds, must be turned off and out of sight during school hours unless directed by a teacher or administrator.

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## **CLOSED CAMPUS POLICY**

Brookhurst Junior High is a closed campus. Once a student has arrived on campus they may not leave until school hours are over—even if the school day has not begun yet. If a student has to leave campus before the end of the school day, they must be signed out by a parent or guardian. All visitors to the campus must check in with the main office.

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## **LIBRARY**

**Hours: Monday - Friday, 7:30am to 3:30pm.**

Students may check out 2 books for a period of up to 2 weeks after which the student may return the book or extend the borrowing period another 2 weeks. A late fee of \$0.10 per book per day will be charged for books kept without renewal beyond 2 weeks. Students are expected to treat all books or technology with care. If a student loses a book, they are responsible for its replacement.

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## **DANCE ATTENDANCE**

To attend a school dance, students are required to present:

- dance pass purchased the week of the
- signed permission slip
- school I.D. (required to purchase dance pass as well as enter dance)

The following rules apply to dance attendance:

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| • Only students of Brookhurst Junior High are permitted to attend.   | • Moshing, slam dancing, freak dancing, and dance battles are not permitted.            |
| • Refrain from physical contact including kissing, hugging, or holding hands.  | • No rough housing is permitted, including throwing or breaking objects.                |
| • Students are expected to be picked up directly after the dance ends. Plan accordingly as the main office phones will not be available. | • If you plan to leave a dance early, you must submit a note from your parent/guardian. |
| • School uniform policy/dress code applies.  | • Backpacks are not permitted and may not be picked up until after the dance.           |

# INFORMATION FOR PARENTS AND GUARDIANS

## STUDENT PICKUP AND DROPOFF

When picking up and dropping off students remember:

The inside or right-hand lane is for students entering and exiting vehicles. The outside or left-hand lane is a pass-through lane. Students should never be picked up or dropped off in the pass-through lane or on major streets. Students are required by law to utilize crosswalks while walking to and from school.

## PARENT AND GUARDIAN INVOLVEMENT

### Organizations

The effectiveness of our school is positively impacted when parents and guardians actively and frequently get involved with us. Parents and guardians in search of ways to support their students and the school have many opportunities available to offer volunteer effort, financial support, and personal input, including PTA, Coffee with the Principal, EL Advisory Committee, School Site Council, and Band Boosters. Meetings are announced regularly on the school's website and through the school's auto dialer system.

### Communication

Teachers communicate with parents and guardians about student progress in a variety of ways including phone calls, notes, emails, and progress reports. In addition, parents and guardians are encouraged to inform the school about significant changes in the home environment that may affect their student's performance.

### Class Visitations

Class visitation is a courtesy offered to parents and guardians that can be arranged on request. Visitations must be arranged with the Assistant Principal at least one day in advance so that the least amount of disruption to classroom instruction can be arranged. All visitors must check in with the main office before proceeding to their scheduled visit.

## BIRTHDAYS AND HOLIDAYS

Birthday and holiday items or gifts are not allowed to be brought or delivered to campus; this includes flowers, balloons, and food. To prevent disruptions, these items will be held in the office if brought or delivered to campus and can be picked up at the end of the day.

## ACCESSING ASSISTANCE FOR STUDENTS

The educators and administrators of Brookhurst Junior High take great pride in our collaborative efforts to support each of our students. The following are ways for parents and guardians to inquire about their student's progress or request support:

- Contact your student's teacher by phone or email with questions.
- Contact your student's teacher or school counselor to schedule an in-person meeting.
- Contact Brookhurst administration.
- If continued support is required, contact your student's school counselor to obtain and submit a "request for assistance" form.
- Requests for assistance will be reviewed by our Educational Monitoring Team to assess how best to proceed.