



Placentia-Yorba Linda Unified School District



2018 - 2019 STUDENT HANDBOOK

Run with the...

Service

Teamwork

Achievement

Mastery

Passion

Ethics

Dedication

Excellence

19900 Bastanchury Rd
Yorba Linda, CA 92886
714 986-7500
www.ylhs.org

TABLE OF CONTENTS

Principal’s Welcome.....	4
Assistant Principal’s Welcome	5
Administration	6
Graduation Requirements	7
Academic Recognition Program	8
Principal’s Honor Roll.....	8
Honor Roll	8
Mustang Scholar	8
Scholar Athlete	8
National Honor Society (NHS).....	8
California Scholarship Federation (CSF)	8
Honors/Advanced Placement Procedure	8
Procedure for Selection of Valedictorian.....	9
SAT/ACT Testing Dates	10
Associated Student Body Information (ASB)	11-12
Student Council-Leadership Class.....	11
Student I.D. Cards	11
ASB Cards	11
Yearbook/DVD	11
Student Planner	11
Activities Office	11
Student Debts.....	11
Returned Checks.....	11
Dances.....	12
Guest Passes for YLHS Dances.....	12
Clubs/Organizations	12
Campus Sales and Solicitations	12
Webstore	12
Co-Curricular Eligibility	13
Athletic Information	14
Attendance Information.....	15-16
Attendance Violations and Consequences	17-20
Detention	18
Saturday School Program	19
Hold List.....	20
School Policies/Procedures/Regulations	21-24
Course Program Changes	21
Athletic Class Change	21
External Courses	21
Homework.....	21
Homework Due to Illness	21
Make-up work.....	22
School Related Absences	22
Independent Study/Family Vacation	22
Resolving Classroom Concerns/Problems	22
Monitoring Student Progress.....	22
Health Services/Medication During School Hours.....	22
Lost and Found.....	23
Hall Passes	23
Drop Off Lunches.....	23
Delivering Messages or Personal Items to Students.....	23
Student Photo ID Cards.....	23
Visitors and Guests	23

Nutrition/Lunch Policy	23
Closed Campus	23
Lunch Permits.....	23
Lockers	24
Transcripts	24
PYLUSD Student Behavior Expectations/Code of Conduct	25
Searches and Seizures.....	25
Camera Surveillance on School Property.....	25
Athletic Code of Conduct	26
Academic Honesty Policy	27-28
High School Student Dress Code	29
Physical Education Policy	30
Student Parking Regulations	31
General PYLUSD High School Policies	32
Electronic Signaling Devices.....	33
Computer, Network, Internet Use	34-35
Bicycles and Skateboards	31
Prolonged Public Displays of Affection	31
Product Misuse	31
Electronic Signaling Devices.....	32
Inappropriate Use of Electronic Communication	33-34
Suspendable and Expellable Offenses.....	36
Explanation of Discipline Terms.....	37
Student Behavior Violations/Consequences	38-47
Cause Physical Injury	38
Willfully Used Force.....	38
Dangerous Objects.....	38-39
Controlled Substances	39-40
Vandalism, Robbery, Damage to Property, Theft, Graffiti.....	40-41
Tobacco	41-42
Obscenity, Profanity, Vulgarity, Obscene Gestures	42-43
Paraphernalia	41-42
Defiance and Disruption	43-44
Class Misconduct	43
Referral from a Substitute	43
Campus Misconduct	44
Campus Restrictions.....	44
Insubordination	45
Forgery	45
Receiving Stolen Property.....	45
Possession of an Imitation Firearm.....	45
Commit or attempt to commit a sexual assault or sexual battery.....	46
Harass, Threaten or Intimidate a student witness	46
Unlawfully offered, arranges to sell Soma	46
Hazing	46
Bullying/Cyber Bullying.....	46
Sexual Harassment	47
Hate Violence	47
Intentional harassment, threats, or intimidation.....	47
Intentional terrorist harassment, threats against staff or property.....	47
Daily Bell Schedule.....	48
Finals Testing Dates/Bell Schedule	49



September 2018

Dear "Mustang" Students and Parents,

Welcome to Yorba Linda High School – home of the "Mustangs." This is a very exciting time as we celebrate our 10th year at Yorba Linda High School and welcome another class of students who will help maintain and establish new traditions at YLHS.

The "Mustang" Student Handbook has been developed from the standards and expectations adopted by our district's comprehensive high schools. As our 2018-19 unfolds with a school of 1830 students, we will work together – staff, students and parents – to communicate and maintain an environment for success through the expectations set forth in this handbook.

Students, you will have the opportunity to meet new friends, achieve new goals and expand your horizons as you get "connected" with the culture and traditions for Yorba Linda High School. Participation in co-curricular programs, along with academic excellence, will help develop the friendships and memories that will last a lifetime.

Parents, we are excited to have you as partners in the educational process. As the year progresses, we encourage you to join PTSA, booster organizations or volunteer in support of one of the many opportunities that will arise for community involvement. Our staff, teachers and administrative team are available to keep you informed and to assist you and your student should the need arise.

This is a "special" time and on behalf of the Yorba Linda High School staff, I wish you a successful and rewarding school year.

Sincerely,

Dave Flynn
Principal

Run with the S T A M P E D E

Service Teamwork Achievement Mastery Passion Ethics Dedication Excellence



**Welcome
to
Yorba Linda High School
Home of the *Mustangs***

Come Run with the *STAMPEDE!!!*

Mustangs!

Welcome or welcome back to YLHS. Our staff here at Yorba Linda offers the finest educational experience available, and we look forward to working with you and assisting you with your educational success.

Statistics have shown that the success level of a student is directly correlated to his/her level of involvement in high school. Yorba Linda High School offers many opportunities with a rich tradition of excellence in Academics, Arts, Athletics, as well as many extra-curricular activities. We encourage you to get involved and find your connection. We want you to feel welcomed and to feel that we are your second home. Come get involved and run with the *STAMPEDE!*

This handbook has been designed to provide you with the necessary information that will assist with your success here at YLHS. Our Counseling Office is here to help you; please feel free to come and ask any questions you may have. The Counseling Office is located in the main office, and we are open from 7:30 a.m. – 4:00 p.m.

Have a wonderful year and again, welcome to the Mustang Family!

Sincerely,

Greg Kemp
Assistant Principal
Student Services

Run with the S T A M P E D E

Service Teamwork Achievement Mastery Passion Ethics Dedication Excellence

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

**Yorba Linda High School
19900 Bastanchury Rd
Yorba Linda, CA 92886
714 986-7500
www.ylhs.org**

PYLUUSD BOARD OF EDUCATION

President – Carol Downey
Vice President – Carrie Buck
Clerk – Eric Padget
Trustee – Judi Carmona
Trustee – Karin Freeman

PYLUUSD DISTRICT ADMINISTRATION (714 986-7000)

Superintendent – Dr. Gregory S. Plutko, Ed.D
Deputy Superintendent – Candy Plahy
Assistant Superintendent –
Assistant Superintendent – David Giordano
Director of Educational Services – Cary Johnson
Director of Assessment and Accountability- Andrea Norman
Admin, Student Services – Rick Riegel

YLHS ADMINISTRATION

Principal – Dave Flynn
Assistant Principal, Curriculum – Richard Dinh
Assistant Principal, Student Services – Greg Kemp
Activities Director – Shea Runge
Athletic Director – Jeff Platt
Principal's Secretary – Claudia Welch
AP Secretary of Curriculum – Denise Ackland
Activities/Finance Clerk – Colleen Hayashi
Athletics/Clerk – Denise Sappington
Attendance Clerks – Precious Germaine, Eren Miller
Health Clerk – Sandy Barnes

YLHS STUDENT SERVICES/COUNSELING/GUIDANCE

Assistant Principal, Student Services – Greg Kemp
Counselor – Lorri Walls (A-Han)
Counselor – Peyton Pike (Hao-Par)
Counselor – Nancy Coulter (Pas-Z)
School Psychologist – Desiree Parsons
AP Secretary/Registrar – Lori Long
Counseling Clerk/Enrollment Tech – Jackie Roberts
College and Career Tech – JeNelle Gandy

PYLUSD GRADUATION REQUIREMENTS

The board of Education establishes the following requirements for the satisfactory completion of the high school program of study and for the granting of the high school diploma of graduation. The student must:

1. Successfully complete a minimum of 230 semester credits, as indicated below. To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and must relate to identified goals of the student.
2. Pass the California High School Exit Exam.
3. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.

The mandatory 230 credits for graduation must fulfill the specific requirements below:

Language Arts	4 years	40 credits
Language Arts 1		10 credits
Language Arts 2		10 credits
Language Arts 3		10 credits
Language Arts 4		10 credits

Mathematics **2 years** **20 credits**
 10 credits of Algebra 1 are required for graduation. Acceptable completion of this course prior to ninth grade will meet this requirement.

Social Science	3 years	20 credits
World History/Culture/Geography or AP European History		10 credits
U.S. History		10 credits
Economics		5 credits
U.S. Government		5 credits

Science	2 years	20 credits
Biological Science		10 credits
Physical Science		10 credits

Physical Education	2 years	20 credits
P.E. Wellness 9 or Athletics		10 credits
P.E. Wellness or Athletics		10 credits

Fine Arts OR World Language **1 year** **10 credits**
 Fine arts includes courses from the fields of art, music, drama, humanities and dance. Dance may not be taken to satisfy both fine arts and physical education requirements.

Health Education **5 credits**

Academic Studies and Career Planning **5 credits**

Service Learning/Community Service **40 hours**

Elective Courses **80 credits**

No more than twenty (20) of these elective credits may be earned in service based courses. The 20 credits which may be accumulated from grades 11-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Deputy Superintendent, Educational Services, to meet this requirement.

NOTE: In accordance with Education Code 5125.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee. Also, transfer student must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former district prior to enrollment will be required to meet only those requirements of PYLUSD which may be reasonably expected in the normal four-year period of attendance.

ACADEMIC RECOGNITION PROGRAMS

PRINCIPAL'S HONOR ROLL: Students at YLHS earn recognition of their academic excellence by being designated as a member of the Principal's Honor Roll based on the following criteria:

- Weighted GPA 4.0 and above including PE
- Twice a year recognition 1ST and 2nd semester grades

HONOR ROLL: Students at YLHS earn recognition of their academic excellence by being designated as a member of the Honor Roll based on the following criteria:

- Weighted GPA 3.5 – 3.9 including PE
- Twice a year recognition 1st and 2nd semester grades

MUSTANG SCHOLAR: This is a 3 level program with special recognition given during their senior year. Please refer to our website for more information.

SCHOLAR ATHLETE Advisor: Mr. Platt Varsity athlete total weighted GPA of 3.5 or higher.

NATIONAL HONOR SOCIETY (NHS) Advisor: Mrs. Nicholson (cnicholson@pylusd.org): Students who have a cumulative (weighted) 4.0 and higher grade point average are eligible to apply for membership. You can apply if you are or you have the following:

- Sophomore with a weighted cumulative GPA of 4.0 and above
- Leadership experience
- Community service
- Showing character and citizenship

CALIFORNIA SCHOLARSHIP FEDERATION Advisor: Mrs. Maeder (tmaeder@pylusd.org): The purpose of CSF is to foster high standards of scholarship, service and citizenship on the part of students of the senior high schools of California. Students join CSF through an application process.

HONORS/ADVANCED PLACEMENT PROCEDURE: Yorba Linda High School offers Honors and Advanced Placement courses in the academic areas of: World Language, Language Arts, Mathematics, Fine Arts, Science, Social Science and Computer Science. Our Honors Criteria is posted on our website in the counseling area for you to review. Students can see their counselor if they are interested in taking an Honors or AP class.

PROCEDURE FOR SELECTION OF VALEDICTORIAN

The valedictorian is the most outstanding 4-year YLHS scholar in the graduating class. Selection to this title shall be by the procedure established below.

1. All graduating seniors with an overall GPA of 3.98 or above while completing a minimum of 240 credits at Yorba Linda High School, shall be considered for selection as valedictorian.
2. The GPA of students eligible for consideration shall be determined using the following process:
 - a. Assignment of grade points for semester grades
 1. 4 points shall be assigned for each A; 3 points for each B; 2 points for each C; 1 point for each D.
 2. .5 points shall be added to any honors designated course and to any college preparatory science course taken in 9th grade.
 3. 1 point shall be added to honors courses taken in the first five semesters of grades 10-12.
 4. .5 points shall be added to all courses which would fulfill the "f" requirement of the University of California entrance in the first five semesters of grades 10-12.
 - b. The total number of grade points computed in "a" above shall be divided by the number of courses completed in the first seven semesters.
 - c. The GPA resulting from the computation in "b" above shall be increased by a factor of .1 for each regular course and .2 for each honors or "f/g" requirement course in progress during the 8th semester.
 - d. The GPA resulting from the computation of "c" above shall be increased by a factor of .1 for each regular course taken beyond the prescribed 6 courses in standard day. (No credit will be given in this category for independent study/ROP classes/Adult Education class or classes taken with a college.)
3. The student with the highest numerical total in "2d" above shall be valedictorian.
4. If circumstances justify, the Principal may designate co-valedictorians and/or a salutatorian.

**2018-2019
SAT / ACT TESTING DATES**

YLHS SCHOOL CODE: 054321

SAT and SAT Subject Test Dates
Register on-line at www.collegeboard.com

TEST DATES	TEST	REGULAR	LATE
October 6, 2018	SAT & Subject	September 7, 2018	September 26, 2018
November 3, 2018	SAT & Subject	October 5, 2018	October 24, 2018
December 1, 2018	SAT & Subject	November 2, 2018	November 20, 2018
March 9, 2019	SAT Only	February 8, 2019	February 27, 2019
May 4, 2019	SAT & Subject	April 5, 2019	April 24, 2019
June 1, 2019	SAT & Subject	May 3, 2019	May 22, 2019

ACT ASSESSMENT
Register on-line at www.actstudent.org

TEST DATES	REGULAR REGISTRATION DEADLINE
September 8, 2018 October 27, 2018 December 8, 2018 February 9, 2019 April 13, 2019 June 8, 2019 July 13, 2019	August 10, 2018 September 28, 2018 November 2, 2018 January 11, 2019 March 8, 2019 May 3, 2019 June 14, 2019

PSAT/AP TESTS
Sign-up at YLHS

Preliminary SAT National Merit Scholarship Qualifying Test (PSAT/NMSQT)	Advanced Placement (AP) Examinations
Saturday, October 13, 2018	May 6 – 17, 2019

ASSOCIATED STUDENT BODY INFORMATION (A.S.B.)

STUDENT COUNCIL – LEADERSHIP CLASS

The Student Council is the legislative and supervisory body of the Associated Student Body. It is composed of elected and appointed officers and the Director of Activities. The Student Council meets daily to conduct school activities business for the Associated Student Body and plans all extracurricular activities.

STUDENT I.D. CARDS

All students will be issued an Identification Card. **THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL FOR ALL SCHOOL ACTIVITIES AND STUDENT BUSINESS** (including student purchases, the Attendance Office and Food Services). ID cards are required for admission to all school dances. YLHS ID cards are made during "BACK TO SCHOOL DAYS" week in August. Any student missing this week must obtain their ID card at make up picture day in September. A \$10 fee will be charged for replacement of any lost or stolen ID cards. Replacements ID cards can be obtained in the Activities Office before school, during break or lunch, or after school until 3:15pm. New students must obtain their ID card in the Activities Office within their first week of enrollment.

ASB CARDS

An ASB imprint on your ID card can be purchased for \$50.00. This provides the student with membership in the Associated Student Body and entitles the holder to huge discounts on spirit items, PE clothes, yearbook, dances, and most school events. ASB membership can save a student over \$250.00, if not more.

YEARBOOK/DVD

Yearbook sales will be announced throughout the year and will be sold during BACK TO SCHOOL DAYS. Prices and sale dates will be available online.

STUDENT PLANNER

To help you stay organized YLHS has created our very own student planner with our student activities included. Please purchase your student planner for \$10 with ASB or \$15 without ASB during BACK TO SCHOOL DAYS or during the first 2 weeks of school. We have a limited amount of planners for sale.

ACTIVITIES OFFICE

The Activities Office is open for student business before school 7:30-7:50 am, break, lunch, and after school until 3:15pm. No student business may be conducted during class hours even if the student has a free period. All students must have their ID card in order to purchase/pay for any items in the Activities Office. Payments will be on a cash only basis as of May 15th of each year.

STUDENT DEBTS

School debts are turned into the Activities Office and entered into the student's account. This account then becomes locked for any further business. Examples of debts are: lost, damaged or non-returned school and library books, athletic equipment and uniforms, club fundraising debts, returned checks, transportation fees, etc. To clear this debt and unlock an account the item(s) and/or payment must be turned into the Activities Office. If there is a discrepancy, please check with the staff member who turned in the debt.

RETURNED CHECKS

Please resolve any returned checks immediately. Cash or money order must be returned to the Activities Office to cover the amount of the check plus the bank fee. Returned checks are a debt on the student's account. Any account not resolved in a timely manner will result in the reversal of items purchased (i.e. ASB, yearbook, tests, etc.).

DANCES

Students must have their YLHS ID card in order to purchase dance tickets. A Dance Agreement signed by the student and parent must also be on file. Please read the Dance Agreement form for all dance related specifics. Dance ticket sales generally begin 3 weeks prior to the dance. No refunds can be made during or after the last week of dance ticket sales. Refunds will be made with a completely filled out dance refund sheet with parent signature. This form may be picked up and returned to the Activities Office.

GUEST PASSES FOR YLHS DANCES

When a YLHS student invites a non YLHS student to a school dance they must obtain and complete a guest pass from the Activities Office and turn it into the Activities Office for approval by the Activities Director.

The maximum age for a guest is 20 years old and no students younger than high school freshmen will be approved for a guest pass for any dance.

- Please allow 24 hours to clear a guest pass

CLUBS/ORGANIZATIONS

YLHS has over 50 student organized clubs or organizations on campus. Each offers opportunities for leadership, planning, and opportunities for community service and pride. All clubs must meet the following requirements:

- All clubs must be open to all members of the student body.
- Each club must have a constitution approved by the Student Council.
- All club finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- All clubs must have a certificated faculty member as the advisor who will assume the responsibility for the club.
- See list of clubs on the YLHS website at www.ylhs.org under clubs.

CAMPUS SALES AND SOLICITATIONS

Only authorized school organizations are permitted to sponsor on campus sales and fundraisers during the year. There shall be absolutely no soliciting of funds on campus for any activity that has not been approved by the Activities Office. School organizations must apply for fundraising dates through the Activities Office.

WEBSTORE

For those students and parents who wish to pay by credit card, the YLHS Webstore is located at www.shopylhs.com or on the YLHS website at www.ylhs.org. Click on the shopping cart logo. Follow the directions for use on the log in page. Print out your transaction receipt and bring it to the Activities Office. Students with locked accounts will not be able to access the Webstore. Please check with the Activities Office as to the nature of the locked account. **There is a transaction fee that covers the credit card company charges.**

CO-CURRICULAR ELIGIBILITY

A co-curricular activity is one which generally takes place outside of the classroom time and is an extension of the regular curriculum. Co-curricular activities include, but are not limited to the following:

- Athletic teams
- Drama clubs or Theatrical performances
- Color Guard
- Dance Company
- Musical performance groups
- Cheer/Song squads
- School publications
- Academic Decathlon/Speech & Debate
- Leadership/Student Government
- Club Leaders

It is the policy of the Placentia-Yorba Linda Unified School District that in order for a student to participate in any co-curricular activity, the student must maintain a grade point average of 2.0 ("C" average) on a scale of 4.0. If, at the end of a grading period the student has not maintained a 2.0 grade point average, the student will be placed on academic probation for **one grading period**.

A student not earning a 2.0 grade point average at the conclusion of the probationary period will be deemed **ineligible** for participation in the co-curricular program until the grade point average is raised to a minimum of 2.0 at the end of a subsequent grading period. The grading periods referred to in this policy are 1st quarter, 1 semester, 3rd quarter and 2nd semester.

All school owned athletic equipment/uniforms must be returned within 2 weeks after the end of the season or a debt will be applied to the student's account. A student will not be able to clear for another sport until the debt is cleared.

If a student quits or is REMOVED by the coach from a team; he/she cannot transfer into another sport until that season is over with. The student should visit his or her counselor to be placed in a P.E. class within 2 school days.

Once a sport season ends the student has two school days to report to the Athletic Director for clearance into another sport or to a counselor if they are not going into another sport or if they need their schedule changed.

NCAA requirement about on-line classes – please see our web site under Counseling then click on NCAA for the announcement.

ATHLETIC INFORMATION

The Yorba Linda High School athletic program provides students a chance to participate in interscholastic competition. Every male and female student is urged to compete in the sports of his/her choice. The following are standards of citizenship and academics set by school and the California Interscholastic Federation:

1. Must maintain a 2.0 or higher G.P.A. **and** passing 4 classes
2. Demonstrate and maintain satisfactory citizenship
3. No school debt
4. Have a current complete physical examination on file
5. Verify individual personal insurance, copy of insurance card required or purchase school insurance from the finance office
6. Purchase an Associated Student Body Card (ASB)
7. Meet approved school board requirements

Athletic Director Men's: Jeff Platt 714 986-7500 x 14012 jplatt@pylusd.org

Athletic Clearances: Turn into Denise Sappington in the front office

	<u>Men's</u>	<u>Women's</u>
Fall Sports:	Football Cross Country Waterpolo	Volleyball Cross Country Golf Tennis
Winter Sports:	Basketball Wrestling Soccer	Basketball Soccer Waterpolo
Spring Sports:	Track and Field Baseball Swimming Lacrosse Tennis Golf Volleyball	Track and Field Softball Swimming Lacrosse

BEFORE AN ATHLETE MAY TRY OUT FOR A SPORT THE FOLLOWING ITEMS MUST BE COMPLETED:

Athletic clearance packets are available on line at www.ylhs.org or in the front office.

1. Physicals: Make arrangements for your own physical. Appropriate forms are in the activities office at Yorba Linda High School or on line
2. Insurance coverage: All participants must have proper insurance coverage
 - A. Insurance waiver – if you presently have insurance equal to or more than \$1500.00 medical and accidental death. Copy of insurance card required
3. ASB card purchased
4. All school debts cleared
5. Emergency Release form completed
6. Residency verification on file in Counseling Office
7. Residence eligibility check on file
8. Transportation fee paid and transportation form completed.

If you have any questions regarding clearing, please call the athletic department.

ATTENDANCE INFORMATION

Track your students daily period attendance, grades, homework assignments and contacting teachers is easy to do with the AERIES.net student system available to parents and students. In the fall of each year, parents will receive a letter from YLHS indicating their student's ID number which will allow them to create an account. This account number will follow your student throughout their education in the PYLUSD.

The goal of YLHS is to assist each student to become a productive and effective citizen in our democratic society. We believe that a quality education will benefit the student in his or her future endeavors. In our experiences we have found that there is a direct correlation existing between a student's attendance habits and his or her academic success. It is vitally important that students attend school on a consistent basis. The YLHS Attendance Policies have been established to provide motivation for our students to be in attendance so that they may achieve their full potential.

ATTENDANCE PROCEDURES

If a student is absent one or more days, the student must clear the absence in one of the following ways:

1. It is highly recommended that parents call the school Attendance Absence Line at (657) 234-0375. **The parent/guardian should call in every day of a student's absence.** If possible, please provide the student's ID number. A note is required when a student returns to school if the parent/guardian has not called in.
2. If a student returns to school after an absence and the parent did not call in the previous day, he/she must be in the attendance office with a note written by the parent/guardian prior to the start of the school day or they may be marked tardy to first period and may be subject to a teacher detention. The note must include the student's legal name, date(s) of absence, reason for absence and the signature of the parent/legal guardian.
3. If the student does not have a verified excuse, either a call by a parent or a written excuse signed by a parent, the student will be given a temporary truancy. The student will have **48 hours** to clear the temporary truancy before it becomes a permanent truancy. If the student is truant for an entire day, he/she will be assigned hours at Saturday School.

Excused absences will be issued for the following reasons:

1. Legal matters, medical visits, medical illness, or religious business, all of which must be accompanied by proper documentation
2. Death in immediate family
3. Illness

All students must show their YLHS Student ID card at the attendance window to obtain a re-admit or off campus pass. Failure to show YLHS Student ID card may result in detention hours.

READMITS

The Attendance Office opens at **6:45 a.m.** daily. Students returning to school after an absence should arrive early to obtain a readmit. **STANDING IN LINE WILL NOT EXCUSE TARDINESS TO CLASS.**

ANTICIPATED EXTENDED ABSENCES

Students planning to be absent for more than five days, should notify Attendance to initiate the short-term Independent Study process.

AUTOMATED PHONE CALL

An automated phone call will go out daily whenever a student is marked absent two or more periods. The automatic dialer is programmed to call the home of any student who has an un-cleared absence between the hours of 6:00 p.m. and 8:00 p.m. It is the responsibility of the parent/guardian to ensure absences are cleared within 48 hours. Parents are responsible if students pick up messages and fail to pass the message to a parent in a timely fashion. If you feel the absence was in error, please have your student contact the teacher directly. Remember you can track your student's attendance on AERIES.

OFF-CAMPUS PASS

For a student to leave the campus while school is in session, the student must have an Off-Campus Pass from the Attendance Office *prior* to leaving school. The student will need to present that Off-Campus Pass when they return from the absence. For planned absences, the student must have a note signed by a parent. In the event of a personal or family emergency, the counseling or attendance office must get approval from a parent, or his/her designee, before the student may leave the campus. Please remember that phone calls for parent pick-up may delay the release of the student due to unforeseen circumstances.

If the student leaves campus without an Off-Campus Pass, the student will be truant and will not be allowed to clear the truancy. Off-Campus Passes will be issued (except for emergency reasons) before school and during break from the Attendance Office. **We do not allow students to leave with an Off-Campus Permit during the hours of 11:45 – 1:10.** Students requesting to leave during this time must be signed out by parent/guardian in the Attendance Office.

AGREEMENT FOR STUDENTS 18-YEARS-OF-AGE

Students who are 18-years-old may be allowed to excuse their own absences. A parent/guardian and the 18-year-old student must sign a release form in the Attendance Office. This **MUST** be done in person with verification by picture identification. The 18-year-old will have authorization to write his or her own notes to excuse any classes missed. They may also obtain an Off Campus Pass from the Attendance Office. We reserve the right to revoke this agreement if it is abused.

EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1) Students may be excused from school for the purpose of obtaining confidential medical services, without the consent of the student's parent/guardian.

PERFECT ATTENDANCE Period attendance is used to determine perfect attendance. Missing one or more periods during the day will not be counted as perfect attendance.

ATTENDANCE VIOLATIONS AND CONSEQUENCES

EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES

When a student accumulates absences the following interventions will take place:

Absences 1-7	Parent/guardian contact
Absences 8-9	Excessive excused notification to parent/guardian by mail
Absences 10-14	Parent invitation to Student Attendance Review Team (S.A.R.T.) Loss of Student Privileges for Excessive Period Absences
Absences 15-19	Parent invitation to District Attendance Review Team (D.A.R.T.)
Absence 20	Truancy intervention process initiated by the Student Services and all future absences will be marked truant (code R) unless documented (code D)

EXCESSIVE EXCUSED AND UNEXCUSED SINGLE PERIOD ABSENCES

When a student accumulates excessive period absences the following interventions will take place:

Period Absence 8-10	Excessive period absence notification to parent/guardian.
Period Absence 12 +	Excessive period absence notification to parent/guardian. Loss of Student Privileges, i.e., lunch pass, dances until end of semester.

OFF CAMPUS/OUT OF BOUNDS

A student found to be off campus without a permit or out of bounds will be subject to one or more of the following:

Incident 1	Parent contact Subject to search Detention Saturday School
Incident 2	Parent contact Subject to search In-House/School Suspension 1 day
Incident 3	Subject to search Behavior Contract Parent conference School suspension 1-3 days
Incident 4	Subject to search School suspension 3-5 days Administrative Transfer

TARDY SWEEP

Students out on campus and not in their classes after the late bell rings may be escorted to the office and assigned detention or Saturday School hours.

TARDIES (per semester):

As per district policy, the Attendance Office will only excuse tardiness if you provide the office with proper documentation in relation to legal matters (court documentation), religious business (official letter from religious institution), medical visit (doctor office note), medical illness (doctor note).

Any student not in class on time may be subject to the following:

Tardies 1-4	Handled by teacher Parent contact Teacher assigned detention
Tardy 5	Referral to Attendance Director Parent contact 2 hour detention
Tardy 6	Referral to Counselor Parent contact Saturday School
Tardy 7	Referral to Attendance Director Parent contact Detention Saturday School In-House Suspension
Tardy 8	Referral to Attendance Director Detention Saturday School Parent conference Behavior Contract
Tardy 9	Referral to A.P. of Student Services Loss of student privileges

TRUANCIES (per year):

Any student who is absent from school or tardy to any class in excess of 30 minutes without a valid excuse is considered truant and will be subject to the following:

Incidents 1-4	Parent contact Saturday School
Incidents 5-6	Parent contact Saturday School Parent invitation to S.A.R.T. meeting
Incident 7	Parent contact Saturday School Parent invitation to D.A.R.T. meeting
Incident 8	Parent contact Saturday School Parent invitation to District Attorney meeting
Incident 9	Parent contact Saturday School Parent invitation to S.A.R.B. meeting

Continued on next page ↓

Incident 10

Parent contact
Saturday School
Loss of student privileges
Student file forwarded to probation

DETENTION

Teacher-assigned detention is served in a specific classroom designated by the assigning teacher. Students are under the supervision of the assigning or designated teacher.

After school detention can be assigned by administrators, counselors, teachers, and office personnel. After school detentions are served in a designated room for a designated amount of time. Students who arrive late will not be admitted. Students who are disruptive will be dismissed. Removal from or failure to report to detention will result in Saturday School hours. Repeated failure to serve after school detentions may result in an In- House Suspension or School Suspension.

SATURDAY SCHOOL PROGRAM

7:55- 12:00 noon (**Students who arrive after 7:55 a.m. will not be admitted and detention hours will be doubled**). Saturday School consist of a **four (4) hour** detention to be served on a designated Saturday morning beginning at **7:55 a.m.**

Students assigned to Saturday School must bring classroom assignments, paper, writing assignments, and be prepared to study for the entire time. Students who arrive tardy or are unprepared will be dismissed and assigned an additional day(s) of Saturday School. Students may not leave their seats unless directed by the supervisor.

The Saturday School supervisor will provide a nutrition break. The cafeteria will be open during the break for students to purchase snacks. No food may be delivered to campus. A second roll call will be taken at a designated area at the beginning and conclusion of this break. Students will be allowed to use the restrooms and drinking fountains at this time. Students will not be allowed in the parking lots, off campus or behind buildings without supervision.

Final roll call will be taken approximately ten (10) minutes before the end of the detention period in a designated area. **Leaving roll call without permission will result in dismissal and a referral for insubordination.**

Students are under the direct supervision of Classified and Certificated employees. All school rules and regulations apply while in the Saturday School program. Undesirable or disruptive conduct and lack of work or effort, as judged by the supervisor, will result in removal from the Saturday School program. Removal from or failure to report to the Saturday School program may result in being placed on the Hold List, In-House Suspension or School Suspension.

The following rules are in effect at all times during the Saturday School/Work Detention. **Violation of any rule constitutes a violation of the Insubordination section of the YLHS discipline Code of Conduct. The student will be dismissed from the Saturday detention without credit and referred to their counselor for assignment of disciplinary consequences.**

SATURDAY SCHOOL RULES

- Reading magazines, newspapers, writing notes/letters, or drawing is **NOT ALLOWED**
- Sleeping is **NOT ALLOWED**
- Eating and drinking is **NOT ALLOWED** (except during break, food is for sale in lunch area). **No food may be delivered to the campus by parents, businesses, etc.**
- Use of electronic devices is **NOT ALLOWED**.
- Use, or possession of any tobacco/drugs/alcohol/intoxicant or paraphernalia is **NOT ALLOWED**
- Students must bring class assignments and materials

Continued on next page ↓

RE-SCHEDULE SATURDAY PROGRAM HOURS

A student may re-schedule Saturday hours **2 times a year** for personal reasons with a parent note. This must be done prior to the assigned day, not after.

E.C. 48900.6 Disciplinary Action, Community Service

Instead of disciplinary action prescribed by this article, the principal of the school, the principal's designee, or the superintendent of schools, at his or her discretion, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section community service may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by this article (Add. Stats. 1193, Ch.212)

HOLD LIST

The school offers many opportunities and privileges for all students to enjoy. It is important to note that these are privileges that can be revoked if acceptable behavior is not maintained. Students who owe 8 hours or more of detention, Saturday School or has excessive period absences will be placed on the Hold List. While on the Hold List, students may lose the following privileges:

- All school dances
- Approval for a guest pass to attend another school's dance
- Student parking pass
- Field trips
- Work permit
- Off campus lunch pass (seniors only)
- Senior activities week events (seniors only)
- Graduation ceremony (seniors only)
- Other events at the discretion of the Assistant Principal

Students' privileges will be reinstated once student has less than 8 hours owed. Students who continue to not serve hours after losing privileges are subject to In-House Suspension, school suspension, behavior contracts, and school transfer. It is our hope that students will make good choices and be able to participate in all the school has to offer.

SCHOOL POLICIES/PROCEDURES/REGULATIONS

COURSE PROGRAM CHANGES: Students are encouraged to work out their class schedules with counselors, teachers and parents prior to registration, as it will be difficult to make program changes after the semester begins. The following dates will be observed regarding program changes during the 18 week semester:

Board Regulation 51251.1 (a)

1. Student initiated changes for schedule errors and improper class placements will be made during the **first two weeks of the semester**. After two weeks, only ROP or Instructional Aide may be added, if available. New classes will not be added after this time, except by administrative action.
2. Student initiated class drops may be made up to the end of the first and third quarter grading period without the grade being recorded on the transcript. After these grading periods a "W" (withdrawal), followed by a letter grade which describes the students performance, will be affixed ("W-A", "W-B", "W-C", "W-D", "W-F") on the permanent record card.
3. Students cannot initiate a class change or drop during the **last three weeks** of the semester, (16th, 17th and 18th weeks.)
4. School initiated changes related to class placements of class withdrawals will be made at the discretion of the principal or his designee. Poor attendance, poor classroom behavior and/or violation of school rules are example of criteria for school initiated schedule changes.
5. School initiated class drops will have designated a "W-F" (withdrawal-failing) on the transcript and the date of the action.

ATHLETIC CLASS CHANGE: If a student quits or is removed by the coach from a team; he/she cannot transfer into another sport until the current season is over with. Once a sport season ends the student has two days to report to the Athletic Director for clearance into another sport then report to his/her counselor for a schedule change. Failure to do so may result in loss of P.E. credits.

EXTERNAL COURSES: The following process is necessary to enroll in any External Course:

- The student contacts their counselor with a request to take an External course
- The reason for the request must meet one of the following criteria:
 - Remediation**
 - Advancement to next level (electives)**
 - Impacted schedule (electives)**
- If appropriate, the counselor will give the student the External Course Application for the parent to complete and return to the Counseling Office
- Yorba Linda's Assistant Principal of Student Services approves or denies the request. The student will then be notified of the status of their request
- If approved the student completes the course
- The course will be added to the student's Yorba Linda High School transcript when an **official** transcript is received from the external provider. It is the responsibility of the student/parent to determine whether or not the course meets university requirements.
- A maximum of 20 credits of coursework will be accepted from external institutions.

Student athletes are encouraged to inquire about the new NCAA regulation restrictions for taking on-line courses. Check out our web site in the counseling section under NCAA for this information. Remember to tell your counselor if you are planning on being an athlete in college.

HOMEWORK: Students should be prepared to spend an average of thirty minutes per day doing homework for each course taken. Honors and AP students will have approximately 1 hour per day per class. In most cases, this will average ten hours of work per week and some weekend study time. Projects, special collections, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not appear to have sufficient homework to meet the minimum standard as stated above, parent are urged to contact his/her teacher or counselor to discuss the situation.

HOMEWORK IN CASE OF ABSENCE DUE TO ILLNESS: A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, a student must be absent three (3) days with more absences anticipated before homework assignments can be requested from the teacher. Parents should contact the Attendance office at 714 986-7500 x 14032 to request homework. It is necessary that a **24** hour notice be given teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the counseling office regarding the home teaching process. No homework is requested for students missing school due to vacation or business. Checking the student's Aeries program will also allow you to find daily assignments on-line.

MAKE-UP WORK: The students of Yorba Linda High School are responsible for the work missed during an absence. **Students may not make-up any tests or classwork missed due to a class cut or truancy.** Work being made up should not be considered as a form of punishment, but rather as a conscientious effort on the part of the teacher to assist the student in maintaining his level of achievement, and on the part of the student to meet his responsibilities. Make-up work will be graded as any other work. If a student has been absent for disciplinary reasons, the action should be reflected in the citizenship grade, if that student has otherwise met the requirements of course. The following are suggested guidelines for classroom make-up work. For short absences; one, two or three days; it is suggested that work be made up within a week's time. For long absences, an agreement should be reached between the teacher and student and parent(s) as to the due date for the make-up work. This should be an adequate but not excessive period of time. Required work not completed within established time lines will become an "F". Ed Code 48205 (b) states that tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

SCHOOL RELATED ABSENCES: It is the student's responsibility to check in with their teacher and class *prior* to leaving for the school event. It is also the student's responsibility to pick up or turn in missed homework, class work or schedule a time with the teacher to make-up any missed tests or quizzes.

INDEPENDENT STUDY for extended absences (5 or more days): If a student is expecting to be absent from school for 5 or more days the parent/guardian must make arrangements with the attendance office to request a contract to acquire assignments for the days the student will be absent. All assignments are due to the supervising teacher **the day the student returns to school.** *Vacations are not an excused absence* from school per the California Education Code unless an Independent Study Contract has been approved.

PROCEDURE FOR RESOLVING CLASSROOM CONCERNS OR PROBLEMS:

1. Contact the teacher for a telephone conference or an appointment to discuss your questions or concerns personally
2. Contact your student's counselor for additional assistance
3. If the problem persists, contact the Assistant Principal in charge of either Student Services or Curriculum
4. If the above steps have failed to resolve the problem, please contact the Principal

MONITORING STUDENT PROGRESS: The Aeries.net student system is available this year for students and parents. This system allows students and parents to monitor the student's progress on a daily basis. It also allows for an easy access to e-mailing the teacher, check attendance, print grades and check on homework completion. The student Aeries.net number will follow the student throughout their enrollment in the district.

HEALTH SERVICES AND MEDICATION DURING SCHOOL: The school does not have a school nurse on campus; however, there is a Health Clerk on campus for a limited time each day. There is a school nurse that covers the health needs at each school and communicates frequently with the Health Clerk. Please contact the Health Office if you would like to be contacted by the school nurse. Please indicate health issues on the Health Card or contact the school Health Office. Ill students cannot be sent home without parent/guardian permission, or that of another adult so designated by the parents on the Emergency Data Card and/or Health Card. **STUDENTS CANNOT BE DRIVEN HOME BY ANOTHER STUDENT WITHOUT THE PERMISSION OF THE PARENTS OF BOTH STUDENTS INVOLVED.** If it is necessary for a student to take medication during school hours, the health care provider and parent must fill out the Request for Medication form which can be found on the district's health service website or the school Health Office. **IT IS ILLEGAL FOR A STUDENT TO BE IN POSSESSION OF MEDICATION ON HIS/HER PERSON WHEN ON CAMPUS UNLESS DOCUMENTATION FROM ISSUING HEALTH CARE PROVIDER IS ON FILE IN THE HEALTH OFFICE FOR MEDICATION BEING TAKEN.** If an exclusion for PE has been written by the health care provider, have the student bring the written statement to the Health Office. Health care providers' requests at the end of grading periods are not acceptable to excuse students for prior absences. **IT IS EXTREMELY IMPORTANT THAT THE EMERGENCY CONTACT INFORMATION AND HEALTH INFORMATION BE KEPT UPDATED ON [PORTAL.PYLUSD.ORG](http://portal.pylusd.org)**

If a student is found to be in possession of undocumented medications, depending on the circumstances, action will include one or more of the following:

Parent conference
Police involvement

Saturday School
Behavior Contract

School suspension 1-5 days
Administrative Transfer

LOST AND FOUND: Articles that are found on campus will be sent to the lost and found department in the front office. These articles will be kept until the close of school in June. After school has closed, the remaining articles will be donated to charitable organizations.

HALL PASSES: Students must have a hall pass in order to leave the classroom during the class period. Students that are detained for any reason should request a hall pass to avoid being marked tardy in the following class.

DROP OFF LUNCHES: *Yorba Linda High School does not accept "drop off" lunches.* If you choose to bring your child lunch you must make prior arrangements with your child to meet them during break or lunch in the office foyer and hand them their lunch.

DELIVERING MESSAGES OR PERSONAL ITEMS TO STUDENTS: It is our desire to maintain a learning environment that does not interrupt class time for the students. Therefore, the Attendance Office will not deliver items or messages to students in a non-emergency situation. Students are responsible for bringing everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. We do not relay phone messages to students except in the case of an emergency. Please remind the student of doctor and other appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.

STUDENT PHOTO ID CARDS: Students are *required* to have a Yorba Linda High School photo ID card in their possession *at all times* for safety and security purposes. Failure to provide an ID card may result in detention hours.

VISITORS AND GUESTS: YORBA LINDA HIGH SCHOOL IS A CLOSED CAMPUS. ALL visitors must report to the front office before entering campus. Visitor passes are required for all visitors who are permitted to remain on the campus. *Visitor passes are not issued to high school age visitors.* Teachers shall allow no one but regularly assigned students or adults with a visitor pass in their class. Guest passes are required for activity programs and will be issued by the Assistant Principal of Student Services in accordance with procedures set forth in the student handbook. *Violators are subject to arrest per 653(G) of the penal code.*

NUTRITION/LUNCH POLICY: Students are expected to respect the campus and maintain a safe environment. In an effort to facilitate supervision, and cut down on 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 cleaner environment.

RULES AND REGULATIONS

1. Students are to eat food **ONLY** in the designated areas on campus. Eating in school buildings will **not** be permitted. Students cannot eat in out-of-bounds areas, which include parking lots, fields, athletic courts, driveways, or other designated areas
2. Students are expected to deposit trash in the receptacles provided
3. Students are not to be in the building during lunch unless directly supervised by a staff member

CLOSED CAMPUS: Yorba Linda has a closed campus to all students. Permission to leave campus during the school day can only be authorized by parent permission and cleared through the attendance office.

LUNCH PERMITS: Lunch permits will be issued to ***SENIORS ONLY who have completed 30 hours of Community Service prior to their senior year.*** Seniors wishing to leave school at lunch on a regular basis must have a parent/guardian come to the Attendance Office and sign for a lunch permit. All high schools are closed campuses. Only seniors are eligible for off-campus lunch passes. Senior lunch passes are only for the lunch period. If a student fails to return to school prior to the conclusion of lunch, they are considered truant (unless cleared with a parent phone call the same day of the absence).

Seniors who abuse the stipulations of the lunch permit privilege will have their pass revoked.

No other students will be permitted to leave school at lunch unless a parent/guardian signs them out in-person.

LOCKERS: Students are issued lockers for the purpose of storing P.E. clothes only and are the property of the school district. Since it is the school's duty to maintain safety, order and discipline, locker contents, book bags and gym bags are subject to "search and seizure" when a school official has reason to believe that a student possesses evidence of illegal activity, or activity that would interfere with school discipline and order. ***Please store valuables in lockers. YLHS assumes no responsibility for items left unsecured (i.e. book bags, electronic devices, purses left on locker room floors or on top of lockers) by students.***

TRANSCRIPTS: Seniors and Juniors who are college bound will need an official transcript sent to the college which they applied for. The college admissions process has been made easier for the students of YLHS with our connection to www.Parchment.com. The district has partnered with Parchment to handle transcript requests electronically. With Secure Transcripts the students of YLHS can now order their transcripts online, with ease and 24/7 convenience of the Web.

Most colleges in the U.S. are going paperless and will soon ***only*** be accepting transcripts online. It's easy for the YLHS students to order their transcript. Log onto the YLHS website at www.ylhs.org look for transcripts on the counseling section menu to link to Parchment, follow the set up instructions, select the college you wish YLHS to send a transcript to, pay online and Parchment will do the rest. Once YLHS has released your transcript to Parchment you will receive an e-mail from Parchment that the transcript has been sent and received to the college of your choice. No more guessing if your transcript was ever sent.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT STUDENT BEHAVIOR EXPECTATIONS AND CODE OF CONDUCT

A goal of the Placentia-Yorba Linda Unified School District is to assist each student to become productive and an effective citizen in our democratic society. We are confident that the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

The purpose of the Code of Conduct is to ensure a safe and orderly educational climate conducive to learning. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities for themselves or others.

In an effort to support the positive actions of the vast majority of students, disciplinary action will result when students fail to conduct themselves in an acceptable manner. A student may be disciplined for acts that are related to school activities which occur at any time including, but not limited to, any of the following:

- While on the grounds of any PYLUSD campus
- While going to or coming from home to school
- Off campus during school hours
- During, or while going to or coming from, a school sponsored activity

SEARCH AND SEIZURE

In an ongoing effort to maintain a safe and secure campus, the law provides school officials with the right to search students, their possessions, and their automobiles when they have a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. We hope all students will be cooperative as the school official(s) will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly includes being "out-of-bounds" without permission or a report by another student, parent, or staff member of possession of contraband or dangerous objects. Students should also be aware that they will be held responsible for any contraband or dangerous objects found in their possession as it will be considered their property. If a student should discover contraband or dangerous objects on campus, he or she should go directly to the Assistant Principal or other staff member and report it without delay. (Education Code 49050)

CAMERA SURVEILLANCE ON SCHOOL PROPERTY

In an effort to maximize the safety of our students, staff and visitors, and for security purposes, Placentia-Yorba Linda Unified School District employs camera surveillance equipment on high school campuses. Surveillance cameras will generally be utilized only in public areas where there is "no reasonable expectation of privacy." Public areas may include school buses, building entrances, hallways, parking lots, lunch areas, and front offices where students, employees, and parents come and go. It is not possible, however, for surveillance cameras to cover all public areas of district buildings or all district activities. District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices or classrooms.

ATHLETIC CODE OF CONDUCT

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

The goal of athletic participation is to provide a rewarding co-curricular experience for all students. All participants must commit to exemplary conduct and behavior as a representative of the school, district, and community.

As a participant in PYLUSD athletics, I agree to the following:

1. To recognize that athletes involved in activities which reflect negatively upon themselves, the team or the school are subject to suspension from athletics;
2. To understand that hazing is defined as any act of forcibly involving fellow students in inappropriate, demeaning, or potentially dangerous acts (as in an initiation rite). Hazing is a form of intentional harassment and is considered a serious violation of our Code of Conduct;
3. To meet the minimum academic requirements established by the Board of Trustees of the PYLUSD and California Interscholastic Federations (CIF) for eligibility;
4. To recognize that suspension for offenses to Education Code 48900 will result in competition ineligibility during the time of suspension;
5. To recognize that sport specific standards of behavior and appropriate consequences may be set by the head coach of each individual sport;
6. To recognize that a student/athlete who has unlawfully possessed, used, offered to sell, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind, including androgenic/anabolic steroids, or unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, while on school grounds, during school, or during or while going to, coming from or attending a school sponsored event, while going to or coming from school, during the lunch period whether on or off school grounds, shall receive the consequences listed below, in addition to discipline imposed under the District's student disciplinary policies;

First Offense: *6 week suspension from the first official athletic contest (includes scrimmages)
Suspended athletes may participate in their designated athletic period only for the duration of the suspension

Second Offense: Suspended from athletics for one calendar year, regardless of the incident

Third Offense: Lifetime suspension from the athletic program, regardless of the incident

*Any offense occurring outside the student's athletic season, including summer will result in the suspension being applied to the next sport he/she participates in. Any offense occurring during the student's athletic season, may result in suspension for the balance of the season. Any time left on the suspension will be applied to the student's next season of sport.

7. To recognize a student/athlete involved in any activity during the time school is not in session, which results in a conviction, may receive consequences such as those listed in (6) above.

If a suspended athlete so chooses, he/she may have his/her suspension reviewed, and have the time of the suspension cut in half upon enrollment and completion of an acceptable substance abuse counseling program. Any athletic suspension may be subject to a review by the principal, athletic director, head coach and/or coaches' council.

YORBA LINDA HIGH SCHOOL ACADEMIC HONESTY POLICY

Yorba Linda students are expected to take pride in their achievements. Yorba Linda students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Academic dishonesty usually involves an attempt by a student to show a level of knowledge or skill which he/she, in fact, does not possess. Any student who seeks to gain a dishonest advantage over his/her fellow students is pursuing a course which is unacceptable to both peers and society.

In an effort to protect the rights of honest students and foster a sense of responsibility for personal conduct, Yorba Linda High School has adopted this academic honesty policy. Promoting honest behavior is a responsibility shared by the school and parents. It is the responsibility of the students, parents, teachers, and administrators to prevent academic dishonesty. It is the responsibility of the teacher to determine whether or not a violation has occurred and to take the appropriate actions.

Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. **Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher.** Examples of academic dishonesty include, but are not limited to, the following list.

These offenses, or offenses deemed similar, are considered a breach of the Yorba Linda High School Academic Honest policy:

- Copying another student's homework, lab report or data. (Copying includes using another person's verbal response to a question as an original answer.)
- Sending, sharing, viewing, or possessing pictures, text messages, emails, posts or Tweets of any academic work, classroom assessments, state testing, Advanced Placement testing, PSAT testing, etc.
- Unauthorized using of textbooks, notes, computer programs or written aids during an examination.
- Looking at another student's paper or talking during an examination.
- Helping another student to cheat on an examination or assignment.
- Writing formulas, codes, or key words on one's person or objects for use during an examination.
- Exchanging answers with other students, either before, during, or after an examination.
- Taking someone else's assignment and submitting it as your own.
- Plagiarizing any material without giving the author/artist name and/or source.
- Using material from the Internet without clearly identifying it as such.
- Submitting or using falsified data or records.
- Not following additional specific guidelines on cheating as established by department, class, or a teacher.
- Providing material to be used in a dishonest manner, such as providing homework answers for copying.
- Changing the grade or score of an assignment.

Incident 1 Zero on assignment(s) or Test
 Parent contact by Teacher
 Counselor contact to review Academic Policy and Discipline
 Referral to Counselor
 Academic Integrity Assignment 1

Continued on next page ↓

- Incident 2 Zero on assignment
Parent contact by Teacher
Referral to Counselor
Counselor contact to review Academic Policy and Discipline
Placed on Behavior Contract
Saturday School
"N" in Citizenship for Semester
Academic Integrity Assignment 2
- Incident 3: Zero on assignment
Parent contact by Teacher
Referral to Counselor
Counselor contact to review discipline
Saturday School
"U" in Citizenship for Semester
Counselor reports incidents of academic integrity violations on student's college applications
Not eligible for Senior Awards or Mustang Scholar Program
Student removed from any and all elected or appointed co-curricular positions (i.e., ASB, athletic captains, club officer)
Academic Integrity Assignment 3

Note: Pending investigation or nature of the offense, further consequences may be issued on any incident. This may include a 1-5 day suspension, parent conference, and/or a loss of extracurricular activities. Failure to complete Academic Integrity assignments will lead to further discipline consequences.

HIGH SCHOOL STUDENT DRESS CODE

Placentia-Yorba Linda Unified School District School Board Policy establishes that students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the decency of, reflect negatively on, or detract from any phase of, the educational program. The administration and staff believe that dress affects the academic environment at school and, in some cases, can be disruptive to the learning environment. Therefore, the dress code applies at all times to students while on campus or in attendance at any school event.

The following items are examples and not intended to be a complete list of dress restrictions:

- Clothing, hats, jewelry, purses, school supplies, or other accessories associated with alcohol, drugs, tobacco, sex, obscenity, bigotry, racial/ethnic/religious prejudice, weapons or violence.
- Bandanas, do-rags, hairnets, chains, spiked jewelry, or any apparel deemed as dangerous.
- Any clothing normally worn as underwear or sleepwear.
- Short shorts, beach attire, low necklines, low backlines, strapless garments, sheer or see-through clothing, visible bandeaus, bare-midriff tops.
- Pants must be worn near waist level; oversized clothing is unacceptable.
- Underclothing must be worn but not visible.
- Outer clothing must be in good repair.
- Bare feet are not allowed. Shoes must be worn at all times.
- Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted. Anything deemed as gang related is prohibited.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Item confiscated Alternative clothing loaned Warning Parent contact Student may be sent home to change
Incident 2	Item confiscated Alternative clothing loaned Parent contact Saturday School Student may be sent home to change
Incident 3	Item confiscated Alternative clothing loaned Parent conference Saturday School Behavior Contract
Incident 4	Item confiscated Alternative clothing loaned Parent conference Behavior Contract School suspension 1-5 days

Continuous violations of the aforementioned policies will be construed as defiant behavior, which is a violation of Ed. Code section 48900 (K).

PHYSICAL EDUCATION POLICIES

The Physical Education Department requires uniforms for all students enrolled in the regular program. The uniform will consist of a t-shirt with the student's name on the front and shorts (no buckles, snaps, zippers, or pockets). P.E. uniforms can be purchased during the summer registration days or at any time after registration. Socks and tennis shoes must be worn. Parents are not required to purchase P.E. attire from the school. Parents may elect to purchase the attire on their own provided the clothing items are consistent with the school's uniform in colors and style. If you have any questions regarding the purchasing of the P.E. uniforms, please contact the P.E. Department or Finance Office.

NON-SUIT POLICY

If a student does not come prepared to class in their physical education clothes/ uniform and refuses to use loaner clothes, action will include one or more of the following:

Incident 1	Warning Loss of participation points
Incident 2	Loss of participation points Teacher assigned detention
Incident 3	Loss of participation points Detention Saturday School Parent contact
Incident 4	Loss of participation points Saturday School Parent contact
Incident 5	Loss of participation points Saturday School In-House Suspension Parent conference Behavior Contract

STUDENT PARKING AND DRIVING

Students are expected to park only in the student parking lots. Students who drive a motor vehicle to school ***MUST*** have a parking permit visible in their vehicle at all times. Parking permits will only be sold for the amount of spaces available. There is a \$20.00 fee per vehicle permit. A parking pass is non-transferable to other students. Students may not trade, loan or sell a permit issued to the registered user. If a parking permit is lost or stolen, the registered user must report the lost or stolen permit to the front office as soon as possible. A \$20.00 fee will be assessed to replace the lost or stolen permit. New vehicles or any additional vehicles driven must be listed on students permit application. All changes during the school year can be made through the front office.

When applying for a parking permit; student must be present and have the following information in their possession:

- Parking Permit Request form (download on line or from front office)
- A valid California driver's license
- Car registration
- YLHS Student ID card

Students who drive multiple vehicles must present each vehicle registration or copy of registration when applying for a parking permit.

Campus area traffic regulations are enforced by local law enforcement agencies in compliance with CVC 21113. The following violations may result in a citation and/or towing of vehicle at the owner's expense:

1. Parking in a red or green zone
2. Blocking of any driveway
3. Parking in a bus zone
4. Parking other than between the lines painted on the pavement of the parking lot
5. Parking on driveways, access areas, fields, or non-blacktop areas
6. Driving in excess of 5 miles per hour on school grounds
7. Parking in handicapped parking without placard
8. Parking in staff or visitor designated spaces
9. Parking without a visible permit

Students are not to be in the parking lot at any time during the school day without a special permit or authorization by school officials. Parking is on a first-come, first-served basis. There is no designated or preferential parking for students.

Additionally, the following rules and regulations apply to all motorized vehicles while driving or parking on the YLHS campus:

- Underclassmen may **ONLY** park in the student parking lot near the gym. The upper lot is for faculty, visitors and seniors with lunch passes.
- No end cap parking (vehicles must park head-in).
- Students **must** follow directional arrows painted on the parking lot roadway.
- Motor vehicles, which include motorcycles, must be driven on the roadway at all times. No student vehicle is permitted to drive on sidewalks, grass area, playing fields, teacher parking lot, basketball courts, tennis courts or areas designated as restricted.

All parking regulations are strictly enforced on and off the YLHS campus by the Orange County Sherriff's Department. A violation of parking rules and regulations could result in parking citation being issued to the parked vehicle.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Police citation Detention Vehicle towed	Parent contact Saturday School
Incident 2	Police citation Saturday School Loss of parking permit	Parent contact Vehicle towed School suspension 1-5 days

GENERAL PYLUSD HIGH SCHOOL POLICIES

COMPUTER, NETWORK, OR INTERNET MISUSE: Misuse includes, but is not limited to, changing program controls, wallpaper, keyboard, adding or deleting programs without permission, chat room involvement, vulgar/sexually explicit sites, or any site that is not appropriate for the education, safety, and well-being of the student body. Personal email shall only be accessed with instructor's permission and strictly for academic purposes. USB or external drives are not permitted for use on school computers without permission from the teacher and are subject to scan/search to ensure safety. Students are responsible for the content of the drive and should be sure it contains nothing in violation of the school rules.

Depending on the circumstances, action will include one or more of the following:

Detention	Parent contact
Saturday School	School suspension 1-5 days
Loss of internet use	Administrative Transfer
Class drop	Expulsion

BICYCLES AND SKATEBOARDS: Bicycles and skateboards are not permitted on campus or in classrooms. Bicycles and skateboards must be stored in designated area or racks during school hours, otherwise they will be confiscated and released to the parent.

Depending on the circumstances, action will include one or more of the following:

Confiscation*	Parent contact
Detention	Saturday School
Police citation	School suspension 1-5 days

Repeat offenses may result in confiscation for the remainder of the school year.

*The school does not assume liability for any prohibited item that has been confiscated, including loss, damage, or theft of the confiscated item.

PROLONGED PUBLIC DISPLAYS OF AFFECTION: School is a place for learning. Prolonged public displays of affection are not permitted as they detract from the learning environment. Self-control and respect for others should be kept in mind at all times.

Depending on the circumstances, action will include one or more of the following:

Detention	Parent contact
Saturday School	School suspension 1- 5 days
Behavior Contract	Administrative Transfer
Schedule change	Expulsion

PRODUCT MISUSE: Misuse (violation of manufacturers' warnings/cautionary statements) or possession of **any** product (aerosol spray, compressed air products, products containing hazardous chemicals) for the purpose of mentally or physically altering one's well-being is prohibited.

Depending on the circumstances, action will include one or more of the following:

Incident 1	School suspension 1-5 days Parent conference Behavior Contract Police action Administrative Transfer
Incident 2	School suspension 1-5 days Police action Administrative Transfer Expulsion

ELECTRONIC SIGNALING DEVICES

Cell phones, iPods, MP3

It is the intent of the school in exercising its authority to regulate the use of electronic devices to establish guidelines and regulations that will ensure the continuation of a positive climate for learning free from unnecessary disruptions. Although state law no longer prohibits students from possessing or using electronic devices, restrictions of their use on a school campus must exist to ensure such use does not infringe upon the rights of others or interfere with classroom instruction or other school activities.

The school does not encourage student possession or use of electronic devices on campus and does not assume liability if such devices are damaged, lost, or stolen. Electronic devices shall remain turned off during class time unless teacher approval is given. If the privilege of having these devices at school is abused and the possession or use of an electronic device violates this policy, the school has the right to revoke the privilege.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Item confiscated* Warning Parent contact Detention
Incident 2	Item confiscated* Parent contact Detention Saturday School
Incident 3	Item confiscated* Parent contact Saturday School
Incident 4	Item confiscated* Parent conference Saturday School Behavior Contract
Incident 5	Item confiscated* Parent conference School suspension 1-5 days

*Item can be retrieved by the student in the office at the end of the school day. Student must provide photo ID card to pick up item; there are no exceptions to this requirement. Upon repeated offenses, only the parent or legal guardian with photo ID may pick up item.

The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item.

INAPPROPRIATE USE OF ELECTRONIC COMMUNICATION AND CONSEQUENCES

As the use of digital technology becomes more prevalent throughout our schools, the Placentia-Yorba Linda Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated. See PYLUSD board policy on page 32 for more information.

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- Sending, sharing, viewing, or possessing pictures, text messages, emails of any academic work, classroom assessments, state testing, Advanced Placement testing, PSAT testing, etc. is prohibited on campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension.

***Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"**

***Education Code 48900 (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"**

***Education Code 48900 (i) "Committed an obscene act or engaged in habitual profanity or vulgarity"**

*** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"**

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Inform a school official immediately
- Save the evidence. Print the online harassing text if possible
- Identify the Bully
- Clearly tell the Bully to stop
- Ignore the Bully by leaving the online environment and/or blocking communications
- File a complaint with the Internet or Cell Phone Company
- Contact the Bully's parents
- Contact the police

SUSPENDABLE AND EXPELLABLE OFFENSES

California Education Code 48900 a-r, .2,.3,.4,.7

The following offenses listed below may result in suspension, administrative transfer to another high school within the district, or expulsion from the Placentia-Yorba Linda Unified School District. All incidents will be investigated by the administration of the school to determine which consequences will apply. The student may be recommended for expulsion for the following if:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct;
- (b) Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

California Education Code 48900

- (a) (1) Physical injury to another person
(2) Willfully caused physical injury by force or violence upon another person
- (b) Possession of weapons, explosives, or dangerous objects
- (c) Possession or use of controlled substance, alcohol, or intoxicant
- (d) Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- (e) Committed robbery or extortion
- (f) Vandalism to school property or private property
- (g) Theft
- (h) Possession of tobacco or nicotine delivery devices
- (i) Excessive use of profanity or repeated vulgarity
- (j) Possession of drug paraphernalia
- (k) Defiance or disruption of school activities
- (l) Possession of stolen property
- (m) Possession of an imitation firearm
- (n) Commit or attempt to commit sexual assault or sexual battery
- (o) Harass, threaten, or intimidate a student witness
- (p) Selling Soma
- (q) Hazing
- (r) Bullying/Cyber
- .2 Sexual harassment
- .3 Hate violence
- .4 Intentional harassment, threats, or intimidation
- .7 Intentional terrorist harassment, threats, or intimidation against school staff or property

EXPLANATION OF DISCIPLINE TERMS

SUSPENSION

Suspensions remove a student from campus for one to five days, after which time the student may return to class, usually on a Behavior Contract. Students who have been suspended are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District during school or non-school hours, and on school and non-school days. This also includes school activities.

EXPULSION

Expulsion is a formal process that includes suspension and a hearing to determine if a student will be dismissed from their current educational setting. Students who have been expelled are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District until the expulsion requirements have been completed. This also includes school activities. Suspensions or expulsions will be imposed when other means of correction fail to bring about proper conduct or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the learning process.

California Education Code section 48915 requires mandatory suspension and recommendation for expulsion of students who:

- **Possess, sell, or otherwise furnish a firearm**
- **Brandish a knife at another person**
- **Sell a controlled substance**
- **Commit or attempt to commit a sexual assault or sexual battery**
- **Possess an explosive**

Grounds for Expulsion from the District (Education Code 48915): (A1) Causing serious physical injury to another person (A2) Possession of any knife or other dangerous object (A3) possession of any controlled substance (A4) Robbery or extortion (A5) Assault or battery upon a school employee (C1) Possessing, selling, or otherwise furnishing a firearm (C2) Brandishing a knife at another person (C3) selling a controlled substance (C4) Committing or attempting to commit sexual assault (C5) Possession of an explosive

ADMINISTRATIVE TRANSFER

A student is transferred to another comprehensive high school within the district. The student is removed for two semesters. Students who have been administratively transferred are prohibited from returning to the sending school's campus for the duration of the Administrative Transfer. This also includes school activities. The student may return if he/she completes the conditions set forth by the assistant principal of the sending school.

STUDENT BEHAVIOR VIOLATIONS AND CONSEQUENCES

48900 Section A: Physical Injury to Another Person

Students are expected to seek constructive solutions to conflict in a non-violent manner.

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) EC 48900 (a) (1)**
(a) (2) Willfully used force or violence upon the person of another, except in self-defense

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 1-5 days Parent conference Behavior Contract Police involvement Administrative Transfer Expulsion
Incident 2	School suspension 3-5 days Parent conference Police involvement Administrative Transfer Expulsion
Incident 3	School suspension 3-5 days Parent conference Police involvement Administrative Transfer Expulsion

Section 48915(a1/a5): Causing serious physical injury to another person/ school employee, except in self-defense.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 5 days Parent conference Police involvement Expulsion
------------	--

48900 Section (b): Dangerous Objects

Students are expected to maintain a safe environment in the school, free of weapons and/or dangerous objects.

FIREARMS 48915 (c1), KNIVES 48915 (c2), OR OTHER DANGEROUS OBJECTS

Possession, selling, furnishing, or use of firearms (including look-alike firearms), knives (including pocket knives), or other dangerous objects will result in one or more of the following:

Disciplinary Consequences:

- | | |
|------------|----------------------------|
| Incident 1 | School suspension 3-5 days |
| | Parent conference |
| | Police involvement |
| | Behavior Contract |
| | Administrative Transfer |
| | Expulsion |

USE, POSSESSION, OR SALE OF EXPLOSIVES OR INCENDIARIES, CAUSING FIRES 48915 (c5)

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|------------------------------------|
| Incident 1 | School suspension 3-5 days |
| | Parent conference |
| | Police/Fire Department involvement |
| | Restitution |
| | Behavior Contract |
| | Administrative Transfer |
| | Expulsion |

48900 Section (c) (d), 48915 (c): Controlled Substances

Students are expected to be drug and alcohol free.

SALE OR FURNISHING OF DRUGS, ALCOHOL, INTOXICANTS, NON- PRESCRIPTION, OR LOOK-A-LIKE DRUGS

Students may not possess, use, sell, be under the influence of, negotiating to sell, furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to, all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, non-prescription drugs (including "look-a-like), or possessing quantities of same large enough to indicate sale on school grounds, off campus during school hours, at any school sponsored function, or while being transported to or from school or activities. All prescription and over-the-counter medication must remain in the possession of the school's health office with physician's written medical authorization.

If it is established that alcohol or other drugs have been actually furnished to students in connection with on-campus solicitation, the student may be subject to disciplinary consequences.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|----------------------------|
| Incident 1 | School suspension 1-5 days |
| | Parent conference |
| | Police involvement |
| | Administrative Transfer |
| | Expulsion |

USE OR POSSESSION OR UNDER THE INFLUENCE OF DRUGS/ ALCOHOL/ INTOXICANTS / NON-PRESCRIPTION DRUGS

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|--|
| Incident 1 | School suspension 1-5 days
Parent conference
Behavior Contract
Police involvement
Administrative Transfer
Expulsion |
| Incident 2 | School suspension 1-5 days
Parent conference
Police involvement
Administrative Transfer
Expulsion |

48900 Section (e) (f) (g): Vandalism, Robbery, Damage to Property, Theft, Graffiti and Graffiti Paraphernalia

Students are expected to respect the property of others. Students may not commit, or attempt to commit, robbery, theft, damage to property, or extortion. Robbery includes the theft of any property not belonging to the student or any attempts made to force or create fear in others while attempting to steal or while stealing another person's property. Borrowing of another person's property without their permission may be considered a theft.

ROBBERY OR EXTORTION

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- School suspension 1-5 days
- Parent conference
- Behavior Contract
- Police involvement
- Restitution
- Administrative Transfer
- Expulsion

THEFT OR POSSESSION OF STOLEN PROPERTY

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | Parent conference
Behavior Contract
Saturday School
Police involvement
Restitution
Administrative Transfer |
|------------|---|

Continued on next page ↓

- Incident 2 School suspension 1-5 days
- Parent conference
- Police involvement
- Restitution
- Administrative Transfer
- Expulsion

VANDALISM, GRAFFITI, OR PARAPHERNALIA

Engaging in willful or malicious behavior resulting in destruction, defacement, damage, or loss of use of school property or the private property of another or possession of markers, spray paint cans, etching tools and/or other graffiti paraphernalia will result in one or more of the following:

Disciplinary Consequences:

- Incident 1 Items confiscated*
- Parent conference
- Behavior Contract
- Saturday School
- Police involvement
- Restitution
- Administrative Transfer

- Incident 2 Items confiscated*
- School suspension 1-5 days
- Parent conference
- Police involvement
- Restitution
- Administrative Transfer
- Expulsion

*The school does not assume liability for any prohibited item that has been confiscated, including loss, damage, or theft of confiscated item.

48900 Section (h): Tobacco, Nicotine, or Nicotine Delivery Devices

Students are expected to live a healthy lifestyle and respect the wellness of others. Students may not possess or use tobacco or any products containing tobacco or nicotine. The use of e-cigarettes, vapor pens, and the paraphernalia associated with their use are also included in this section and will receive the same consequences.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- Incident 1 Saturday School
- Tobacco education program
- Parent contact
- Police citation

- Incident 2 School suspension 1-3 days
- Saturday School
- Tobacco education program
- Parent conference
- Behavior Contract
- Police citation

Continued on next page ↓

Incident 3 School suspension 1-5 days
 Parent conference
 Police citation
 Administrative Transfer

48900 Section (i): Obscenity, Profanity, Vulgarity, or Obscene Gestures

Students are expected to treat all staff and students with respect and practice responsible behavior at all times. Students may not engage in obscene acts or use habitual profanity or vulgarity, which includes speaking, writing, gesturing, or acting inappropriately.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Parent conference Saturday School Behavior Contract Administrative Transfer
Incident 2	School suspension 1-5 days Parent conference Behavior Contract Administrative Transfer
Incident 3	School suspension 1-5 days Parent conference Administrative Transfer

PROFANITY/OBSCENE ACTIONS DIRECTED TOWARD A STAFF MEMBER

Profane or vulgar language/gestures/actions directed towards a staff member(s) will result in one or more of the following:

Disciplinary Consequences:

Incident 1	Parent conference Removal from class Behavior Contract Administrative Transfer
Incident 2	School suspension 1-5 days Parent conference Administrative Transfer

48900 Section (j): Paraphernalia

Students are expected to live a healthy lifestyle and respect others. Students may not possess, offer, share, or negotiate to sell any drug paraphernalia.

Depending on the circumstances, action will include one or more of the following:

Continued on next page
↓

Disciplinary Consequences:

Incident 1	Saturday School Items confiscated* Parent contact Behavior Contract Police involvement
Incident 2	School suspension 1-5 days Items confiscated* Parent conference Police involvement Administrative Transfer

*The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item.

48900 Section (k): Defiance and Disruption

Students are expected to follow school rules and respect the authority and direction of school staff. Students may not negatively impact the orderly operation of the classroom or educational environment of the school by being defiant, disruptive, disrespectful, or deceptive.

Prior to office referral, the teacher may use other means of correction such as counseling, detention, and parent contact.

CLASS MISCONDUCT

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Parent contact Teacher assigned detention Saturday School Class suspension 1-2 days
Incident 2	Parent contact/conference Teacher assigned detention Saturday School Class suspension 1-2 days School suspension 1-5 days
Incident 3	Class suspension 1-2 days School suspension 1-5 days Parent conference Behavior Contract
Incident 4	School suspension 1-5 Parent conference Student withdrawal from class

REFERRAL FROM A SUBSTITUTE

Students are expected to treat substitute teachers as guests on campus. Students who display inappropriate behavior when a substitute is in charge will automatically be assigned to the Saturday School program with potential further consequences depending on the severity of the behavior.

CAMPUS MISCONDUCT

Campus misconduct includes, but is not limited to:

Food throwing	Distribution of unauthorized materials
Rude behavior	Lack of consideration for fellow students
Horseplay	Littering or trash
Out of bounds	Driving or parking violation*

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Parent contact Saturday School Behavior Contract
Incident 2	Parent contact Saturday School Behavior Contract
Incident 3	Behavior Contract Parent Conference
Incident 4	Parent Conference Administrative Transfer

*Driving or parking violations are also subject to enforcement under the California Vehicle Code and may result in revocation of parking privileges and traffic citation.

CAMPUS RESTRICTIONS

In the interest of safety, the following are prohibited on campus:

Gambling, skates, skateboards, and/or skate shoes, scooters, bicycles and motorized vehicles, spiked jewelry, chains, or other dangerous apparel.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	Warning Item confiscated*
Incident 2	Saturday School Parent contact Item confiscated*
Incident 3	Behavior Contract Parent conference Item confiscated*
Incident 4	Parent conference Item confiscated* Administrative Transfer

*The school does not assume liability for any prohibited item that has been confiscated including loss, damage, or theft of confiscated item.

INSUBORDINATION OR DEFIANCE OF AUTHORITY

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

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- Incident 1 Parent contact
Saturday School
Behavior Contract

- Incident 2 Parent conference
School suspension 1-5 days
Behavior Contract

- Incident 3 School suspension 1-5 days
Parent conference
Administrative Transfer

FORGERY OR FRAUD

Students are expected to practice responsible and honest behavior.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- Parent contact
- Behavior Contract
- Saturday School
- Withdrawal from class
- Parent conference
- School suspension
- Administrative Transfer
- Expulsion

If offense is related to attendance, parents must appear in person to clear absences. Repeat offenses may result in police involvement.

48900 Section (I): Receiving Stolen Property

Students are expected to respect the property of other students, staff members, and the school. Students who find property are expected to return items to the office immediately.

Depending on the circumstances, action will include one or more of the following:

- Parent conference
- Police involvement
- Restitution
- Saturday School
- School suspension 1-5 days
- Behavior Contract
- Administrative Transfer
- Expulsion

48900 Section (m): Possession of an Imitation Firearm

Students are expected to maintain a safe campus and community environment free of weapons, dangerous objects, and objects that resemble a real weapon.

Depending on the circumstances, action will include one or more of the following:

- Parent conference
- Police involvement
- Saturday School
- Items confiscated
- School suspension 1-5 days
- Behavior Contract
- Administrative Transfer
- Expulsion

48900 Section (n): Commit or Attempt to Commit a Sexual Assault or Sexual Battery

Students are expected to treat all students and staff members with respect. Sexual assault includes any sexual acts performed against the victim’s will.

Depending on the circumstances, action will include one or more of the following:

- | | |
|-------------------------|--------------------------|
| Parent conference | School suspension 5 days |
| Police involvement | Behavior Contract |
| Administrative Transfer | Expulsion |

48900 Section (o): Harass, Threaten, or Intimidate a Student Witness

Students are expected to treat all students and staff members with respect. Depending on the circumstances, action will include one or more of the following:

- | | |
|-------------------------|----------------------------|
| Parent conference | School suspension 3-5 days |
| Police involvement | Behavior Contract |
| Administrative Transfer | Expulsion |

48900 Section (p): Unlawfully Offered, Arranges to Sell Soma

Students are expected to be drug and alcohol free and attend a safe environment.

Depending on the circumstances, action will include one or more of the following:

- | | |
|-------------------------|----------------------------|
| Parent conference | School suspension 1-5 days |
| Police involvement | Behavior Contract |
| Administrative Transfer | Expulsion |

48900 Section (q): Hazing

Students are expected to treat all students and staff members with respect.

Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm to any student or other person.

Depending on the circumstances, action will include one or more of the following:

- | | |
|----------------------|----------------------------|
| Parent conference | School suspension 1-5 days |
| Police involvement | Behavior Contract |
| Removal from program | Administrative Transfer |
| | Expulsion |

48900 Section (r): Bullying or Cyber Bullying

Students are expected to treat all students and staff members with respect.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act and including one or more acts committed by a student or group of students, directed towards a student or school personnel.

Depending on the circumstances, action will include one or more of the following:

- | | |
|-------------------------|----------------------------|
| Parent conference | School suspension 1-5 days |
| Police involvement | Behavior Contract |
| Administrative Transfer | Expulsion |

48900.2: Sexual Harassment

Students are expected to treat all students and staff members with respect.

Engaging in the sexual harassment of another student or staff member by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of sexual nature.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 1-5 days
Saturday School	Behavior Contract
Police involvement	Administrative Transfer
	Expulsion

48900.3: Hate Violence

Students are expected to treat all students and staff members with respect.

Interfering with the civil rights of another person by personal assault or damage to personal property because of the person's race, color, religion, nationality, country of origin, ancestry, disability, or sexual orientation.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 1-5 days
Police involvement	Administrative Transfer
Restitution	Expulsion

48900.4: Intentional Harassment, Threats, or Intimidation

Students are expected to treat all students and staff members with respect.

Intentionally engaging in a level of harassment, threats, or intimidation against a student(s) or school personnel, which is sufficiently severe as to have a possibility of disrupting the classroom or creating a hostile environment.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 1-5 days
Saturday School	Administrative Transfer
Police involvement	Behavior Contract
Schedule change	Expulsion

48900.7: Intentional Terrorist Harassment, Threats, or Intimidation against School Staff or Property

Students are expected to treat all staff members with respect and keep a safe environment.

Terrorist threats shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. The threat may cause that person to reasonably be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Depending on the circumstances, action will include one or more of the following:

Parent conference	School suspension 3-5 days
Police involvement	Administrative Transfer
Behavior Contract	Expulsion

2018-2019

REGULAR DAILY SCHEDULE

LATE START Monday		Tuesday-Friday	
		Zero Period	6:40-7:45
Collaboration time for Teachers	7:25-8:25		
Period 1	8:35-9:23	Period 1	7:55-8:50
Period 2	9:30-10:18	Period 2	8:57-9:52
Break	10:18-10:28	Break	9:52-10:02
Period 3 (Announcements)	10:35-11:30	Period 3 (Announcements)	10:09-11:09
Period 4	11:37-12:25	Period 4	11:16-12:11
Lunch	12:25-12:55	Lunch	12:11-12:41
Period 5	1:02-1:50	Period 5	12:48-1:43
Period 6	1:57-2:45	Period 6	1:50-2:45

DOUBLE ASSEMBLY SCHEDULE

ASSEMBLY A "C" BUILDING – DOWNSTAIRS ONLY (Rooms 300 – 339) PE, P1, P2		ASSEMBLY B "C" BUILDING UPSTAIRS (Rooms 350 – 392) 400, 500 BUILDINGS, THEATER, BAND, CHOIR	
Zero Period	6:40 - 7:45	Zero Period	6:40 -7:45
Period 1	7:55 – 8:44	Period 1	7:55-8:44
Assembly A	8:51 – 9:25	Period 2A	8:51 – 9:40
Period 2B	9:32 – 10:21	Assembly B	9:47 – 10:21
Break	10:21 – 10:31	Break	10:21 – 10:31
Period 3 (Announcements)	10:38 – 11:27	Period 3 (Announcements)	10:38 – 11:27
Period 4	11:34 – 12:23	Period 4	11:34 – 12:23
Lunch	12:23 – 12:53	Lunch	12:23 – 12:53
Period 5	1:00 – 1:49	Period 5	1:00 – 1:49
Period 6	1:56 – 2:45	Period 6	1:56 – 2:45

2018-2019

FINALS BELL SCHEDULE

JANUARY 22 – 24, 2019 JUNE 11 – 13, 2019

DAY 1 <i>FULL DAY</i>
--

FINAL	Period 1	7:55 - 9:55
	<i>Break</i>	9:55 - 10:05
FINAL	Period 2	10:12 - 12:12
	<i>Lunch</i>	12:12 - 12:42
	Period 3	12:49 - 1:15
	Period 4	1:22 - 1:45
	Period 5	1:52 - 2:15
	Period 6	2:22 - 2:45

DAY 2 <i>MINIMUM DAY</i>

FINAL	Period 3	8:00 - 10:00
	<i>Break</i>	10:00 - 10:20
FINAL	Period 4	10:27 - 12:27

DAY 3 <i>MINIMUM DAY</i>

FINAL	Period 5	8:00 - 10:00
	<i>Break</i>	10:00 - 10:20
FINAL	Period 6	10:27 - 12:27