PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

El Dorado High School
1651 N. Valencia Ave.
Placentia, CA 92870
(714) 986-7580

ATTENDANCE - ext. 11030
COUNSELING - ext. 11024
ACTIVITIES - ext. 11038
ATHLETICS - ext. 11012

BOARD OF EDUCATION
Carol Downey, President
Carrie Buck, Vice President
Eric Padget, Clerk
Judi Carmona, Trustee
Karin Freeman, Trustee

DISTRICT ADMINISTRATION
Superintendent – Mr. Greg Plutko
Deputy Superintendent – Mrs. Candy Plahy
Assistant Superintendent, Business Services – Mr. David Giordano
Assistant Superintendent, Human Services – Mr. Rick Lopez
Director, K-12 Innovation & Technology – Mr. Cary Johnson
Director, Executive Services – Mr. Richard McAlindin

SCHOOL ADMINISTRATION
Principal – Mr. Joey Davis
Assistant Principal – Mr. Daniel Dupont
Assistant Principal – Mrs. Amy Madrigal
Dean of Activities – Mr. Eron Campuzano
Athletic Director – Mr. Ray Elliott

COUNSELING/GUIDANCE
Amy Madrigal, Assistant Principal
Dana Armstrong, Counselor (A-GL/AVID)
Tempa Davidson, Counselor (GO-PE/ROP)
Laura Campuzano, Counselor (PH-Z/DMAA 9th, 10th & 11th)

Angela Guerrie, School Psychologist
Matthew West, School Psychologist
John Martinez, School Resource Officer
Maribel Amaya, AP Secretary/Registrar
Marsha Quesada, Counseling Clerk
2018-2019
El Dorado High School
School Calendar

**Holidays**
- Labor Day: September 3, 2018
- Veteran’s Day: November 12, 2018
- Thanksgiving Holiday: November 19-23, 2018
- Winter Recess: December 24- January 4, 2019
- Martin Luther King, Jr. Day: January 21, 2019
- Lincoln’s Birthday: February 11, 2019
- President’s Holiday: February 18, 2019
- Spring Recess: April 15-19, 2019
- Memorial Day: May 27, 2019

**Non-Student/Minimum Day Schedule**
- Minimum Days Semester Exams: January 23, 2019
- Minimum Days Semester Exams: January 24, 2019
- Non-instruction Day End of Semester: January 25, 2019
- Minimum Day Final Exams: June 12, 2019
- Minimum Day Final Exams/Last Day of School: June 13, 2019

**End of Quarter**
- End of First Quarter: October 26, 2018
- End of Second Quarter (1st Semester): January 25, 2019
- End of Third Quarter: April 12, 2019
- End of Fourth Quarter (2nd Semester): June 13, 2019
El Dorado High School
Bell Schedule
2018-2019

**Monday**

<table>
<thead>
<tr>
<th>Activity/Period</th>
<th>Start Time</th>
<th>End Time</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 0</td>
<td>6:40</td>
<td>7:20</td>
<td>40</td>
</tr>
<tr>
<td>Passing</td>
<td>7:20</td>
<td>7:25</td>
<td></td>
</tr>
<tr>
<td>Collaboration</td>
<td>7:25</td>
<td>8:25</td>
<td>60</td>
</tr>
<tr>
<td>Passing</td>
<td>8:25</td>
<td>8:35</td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>8:35</td>
<td>9:25</td>
<td>50</td>
</tr>
<tr>
<td>Passing</td>
<td>9:25</td>
<td>9:31</td>
<td>6</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:31</td>
<td>10:21</td>
<td>50</td>
</tr>
<tr>
<td>Break</td>
<td>10:21</td>
<td>10:31</td>
<td>10</td>
</tr>
<tr>
<td>Passing</td>
<td>10:31</td>
<td>10:37</td>
<td>6</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:37</td>
<td>11:27</td>
<td>50</td>
</tr>
<tr>
<td>Passing</td>
<td>11:27</td>
<td>11:33</td>
<td>6</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:33</td>
<td>12:23</td>
<td>50</td>
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<tr>
<td>Lunch</td>
<td>12:23</td>
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<tr>
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<td>12:53</td>
<td>12:59</td>
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<tr>
<td>Period 5</td>
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<tr>
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<td>6</td>
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<tr>
<td>Period 6</td>
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**Tuesday-Friday**

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<td>Period 1</td>
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<td>55</td>
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<tr>
<td>Passing</td>
<td>8:50</td>
<td>8:57</td>
<td>7</td>
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<tr>
<td>Period 2</td>
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<td>Break</td>
<td>9:57</td>
<td>10:07</td>
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<td>Passing</td>
<td>10:07</td>
<td>10:14</td>
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<tr>
<td>Period 3</td>
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<td>11:09</td>
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<tr>
<td>Passing</td>
<td>11:09</td>
<td>11:16</td>
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<tr>
<td>Period 4</td>
<td>11:16</td>
<td>12:11</td>
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<tr>
<td>Lunch</td>
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</tr>
<tr>
<td>Passing</td>
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<td>12:48</td>
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</tr>
<tr>
<td>Period 5</td>
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<td>55</td>
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<tr>
<td>Passing</td>
<td>1:43</td>
<td>1:50</td>
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</tr>
<tr>
<td>Period 6</td>
<td>1:50</td>
<td>2:45</td>
<td>55</td>
</tr>
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2018-2019 El Dorado High School ASB

ASB President- Caelyn Smith
ASB Vice President- Sarah Sprengel
ASB Secretary- Sophia Scarsi
ASB Treasurer- Colby Bladow
Senior President- Kaitlyn Duong
Senior VP- Valor Thom
Senior Treasurer- Lucy Ruscitto
Senior Secretary- Cecilia Alhajj

Junior President- Kodie Spann
Junior VP- Emily Sweet
Sophomore President- Vincent Demonte
Sophomore VP- Chloe Jones
Freshman Co-President- Emma Alberto
Freshman Co-President- Abby Livergood

Commissioner of Spirit
Josh Stephenson
Taylor Becker
Izzie Vasiliadis

Commissioner of Rallies
Austin Barber
Ally Pelstring

Commissioner of Student Recognition
Jaycee Johnson
Colleen Walker

Commissioner of Lunchtime Activities
Noah Campuzano
Alex Zambrano
Brooke Mercado

Commissioner of Rallies
Jordan Murray
Marina Buck

Commissioner of Lunchtime Activities
Jordyn Murray
Marina Buck

Commissioner of Fine & Performing Arts
Jordyn Murray
Marina Buck

Commissioner of Staff Recognition
Jennifer Lin
Annabelle Shea

Commissioner of Unity/Welcoming
Sierra Oudin
Morgan Naber

Commissioner of Community Service
Ellie Greer
Brylee Hicks

Commissioner of Community Service
Ellie Greer
Brylee Hicks

Commissioner At Large
Natalia Ramirez
Rachel Davis

Commissioner of Athletics/Games
Taylor Kim
Connor Cobos

Commissioner of Publicity
Quinn Lyons
Michelle Trinh
Chloe Huang

Commissioner of Publicity
Quinn Lyons
Michelle Trinh
Chloe Huang
Welcome back! We are looking forward to another great year. Here are a few helpful hints to get you off to a good start this year:

1. **GET INVOLVED**
   El Dorado has a variety of activities that should interest most of our students such as sports, performing arts, clubs, organizations, dances, etc. The more involved you become in school activities, the more enjoyable this year will be for you. There is a list of all clubs and organizations on the next page.

2. **BUY A STUDENT BODY ACTIVITY IMPRINT**
   ASB Activity Imprints will be on sale during orientation for $50.00. You will receive discounts on tickets to all athletic events, discounts on yearbooks, dances, etc. When purchased, the imprint appears on the El Dorado ID card.

3. **YEARBOOK SALES**
   El Dorado will again be selling yearbooks with DVD during summer “Back to School Days”. The price will be $105.00 with an ASB Imprint and $115.00 without ASB, during August through October only. Beginning September 1st, the price will increase $5.00 quarterly.

4. **SCHOOL ORGANIZER**
   Get organized with your yearly planner. You can receive this free in the Hawk Spirit Pack or buy it for $10.00. It also includes important school information such as event calendars, bell schedules, and school phone numbers.

5. **SCHOOL DISCOUNT CARD**
   The Gold Discount Card for $10.00 is a community discount card that gives you discounts from businesses in our area.

6. **DANCES**
   Aloha Dance - September 8, 2018 (EDHS students ONLY)
   Homecoming – October 20, 2018
   Winter Dance – January 12, 2019
   Sadie Hawkins – March 23, 2019
   Prom – May 25, 2019

We hope to see you get involved at El Dorado this year! GO, HAWKS!
ATHLETIC INFORMATION

The El Dorado High School athletic program provides students a chance to participate in interscholastic competition.

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

1. Physicals: Make arrangements for your own physical. Appropriate forms are available online.
2. Insurance coverage: All participants must have proper insurance coverage. Copy of insurance card required.
3. Residency verification on file in the Counseling Office.
4. Register for athletic clearance online with FamilyID.

<table>
<thead>
<tr>
<th>BOYS</th>
<th>FALL</th>
<th>GIRLS</th>
<th>WINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOTBALL</td>
<td>CROSS COUNTRY</td>
<td>VOLLEYBALL</td>
<td>WATERPOLO</td>
</tr>
<tr>
<td>CROSS COUNTRY</td>
<td>GOLF</td>
<td>GOLF</td>
<td></td>
</tr>
<tr>
<td>WATERPOLO</td>
<td>TENNIS</td>
<td>CROSS COUNTRY</td>
<td></td>
</tr>
<tr>
<td>BASKETBALL</td>
<td>СОCCER</td>
<td>ВАТЕРОПОЛО</td>
<td></td>
</tr>
<tr>
<td>WRESTLING</td>
<td>SOFTBALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCCER</td>
<td>SWIMMING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRACK AND FIELD</td>
<td>SWIMMING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BASEBALL</td>
<td>LACROSSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWIMMING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TENNIS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>GOLF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLLEYBALL</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>LACROSSE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IF YOU HAVE ANY QUESTIONS REGARDING ATHLETIC CLEARANCE, PLEASE CONTACT THE ATHLETIC DIRECTOR, Ray Elliot (ext. 11012).
CO-CURRICULAR ELIGIBILITY

A co-curricular activity is one which generally takes place outside of 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
- Colorguard
- Dance Teams
- Musical performance groups
- Cheer squads
- School publications
- Academic Decathlon/Mock Trial/Science Olympiad
- Leadership/Student Government

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, 1st semester, 3rd quarter and 2nd semester.
## EL DORADO HIGH SCHOOL
### High School Graduation
### College Admission Requirements

### HIGH SCHOOL

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 yrs</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>3 yrs</td>
</tr>
<tr>
<td>U.S. History</td>
<td></td>
</tr>
<tr>
<td>World History</td>
<td></td>
</tr>
<tr>
<td>Govt./Econ</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>2 yrs. (Including Algebra I)</td>
</tr>
<tr>
<td>Science</td>
<td>2 yrs. (Including one Physical and one Life Science)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 yrs</td>
</tr>
<tr>
<td>Fine Art or Language Other Than English</td>
<td>1 yr.</td>
</tr>
<tr>
<td>Health</td>
<td>1 semester</td>
</tr>
<tr>
<td>College/Career Readiness Seminar</td>
<td>1 semester</td>
</tr>
<tr>
<td>Community Service</td>
<td>40 hours</td>
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</tbody>
</table>

### CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>English</td>
<td>4 yrs</td>
</tr>
<tr>
<td>History</td>
<td>2 yrs.</td>
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<tr>
<td>U.S. History</td>
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</tr>
<tr>
<td>World History</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>3 yrs.</td>
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<tr>
<td>(UC 4 yrs. recommended)</td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td></td>
</tr>
<tr>
<td>Geometry</td>
<td></td>
</tr>
<tr>
<td>Algebra II</td>
<td></td>
</tr>
<tr>
<td>Lab Science</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>(including Biology and Chemistry)</td>
<td>(UC 3 yrs. recommended)</td>
</tr>
<tr>
<td>Language Other Than English</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>(UC 3 yrs. recommended)</td>
<td></td>
</tr>
<tr>
<td>Visual/Performing Arts</td>
<td>1 yr.</td>
</tr>
<tr>
<td>College Prep Electives</td>
<td>1 yr.</td>
</tr>
<tr>
<td>Earn a G.P.A. of 3.0 or higher</td>
<td>(UC)</td>
</tr>
</tbody>
</table>

Student must earn a grade of C or better in high school classes to move into the next level of math and world language.

UC/CSU will only accept a C- or better each semester in any college prep class to qualify a student for admission to the college.

**CSU REQUIRES:** SAT or ACT  
**UC REQUIRES:** SAT or ACT (with Writing)

**College Entrance Exams:** SAT and ACT

Go to [www.collegeboard.com](http://www.collegeboard.com) to register for the SAT and SAT Subject Tests. Go to [www.act.org](http://www.act.org) to register for the ACT. School code is 052478. All testing must be completed by December of the students' senior year to count for college entrance, and for some colleges by October or November of their senior year. Students should check with the college for more information.

**NOTE:** Both CSU & UC require the test(s) to be taken no later than December of your senior year. Some impacted colleges require the test(s) to be taken prior to December. Contact the college of your choice if in doubt. It's suggested that you take the test(s) at the end of your junior year and/or the beginning of your senior year.
COLLEGE/COUNSELING INFORMATION

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:

Administrative Regulation 5125.1

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 student's 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 or 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.

Advanced Placement (AP) and Honors Courses: Requirements for Continued Enrollment

Students who enroll in Advanced Placement (AP) and Honors classes at El Dorado High School are presumed to be on a college-bound track. Given that colleges require a grade of C- or better in all a-g courses, El Dorado High School has established the following criteria:

- Quarter 1: Students earning a grade lower than C- at Q1 will be placed on probation. Students and parents will be notified of this probationary status in writing after grades have officially posted. Written communication will indicate that the student will be dropped from the AP or Honors class at the conclusion of the first semester if the grade continues to fall below a C-.
- Semester 1: Students who earn a grade lower than C- at Semester 1 (regardless of the Quarter 1 grade), will be moved to a like course that is not AP or Honors unless an equivalent course lacks space or does not exist. *
- Quarter 3: Students earning a grade lower than C- at Q3 will be placed on probation. Students and parents will be notified of this probationary status in writing after grades have officially posted. Written communication will indicate that the student's continued enrollment in AP or Honors classes for the following school-year may be in jeopardy.
  Note: This applies to the discipline in which the student is not meeting the minimum grade requirement of C-.
- Semester 2: Students earning a grade lower than C- at Semester 2 risk continued enrollment in AP and Honors courses the following school-year. As in Quarter 3, this applies to the discipline in which the student is not meeting the minimum requirement of C-.

*The following courses do not have non-AP or Honors equivalents: AP Biology, AP Chemistry, and AP Calculus.
ACADEMIC RECOGNITION PROGRAMS

Valedictorian (beginning with the C/O 2020)
- Begin with student’s un-weighted total GPA
- Add .015 points per semester enrolled in an Honors course (.03 per year)
- Add .025 points per semester enrolled in a college credit course (.05 per year). These courses include all AP classes.
- Deduct .025 for each semester enrolled in less than 6 classes (.05 per year).
- If multiple students are within .01 of each other, it is the principal’s discretion to confer the honor upon multiple students.

Collegiate Scholar
To qualify for this distinction, students must meet the following criteria:
- maintain a 4.0 or higher weighted, cumulative, academic GPA
- enroll in a minimum of two AP/Honors courses per year during sophomore,
- junior, and senior years
- successfully complete a progressing number of minimum Honors/AP year-long courses during enrollment at EDHS:
  - Sophomores: Total of 6 or more Honors/AP courses (freshman & sophomore year)
  - Juniors: Total of 9 or more Honors/AP courses (freshman, sophomore & junior year)
  - Seniors: Total of 13 or more Honors/AP (freshman, sophomore, junior & senior year)
- Note: AP Gov/Econ counts as 1 year-long course

Distinguished Scholar
- Awarded to all grade levels who maintain a high unweighted GPA
- 3.8 or higher unweighted, cumulative, total GPA
- Must be a full time El Dorado student
- No honors course requirement

Honor Roll
3.5 weighted total GPA per semester

Academic programs requiring applications.
National Honor Society (NHS)
The National Honor Society of El Dorado High School is an organization which recognizes students for outstanding scholarship, character, service, and leadership qualities. Sophomores, Juniors, and Seniors who have met the GPA requirements (3.25 cumulative academic unweighted) will receive an application inviting them to apply for membership. The applications will be evaluated by members of El Dorado’s faculty in the areas of leadership, character and service.

California Scholarship Federation (CSF)
Students qualify for CSF based on grades and citizenship requirements for 4 semesters of last 6 semesters in high school (see edhs.org for complete details)

Online Courses
The following process is necessary to enroll in an On-Line Course:
1. Student contacts their Counselor with a request to take an on-line course.
2. The reason for the request must meet one of the following criteria:
   - Remediation
   - Advancement to next level (electives)
   - Impacted schedule (electives)
3. If appropriate, the Counselor will give the student the District Internet Independent Study Form for the parent to complete and return to the Counseling Office.
4. El Dorado’s Principal or Assistant Principals approve or denies the request. The student will then be notified of the status of the request.
5. If approved, the student completes the course.
6. The course will be added to the student’s El Dorado transcript when an official transcript is received from the on-line provider. It is the responsibility of the student/parent to determine whether or not the course meets university requirements.

Summer School
1. Students who have failed a required class should plan to repeat it in summer school.
2. Students who are earning a D or F at 3rd or 4th quarter progress report are encouraged to register for summer school in case the grade does not improve.
3. Students who plan on going to the next level of Math or World Language must earn a C or better in the preceding level class in order to advance to the next level. Therefore, if the student is earning a C-, D or F at 3rd or 4th quarter progress report time, it is suggested to register for summer school.

4. Summer school applications typically are available in March and the deadline is always around mid-May.

5. Students and parents are responsible for initiating the summer school registration process by communicating with the counselor.

Financial Aid
1. Every year we hold a Financial Aid Night to help senior parents and students learn about financial aid.
2. The exact date will be announced through the daily bulletin and on our website.

Scholarships
1. Seniors are able to apply for scholarships to use in college.
2. Scholarship information is posted regularly in the counseling office, in the bulletin and on our website the entire year.

ROP (Regional Occupational Program)
1. Career technical training (i.e. vocational training) is offered through the North Orange County Regional Occupational Program (NOCROP). Through ROP classes, students can obtain occupational skills while earning elective high school credit.
3. Students can register for first semester classes with their counselor during registration in August and in January for second semester classes.

NCAA (National Collegiate Athletic Association)
1. Student athletes who want the opportunity to be eligible to play sports in college must take certain classes required by NCAA. Go to www.eligibilitycenter.org and/or www.ncaa.org for more detailed information.
2. It’s important that students plan for this in 9th grade or as early as possible.
3. PLEASE NOTE: NCAA will accept a number of high-quality online courses as long as they are college preparatory in nature. Please check the NCAA website for details regarding online courses.

COLLEGE BOUND? NEED AN OFFICIAL TRANSCRIPT SENT TO A COLLEGE?
The college admissions process has become a little easier for the students of El Dorado High School. The district has partnered with Parchment to handle transcript requests electronically. It’s easy, it’s secure, and it’s available 24/7. Most colleges in the U.S. are going paperless and will soon only accept transcripts online. It’s easy for the EDHS students to order their transcript. Log onto www.parchment.com to register and follow the set up instructions, select the college you wish EDHS to send a transcript, pay online and Parchment will do the rest. Once EDHS 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.
ACADEMIC HONESTY POLICY

El Dorado students are expected to take pride in their achievements. El Dorado 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 El Dorado 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 El Dorado High School Academic Honesty 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.
- 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 ones 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.
- Plagiarism: reproducing or copying someone else’s work and passing it off as one’s own, including information from the internet.
- Submitting or using falsified data or records.
- Providing material to be used in a dishonest manner, such as providing homework answers for copying.
- Changing the grade or score of an assignment.

Violating test conditions is any act that can call into questions the integrity of the testing environment. Examples include, but are not limited to:

1. Unauthorized communication of any kind
2. Accessing unauthorized materials, books, notes, mobile device, etc
3. Not adhering to verbal or written guidelines.

ACTIONS AND CONSEQUENCES FOR FIRST OFFENSES

Teacher counsels student and initiates the following procedure, if appropriate.

1. Teacher notifies parent.
2. Teacher assigns a “0” (zero) on the assignment or test. (Loss of credit for the assignment).
3. Teacher sends discipline referral to counselor.
4. Teacher assigns student an “N” in citizenship for the semester.
5. Counselor places student on contract for the class of offense.
6. Counselor assigns student a one hour detention where student will complete Academic Honesty Policy Assignment #1. The completed assignment will be submitted to the counselor for review.

ACTIONS AND CONSEQUENCES FOR SECOND OFFENSE:

1. Teacher assigns the student a “0”, (zero) on the assignment or test.
2. Teacher sends disciplinary referral to counselor.
3. Counselor arranges conference with parent and teachers.
4. Teacher issues “U” in citizenship for the semester in the class where the offense occurred.
5. Counselor places student on contract for all classes for the remainder of the student’s enrollment at El Dorado.
6. Administration removes the student from any and all elected or appointed co-curricular positions (i.e. ASB, athletic captains, club officers).
7. Saturday School Assignment and completion of Academic Honesty Policy Assignment #2.
8. If the second offense occurs in the same class as the first offense, the student may also receive an “F” in the class and he/she may be removed from the class.
ANY SUBSEQUENT OFFENSE WILL BE TREATED AS A MORE SERIOUS OFFENSE, AS DESCRIBED BELOW:
The following offenses, or offenses deemed similar, are considered of a more serious nature:
- Conspiring with other students to cheat on an examination.
- Stealing, possessing, or using a stolen exam.
- Compiling, providing, or using a list of unauthorized answers or questions for an examination.
- Changing a grade(s) in the teacher’s grade book, Aeries/ABI system or other school document.
- Plagiarizing a significant part of a term paper or major research paper.

ACTIONS AND CONSEQUENCES FOR MORE SERIOUS OFFENSES:
1. Teacher sends disciplinary referral to the counselor.
2. Counselor arranges a conference with the parent, teacher, and administrator.
3. Student is suspended for 1-5 days.
4. Counselor places the student on contract for all classes for the remainder of the student’s enrollment at El Dorado.
5. Student may be withdrawn from the class with a failing grade and a mark of unsatisfactory (“U”) in citizenship.
6. Administration removes the student from any and all elected or appointed co-curricular positions (i.e. ASB, athletic captains, club officers).
7. The student may be subject to transfer to another high school depending upon the circumstances of the offense.
8. Completion of Academic Honesty Policy Assignment #3.
HOMEWORK

General Homework Policy for K-12 Schools

The Governing Board believes homework is an important part of the instructional program and a valuable tool to support students' efforts to master grade level content standards. In addition, the Board recognizes that meaningful homework, with timely feedback, contributes toward building student responsibility, self-discipline and life-long learning habits, and that time spent on appropriate homework can affect a student's ability to meet state and district academic expectations. The Board believes meaningful homework should:

- Emphasize quality rather than quantity
- Practice previously taught skills
- Develop a feeling of responsibility in the student
- Consider individual student needs, learning styles, and abilities
- Relate to the grade level standards and learning objectives as a direct extension of classroom instruction
- Include clear instructions and performance expectations so students can complete homework independently
- Be assigned regularly and in reasonable amounts
- Provide timely feedback for the student

Homework is defined as the time students spend outside the classroom in assigned learning activities. Time allocation and guidelines for teachers, students and parent/guardians shall be further defined in Administrative Regulations and communicated in a parent/guardian brochure.

The Board further believes completing homework is the responsibility of the student, and as students mature they are more able to work independently. Therefore, parents/guardians play a supportive role through monitoring completion of assignments, encouraging students' efforts, and providing a conducive environment for learning. Parents/Guardians are encouraged to confer with the teacher regarding issues that include, but are not limited to, time spent on homework and the amount and/or type of homework. During the conference, the teacher and parent/guardian may determine if adjustments are appropriate.

The Board believes it is the responsibility of students to complete all assigned homework on time. However, "A pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time." (Education Code 48980)

Any student who misses an assignment shall be given the opportunity to make up work, within a reasonable period of time, for full or reduced credit, as determined by the classroom teacher.
Normally, homework will be assigned only on Monday through Thursday evening. Every effort will be made to avoid making weekend assignments due on the following Monday. Projects, semester notebooks and other such long-term assignments will include adequate time for completion, with special consideration for holidays, family and co-curricular activities. Assigning homework over holidays is discouraged.

Advanced Placement (AP) and International Baccalaureate (IB) courses at the high schools represent college level coursework and may require extended reading assignments and research projects in preparation for external exams. This preparation may require extended homework time needed for completion of these assignments.

Teachers are encouraged to collaborate across grade levels and departments to monitor long term projects required and to ensure consistency across grade level/content areas.

To ensure consistency and equity in the amount of homework from school to school, administrators and teachers shall review the homework policy and administrative regulations at the beginning of each school year. In addition, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

Policy adopted: 2/19/68
Policy revised: 11/25/85
Policy revised: 3/3/86
Policy revised: 9/9/2014
Placentia-Yorba Linda Unified School District High School
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)
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 the same day of the absence. 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 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.
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 may have to take a temporary truancy. The student will have 48 hours to clear the temporary truancy before it becomes a permanent truancy.

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

AUTOMATED PHONE CALL
An automated phone call will go out daily whenever a student is marked absent two or more periods. It is the responsibility of the parent/guardian to ensure absences are cleared. Parent/guardians are able to check attendance through the Aeries System.

EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES
When a student accumulates absences the following interventions will take place:

Absences 1-7 Parent contact
Absences 8-9 Excessive excused notification to parent by mail
Absences 10-14 Parent invitation to Student Attendance Review Team (S.A.R.T.)
Absences 15-19 Parent invitation to District Attendance Review Team (D.A.R.T.)
Absence 20 Truancy intervention process initiated by the Student Services Office and all future absences will be marked truant (code R) unless documented (code D)
ANTICIPATED EXTENDED ABSENCES
Students planning to be absent for more than five days, should notify their counselor to initiate the short-term independent study process.

OFF-CAMPUS PASS
For a student to leave the campus while school is in session, the student must have an Off-Campus Pass. 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 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, during break, and at lunch from 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.

ATTENDANCE VIOLATIONS AND CONSEQUENCES

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 |
|             | Saturday Detention |

| 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 1-5 | Handled by teacher  
Parent contact  
Teacher assigned detention |
|------------|-------------------|
| Tardy 6    | Referral to Attendance Director  
Parent contact  
Saturday Detention |
| Tardy 7    | Referral to Attendance Director  
Parent contact  
Detention  
Saturday Detention  
In-House Suspension |
| Tardy 8    | Referral to Attendance Director  
Detention  
Saturday Detention  
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 Detention

- **Incidents 5-6**
  - Parent contact
  - Saturday Detention
  - Parent invitation to S.A.R.T. meeting

- **Incident 7**
  - Parent contact
  - Saturday Detention
  - Parent invitation to D.A.R.T. meeting

- **Incident 8**
  - Parent contact
  - Saturday Detention
  - Parent invitation to District Attorney meeting

- **Incident 9**
  - Parent contact
  - Saturday Detention
  - Parent invitation to S.A.R.B. meeting

- **Incident 10**
  - Parent contact
  - Saturday Detention
  - 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 Detention hours. Repeated failure to serve after school detentions may result in further Saturday Detentions.

**SATURDAY DETENTION PROGRAM**
Students assigned to Saturday Detention must bring classroom assignments, paper, writing assignments, and be prepared to study for 4 hours. Students who arrive tardy or are unprepared will be dismissed and assigned an additional day(s) of Saturday Detention. Students may not leave their seats unless directed by the
supervisor. The Saturday Detention supervisor will provide nutrition breaks. The cafeteria will be open during the break for students to purchase snacks.

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

### Policies and Guidelines

#### 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 12 hours or more of detention or Saturday Detention will be placed on the Hold List. While on the Hold List, students may lose the following privileges:

- 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 all hours have been served. It is our hope that students will make good choices and be able to participate in all the school has to offer.

#### 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 Contact Information in Aeries. **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. If an exclusion for PE has been written by the health care provider, have the student bring the written statement to the 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 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 Detention
- School suspension 1-5 days
- Behavior Contract
- Administrative Transfer

**LUNCH AND DELIVERIES**
All high schools are closed campuses. Only seniors are eligible for off-campus lunch passes. The application form is available in the Attendance Office. This form must be signed by a parent in the presence of a school administrator or notary public and returned to the Attendance Office for final approval. 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).

**Lunch Deliveries** - We are unable to accept student lunch deliveries. If you would like to deliver a lunch or lunch money to your student, you must arrange for them to meet you at the front of the school.

**Gift Deliveries** - We cannot disrupt the educational process with delivery of cards, messages, balloons, candy, etc. and will not accept or be responsible for gift items.

**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.

**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:**

<table>
<thead>
<tr>
<th>Incident 1</th>
<th>Item confiscated</th>
<th>Alternative clothing loaned</th>
<th>Warning</th>
<th>Parent contact</th>
<th>Student may be sent home to change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident 2</td>
<td>Item confiscated</td>
<td>Alternative clothing loaned</td>
<td>Parent contact</td>
<td>Saturday Detention</td>
<td>Student may be sent home to change</td>
</tr>
<tr>
<td>Incident 3</td>
<td>Item confiscated</td>
<td>Alternative clothing loaned</td>
<td>Parent conference</td>
<td>Saturday Detention</td>
<td>Behavior Contract</td>
</tr>
</tbody>
</table>

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

**STUDENT PARKING AND DRIVING**

Students are expected to park only in the student parking lots. A parking pass is required for students to park in student lots. Parking passes are available for purchase through the school office.

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.

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

**Disciplinary Consequences:**

<table>
<thead>
<tr>
<th>Incident 1</th>
<th>Police citation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>Saturday Detention</td>
</tr>
<tr>
<td></td>
<td>Vehicle towed</td>
</tr>
</tbody>
</table>

-24-
Incident 2
Police citation
Parent contact
Saturday Detention
Vehicle towed
Loss of parking permit
School suspension 1-5 days

ELECTRONIC SIGNALING DEVICES (CELL PHONES)
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 Detention

Incident 3
Item confiscated*
Parent contact
Saturday Detention

Incident 4
Item confiscated*
Parent conference
Saturday Detention
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.

PHYSICAL EDUCATION

The Physical Education Department requires uniforms for all students enrolled in the regular program. The uniform will consist of an El Dorado Physical Education t-shirt and shorts with the student’s name on the front. Students may also purchase leggings. P.E. uniforms can be purchased during the summer registration days or through the Finance Office at any time after registration. The cost is $10.00 for the shorts and $10.00 for the t-shirt and $20.00 for leggings. 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.

ATHLETIC CODE OF CONDUCT

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.

Participants in Placentia-Yorba Linda Unified School District Athletics, agree to the following:

1. To recognize that athletes involved in activities that 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 Placentia-Yorba Linda Unified School District 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.

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.

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

**BICYCLES AND SKATEBOARDS**

Bicycles and skateboards are not permitted on campus or in classrooms. Bicycles and skateboards must be stored in designated 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*
- Detention
- Police citation
- Parent contact
- Saturday Detention
- 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
- Saturday Detention
- Behavior Contract
- Schedule change
- Parent contact
- School suspension 1-5 days
- Administrative Transfer
- 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

**NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF 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.
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

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

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.

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.
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 Detention
  - Police involvement
  - Restitution
  - Administrative Transfer

- Incident 2: School suspensions 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 Detention
  - Police involvement

- Incident 2: 

-35-
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:**

<table>
<thead>
<tr>
<th>Incident 1</th>
<th>Saturday School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tobacco education program</td>
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<tr>
<td></td>
<td>Parent contact</td>
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<tr>
<td></td>
<td>Police citation</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident 2</th>
<th>School suspension 1-3 days</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Saturday Detention</td>
</tr>
<tr>
<td></td>
<td>Tobacco education program</td>
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<tr>
<td></td>
<td>Parent conference</td>
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<tr>
<td></td>
<td>Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>Police citation</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident 3</th>
<th>School suspension 1-5 days</th>
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<tbody>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Police citation</td>
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<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Incident</th>
<th>Parent conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident 1</td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Saturday Detention</td>
</tr>
<tr>
<td></td>
<td>Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident 2</th>
<th>School suspension 1-5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>Administrative Transfer</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident 3</th>
<th>School suspension 1-5 days</th>
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<tbody>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Incident 1</th>
<th>Parent conference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Removal from class</td>
</tr>
<tr>
<td></td>
<td>Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident 2</th>
<th>School suspension 1-5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

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:

**Disciplinary Consequences:**

<table>
<thead>
<tr>
<th>Incident 1</th>
<th>Saturday Detention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Items confiscated*</td>
</tr>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Incident</th>
<th>Parent contact</th>
<th>Teacher assigned detention</th>
<th>Saturday Detention</th>
<th>Class suspension 1-2 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident 1</td>
<td>Parent contact</td>
<td>Teacher assigned detention</td>
<td>Saturday Detention</td>
<td>Class suspension 1-2 days</td>
</tr>
<tr>
<td>Incident 2</td>
<td>Parent contact conference</td>
<td>Teacher assigned detention</td>
<td>Saturday School</td>
<td>Class suspension 1-2 days</td>
</tr>
<tr>
<td>Incident 3</td>
<td>Class suspension 1-2 days</td>
<td>School suspension 1-5 days</td>
<td>Parent conference</td>
<td>Behavior Contract</td>
</tr>
<tr>
<td>Incident 4</td>
<td>School suspension 1-5 days</td>
<td>Parent conference</td>
<td>Student withdrawal from class</td>
<td>-38-</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Parent contact</th>
<th>Saturday Detention</th>
<th>Behavior Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident 1</td>
<td>Parent contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident 2</td>
<td>Parent contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident 3</td>
<td>Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident 4</td>
<td>Parent conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident 5</td>
<td>Administrative Transfer</td>
<td></td>
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</tbody>
</table>

*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:**

<table>
<thead>
<tr>
<th>Incident</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident 1</td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>Item confiscated*</td>
</tr>
<tr>
<td>Incident 2</td>
<td>Saturday Detention</td>
</tr>
<tr>
<td></td>
<td>Parent contact</td>
</tr>
<tr>
<td></td>
<td>Item confiscated*</td>
</tr>
<tr>
<td>Incident 3</td>
<td>Behavior Contract</td>
</tr>
<tr>
<td></td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Item confiscated*</td>
</tr>
<tr>
<td>Incident 4</td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>Item confiscated*</td>
</tr>
<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

*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:**

<table>
<thead>
<tr>
<th>Incident</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident 1</td>
<td>Parent contact</td>
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<td>Saturday Detention</td>
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<td>Behavior Contract</td>
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<tr>
<td>Incident 2</td>
<td>Parent conference</td>
</tr>
<tr>
<td></td>
<td>School suspension 1-5 days</td>
</tr>
<tr>
<td></td>
<td>Behavior Contract</td>
</tr>
<tr>
<td>Incident 3</td>
<td>School suspension 1-5 days</td>
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<tr>
<td></td>
<td>Parent conference</td>
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<tr>
<td></td>
<td>Administrative Transfer</td>
</tr>
</tbody>
</table>

**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 Detention
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 Detention
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 detention
Items confiscated
School suspension 1-5 days
Behavior Contract
Administrative Transfer
Expulsion

48900 Section (n), 48915 Section (c.4): 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
Police involvement
Administrative Transfer
School suspension 5 days
Behavior Contract
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
- Police involvement
- Administrative Transfer

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

School suspension 1-5 days
Behavior Contract
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
- Police involvement
- Removal from program

School suspension 1-5 days
Behavior Contract
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
- Police involvement
- Administrative Transfer
- School suspension 1-5 days
- Behavior Contract
- 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
- Saturday Detention
- Police involvement
- School suspension 1-5 days
- Behavior Contract
- 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
- Police involvement
- Restitution
- School suspension 1-5 days
- Administrative Transfer
- 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
- Saturday Detention
- Police involvement
- Schedule change

School suspension 1-5 days
Administrative Transfer
Behavior Contract
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
- Police involvement
- Behavior Contract

School suspension 3-5 days
Administrative Transfer
Expulsion

Non-Discrimination Statement

The Placentia-Yorba Linda Unified School District prohibits discrimination, harassment, intimidation, and bullying in all district activities, programs, and employment based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Reference: BP 0410; 1312.3; 4111.1; 5145.3; 5145.7; 4119.11/4219.11/4319.11.

48900 Section (r): Bullying or Cyber Bullying

Any student who engages in harassment/bullying of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. Disciplinary action may be progressive and may include suspension and/or expulsion.
As it relates to school activity, “bullying means 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 pupil or group of pupils as defined in Education Code § 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Types of conduct which are prohibited in the district and which may constitute harassment or bullying include, but are not limited to:

1. Direct physical contact, such as hitting or shoving.
2. Threats to harm another person.
3. Oral or written assaults, such as teasing or name-calling.
4. Social isolation or manipulation.
5. Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the Internet, including social networking sites.
6. Posting or sharing information about another person that is private.
7. Pretending to be another person on a social networking site or other electronic communication in order to damage that person's reputation or friendships.
8. Posting or sharing photographs of other people without their permission
9. Spreading hurtful or demeaning materials created by another person (e.g. forwarding offensive emails or text messages)
10. Retaliating against someone for complaining that they have been bullied.

Any student who feels that he/she is being or has been subjected to harassment/bullying as defined above shall immediately contact a school employee. A school employee to whom a complaint is made shall report it to the
principal or designee. Any school employee who observes any incident of harassment/bullying on any student shall immediately report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48900 (r), 220; PC 422.55; BP 5145.3, AR 5145.3]

For complaints regarding harassment/bullying, site-level grievance procedures are:

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
   1. The student who is complaining
   2. The person accused of harassment/bullying
   3. Anyone who saw the harassment/bullying take place
   4. Anyone mentioned as having related information

2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
   1. The Superintendent or designee
   2. The parent/guardian of the pupil who complained
   3. The parent/guardian of the person accused of harassing/bullying someone
   4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
   5. Child protective agencies responsible for investigating child abuse reports

Legal counsel for the District

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

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

48900.2: Sexual Harassment

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall
be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion.

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party on school grounds or at a school-sponsored or school-related activity off-campus, or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48980 (h), 231.5, 212.5; BP 5145.7, AR 5145.7, 5CCR 4917]

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Cary Johnson, Director, Educational Services
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
carjohnson@pylusd.org
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of a negative impact on the pupil’s academic performance, creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about pupils enrolled in a predominantly single-sex class
7. Touching an individual’s body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a pupil's access to educational tools
10. Displaying sexually suggestive objects

For complaints regarding sexual harassment site-level grievance procedures are:

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party on school grounds or at a school-sponsored or school-related activity off-campus, or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee.

Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district’s compliance officer identified in
AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involved off-campus conduct that did not occur in the context of a school related activity, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer and his/her designee shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3. Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.
However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district’s ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

**Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

In addition to those procedures, for complaints of sexual harassment, the following steps will also be included:

Complainant requests to remain anonymous will be honored but the district will inform the complainant that this request may result in a limited investigation and/or actions the district can take. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.
Depending on the circumstances, action will include one or more of the following:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent conference</td>
<td>School suspension 1-5 days</td>
</tr>
<tr>
<td>Saturday School</td>
<td>Behavior Contract</td>
</tr>
<tr>
<td>Police involvement</td>
<td>Administrative Transfer</td>
</tr>
<tr>
<td>Restitution</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent conference</td>
<td>School suspension 5 days</td>
</tr>
<tr>
<td>Police involvement</td>
<td>Administrative Transfer</td>
</tr>
<tr>
<td>Restitution</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent conference</td>
<td>School suspension 1-5 days</td>
</tr>
<tr>
<td>Saturday School</td>
<td>Administrative Transfer</td>
</tr>
<tr>
<td>Police involvement</td>
<td>Behavior Contract</td>
</tr>
<tr>
<td>Schedule change</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

### 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
- Police involvement
- Behavior Contract
- School suspension 5 days
- Administrative Transfer
- Expulsion

**Uniform Complaint Procedures**

The Placentia-Yorba Linda Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, sexual harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, sexual harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical Education and Training
- Child Care and Development
- Child Nutrition
- Compensatory Education
Pupil Fees Complaints
A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil fees complaint is filed with the Placentia-Yorba Linda Unified School District and/or the principal of a school.
Filing Uniform Complaints Unrelated to Pupil Fees

Complaints other than issues relating to pupil fees must be filed in writing with the following persons designated to receive complaints:

1. Employee complaints: Kevin Lee, Assistant Superintendent, Personnel (714) 985-8406 kelee@pylusd.org

2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656 caryjohnson@pylusd.org. Complainants may also refer Title IX inquiries to the US Department of Education Office for Civil Rights.

3. Americans with Disabilities Act complaints: Richard McAlindin, Director, Executive Services (714) 985-8727 rmcalindin@pylusd.org

4. Bullying, intimidation complaints: Rick Riegel, Administrator, Student Services (714) 985-8761 rriegel@pylusd.org

Procedure

a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory
harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

g. The Board is required to adopt and annually update the LCAP and shall consult with teachers, principals, administrators, other school personnel, employee bargaining groups, parents/guardians, and students as a part of the comprehensive, data-driven planning process. The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP.

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1.

j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
Civil Law Remedies
The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining order or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

UCP Policies and Regulations Available Upon Request
A copy of our UCP compliant policies and procedures is available from any school office or from the Placentia-Yorba Linda Unified School District office, free of charge. UCP complaint policies and procedures are also available on the District’s web site at www.pylusd.org.
El Dorado High School will produce graduates who are...

HONORABLE
ADVOCATES
WELL-ROUNDED
KNOWLEDGE-SEEKING
SCHOLARS