

**2019-2020**

**Monache High School**

**960 N. Newcomb Avenue**

Porterville, California 93257

**559-782-7150      <http://monache.portervilleschools.org/>**

**THIS STUDENT INFORMATION HANDBOOK BELONGS TO:**

Name: \_\_\_\_\_

Included in the Monache High School Student Information Handbook you will find information on a variety of topics such as:

- |                          |                                      |
|--------------------------|--------------------------------------|
| Activities               | Discipline procedures                |
| Eligibility requirements | California Education Discipline Code |
| Attendance               | Graduation requirements              |
| Dress code               | Student Council and Campus Clubs     |

We ask that you review the material in the handbook and discuss it with your parent. Should you have any questions, please feel free to contact Monache High School at 782-7150.

**Directory**

<b>Administration Office</b>	782-7150	
Principal - Dr. Barba	782-7152	ebarba@portervilleschools.org
Principal's Secretary - Ms. Sanchez	793-3896	christinasanchez@portervilleschools.org
Assistant Principal (A - F) - Mrs. Keith	793-3890	tkkeith@portervilleschools.org
Assistant Principal (G - M) - Mr. Plyman	793-3891	andrewplyman@portervilleschools.org
Assistant Principal (N - Z) – Mr. Bowker	793-3879	jacobbowker@portervilleschools.org
Asst. Principal's Secretary - Mrs. Alba	793-3894	pjalba@portervilleschools.org
Dean of Counseling –	793-3880	
<b>Attendance Office</b>	782-7170	
Mrs. Hernandez	793-3888	dolores@portervilleschools.org
Mrs. Stowe	793-3887	lorrys@portervilleschools.org
Library – Mrs. Morales	793-3862	mmorales@portervilleschools.org
<b>Guidance Department</b>	782-7178	
Mrs. Merzoian, Counselor Dean	793-3880	brendam@portervilleschools.org
Mr. Gonzalez, Counselor	793-3885	porfirio.gonzalez@portervilleschools.org
Mrs. Briceno, Counselor	793-3883	mbriceno4685@portervilleschools.org
Mr. Licea, Counselor	793-3881	jlicea4695@portervilleschools.org
Mrs. Sozinho, Counselor	793-3882	florsozinho@portervilleschools.org
Mrs. Ceja-Rigor, Counselor	793-3886	scarlettceja@portervilleschools.org
Athletic Director - Mr. Watts	793-3899	ajwatts@portervilleschools.org
Student Activities Office/ASB Bookkeeper - Ms. Santoyo	793-3895	lsantoyo@portervilleschools.org
Special Projects Coordinator - Mrs. Giannetto	793-3898	mgianetto@portervilleschools.org
Comp. Ed. Assistant – Mr. Bermudez	793-3892	bermudez@portervilleschools.org

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**Bell Schedule**

**Monday, Tuesday, Thursday, Friday**

<b>Period</b>	<b>Begin</b>	<b>End</b>
0	7:15 -----	8:05
1	8:10 -----	9:10
2	9:15 -----	10:05
3	10:10 -----	11:00
Brunch	11:00 -----	11:15
4	11:20 -----	12:10
5	12:15 -----	1:05
Lunch	1:05 -----	1:40
6	1:45 -----	2:35
7	2:40 -----	3:30

**Bell Schedule  
Wednesday**

<b>Period</b>	<b>Begin</b>	<b>End</b>
0	7:30 -----	8:05
1	8:10 -----	8:55
2	9:00 -----	9:35
3	9:40 -----	10:15
Brunch	10:15 -----	10:30
4	10:35 -----	11:10
5	11:15 -----	11:50
Lunch	11:50 -----	12:25
6	12:30 -----	1:05
7	1:10 -----	1:45

**Bell Schedule**

**Minimum Day 11/27/19 & 3/13/20**

<b>Period</b>	<b>Begin</b>	<b>End</b>
0	7:35 -----	8:05
1	8:10 -----	8:50
2	8:55 -----	9:25
3	9:30 -----	10:00
Break	10:00 -----	10:10
4	10:15 -----	10:45
5	10:50 -----	11:20
Break	11:20 -----	11:35
6	11:40 -----	12:10
7	12:15 -----	12:45

**Final Exams Bell Schedule**

**Final Exam Day 1**

**12/10/19 & 5/27/20**

<b>Period</b>	<b>Begin</b>	<b>End</b>
0	7:15 -----	8:05
1	8:10 -----	9:05
2	9:10 -----	9:55
3	10:00 -----	10:45
Brunch	10:45 -----	11:00
Final Exam 7	11:05 -----	12:25
Lunch	12:25 -----	1:00
4	1:05 -----	1:50
5	1:55 -----	2:40
6	2:45 -----	3:30

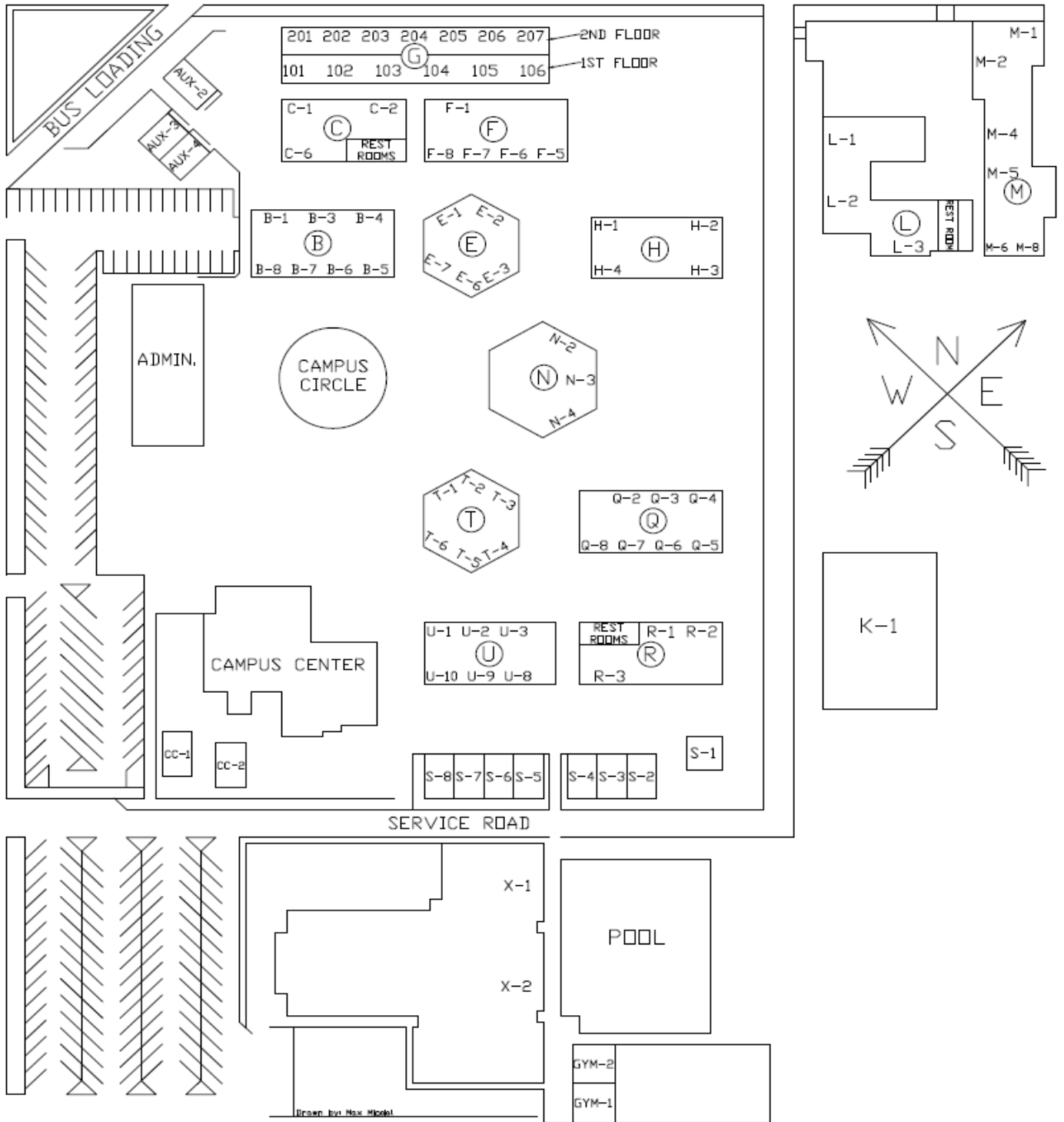
**Final Exams Days 2 & 3**

**12/11/19 & 12/12/19 and 5/28/20 & 5/29/20**

<b>Period</b>	<b>Begin</b>	<b>End</b>
0	7:15 -----	8:05
Final Exam	8:10 -----	9:35
Break	9:35 -----	9:45
Final Exam	9:50 -----	11:10
Break	11:10 -----	11:20
Final Exam	11:25 -----	12:45

# MONACHE HIGH SCHOOL

## CAMPUS MAP



# **Monache High School**

## **Three-Way Pledge**

### Monache High School's Pledge:

Monache High School (MHS) understands the importance of the school experience to every student. MHS agrees to provide the following:

- MHS will supply appropriate instructional material, books, and resources to students.
- MHS will regularly communicate with parents regarding your child's progress.
- MHS will teach core curriculum aligned with state standards.
- MHS will provide tutorial services designed to meet student needs.
- MHS teachers will update ABI at a minimum of every 2 weeks.
- MHS Guidance Department will provide social, academic and emotional support for all students.

### Student Pledge:

I realize that my education is important to me. It helps me develop tools I need to become a happy and productive person. I also understand my parents want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will return completed homework on time.
- I will arrive at school on time every day.
- I will be responsible for my own behavior and will abide by MHS and PUSD conduct expectations.
- I will regularly check my Aeries and Naviance accounts.

### Parent Pledge:

I realize that my child's years in school are important, and I understand that my participation in my child's education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will provide a quiet place for my child to study and encourage to complete his/her homework.
- I will make sure my child gets an adequate night's sleep.
- I will ensure my child arrives at school on time every day.
- I will support the MHS and PUSD conduct expectations.
- I will monitor my child's progress through ABI.
- I will support my child by attending his/her co-curricular activities.

# Escuela Preparatoria Monache

Contrato de tres

## Promesa de la Escuela Monache

La escuela Monache entiende la importancia de la experiencia escolar de cada estudiante. La escuela Monache se compromete a lo siguiente:

- La escuela Monache proveerá materiales de enseñanza apropiados, libros y todos los recursos para que el estudiante aprenda.
- La escuela Monache se comunicará con los padres regularmente acerca del progreso de los estudiantes.
- La escuela Monache enseñará de acuerdo con las medidas de educación del estado.
- La escuela Monache proveerá servicios de tutoría para los estudiantes que los necesiten.
- La escuela Monache actualizará las calificaciones de todos los estudiantes cada 2 semanas.
- El departamento de consejería de MHS proveerá apoyo social, académico y emocional para todos los estudiantes.

## Promesa del Estudiante:

Reconozco que mi educación es importante. Me ayuda a desarrollar los conceptos que necesito para llegar a ser una persona feliz y productiva. También comprendo que mis padres me quieren ayudar para que yo sobresalga en la escuela. Soy responsable de mi propio éxito y debo trabajar duro para lograrlo. Por lo tanto, estoy de acuerdo en efectuar las siguientes responsabilidades a lo mejor de mi capacidad:

- Regresaré la tarea completa y a tiempo.
- Llegaré a la escuela a tiempo todos los días.
- Seré responsable de mi propio comportamiento y cooperare y obedeceré todos los reglamentos y expectativas de Monache y del Distrito Escolar de Porterville.
- Revisare seguido mis cuentas de Aeries y Naviance.

## Promesa del Padre:

Me doy cuenta que los años en la escuela de mi hijo(a) son muy importantes, y comprendo que mi participación en la educación de mi hijo(a) ayudará en su logro y actitud. Por lo tanto, estoy de acuerdo en efectuar las responsabilidades siguientes a lo mejor de mi capacidad:

- Proveeré un lugar tranquilo donde pueda estudiar mi hijo(a) y animare que complete sus tareas.
- Me aseguraré que mi hijo(a) tenga horas adecuadas para dormir.
- Me aseguraré que mi hijo(a) llegue a tiempo a la escuela todos los días.
- Apoyaré todos los reglamentos y expectativas de Monache y del Distrito Escolar de Porterville.
- Supervisaré las calificaciones y el progreso de mi hijo(a) a través de ABI.
- Apoyare a mi hijo/a asistiendo a sus actividades co-curriculares.



## Porterville Unified School District

In class we will be visiting sites around the world, and searching for data on the World Wide Web. Porterville Unified School District has gone to some effort to prevent the access of unacceptable materials through our computer system. One safeguard includes the use of a filtering program to help stop objectionable material. Another safeguard involves the training of our students. The students are coached regarding their responsibility in the use of the Internet. In addition, all student access will be in the presence of an adult, either a teacher or aide. Finally, no students will be allowed access without written permission from their parents/guardians.

However, it is possible that all of our efforts will still allow some material which is unacceptable to be accessed. Students will be counseled to immediately leave any site that shows material that is not acceptable. If students deliberately attempt to access materials that are unacceptable, they may lose the privilege of using the Internet and computers in the Porterville Unified School District.

### Student User Agreement

As an Internet user, you are expected to follow these rules:

- ✓ BE POLITE: Never send, or encourage others to send abusive messages.
- ✓ USE APPROPRIATE LANGUAGE: You are a representative of the Porterville Unified School District on the World Wide Web. Never swear or use inappropriate language.
- ✓ PRIVACY: Never reveal any address, phone number, or personal information.
- ✓ CONCERNING E-MAIL: You must sign YOUR name to any message you send.
- ✓ ACCOUNTABILITY: You will lose your Internet and possibly your computer privileges if you use the Internet inappropriately. This includes any attempt to inappropriately access student or administrative data at our sites (hacking).
- ✓ SURFING: There will be no surfing at any time. Internet use will be teacher supervised and structured at all times.
- ✓ You must have an Acceptable Use Policy on file to USE or VIEW the internet.

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Durante las clases visitaremos diversos sitios electrónicos a través de todo el mundo y buscaremos información en la Red Mundial (*World Wide Web*). El Distrito Escolar Unificado de Porterville ha puesto un gran esfuerzo para prevenir el acceso de materiales inaceptables a través de nuestro sistema de computadoras. Una de las medidas incluye el uso de un programa de filtro para ayudar a detener materiales indeseables. Otra de las medidas involucra el entrenamiento de nuestros alumnos. Los alumnos son entrenados acerca de su responsabilidad en el uso de la Internet. Además, todas las búsquedas del alumno se harán en presencia de un adulto, ya sea maestro o auxiliar de maestro. Finalmente, a ningún alumno se le permitirá que realice búsquedas si no cuenta con el permiso por escrito de sus padres o tutores.

Sin embargo, es posible que a pesar de todos nuestros esfuerzos pudiera, de alguna forma, aparecer algún material que fuera inaceptable. Los alumnos serán exhortados para que inmediatamente se salgan de cualquier sitio electrónico que muestre algún material que no sea aceptable. Si los alumnos, deliberadamente intentan entrar en los sitios que contengan material inaceptable, no solamente podrán perder el privilegio de usar la Internet sino también el acceso al uso de las computadoras del Distrito Escolar Unificado de Porterville.

### Acuerdo del Alumno Sobre el Uso de la Internet

Como usuario de la Internet, el alumno se compromete a seguir estas reglas:

- ✓ SER RESPETUOSO: No enviar nunca ni animar a otras personas a enviar mensajes insultantes.
- ✓ USAR LENGUAJE APROPIADO: En la Red Mundial tú eres quien representa al Distrito Escolar Unificado de Porterville. Nunca debes usar groserías ni lenguaje inapropiado.
- ✓ PRIVACIDAD: No debes dar a conocer nunca ningún domicilio, ni número telefónico, ni cualquier otra información personal.
- ✓ EN CORREO ELECTRONICO: TU nombre debe acompañar cualquier mensaje que mandes.
- ✓ RESPONSABILIDAD: Si usas inapropiadamente la Internet perderás tu privilegio de usar la Internet y posiblemente el uso de las computadoras. Esto incluye cualquier intento inapropiado de entrar a nuestros sitios electrónicos (acceso electrónico no autorizado), donde se conserva la información administrativa o estudiantil.
- ✓ NAVEGACION: En ningún momento se permitirá *navegar*. El uso de la Internet será supervisado y estructurado por el maestro en todo momento.
- ✓ Deberá haber una Norma Aceptable de Uso debidamente archivada para poder USAR o VER la Internet.

## **CAMPUS LIFE – GET INVOLVED!**

*Who you are makes a difference ...* We encourage all students to get involved in campus life and activities. Your involvement in student government, athletics, clubs and organizations makes student life at Monache spirited and exciting.

### **Get involved, join a club or activity!**

**For additional information about student government or club activities contact the ASB Advisor.**

#### **Associated Student Body Officer Positions:**

President  
Vice President  
Treasurer  
Secretary  
Rally Commissioner  
Advertising/Public Relations Comm.  
Social Media Commissioner

#### **Election of Officers**

ASB Officer Position Elections are held in the spring. To run for office a student must complete an officer petition, available from the ASB Advisor. All candidates must be cleared through an interview process, meet the Activities Code of Eligibility and participate in a fundraising activity. Student voting for candidates is held during the school day. Officers are determined by a combination of points accrued by: Student vote (1/3), Interview (1/3) and Fundraising (1/3). Candidates with the highest number of accrued points are named as officers.

#### **Starting a Club**

Clubs revolve around students' interests. Clubs must be open to all Monache students and all meetings must be advertised in the bulletin. Students wishing to start a club must first secure a faculty advisor. The second step is to submit a declaration of interest to the Assistant Principal who will review the request. If the request is approved by the Assistant Principal, the request will then be submitted to ASB. Once tentative approval is granted, a club constitution must be submitted to the Assistant Principal for consideration. ASB will grant final approval. Clubs are obligated to follow their constitution.

#### **Extra-Curricular Activities**

Anything that is not actual classroom instruction during the regular school day is extra-curricular.

Examples include:

- Agriculture judging teams and Fair projects
- Athletics
- Cheerleading
- Club activities
- Designated dances (i.e. Christmas Ball and Prom)
- Fieldtrips
- Senior Grad Nite trip
- Any activity in which a student or group of students representing MHS are participating

#### **Extra-Curricular and Co-Curricular Eligibility (Academics, Attendance & Debt clearance)**

Any student who does not meet the academic requirements (no more than 2 F's and earning at least a 2.0 grade point average) shall not be allowed to participate in extra-curricular activities during the next grading period. Academic eligibility is determined by grades at the end of each grading period. If a student fails to meet the academic requirement at Monache, he or she will be placed on extra-curricular probation until the end of the next grading period. During this probationary period, the student will be allowed to participate in all extra-curricular activities. However, at the end of the probationary period if the student has failed to raise his or her GPA to a 2.0 level as required by Monache, he or she will not be allowed to participate in any extra-curricular

activity sponsored by Monache. No student shall receive consecutive probationary periods. It may be possible to re-establish academic eligibility for the 1<sup>st</sup> grading period of the school year, by attending summer school. Summer school grades from only 5 credits per course will be included in the previous grading period average.

If a student does not attend a full day of school, he or she will not be eligible to participate in any extra-curricular activity scheduled on the same day as the partial or full day absence. Students with administration approval may have the partial day absence attendance rule waived. Students absent on Friday will be ineligible to participate in any school event scheduled for Saturday (the following day).

Any student on the debt list for any reason will be ineligible for participation in any extra-curricular activity until the debt is cleared. This will include seniors participating in the graduation ceremonies or the Grad Nite trip.

#### **Cheerleading, Majorette & Auxiliary**

Participation in cheerleading, majorette and auxiliary requires a two-tier process to participate. First, a student must meet extra-curricular requirements to try out. Second, students must then complete and be selected through a screening process and Athletic Clearance.

Participants must meet all Athletic/Activities Codes of Eligibility.

## **Student Body Cards**

All students are given a free Student Body Card at the beginning of school and are expected to carry it every day. If it is lost or misplaced one can be replaced for \$5.00 at the Activities Window.

Student Body Cards are required to:

- Enter school dances
- To check out Library books and/or materials.
- Ride to and from school on a District School Bus.
- To make purchases at the Activities Window.
- To claim and/or pick-up confiscated items.

## **Dance Regulations**

Monache holds a variety of dances throughout the year. Students must hold a current student body card to be admitted to these dances. All school behavioral policies will be in effect, including the dress code, and subject to disciplinary action.

## **Dancing Guidelines**

Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. No slam dancing, break dancing, freak dancing, grinding or other sexually provocative dancing is allowed. Couples should be face to face when dancing. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance and parents/guardians will be notified.

## **Guest Passes For Dances**

Guest passes are required for all designated dances below. Guest passes may be obtained at the Activities Window prior to the dance. A guest pass is required for all non MHS students. Any student that has been expelled from the district or is on suspension will not be approved to attend dances. Only those 9<sup>th</sup> grade level and above and those 20 years or under and will be permitted to enter as

a guest. All guest passes must be completed and delivered to the Activities Window two days before the event. **No exceptions.**

**Designated Dances:** Christmas Ball and Prom.

*All students must present their student body card at the door.*

## **Monache Clubs**

**Alive in Him** – A Christian club, which anyone can attend.

**ANIME** – Provides opportunities for students to have an insight of what Japanese culture has to offer. Anime club creates an environment where everyone can learn anything about Japanese culture, language, show, books, interest, art, music, and much more.

**CSF** – The California Scholastic Federation is for college bound students. The students must apply after each semester with a C or better in all classes. CSF does campus beautification projects and volunteer work in the community year round.

**Drama Club** – Denotes the desire of students to expand their knowledge of the theatrical arts. Provides opportunities for students to develop an appreciation for theatre in its various forms.

**FFA** – Future Farmers of America is open to all Agriculture Students. It includes judging competitions, exhibiting livestock, learning leadership skills, and exposure to tons of new experiences.

**FCCLA Club** – Develops interest in home economics careers and technology related occupations.

**FILM Club** – Few can Impact the Lives of Many. The goal of FILM club is to learn to effectively organize activities for the group to participate in that impact the lives of others.

**GSA Club** – Genders & Sexualities Alliance. The GSA club creates a safe, friendly social and school environment

for students of the LGBTQ+ community as well as any other supporters.

**Hipop** – Provides opportunities for students who are interested in hip-hop dance to learn new dance steps from others and to teach dance steps to those who want to learn. Members become more comfortable performing in front of their fellow students at school assemblies and rallies.

**Interact** – A community service club affiliated with the Rotary Club of Porterville. This club helps with the Rotary's projects and does its own community service based projects and activities.

**Link Crew** – A freshmen transition program that welcomes students and makes them feel comfortable during their first year of high school. Built on the belief that students can help students succeed, Link trains members of the junior and senior class to be Link Leaders. As POSITIVE role models, Link Leaders guide the freshmen to discover what it takes to be successful in high school.

**Moe Zone** – Monache Spirit Club provides an enthusiastic and supportive atmosphere at MHS athletic events to increase the overall school spirit and pride. Members attend athletic events and represent MHS with spirit shirts, props, school colors and organized cheers.

**P.I.V.E.T.** – Partners for Inclusion of Vocational Education and Training. Promotes positive peer interactions between the general student population and the students in the county Special Education class.

**Skills USA** – A national organization for students in vocational classes. Students in the organization develop professionalism, skills and enthusiasm for a productive, purposeful life.

**Spanish Club** – Encourages students to become involved in bringing out Hispanic culture. Promotes a feeling of unity and enlightens others of the Hispanic culture. Promotes college education among Hispanics.



**UNICEF** – Provides leadership and hand-on service opportunities to raise awareness of the overwhelming challenges facing children globally. Actively plans events and raises funds to help support UNICEF programs providing basic needs for children around the world.

**Z Club** – Provides career guidance and encourages leadership qualities in students. Promotes fellowship and understanding among people of the world.



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## Athletics

All students are encouraged to take part in the athletic program. Many athletic opportunities are offered during the year for both boys and girls. In advance of the student's season of sports, a student must:

- Pick up a Physical Form from the Activities Office.
- Complete an online registration form at:  
<https://www.familyid.com/monache-high-school>.
- Turn in the completed Physical form to the Activities Office.
- Eligibility. Students must be eligible to play.
- Must clear all debts.

When all items are properly completed, the coach will be notified via email that the student is now eligible to practice/play.

### Athletic / Activities Code of Eligibility

For students to be eligible for participation in athletics and extra-curricular activities, they must meet the following district eligibility requirements, which are in addition to C.I.F. standards and existing school regulations.

**Academic:** Must be enrolled in no less than 25 credits and pass 20 credits of work with a 2.00 GPA or better each grading period. Eligibility is to be determined at the end of the first and third quarters and the end of the first and second semesters. Students with a GPA of less than 2.00 will be placed on academic probation for the next grading period. If their GPA does not come up to the 2.00 standard, they will be declared ineligible for the following grading period.

**Attendance:** If a student does not attend a full day of school, he or she will not be eligible to participate in any sport activity scheduled on the same day as the partial or full day absence. Students with administration approval may have the partial day absence attendance rule waived. Students absent on Friday will be ineligible to participate in any sporting event scheduled for Saturday (the following day).

### **Athletic Training Rules:**

Athletes are required to follow the training rules and regulations established by the athletic department and sign a contract stating they have read our policy and agree to follow said policy.

### **Letter Policy**

Athletes earn their block "M" by participating on a varsity team and finishing the year in good standing with coach's recommendation.

### **Travel to Sports & Activities**

Members of an activity must go and return in school provided transportation, the only exception is when a parent or guardian signs them out at the end of the activity. Students will only be released to their own parent or guardian.

### **Scholar Athlete Award**

Students must complete one sport per school year and maintain a cumulative GPA of 3.8 or above.

**For any questions regarding athletics, call the Athletic Director at 793-3889.**

**Monache is a CHARACTER COUNTS! School, one committed to the six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Participation in athletics and extra-curricular programs is a privilege, not a right. To earn that privilege, students must conduct themselves at all times as positive role models who exemplify good character.**

## COURSE OF STUDY AND COLLEGE PLANNING

See the PUSD Course Catalog for additional information regarding classes and course of study.

### Guidance and Counseling

Appointments can be made in the Guidance Office or by calling 782-7178 or the individual counselors.

	793-3881
Mrs. Ceja-Rigor	793-3886
Mr. Gonzalez	793-3885
Mrs. Merzoian	793-3883
	793-3880
Mrs. Sozinho	793-3882

The counselors provide an important service to students. Students and parents are encouraged to use their services, consult with them on matters pertaining to school, class choices, future plans, scholarship information, college applications, and personal problems. Counselors can also arrange referrals to Porterville Youth Services or to a Turning Point substance abuse counselor.

### Course Selection and Program Changes

Students are expected to make course choices based on career paths, college entrance requirements, job preparation recommendations, graduation requirements, and personal interest. Information about courses is available from the Course Catalog, teachers, and counselors. Elective course of study will be based on Career path selection. **Students are given updated credit and course information each spring, so they can make careful choices of classes for the following year. Students are expected to follow through with the courses they select.**

Pathways: Students enrolled in a Pathway must abide by the PUSD student/parent Pathway Contract.

### Schedule Changes

It is imperative that parents and students choose courses carefully during the scheduling process as schedule changes will be limited to level changes only, once school begins.

Program changes will only be made before each semester for the following reasons:

- Teacher recommended level changes\*
- Correction of errors
- Completion of a course
- Addition of a course needed for graduation
- Administrative recommendation

\*Level/program changes are not made after the 3<sup>rd</sup> week of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

### Advanced Placement and Honors Program

*Advanced Placement (AP)* courses are academically demanding and offer students the opportunity to prepare for Advanced Placement examinations. These examinations provide students the opportunity to receive college credit and/or advanced placement for college level courses and examinations completed while in high school. The AP courses are recognized as the most academically demanding course in course sequences where an AP test and course are offered.

*Dual Enrollment* Porterville College courses are taught on the high school campus during the regular school hours. The instructor is a qualified high school teacher who meets college teaching requirements and will serve as an adjunct faculty member. A college class taught on the high school campus where the instructor is a college faculty member (offered during the regular school hours).

*Honors* courses at the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade are the most academically demanding classes in those course sequences where an AP classroom or on-line/classroom format is not offered. Honors classes are more academically demanding than regular college preparatory classes. Honors courses with weighted grades are offered only when there is not an AP course available.

### Academic Letter and Lamp of Knowledge

To be awarded an Academic Letter, a minimum grade point average of 3.5 must be earned for three individual semesters (not necessarily consecutive).

An entering freshman will become eligible for the Academic Letter at the end of the first semester of the sophomore year.

If a student transfers from another school and the previous records show the student has met the requirements to receive the Academic Letter, the student will need to complete one semester at the new campus with a 3.5 or higher grade point average to be awarded the Letter.

Students in grades 9, 10 and 11 must maintain 7 classes in the school's regular day class program. Students in grade 12 must maintain a minimum of 6 classes in the school's regular day class program.

Only classes taken during the regular day class program, including classes taken at Porterville College will be considered for the Academic Letter.

Confirmation of each student's grade point average will be determined through the District's computerized GPA printout.

At the end of each semester, the student should check with the Guidance Office for grade point average eligibility.

After a student has received the Academic Letter, for each additional semester with a 3.5 grade point average or higher, the student will receive a Lamp of Knowledge.

### **Criteria for Student Assistant and Cross-Age Tutor:**

- Must be in grade 11 or 12. Students work only on their home campus.
- No F grades (or have made up class and earned a “C” or better) in core classes.
- Must have a GPA of 2.5 or higher (grading period & cumulative).
- Must have 90% attendance previous year/semester.
- Must be on track to complete A-G requirements.
- Student may only serve as an assistant in one class a maximum of one period daily per semester.

### **Criteria Unscheduled Period**

- Must have completed a minimum of 210 credits (by the end of summer school).
- Must be in 12<sup>th</sup> grade.
- Minimum of 2.5 GPA.
- No F’s (or have made up the class and received a “C” or better) in core classes.
- Must have 90% attendance.
- Must be enrolled in 4 solid core courses.
- Only one unscheduled period is allowed (this includes job training).
- Administrative approval.
- Parent approval.

### **English Language Learner Support**

English Language Learners in all Porterville Unified Schools are provided instruction and support from any level of entry through their transition to English language only classes.

- Specialty Designed Academic Instruction in English (SDAIE).

A SDAIE course contains the same basic content as a non-SDAIE course, but the teacher uses different instruction techniques to make that content clearer to a non-English speaker.

Counselors will assist students who are eligible for these classes to be placed in the proper class section.

- English Language Development (ELD)

Specific courses are available at each high school for students who begin with little or no knowledge of basic conversational speaking and listening skill, and/or little or no ability in reading and writing English. The range of classes extends for these students until their skills are improved in reading, writing, speaking and listening in order to qualify for re-designation as Fully English Proficient (FEP).

### **Guaranteed Counseling Services**

#### **Ninth grade:**

- Registration, scheduling and program adjustments as warranted.
- Students introduced to career pathways and four-year plan via individual counseling sessions.
- Referrals to district and community resources as needed.
- Student/Parent/Teacher conferences as requested.
- Provide information on educational options – alternative education and credit recovery.
- Grade and progress checks when appropriate; additional reports may be requested by the parent.
- Competency and achievement testing.
- Personal counseling as needed.

#### **Tenth grade:**

*All services provided at 9<sup>th</sup> grade plus:*

- PSAT test given in October.
- Student/Counselor meeting to develop four-year plan through sophomore counseling.

#### **Eleventh grade:**

*All services provided at 9<sup>th</sup> grade plus:*

- Parents and students informed of students’ progress towards graduation.
- PSAT given in October.
- ASVAB (Armed Services Vocational Aptitude Battery) given in October.
- SAT and ACT exams given throughout the year.

#### **Twelfth grade:**

*All services provided at 9<sup>th</sup> grade plus:*

- Parents and students given graduation status report.
- Assistance with financial aid, scholarships, college admissions, and other types of application assistance provided as necessary.
- Invite seniors to attend college, military and vocational information meetings for more in-depth information on enrollment and requirements.

#### **Your Counselor can help you:**

- Assess your strengths, talents and abilities.
- Develop positive attitudes to build self-confidence and esteem.
- Make suitable decisions about your life, occupation, activities, solve personal problems with friends, family and teachers.
- Find community and school resources to help you with your needs.

**MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS:**

**Course and Credit Requirements**

**English Credits 40**

English 1, 2, 3 and English 4 or an English Elective.

**Fine Arts/Foreign Language Credits 10**

All courses in Art, Music and Foreign Departments shall meet graduation requirements. Architectural Drawing, Landscape Design, Drama, Dance, Ed. Center Fine Arts and Computer Graphics shall meet graduation requirement.

**Mathematics Credits 20**

10 credits must be earned in classes at or above Integrated Math 1 level in the Math Department.

**Physical Education Credits 20**

Required for all 9<sup>th</sup> and 10<sup>th</sup> grade students. Count as P.E. 1 for all students (Adaptive P.E. if medically authorized); students cannot earn more than 10 credits of P.E. for 10<sup>th</sup> grade and above: Cadets, Athletic conditioning, Basketball, Tennis, Combatives, Dance (if it is not used for Fine Art), Color Guard/Major and Majorettes (1<sup>st</sup> semester only if P.E. instructor). 1 year of the Physical Education requirement may be satisfied by playing 2 sports for 2 years (beginning with 10<sup>th</sup> grade).

**Science Credits 30**

At least 10 credits of Physical Science and 10 credits of Biological Science. All Courses meeting science requirements must align with state standards. 10 credits of science requirements must be taken in the Science Department. See Science Course offerings in the PUSD Course Catalog.

**Social Science Credits**

World History 10	10
U.S. History 11	10
Civics 12	5
Economics	5

**Health Credits 5**

**Computer Literacy 5**

**Elective Credits**

If student passed 5 credits of computer course	100
If student passed Computer Challenge Exam	105

**Total Credits Required for Graduation 260**

NOTE: A student shall receive a diploma from the school where he/she completes the requirements for graduation.

CREDITS TRANSFERRED FOR CORE COMMENCEMENT REQUIREMENTS: COURSE DESCRIPTION AND OUTLINE MUST BE ALIGNED WITH STATE/DISTRICT STANDARDS OR DISTRICT APPROVAL.

## Graduation Ceremony Requirements

- Maintained 90% attendance of the days enrolled in the Porterville Unified School District.
- Attained the required number of high school credits. Any senior who does not pass all of his/her courses required for graduation will not participate in the graduation ceremony.
- Paid all bills or debts to the school district.
- No more than one out-of-school suspension (any length of time) during the senior year.
- No time on expulsion during the senior year.
- No transfer to or from any alternative program (alternative programs are those which also grant diplomas) during the second semester of the senior year.
- Earned 60 credits in the senior year. (If mid-term graduate earned 30 credits during the fall semester.)
- Maintained enrollment in all (6 or more) classes in each semester attended during the senior year. (No unscheduled time while on campus.)
- Must not be on restriction (due to citizenship or attendance reasons) from school activities at the time of the ceremony.

NOTE: A STUDENT SHALL RECEIVE A DIPLOMA FROM THE SCHOOL WHERE HE/SHE COMPLETES THE REQUIREMENTS FOR GRADUATION.

*Additionally, any disruption of a Senior Activity will result in out-of-school suspension and loss of Graduation Ceremony privileges.*

### **Exceptions to the requirement:**

- Illness verified with a doctor's note. (If the illness is of a long-term nature, a doctor's excuse must be renewed each quarter, or upon request.)
- Quarantine directed by a county or city health officer.
- Subpoena/Jury Duty – would be on a daily basis.

- Attending a funeral service of a member of the pupil's immediate family, (parents, grandparents, siblings).

One day in California

Three days out of state

- School activity absences, limited to ten (10) day/periods per class, per semester.  
Area/State or National competition shall not count in the total.  
A student must miss more than 50% of the class period to be considered an absence.

### **Make-up of absence:**

Prior summer school attendance will be utilized for make-up for less than 90% attendance in the previous year(s) of enrollment. Students who choose not to exercise this option, run the risk of being ineligible for graduation ceremony participation their senior year.

All make-ups must have prior administrative approval. A student must take and complete 10 units of credit. Twenty-five days of attendance shall be the maximum granted for absence make-up.

## Valedictorian Requirements

Any student who attains the following academic status will be acknowledged as a Valedictorian(s):

- Valedictorian(s) will earn no less than an "A" grade (4.0 scale) in all non-weighted coursework taken during high school enrollment.
- Valedictorian(s) will earn no less than a "B" grade (5.0 scale) in all weighted courses (Honors/AP) taken during high school enrollment.
- Valedictorian(s) must qualify to be recognized as CSF Seal Bearers.
- Valedictorian(s) must meet all A-G requirements for CSU/UC entrance.
- Passing the California Assessment of Student Performance & Progress (CAASPP) in ELA and mathematics in grade eleven must score the standard exceeded level.

- Valedictorian must qualify as a Golden State Seal Merit Diploma recipient.

Note: In the event that no student attains a 4.0 grade point average using the criteria in items 1 and 2 above, the school will then select the student(s) with the highest un-weighted grade point average.

## Mid-Term Graduation

Seniors completing all graduation requirements and credits by mid-term may request mid-term graduation. Submit to the Principal a Request to Graduate Mid-term (obtain this form from your Guidance counselor) by the first week in December.

## California Scholarship Federation Inc. (CSF)

CSF Semester Membership

For CSF membership each semester, students must complete a CSF application. To qualify:

- You must earn a minimum of 10 points from last semester's grades. A.) The first 4 points must be from LIST I (unless you are a senior applying for membership in February or June). B.) The first 7 points (including the four points described in "A") must be from LISTS I and II. C.) The remaining points may come from any LIST (I, II, or III). D.) See your campus CSF advisor for these lists.
- You must use no more than 5 courses to qualify.
- No CSF points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teaching assisting, and courses taken on a pass/fail basis.
- CSF points are granted as follows: A grade of A = 3 CSF points. A grade of B = 1 CSF point. (Note: a grade of B in an AP, IB or Honors course earns 2 CSF points.)

A grade of C = 0 CSF points. A grade of D or F in any course even in one you cannot use to qualify, disqualifies you from membership at this time. *NOTE: More points are given for courses taken under the auspices of a college. Check with your advisor for the exact number.*

Also remember:

- Semester membership is based on work done in the previous semester. (Under very limited circumstances summer school may also be used; you should check with your advisor before listing any summer school work.)
- You must reapply each semester.

### **Seal Bearer Requirements**

A student must be a member of CSF, in good standing, for 4 of last 6 semesters. One semester must be in their senior year.

### **State Seal of Bi-literacy**

The California State Seal of Bi-literacy is an award given in recognition of students who have studied and attained proficiency in two or more languages by high school graduation. Appearing on the diploma of the graduating senior, the California Seal of Bi-literacy is a statement of accomplishment for attaining competency in two or more languages, and is viewed as an asset when applying for college admission.

### **Eligibility Criteria for a Student Whose Primary Language is English**

Each of these three academic requirements shall be fulfilled.

1. Students must have completed all English-language arts (ELA) requirements for graduation with an overall grade point average (GPA) of 2.0 or above in those classes.
2. Students must have passed the California Standards Test (CST) in ELA (administered in grade eleven) at the "proficient" level.
3. Students must demonstrate proficiency in one or more languages

other than English through **one** of the following methods:

- a) Pass a foreign language Advanced Placement (AP) exam, including American Sign Language, with a score of three or higher.
- b) Pass an International Baccalaureate examination with a score of four or higher.
- c) Successfully complete a four-year high school course of study in a foreign language and attain an overall grade point average of 3.0 or above in that course of study.
- d) If no AP examination or off-the-shelf language test exists and the district uses its own language examination, the school district must certify to the State Superintendent of Public Instruction (SSPI) that the test meets the rigor of a four-year high school course of study in that foreign language.
- e) If a district offers a language examination in a language in which an AP examination or off-the-shelf examination exists, the district language examination must be approved by the SSPI.
- f) Pass the Scholastic Assessment Test (SAT) II foreign language exam with a score of 600 or higher.

### **Eligibility Criteria for a Student Whose Primary Language is not English**

If the primary language of a student in grades nine to twelve, inclusive, is other than English, the student shall also meet the following two academic requirements:

1. Achieve Early Advanced proficiency level on the California English Language Development Test (CELDT), which may be administered an additional time, as necessary.
1. Meet the requirements above as stated in 1, 2, and 3.

## **College Planning**

### **How to get information:**

- Write / call for information
- On-campus presentations
- Talk to Guidance Staff
- Check the Internet
- Use reference materials

**Porterville College:** Any high school graduate may be admitted to Porterville College. Recommended high school juniors and seniors may enroll in college classes. Testing, orientation, and registration of seniors for Porterville College are conducted on the high school campus in the spring.

### **Two-Year Community Colleges and Vocational Programs:**

Many training opportunities exist at two-year colleges, adult schools, and private vocational schools. Get specific entrance requirements, costs, and programs regarding each school from the Guidance Department.

### **Private and Out-of-State Colleges and Universities:**

Admission requirements vary. If you wish to attend a college or university other than a California State University or the University of California, get information about the specific requirements for that institution.

### **College Entrance Examinations**

See the PUSD High School Course Catalog for specific entrance requirements into California State Universities and University of California.

### **University of California Campuses: ([www.ucop.edu/pathways](http://www.ucop.edu/pathways))**

UC Berkeley	UC Davis
UC Irvine	UC Los Angeles
UC Merced	UC Riverside
UC San Diego	UC San Francisco
UC Santa Barbara	UC Santa Cruz

**California State Universities:**  
([www2.calstate.edu/apply](http://www2.calstate.edu/apply))

CSU Bakersfield            CSU Chico  
CSU Channel Island      CSU Fresno  
CSU Dominguez Hills    CSU Fullerton  
CSU East Bay              CSU Humboldt  
CSU Long Beach         CSU Los Angeles  
CSU Monterey Bay      CSU Northridge  
CSU Pomona              CSU Sacramento  
CSU San Bernardino    CSU San Diego  
CSU San Jose             CSU San Francisco  
CSU San Luis Obispo    CSU Sonoma  
CSU San Marcos         CSU Stanislaus  
California Maritime Academy

## **MHS ESLRs**

### **Expected School-Wide Learning Results**

#### **Pride in the TRIBE**

##### **Teamwork:**

Every student will effectively collaborate in diverse groups, showing cultural awareness and respect. Every student will participate in project based learning assignments and demonstrate twenty first century skills in technology.

##### **Responsibility:**

Every student will develop college and career readiness skills, including punctuality, good attendance, and ethical behaviors. Every student will develop organizational skills and participate in community service prior to graduation.

##### **Integrity:**

Every student will demonstrate respect of or the needs, opinions and property of others. Every student will display the pillars of good character through school – wide participation in the Character Counts program.

##### **Balance:**

Every student will demonstrate knowledge of the choices that support a healthy lifestyle. Every student will demonstrate and be encouraged to participate in lifelong forms of exercise to promote good health.

##### **Excellence:**

Every student will demonstrate effective communication skills in listening, speaking and writing, and increased numbers of students will fulfill the University of California A-G Requirements.

## **SUBJECT REQUIREMENT "A – G" COURSEWORK**

**Required for eligibility to apply to CSU, UC, or Private University during your senior year.**

To satisfy this requirement, you must complete the 15 yearlong high school courses listed below. These courses are also known as the "a-g" subjects. At least 7 of the 15 yearlong courses must be taken in your last 2 years of high school.

The courses you take to fulfill the Subject Requirement must be certified by the University as meeting the requirement and must be included on your school's UC-certified course list.

### **Required "A – G" Courses**

#### **History/Social Science – 2 YEARS REQUIRED**

Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. History.

#### **English – 4 YEARS REQUIRED**

Four years of college-preparatory English. No more than one year of ESL-type courses can be used to meet this requirement.

#### **Mathematics – 3 YEARS REQUIRED, 4 YEARS RECOMMENDED**

Three years of college-preparatory mathematics which include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.

#### **Laboratory Science – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**

Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics.

#### **Language Other than English – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED**

Two years of the same language other than English.

#### **Visual and Performing Arts (VPA) – 1 YEAR REQUIRED**

One year of a single yearlong approved arts course from a single VPA discipline, drama/theater, music or visual art.

#### **College-Preparatory Electives – 1 YEAR REQUIRED**

One year (two semesters) in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement of two years of another language).

## ATTENDANCE INFORMATION

### Clearing Absences

Monache High School utilizes an auto-dialing system to notify parents when a student has been marked absent by one or more teacher(s). When parents receive a phone call indicating that the student has been marked absent, with an absence code of an "A" one or more periods, they should question the student. If the student indicates that he/she was in class all day, then the parent should instruct him/her to report to the Attendance Office before school to verify which instructor reported him/her absent. The student should then go to that teacher to clear the absence. Parents should contact school, or check ABI to verify absence was cleared. Attendance codes that trigger a call home are A = unverified absence/unexcused and R = truancy. The following codes are cleared by the attendance secretary and parents do not receive a call for absences cleared with codes, including but not limited to, C, Z, I, V, or O (school business, illness with doctor's note, illness, other excused/absolved).

It is the student's responsibility to have absences cleared by parents calling 782-7170 on the day of the absence or day returning between 8:00 am and 5:00 pm. Failure to do so will result in disciplinary action.

If a student is 18 and living with parents, the parents are responsible for clearing absences as described above. If eighteen year olds are living independently, they have the responsibility of clearing their own absences in accordance with school rules and regulations.

### Permits to Leave Campus

Parents: Please plan ahead, so as to guarantee your student uninterrupted class time. For medical, dental and/or general appointments check your student's class schedule for an available time of dismissal (students being dismissed from P.E. classes – expect at least a 20 minute delay). **In order to ensure a timely dismissal please call at least one hour before the required leave time to 782-7170 or 782-7171. Permits to leave/passes will be sent**

**out at the beginning and end of each class period (first & last 10 minutes), all other permits/passes will be held until the next class period.**

Also review on page 14 General School Information regarding the Closed Campus Policy. If a student becomes ill during school hours, he/she should acquire a hall pass from their teacher, go to the Attendance Office and leave only if excused and given an off-campus permit. Students who leave without being excused or given a permit to leave will be regarded as an unexcused absence and assigned detention.

### Extended Leaves of Absence

Students who have a need to be away from school for an extended length of time need to follow the guidelines listed below:

- Request in writing by parent/guardian must be submitted to the Monache Guidance Department 5 school days prior to leaving. A Short Term Contract may be submitted. All work is due to the counselor on the specified ending date of the contract. Failure to turn work in on specified date will result in unexcused absence for the length of the contract.
- Short Term Contracts are approved by a Guidance Counselor for 5 days of absence. Planned leave for more than 5 days must be approved by the District Office.

If planned leave exceeds 15 school days, the student is dropped from Monache High School and encouraged to enroll at school of temporary residence.

### Absences and Excuses BP 5113(a)

The Governing Board of Trustees believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy. Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board

policy, and administrative regulations. (Education Code 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

### Effect of Absence on Grades/Credits

If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

### Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrist, or chiropractic appointment (Education Code 48205)



4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205). Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code 46014)

- a. In such instances, the student shall attend at least the minimum school day.
- b. The student shall be excused for this purpose on no more than four days per school month.

#### **Method of Verification**

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness may be verified by a physician.

#### **Married/Pregnant/Parenting Students**

The Governing Board of Trustees recognizes that early marriage, pregnancy, or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 20 USC 1681-1688)

Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary. (34 CFR 106.40)

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600- 4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

For school-related purposes, a married student under the age of 18 years shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative programs. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the

needs of the student and/or his/her child.

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child.

A student may be required, based on her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that she is physically and emotionally able to participate in an educational program or activity, if other students with physical or emotional conditions or temporary disabilities are required by the district to provide such certification. (34 CFR 106.40)

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school sponsored activities (cf. 1020 - Youth Services)
2. Parenting education and life skills instruction
3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28
4. Health care services, including prenatal care (cf. 5141.6 - School Health Services)
5. Tobacco, alcohol, and/or drug prevention and intervention services (cf. 5131.6 - Alcohol and Other Drugs)
6. Academic and personal counseling (cf. 6164.2 - Guidance/Counseling Services)
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing

toward graduation (cf. 6179 - Supplemental Instruction)

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses.

The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

A pregnant or parenting student also may request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent.

#### **Truancy**

Any absence without acceptable reason, with or without parent consent, is considered truancy. Unexcused absence will result in loss of extracurricular activities for 5 school days.

Students who are considered a habitual truant will be referred to the School Attendance Review Board (SARB), where the student's attendance and school records will be reviewed and recommendations to the court system for legal action may occur.

#### **Tardy Policy**

Students are expected to be in their assigned areas/seats. A tardy will be given each time a student is not in his/her assigned area or seat.

#### **Unexcused Tardy:**

- 1<sup>st</sup> Tardy: Teacher Warning
- 2<sup>nd</sup> Tardy: Teacher/Parent Call
- 3<sup>rd</sup> Tardy: Referral to Counselor/ Lunch Detention/Parent Call

- 4<sup>th</sup> Tardy: Referral to AP/ Monache U/Parent Call
- 5<sup>th</sup> Tardy: Referral to AP/Parent Conference
- 6<sup>th</sup> Tardy and beyond: Additional consequences assigned by Administrator

#### **Excused Tardy:**

A medical appointment covered by a doctor's note will excuse a tardy. To excuse any other tardy, a parent/guardian must accompany the student to the Attendance Office for clearance.

### **GENERAL SCHOOL INFORMATION**

#### **Binders and Study Skills**

You are encouraged to carry a 3-ring binder (minimum is 1 ½") clean of all graffiti, with a pencil pouch, two pencils, two black or blue pens, six dividers and lined paper. Students will also be required to carry an Academic Planner at all times. The first Planner/Handbook is provided free, replacements may be purchased from the Activities Window for \$5.00.

#### **Bus Regulations**

School bus infractions will be placed in the student's discipline file. Penalties can range from a warning to a temporary or permanent denial of transportation privileges.

#### **Bus Conduct Rules:**

- Obey bus driver's directions at all times.
- Practice good bus conduct and safety rules both on and off the bus (includes bus stops).
- No abusive verbal or physical contact.
- Do not deface or damage school or personal property.
- Provide proper identification (Student Body Card).

#### **Consequences**

Bus drivers will resolve minor infractions using assertive discipline techniques and conference. When they have exhausted their resources, they will submit a bus referral. The referral may result in the loss of bus privileges for the student.

## **Campus Security**

The Porterville Unified School District makes every effort to provide a safe environment for education. To assist in this effort, Monache High utilizes contraband detection canines for assistance in performing random searches of classrooms and lockers. Campus Supervisors are also incorporated to maintain campus order.

## **Closed Campus**

Students may not leave campus during the school day without an off-campus permit. The administration feels the safest place for all students during the school day is the campus. Attendance at rallies and assemblies scheduled during class time is mandatory. Leaving campus without an off-campus permit is a disciplinary offense. It is mandatory for a parent/guardian to come into the attendance office to check out their student who needs to leave campus during the lunch hour.

## **Computer Lab**

The Computer Lab in the Library is open to all students daily from 7:35 am to 8:05 am, during brunch, lunch and after school until 4:25 pm.

## **Computer and Internet Usage**

On the school network and on the Internet, you may participate in a variety of activities that support learning. With access to other networks and people around the world, you might have access to information that may not be appropriate. The Porterville Unified School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality and content of information available through this service. We trust our students to know what is appropriate and inappropriate.

Students must have a signed Users Agreement on file before access to Internet is given.

## **Yearly Computer User Agreement**

The use of school and district networks must be in support of education,

research, and the educational goals and objectives of the Porterville Unified School District. Students are personally responsible for this provision at all times when using building and district networks.

- The use of another organization's networks or computing resources must comply with rules appropriate to that network.
- Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Be familiar with these rules and how to use the Internet before getting online. If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

## **Violation of Acceptable Use Policy**

- First offense: student will lose Internet privileges for the current semester and the following one.
- Second offense: student will lose Internet privileges for the remainder of enrollment in the Porterville Unified School District.

## **Technology Vandalism**

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

## **Deliveries**

Monache High School **does not accept the delivery** of or allow on campus special occasion balloons, flowers or gifts for students during school hours.

Monache does not accept the delivery of any electronic devices for students.

Monache High School does not allow any type of food or food products to be brought to students during the school day. Students may bring their lunch with them when they come to school. Please make plans ahead of time if your student should have a function in class requiring them to bring in food or food products; in such cases students will need to take those items directly to their classroom when they arrive at school in the morning.

If you need to bring an item to your student such as money, clothing, homework etc., before you drop it off, make sure you tag the item with your student's first and last name and arrange with your student to pick up the item during brunch or lunch.

## **Electronic Devices**

Electronic devices such as radios, speakers and laser pointers are also not allowed on a school campus.

Students may possess or use cellular phones, provided that they do not disrupt the educational program or school activity. **Cell phones (including ear buds) shall be turned off and put away during class time and at any time directed by a district employee.** (BP 5131)(a)

The above items will be confiscated and turned over to an Assistant Principal if the above Ed Code and/or Board Policy are violated during the school day.

1<sup>st</sup> offense: Warning – item returned to student.

2<sup>nd</sup> offense: Student assigned lunch detention. Parent meets with an Administrator. Item returned to parent.

3<sup>rd</sup> offense: 1 day in school suspension (Motivation), Monache U or alternate discipline assigned by administrator. Item returned to parent.

4<sup>th</sup> offense: 2 days in school suspension. Item returned to parent.

5<sup>th</sup> & subsequent offense: 1 day home suspension or alternate discipline assigned by administrator. Item returned to parent.

**A photo ID card is required to pick up any confiscated item. ALL confiscated electronic devices will be returned after school on Wednesday and Friday ONLY! (Parents as well as students.) NO EXCEPTIONS!!**

The school will not be responsible for or investigate any lost or stolen electronic device.

### **Excessive Display of Affection**

Students are not permitted to engage in excessive displays of affection which includes long body to body contact, long kisses or displays that may cause concern from parents, staff, or other students. On the second offense, parents will be contacted. (Defiance).

### **Hall Passes**

During class time, no student (including aides) shall be out of the classroom without a valid hall pass. **Students without hall passes will be assigned detention.**

### **Honesty Policy**

Monache students and staff are committed to the promotion of academic honesty. The following policy will be enforced.

- Cheating Defined: Obtaining or providing any help on an assignment that is to be completed solely by an individual student. This definition applies to:
  - Tests or projects.
  - Individual projects and/or research
  - Individual homework when so designated.
  - Other teacher designated work.
  - Suspicion of cheating may result in the decision by the teacher to have the student retake the test or redo the assignment.
- Penalties for Cheating:
  - First Offense:
    - Parent notification by instructor.
    - Report filed with counselor and Administration.
    - Grade of "0" on the work.

- Student counseled as to seriousness of offense.

Second Offense:

- Parent notification by instructor
- Report filed with counselor and Administration.
- Grade of "0" on the work.
- Conference with parent, student and counselor.
- Student assigned to Saturday School.

Third Offense:

- Parent notification by administration.
- Grade of "0".
- Referral to administration and parent conference.
- Student removed from the class with a semester grade of "F".
- Student may not attend or participate in any school activity for the remainder of the grading period.

Circumstances may occur to cause the administration to bypass steps for the first and/or second offense, i.e. final exams.

### **Library Media Center (LMC)**

The Library Media Center is available to students from 7:45 am – 4:25 pm, Monday through Friday. This includes before school, brunch, lunch, and after school hours. The library operates on a flexible schedule. Students have access to over 17,000 volumes of books, as well as online resources that include CD-Rom database information and Internet. Printouts and photocopies are available at the cost of 10 cents per page. Most books can be checked out for a two-week period, and can be renewed for two-week extensions for as long as needed. Students are encouraged to return books and materials prior to the due date and are assessed a fine of 25 cents per day for overdue items.

Textbooks are also checked out through the Library Media Center. Students will be issued a text for the duration of the class. **At the end of the class term or if a student drops or leaves the school, the student must return all of**

**his/her textbooks to the Library Media Center.** It is also the student's responsibility to pay the replacement cost of any book that is lost or damaged beyond repair, or pay an appropriate amount for repair of a book that is damaged beyond normal wear. (Payment is made in the Library.) All books must be returned and fines and bills paid before grades or diplomas are issued.

*Note: Student ID cards are required in order to check out any library materials.*

### **Lost and Found**

Lost and found items should be turned into the Activities Window. Items will be discarded or given to charity if not claimed at the end of 30 days. **Students should report in writing a description of any stolen or lost property (including textbooks) to the Assistant Principal's Secretary.**

### **Loading Zones**

Loading zones are along Henderson, Mulberry and in the Gym parking lot. The Administration parking lot is not a loading zone or a parking lot for students.

### **Monache U**

Provides students with an opportunity to study on assigned Saturdays from 9 am – 1 pm. Monache U offers students a quiet work space, reliable internet access and the opportunity to make up absences and/or coursework in a classroom setting, supervised by a credentialed teacher. Students are assigned to attend Monache U by an administrator for behavior intervention or a guidance counselor for academic intervention. Students may request through their guidance counselor to attend Monache U for additional academic assistance and/or to make up absences. Students must arrive on time and stay for the entire session. School lunch is provided.

### **Parking**

Students who drive cars to school are encouraged to park them in the student parking lot at the southwest corner of the campus. Students parking on school grounds are required to have a

Student Parking Permit. To obtain a parking permit the student must have the following:

- Valid driver's license
- Current insurance policy
- MHS parking registration form with parent/guardian signature on file
- Parking permit and permit number visible inside car

The first permit is issued free of charge. The cost to replace a lost or stolen permit is \$5. Applications may be picked up in the Administration Office or printed out from the Monache Web Page located under the Students Tab.

For the safety of students, parking regulations will be strictly enforced. Cars must be correctly parked within the marked spaces.

**The school does not accept responsibility for theft or damage to vehicles, bicycles or skateboards parked at school.** Secure vehicles, lock-up your bicycles and skateboards and report any suspicious activity to school officials. The administration parking (in front of administration building and Monache Center) lot is by permit only for faculty and staff.

Bicycles should be secured in the racks next to the "S" building. Skateboards should be secured in the rack outside of the Administration building.

### **Student Activities Window**

The Student Activity Window is located on the East side of the Administration Building facing the Campus Circle and is open for the convenience of students before school (8:00 TO 8:10 am), during brunch and during lunch, and after school until 3:35 pm. The window is CLOSED on Fridays after school. The Student Activity Window handles payment of fees, yearbook sales, athletic clearances, school pictures, replacement student body cards, and all other student activity business.

**Students need to present a current Student Body Card to make purchases at the Activities Window.** Replacement cards can be purchased at the Activity Window.

The Student Store is located in the "B" building. The Student Store is open during brunch and lunch. Monache spirit items, and other advertised items can be purchased at the Student Store.

### **Student Entry/Exit Gates**

Students are to be dropped off and/or picked up in the Student Parking Lot or on Mulberry Avenue ONLY. There will only be 2 entry/exit gates open for student access to and from the campus each day. There will be one gate open on Mulberry Ave., near the bus loading zone and on in the Student Parking Lot near the gym. Students are NOT to be dropped off or picked up in the Faculty Parking lot.

### **Unscheduled Classes**

Students with an unscheduled period during the school day are required to check-in and/or out with their Student ID card each day. Students leaving campus during the school day for an unscheduled period MUST check-out with their Student ID card. Students without their Student ID will not be allowed to leave campus prior to the end of the regular school day.

### **Unauthorized Fundraising / Selling Items on Campus**

California Ed Codes 48931, 15501, 51520 and School Board Policy 3554 explicitly prohibits students from fundraising for their own profit on school campus and at school events. Only students participating in an ASB approved club fundraiser are allowed to fundraise on campus and at school activities. Unauthorized student sales of snacks and other items significantly affect the ability of the Associated Student Body to raise funds that support student athletic events, the student store, and many other school spirit activities such as pep rallies, dances, and lunchtime activities. The following are the progressive consequences for all students found participating in unauthorized fundraising while on campus or at any school activities:

- 1) Warning – Documented by Admin/ Security
- 2) Detention/Parent Notification

3) Monache U/Suspension/Parent Conference with Administrator

4) In School Suspension

Any students suspected of unauthorized fundraising on campus are expected to follow and comply with the directions of staff in a respectful manner. Refusal to follow staff directions will result in further progressive consequences including suspension. Students participating in unauthorized fundraisers will have their items confiscated and disposed of at the school site and not returned to the student or parents.

### **Use of Own Vehicle**

Students must have prior approval from the Principal to drive their own vehicles to off campus classes or activity. At no time should a student transport another student to or from a school-sponsored event. A student may ride home with a parent after a school-sponsored event (athletics, field trip, etc.), if the student is signed out after the event by their parent.

### **Visitors**

Monache High School welcomes parents to visit the school when they wish. However, in accordance with state law, ALL visitors must stop at the front desk to make arrangements to enter school grounds. Visitor passes are distributed through the Assistant Principal's Office. **Students are NOT allowed to bring visitors on campus.** Guest passes for students are granted on a case-by-case basis and are for "official" business only.

## **DISCIPLINARY PROCEDURES**

### **Jurisdiction**

All school rules will be enforced:

- While on school grounds.
- While coming to or going from school.
- During school hours whether on or off campus.
- During or while coming to or going from a school sponsored activity.

### **Searches and Seizures**

California Education code 49050 and 49051 provides school officials with the latitude to search students, their possessions, and automobiles in the ongoing effort to maintain a safe and

secure campus. When a school official has “reasonable suspicion” that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the school official access of other personal items (locker, backpack, car) which may contain contraband or dangerous objects. The school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware the grounds for suspension commonly include being “out of bounds.” Students should be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, he or she should go immediately to the nearest school official and report it (or turn it over if it is safe to transport).

### **Suspension/Expulsion**

Suspension and/or expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any pupil, including pupils with exceptional needs may be suspended – and possibly expelled- for any of the reasons enumerated in California Educational Code section 48900 (see pages 20-22 for full description of codes) , or if the school determines that the pupil’s presence causes danger to persons or property or threatens to disrupt the instructional process. Suspension removes a student from campus from one to five days after which time the student may return to school. Expulsion removes a student from his/her current educational setting for a length of time directed by the Superintendent of Schools. Expulsion is a formal process, which entails a suspension and a hearing at the District Office. Students who have been expelled by the Governing Board may not attend any school program operated by the Porterville Unified School District until the Governing Board acts to lift the expulsion. Suspended students must be home during school hours and are not to be on or near the school grounds, or any school activity until the suspension is lifted.

### **In-School Suspension (Motivation Center)**

Assignment to the Motivation Center is an alternative to home suspension. Students will be completely separated from the student body. Students assigned for the entire day may not participate in any extra-curricular activities. Students are required to complete class assignments or assignments prescribed by the Motivation Supervisor. Lunch and breaks are controlled and supervised, and taken while other students are in class. Failure to comply with Motivation rules will result in home suspension.

### **ASSERTIVE DISCIPLINE**

The following disciplinary procedures have been developed to insure that Monache High School provides a proper learning environment for all students. All rules will be enforced and appropriate penalties assessed for infractions. Students who violate rules will be counseled, reprimanded, suspended, or expelled and/or cited by the police. It is the responsibility of every school employee to apply the rules consistently and equally for all students.

The site administrator will base his/her disciplinary action on the severity of the violation and other information available. The level of disciplinary actions may be accelerated by the Assistant Principal if the type and severity of the offense is deemed detrimental to the educational environment.

### **In order for students to learn and teachers to teach, STUDENT RESPONSIBILITIES ARE:**

- I will demonstrate punctuality, reliability and responsibility.
- I will not disrupt the class.
- I will demonstrate the ability to work productively with others.
- I will obey all classroom rules.

### **Consequences:**

1<sup>st</sup> STEP: Student/Teacher conference.

2<sup>nd</sup> STEP: Teacher/Parent/Student conference; detention may be assigned by the teacher.

3<sup>rd</sup> STEP: Counselor/Parent/Student/Teacher conference; disciplinary action\*

4<sup>th</sup> STEP: Referral to Assistant Principal/Counselor; Parent/Student conference; disciplinary action\*

5<sup>th</sup> STEP: Possible removal from class for the remainder of the semester with a grade of “F” and NO CREDIT. Students will be assigned to the Motivation Center for the remainder of the semester.

1. Students who are removed with a grade of “F” and NO CREDIT in 2 classes in a semester may be referred to Alternative Education.
2. The above step sequence involves classroom behavior only. More serious discipline issues of defiance, insubordination, or severe misconduct will be dealt with through a discipline referral and by sending the student to the Assistant Principal. Police authorities may be notified.
3. Students also have a responsibility to notify their parents/guardians of any discipline problems they have encountered at school. Parents/guardians have the responsibility to contact teachers, counselors and Assistant Principal’s when they have received notification via phone or mail that there is a problem at school.

\*Disciplinary action may include: Assignment to community service on school grounds during non-classroom time, placement into the Motivation Center during lunch or for one or more period or out of school suspension.

## **DISTRICT DRESS CODE/APPEARANCE POLICY**

The district believes that all students should wear clothing to school that fits well, is clean and neat, reflects pride in oneself, is conducive to the learning process and demonstrates respect for school. It is the mission of the school district to not only provide academic education but also to provide education in morals, manners, dress and grooming because these are elements of good citizenship. Research has shown that students dress and appearance affect student attitudes and conduct. These guidelines are intended to define “appropriate student attire” and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, and eliminate disturbances among other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of individual students.

1. Students must dress safely. For example, shoes must be worn at all times at school or during school activities.
2. Students must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare.
3. Clothing, tattoos, and jewelry shall be free of writing, pictures, or any other insignias that are crude, vulgar, profane, obscene, libelous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
4. Dark glasses shall not be worn in classrooms or offices unless a documented, health-related problem exists.
5. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions.
6. Undergarments shall be covered at all times.
7. There shall be no bare midriffs; tube tops, halter tops, etc., shall not be permitted. Blouses or shirts shall be long enough to cover the midriff area at all times. Blouses or shirts shall have a minimum 1 inch wide strap over both shoulders. Dresses, skirts and shorts shall be at least mid-thigh length (to fingertips when arms are extended at one’s side). Underwear-type sleeveless shirts, see-through or fishnet fabrics, or other attire, which exposes the body in a sexually suggestive manner, shall not be permitted.
8. Hats or other head coverings, by nature of their color, arrangement, trademark or any other attribute, may denote membership in gangs or advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior. Because of this, hat restrictions are as follows:

### **At all 9-12 comprehensive High School Campuses:**

**Students are permitted to wear school sanctioned hats/head coverings only.** All 9-12 grade students are required to adhere to the following guidelines when wearing hats or head coverings on campus:

- a. Hats/head coverings may only be worn outside of school buildings. Hats/ head coverings worn inside school buildings, including classrooms, will be considered a violation of the dress code.
- b. Site approved school hats sold by the student store, furnished by a school athletic team or otherwise approved by site administration are permitted. School approved hats/head coverings shall not be altered.
- c. Students may not wear any other hats/head coverings that are not site approved. Any student that needs assistance in acquiring an approved hat/head covering for medical, religious or other special circumstances must see an administrator for approval.

### **For all campuses:**

- a. Hats may never be worn indoors or on buses, vans, etc., during the normal school day and must be stored when not being worn.
  - b. Bandannas, hairnets, du-rags or other head coverings shall not be permitted.
9. Clothing shall be fitted and worn as its design was traditionally intended.
- a. Pants, shorts, skirts and overalls shall be worn with the waistline around the wearer’s waist. “Waist” is defined as the area at or above the top of the hips.
  - b. Pants, shorts and overalls shall be considered too baggy when the two pant-side seams of an individual pant leg are brought to the front of the mid-thigh and the side seams touch.
  - c. Overall straps shall be fastened.

10. Earrings and other body piercings that pose a danger or safety issue may be prohibited.
11. Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detracts from the educational process shall not be acceptable.
12. Attire that may be used as a weapon shall not be worn (e.g., steel-toed boots, chains, items with spikes or studs, etc.).
13. Students shall not display any material or paraphernalia, which incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.
14. Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, shall not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. (No more than 1 article of clothing that is red or blue is to be worn at the same time - MHS spirit wear excluded)+. In case of doubt as to whether an item is gang-related, the principal or designee shall consult with local law enforcement or other school personnel with expertise in gang activity. Such items shall be confiscated and turned over to local law enforcement agencies for appropriate action. Confiscated items shall not be returned to the student. Parents may request return of items from the appropriate agency.
15. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern, draws undue attention to the wearer, or tends to detract from the education process, shall be prohibited.

Limited, written exceptions to this policy may be made by the principal for special days, special events or other unusual circumstances.

### **Consequences**

Student violations of these regulations shall be deemed as willful defiance of the valid authority of the school principal, and the following administrative guidelines designate a range of penalties to be utilized with each classification of student misconduct. The guidelines are designed to provide for variations in the circumstances associated with individual students involved in each episode of dress code violation. The circumstances associated with the aggravated case may result in the preliminary steps in the guidelines and the application of the last steps.

1. Verbal warning and student asked to immediately correct the dress code violation. Student shall remain in Motivation until the inappropriate dress is corrected. \*\*
  - a. Student may change into acceptable clothing that is already at school.
  - b. Student may call parent to bring appropriate clothing.
  - c. Student may be temporarily supplied with suitable clothing by the school until the end of the school day or until appropriate clothing is brought by parent.
2. If student refuses to immediately correct the dress code violation, the student shall be in defiance of school authorities. Parents shall be notified and a parent conference held. Parent and student shall review the dress code regulations with an administrator. Discipline may be assigned for defiance.
3. A second failure to comply with the dress code shall result in a parent conference and additional discipline assigned for defiance. (2 days lunch detention)+
4. Continued defiance of school authority or violations, which threaten a safe and secure educational environment, will result in further disciplinary action. (3<sup>rd</sup> offense: Assigned 1 day Motivation; 4<sup>th</sup> offense: 2 days Motivation; 5<sup>th</sup> offense and above: Home suspension for the remainder of the day and next school day.)+

\*\*MONACHE HIGH SCHOOL WILL HOLD CONFISCATED JEWELRY, HATS AND CLOTHING ITEMS FOR 30 DAYS. ITEMS WILL BE DISCARDED OR DONATED TO CHARITY IF NOT CLAIMED AT THE END OF 30 DAYS.

+ (Notations in parentheses are specific to Monache High School)



## **Violation of California Education Discipline Code 48900**

### **FIGHTING: 48900 SECTION A:**

Caused, attempted to cause, or threatened to cause physical injury to another person.

**Consequences:** Students involved in fighting for the first offense within a four-year period while enrolled at Monache High School: Suspension for three days.

Consequence for a second or more offense while enrolled at Monache High School: The student will be suspended for five days.

Students who commit an assault, battery or cause severe injury are subject to arrest, five day suspension and referral to the Governing Board for expulsion.

### **DANGEROUS OBJECTS: 48900 Section B:**

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

**Consequences:** Five-day suspension and referral to the Governing Board for expulsion on the first offense.

### **CONTROLLED SUBSTANCES 48900 Section C & D:**

Students may not possess, use, sell, be under the influence of, or 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, and hallucinogens. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

**Consequences:** Alcohol/Marijuana: Students found in possession of alcohol or marijuana or who use alcohol or marijuana while under the school's

jurisdiction will be suspended for three days (PASS program may be offered intervention in lieu of suspension) and may be cited by the police. \*A second offense of marijuana possession/use will result in 5 day suspension and a recommendation for expulsion.

#### **Other Controlled Substances:**

Students who possess, use, furnish, or sell, or are under the influence of any controlled substance will be suspended from school for five days and will be referred to the Governing Board for expulsion on the first offense. False Representation: Students who provide other persons with an item intended to represent any alcoholic beverage; intoxicant or controlled substance will be suspended from school for five days.

### **DRUG, ALCOHOL and TOBACCO USE and/or POSSESSION at CO-CURRICULAR ACTIVITIES:**

The intent of this policy is to discourage students from engaging in the harmful use of alcohol, tobacco, or any other illegal substances.

Any student participating in a school event shall not use, possess, buy, sell, or give away alcohol, tobacco, or any other substance defined by the law as a drug.

**Consequences:** Any student in violation of this policy will be suspended from school (per policy) and may be suspended from the next three designated school dances and/or events.

**Designated Dances and Events:** Luau, Christmas Ball, Prom and Grad Nite.

### **ROBBERY: 48900 SECTION E:**

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to force or create fear in others while attempting to steal or while stealing another's property.

**Consequences:** The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement will be contacted. The student and/or parent will be responsible for returning the stolen property or for full payment.

### **DAMAGE TO PROPERTY: 48900 SECTION F:**

**Consequences:** The consequences for attempting to cause or causing damage to other's property will range from one to five day suspension, to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted.

### **THEFT: 48900 Section G:**

**Consequences:** The consequences for theft will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

### **TOBACCO: 48900 SECTION H:**

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, e-cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

**Consequences:** Possession and/or use of tobacco on the Monache campus are strictly forbidden. Students found in possession or who use tobacco, or products containing tobacco or nicotine within a four-year period while enrolled at a Monache High School will receive the following consequences:

- 1st offense: Full day (7 periods) Motivation
- 2nd offense: one day home suspension.
- 3rd offense and subsequent offense: three-day home suspension.

### **OBSCENITY, PROFANITY & VULGARITY: 48900 SECTION I:**

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent or coarse language.

**Consequences:** Will range from detention to referral to the Governing Board for expulsion.

**PARAPHERNALIA: 48900 SECTION J:**

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

**Consequences:** Students who possess, offer, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from suspension through referral to the Governing Board for expulsion.

**DEFIANCE & DISRUPTION: 48900 Section K:**

Students may not be defiant, disruptive, disrespectful, or deceptive. These behaviors negatively impact the orderly operation of the classroom or general educational environment of the school. This shall include racial slurs.

**Consequences:** Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from detention, Monache U, in school suspension and home suspension.

**RECEIVING STOLEN PROPERTY: 48900 Section L:**

**Consequences:** Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement will be contacted.

**SEXUAL HARASSMENT: 48900.2:**

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Porterville Unified School District Board Policy 5145.7(a)

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual

advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an Administrator.

**DEFINITION**

As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the District, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or 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 educational institution.

**COMPLAINT PROCEDURE**

**Informal Resolution Process** - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall start with the Assistant Principal and/or Principal receiving the sexual harassment complaint from the student.

**Formal Resolution Process** - If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, a formal process is in place (see board policy 5145.7(c)) to resolve the sexual harassment complaint.

**Consequences:** The consequences for sexual harassment will range from a warning through referral to the Governing Board for expulsion. The consequences for sexual battery (intentionally touching the breasts, buttocks, or groin area of another person without his/her consent) will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

The complete Sexual Harassment Policy can be found in the Porterville Unified School District's "Information for Students and Parents".

**HATE VIOLENCE: 48900.3:**

Students are expected to treat all members of the school community with respect.

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence. This includes, but is not limited to, any violent behavior associated with anger towards other persons based upon race, gender, ethnicity, or religious preference.

**Consequences:** The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion.

**HARASSMENT, THREATS & INTIMIDATION: 48900.4:**

Students are expected to treat all members of the school community with respect.

Students may not intentionally engage in harassment, threats, or intimidation directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment.

**Consequences:**

The consequences for harassing, threatening or intimidating behavior will range from detention to suspension through referral to the Governing Board for expulsion.