

ESPERANZA HIGH SCHOOL

WHERE EXCELLENCE IS A TRADITION

Esperanza High School, home of the Aztecs, opened its doors in 1973 to serve the needs of a growing community. The Esperanza attendance area was largely citrus groves and cattle grazing land. The school's population has grown from 923 students in 1973 to over 1,800 students today. The area served by Esperanza includes portions of the cities of Anaheim, Yorba Linda and Placentia as well as a section of unincorporated county territory. This is primarily a residential area with several small shopping centers and some commercial development. There is one narrow strip of light industry and a few remaining patches of truck crop agriculture.

The physical plant has changed greatly since 1973. Science labs have been added and the Information Center has been enlarged to accommodate student needs. In 2004 and 2007 classrooms on the Main campus and on West campus went through extensive modernization with advanced technology added to each room. In 2010, the Main Office was updated, and we unveiled our new gym, sports training facility, all-weather football field and track, Choir room and Band room.

The Freshman Focus campus is open to only 9th grade students for break and lunch. 9th grade students have the option as to which side of the campus they'd like to spend their breaks.

Esperanza is proud of its rich history and we continue to hold true to our motto, "Where Excellence is a Tradition."



ESPERANZA HIGH SCHOOL

Mission Statment

The Mission of Esperanza High School is to build a better future by guiding students to become Positive, Responsible, Innovative, Determined, and Engaged citizens.

Vision Statement

- P** Students will be **POSITIVE** contributors to their local and global community
- R** Students will be **RESPONSIBLE** citizens who display ethical conduct
- I** Students will be **INNOVATIVE** thinkers and creative problem solvers
- D** Students will be **DETERMINED** in their pursuit of college and career readiness
- E** Students will be **ENGAGED** as self-advocates of their Education

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EHS Students and Parents,
Welcome to Esperanza High School, the home of Aztec Pride. We are excited to welcome the class of 2023 and are confident that you will all look amazing in your **Aztec colors!**

The Aztec Student Handbook reflects the standards and expectations adopted by all of the comprehensive high schools in the PYLUSD. This Handbook will be the tool to guide you from your freshman year through graduation.

We encourage all of our students to take advantage of the many extracurricular activities and experiences that are available at EHS. These opportunities will enhance the entire educational experience and memories that will be created over your four years of high school. The Aztec Pride is a tradition that we are proud of and are confident will continue for years to come.

Here at EHS, we consider our parents to be our partners in the educational process. We encourage our parents to be involved with campus activities whether it is supporting your students in their activities, joining the PTSA, being a member of a booster club or volunteering for the many opportunities on campus. Should you have questions throughout the next four years, we encourage you to reach out to the staff and our administrative team. Our goal is always open communication.

This is an exciting time and we wish you a successful high school experience.

“Where Excellence is a Tradition”

Sincerely,

Gina Aguilar

Gina Aguilar
Principal



PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Esperanza High School
1830 N. Kellogg Drive
Anaheim, CA 92807
714 986-7540
www.esperanzahs.net

PYLUUD BOARD OF EDUCATION

- President – Mrs. Carol Downey
- Vice President – Mrs. Carrie Buck
- Clerk – Mr. Eric Padget
- Trustee – Mrs. Judi Carmona
- Trustee – Mrs. Karen Freeman

PYLUUD DISTRICT ADMINISTRATION

- Superintendent – Dr. Greg Plutko
- Deputy Superintendent - Mrs. Candy Plahy
- Assistant Superintendent – Mr. Rick Lopez
- Assistant Superintendent – Mr. David Giordano
- Director of Secondary Education – Mr. Cary Johnson
- Director of Middle School Education - Mr. Keith Carmona
- Director of Elementary Education - Mrs. Dominique Polchow

EHS ADMINISTRATION

- Principal – Mrs. Gina Aguilar
- Assistant Principal – Mr. Scott Mazurier
- Assistant Principal – Mr. Connor Drake
- Activities Director – Mrs. Meghann Lukach
- Men’s Athletic Director – Mr. Matt Slevcove
- Women’s Athletic Director – Mrs. Keri Walters
- Principal’s Secretary – Mrs. Shelly Winters
- Assistant Principal’s Secretary– Ms. Jennnifer Beu
- Activities/Finance Clerk – Mrs. Midge Kittredge
- Athletic Clerk - Mrs. Vanessa Szabo
- Attendance Clerks – Mrs. Keishia Brushweiler, Mrs. Kim Murphy
- Discipline Clerk – Mrs. Jane DeRose

EHS STUDENT SERVICES/COUNSELING/GUIDANCE

- Counselor – Mrs. Yvette Kettering (A-GK)
- Counselor – Ms. Amy Selof (GL-O)
- Counselor – Mrs. Brianne Gullotti (P-Z)
- College & Career Technician - Ms. Cheyenne Beaver
- School Psychologist – Ms. Sandy Saghbini
- Registrar – Ms. Amy Austin
- Counseling Secretary – Mrs. Caroline Hernandez

Bell Schedules 2019-2020

Regular Day Tuesday - Friday

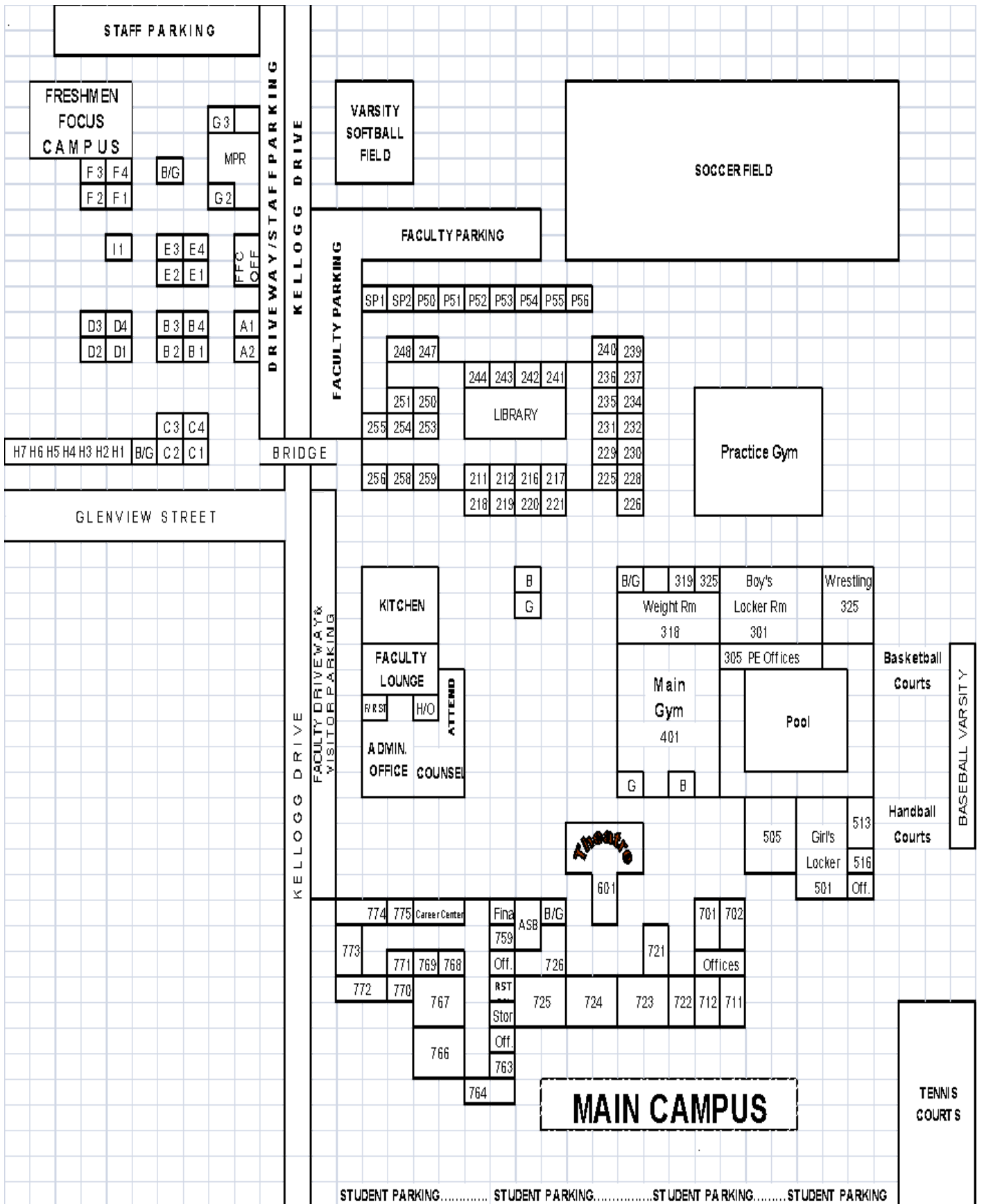
6:40 - 7:45 Period 0
7:55 - 8:49 Period 1
8:57 - 9:51 Period 2
9:51 - 10:01 Break
10:09 - 11:09 Period 3
11:17 - 12:11 Period 4
12:11 - 12:41 Lunch
12:49 - 1:43 Period 5
1:51 - 2:45 Period 6

PLC Schedule Monday

7:25 - 8:29 Staff Collaboration Time
8:36 - 9:23 Period 1
9:31 - 10:18 Period 2
10:18 - 10:28 Break
10:36 - 11:30 Period 3
11:38 - 12:25 Period 4
12:25 - 12:55 Lunch
1:03 - 1:50 Period 5
1:58 - 2:45 Period 6
*No 0 period on Mondays

Assembly Schedule

6:40 - 7:45 Period 0
7:55 - 8:41 Period 1
8:49 - 9:35 Period 2
9:43 - 10:24 Assembly
10:24 - 10:34 Break
10:42 - 11:33 Period 3
11:41 - 12:27 Period 4
12:27 - 12:57 Lunch
1:05 - 1:51 Period 5
1:59 - 2:45 Period 6



Commitment to Academic Excellence

Esperanza High School believes that schools have the responsibility to teach students the basic skills to be successful in life. However, educating students is a three-way responsibility shared by each individual parent, the student, and the school. **Without all three parties cooperating, success will be limited.**

Esperanza High School has a commitment to provide the necessary resources for a sound secondary school program. In turn, students and parents must fulfill certain commitments if the student is to gain the maximum benefits from the school program. We believe that the parent, student, and school commitment should be as follows:

Parent Commitment

1. Insist that your child attends school every day unless illness or a family emergency occurs.
2. Telephone the school Attendance Office when your child is going to be absent. Send a note when your child returns from an absence, when a call is not made.
3. See that your child gets the appropriate amount of sleep on school nights to be attentive and alert in class.
4. Provide a meal for your child before he/she comes to school each day.
5. Provide **uninterrupted** study time and reading time each school night for your child.
6. Check with your child daily regarding homework assignments and monitor completion of assignments.
7. Immediately contact teachers to request a conference if there is a question concerning your child's progress or lack of homework.
8. Consistently check your child's progress with Aeries to be aware of your child's progress and attendance: <https://portal.pylusd.org/>
9. If you have any questions please contact the teacher through the Esperanza website: <http://www.esperanzahs.net/>

Student Commitment

1. Attend assigned classes every day unless illness or a family emergency occurs.
2. Complete and turn in all class assignments on time.
3. Bring the required materials to class each day.
4. Seek immediate assistance from the teacher when class assignments are not understood.
5. Be attentive in class to the instruction occurring. Be committed to gaining the best education possible.
6. Give total effort to learning the material taught in each assigned class.
7. Follow all school rules and regulations.
8. Seek the assistance of teachers, counselors, and school personnel when academic or personal problems occur which inhibit learning.
9. Check Aeries constantly to be aware of your progress.

School Commitment

1. Employ well-qualified staff who know their subject matter and who understand the sociological, physiological and psychological make-up of young adults.
2. Provide a good learning environment.
3. Provide the proper curriculum to meet student needs.
4. Provide materials and equipment necessary for proper instruction.
5. Provide a safe environment where students can attend school without fear.
6. Establish and administer reasonable rules and regulations regarding student behavior.
7. Provide parents with regular reports on their student's attendance, academic progress, and school behavior.
8. Provide appropriate, varied classroom learning opportunities to encourage academic progress.
9. Provide appropriate, varied homework assignments to facilitate and enhance learning.

High School Graduation & College Admissions Requirements

PYUSD High School Graduation Requirements	
Subject	Credits
Language Arts: <ul style="list-style-type: none"> • <i>Language Arts 1</i> • <i>Language Arts 2</i> • <i>Language Arts 3</i> • <i>Language Arts 4 or approved</i> 	40 total <i>10</i> <i>10</i> <i>10</i> <i>10</i>
Mathematics: <ul style="list-style-type: none"> • <i>Algebra 1 or its equivalent</i> • <i>Higher level math elective</i> 	20 total <i>10</i> <i>10</i>
Social Science: <ul style="list-style-type: none"> • <i>World History/Culture/Geography or AP European History</i> • <i>U.S. History/Geography</i> • <i>U.S. Government</i> • <i>Economics</i> 	30 total <i>10</i> <i>10</i> <i>5</i> <i>5</i>
Science: <ul style="list-style-type: none"> • <i>Physical Science or approved</i> • <i>Life Science or approved</i> 	20 total <i>10</i> <i>10</i>
Physical Education: <ul style="list-style-type: none"> • <i>P.E./Wellness 9 or Athletics</i> • <i>P.E./Wellness 10 or Athletics</i> 	20 total <i>10</i> <i>10</i>
Visual or Performing Arts, Foreign Language, Career Technical Education <i>Arts courses include courses from the fields of art, music, drama, humanities, and dance. Dance may not be taken to satisfy both fine arts and physical education requirements.</i>	10 total
Health Education	5 total
Academic Studies and Career Planning <i>or two years of Advancement Via Individual Determination (AVID)</i>	5 total
Elective Courses <i>No more than Twenty (20) of elective credits may be earned in service based courses (Office/Classroom/Library aides).</i>	80 total
Service Learning/Community Service	40 hours

College Admissions Academic Requirements (A - G)			
	Cal State University (CSU)	University of California (UC)	NCAA Requirements
Social Science (A)	World History and U.S. History *A "C" or above is necessary for all courses listed in this column	World History and U.S. History *A "C" or above is necessary for all courses listed in this column	Two (2) years of Social Science
English (B)	English 9 English 10 English 11 English 12	English 9 English 10 English 11 English 12	English 9 English 10 English 11 English 12
Math (C)	Algebra 1 Geometry Algebra 2	Algebra 1 Geometry Algebra 2 *4 years recommended	Three years of math *Must include Algebra 1 and Higher
Science (D)	Two years of a lab science Life: Biology, Physiology Physical: Chemistry, Physics	Two years of a lab science Life: Biology, Physiology Physical: Chemistry, Physics *3 years recommended	Two years of science (Life, Physical) *1 year must include lab
Foreign Language (E)	Two years of the same foreign language -AND- One year of an approved V.P.A. *See your Counselor	Two years of the same foreign language *3 years recommended -AND- One year of an approved V.P.A. *see your Counselor	One additional English, Math, or Science course Make an appointment with your counselor if NCAA applies to your goals!
Visual or Perf. Art (V.P.A.) (F)			
Electives (G)	One year of an approved college preparatory elective from approved A-G list *See your Counselor	One year of an approved college preparatory elective from approved A-G list *See your Counselor	Four Additional courses from above or may include foreign language *3 courses for Division II
P.E.	Not considered in admissions process	Not considered in admissions process	See your Counselor for approved NCAA courses
Health/ASCP			
Minimum G.P.A	2.0 in above classes only *See your Counselor for details	3.0 in above classes only *See your Counselor for details	2.0 *see your Counselor for details
Other	SAT Reasoning or ACT	SAT Reasoning or ACT w/Writing (Subject tests verify w/University)	Qualifying index varies by divisions - refer to NCAA website for specifics

College Entrance Exams: SAT and ACT

Go to www.collegeboard.com to register for the SAT I and SAT II. Go to www.act.org to register for the ACT. The Esperanza High School School code is 050093. Both CSU & UC require the test(s) to be taken no later than December of your senior year.

Some impacted colleges require the test(s) to be taken earlier. Contact the college of your choice to be certain of their deadlines. It is recommended that you take the test(s) at the end of your junior year and/or the beginning of your senior year.

NOTE: Many UC and CSU campuses are impacted, and some majors at some campuses are highly competitive and can only accept a limited number of students each year. For acceptance to these campuses and into these majors, students must possess academic qualifications that go well beyond the minimum admission requirements summarized above.

COMMUNITY COLLEGES

Any high school graduate or any adult 18 years of age or over, who can show evidence that he can benefit from the instruction, may be admitted to the community college.

Math and English placement tests must be taken at the college to determine proper placement in basic subject areas.

Community Colleges offer three types of programs:

1. Lower division work for transfer as a junior to a four-year college.
2. Two-year certificate programs.
3. Make-up for students with high school deficiencies.

Applications to community colleges are generally available beginning in February and are accepted by the schools starting March 1st. See college website or your counselor for more information.

PRIVATE COLLEGES

Private colleges vary in their entrance requirements. It is important that you check their catalogs very carefully. Discuss your situation with your counselor. You must determine whether you will meet entrance requirements; it is wise to apply to more than one college since you may not be accepted by your first choice.

MILITARY ACADEMIES

U.S. Air Force, U.S. Merchant Marine, U.S. Army, U.S. Naval, and U.S. Coast Guard are the available military academies. (U.S. Coast Guard applicant procedures are different from below. See your counselor for details.)

If a student would like to attend one of the service academies, the following must be completed:

1. Complete application on or before September of the year prior to high school graduation. Preferably the student should begin the application for nomination procedures in March or April of their Junior year.
2. Be at least 17 years of age and not have passed their 22nd birthday.
3. Be a resident of the 15th Congressional District.

4. Be of good moral character.
5. Be unmarried or never have been married.
6. Be in the upper third of his class and score above 1800 on the SAT.
7. Not be suffering from an obvious physical defect that is not correctable.

Nominations are based upon scholastic aptitude, counselor recommendation, a personal interview by the Service Academies Review Board, and competitive selection by the academy.

Steps for Completing the Community Service Requirement

The following procedures are to be followed by the student in order to successfully fulfill the 40 hour community service requirement:

Students must have completed a minimum of 30 hours prior to their Senior year in order to obtain a lunch pass.

1. Student Packet: All information outlining the Community Service program and requirements are available on the Esperanza website: <http://www.esperanzahs.net/>, listed under the "Counseling" tab. This includes information on how to locate acceptable agencies from which students may choose and all documentation procedures. This information needs to be shared with parents. Printed copies are available upon request.

2. Permission Form: The permission form is available on the Esperanza website (counseling, community service) and it is required that all incoming 9th graders or new Esperanza students sign and returned the form during "registration" week. If this did not happen, then one must be picked up, signed, and returned by the student to the Attendance Office as quickly as possible. Students entering Esperanza after August will be given the permission form at the initial counseling appointment. Community service may not begin until the signed form is returned.

3. Selecting an Agency/Organization: Community service is work performed with a **non-profit organization for which you receive no pay**. Organizations should be selected from flyers displayed on the Community Service Bulletin Board located in the Attendance Office, or the school website <http://www.esperanzahs.net/>. Students may choose service opportunities not listed in the Guide as long as they meet all criteria stated on this page. Any student who is completing community service through a court probation program may not use those hours to fulfill the graduation requirement. Also, community service performed for family members, for-profit businesses, or private individuals will not count toward the community service requirement. When a student is unsure of the acceptability of an organization, always check with the Community Service Coordinator prior to beginning.

4. Contacting the Agency: Students are responsible for contacting the agency to determine days and times to perform the service. See the "*How to Get Started*" section to assist you.

5. Community Service Verification Form: Students are responsible to complete the top half of the Community Service Verification form. At the end of the service activity, the bottom half of the form is to be filled out and signed by the individual at the agency who supervised the student. The completed form is turned in to the Community Services Coordinator **within 30 days of completing the activity**. Many students choose to serve their hours for the same organization over a long period of time. CS Verification forms need to be turned in on a monthly basis in order to receive credit. Please remember to keep a copy for your records.

6. Falsifying Documents: Community service documents that have been falsified in any way will result in school suspension and may also include the loss of graduation privileges or school transfer.

7. Awards - Community service hours can be used to enhance college applications and create scholarship opportunities. See your counselor for more details.

Regional Occupational Program (R.O.P.)

North Orange County R.O.P.
385 N. Muller St. Anaheim, CA 92801
(714) 502-5858

What is ROP?

ROP stands for Regional Occupational Program and is an important part of the course offerings at Esperanza High School. North Orange County ROP also offers free, hands-on job training, career guidance planning, and job placement assistance to all students 16 years old and older. A current ROP schedule of classes can be found on the ROP website www.nocrop.us.

Why should I take ROP classes?

- Earn credits towards graduation
- Learn skills to prepare for a career
- Help decide on a major in college
- Some classes meet UC/CSU college entrance requirements

Where are ROP classes located?

- At Esperanza campus
- At local area high schools
- At ROP sites

How/when do I sign up?

- At registration in the spring, or at registration in August
- At the beginning of each semester, [see your counselor or Ms. Gullotti in Counseling](#)
- Many ROP classes offer open enrollment during the first and third quarters.

How can I take an ROP class if I already have a full schedule?

- Some ROP classes at Esperanza are offered after school (see next page)
- Many ROP classes are offered in the late afternoon and evenings

How are credits earned?

- Students earn 1 credit for every 15 hours they spend in the classroom (75 hours = 5 credits); Seniors enrolled in Work Experience class also receive 1 credit for every 30 hours they work
- Unlike traditional Esperanza classes where a student is guaranteed 5 credits for passing a class, *ROP gives variable credits... attendance is crucial!*

Classes Offered at EHS	During the school day	After school
Digital Design & Illustration <i>UC Approved Fine Art</i>	✓	✓ (online)
Visual Communications <i>UC Approved Fine Art</i>	✓	
Honors Graphic Design <i>UC Approved Fine Art</i>	✓	
Advanced Graphic Design <i>UC Approved Fine Art</i>	✓	
Medical Careers <i>UC Approved Elective</i>	✓	✓
Body Systems & Disorders <i>UC Approved Elective</i>	✓	
Medical Assisting (5th/6th period block) <i>UC Approved Elective</i>	✓	
Pharmacy Technology		✓
Child Development <i>UC Approved Elective</i>	✓	
Principles of Teaching & Learning (1st/2nd block) <i>UC Approved Elective</i>	✓	
Teaching Students with Special Needs <i>UC Approved Elective</i>	✓	

Academic Recognition Programs

Principal's Honor Roll

Each semester students will be recognized with a Principal's Honor Roll Certificate of Achievement based on an unweighted grade point average of 3.50-4.00. They will receive their certificates approximately two weeks after the end of the first semester. Students will receive their second semester certificates in the fall.

Valedictorian/Salutatorian:

The Valedictorian will be the student in the senior class with the highest weighted academic GPA after seven semesters. The Salutatorian will be the student with the second highest weighted academic GPA after seven semesters. If circumstances justify, the principal may designate co-valedictorians and/or co-salutatorians.

Aztec of the Year:

This award is given to the senior who has gone above and beyond in all areas at Esperanza. He/she is considered to be a top all-around student in academics, extracurricular activities, leadership, character, community service, etc. Students are nominated by teachers and the top five students are recognized as nominees at the Senior Awards ceremony. The winner is determined by staff vote.

Spirit of Esperanza:

This award is given to the senior who most embodies school spirit at Esperanza. He/she can be regularly seen at school events showing their spirit, has a positive attitude, demonstrates strong character and is a role model to other students. While he/she may not have the highest GPA in the class, he/she is able to make academics a priority while still being involved in campus and community activities. Students are nominated by teachers and the top five students are recognized as nominees at the Senior Awards ceremony. The winner is determined by staff vote.

Distinguished Scholar

The Distinguished Scholar program is a prestigious program designed to recognize students who take the most rigorous academic program offered. Students need to apply yearly to be recognized for their accomplishments. Students who complete all Distinguished Scholar requirements will be recognized at graduation and receive a special diploma. Please refer to the school website for more information about the application process.

Scholar Athlete

Varsity athletes with a total weighted GPA of 3.5 or higher to receive this recognition.

National Honor Society

Students who have a cumulative (weighted) 3.5 and higher grade point average are eligible to apply for membership. You can apply if you are or you have the following:

- Sophomore with a weighted cumulative GPA of 3.5 and above
- Leadership experience
- Community service
- Showing character and citizenship

California Scholarship Federation

The purpose of CSF is to foster high standards of scholarship, service and citizenship on the part of students of the senior high schools of California. Students join CSF through an application process.

Honors/Advanced Placement Procedure

Esperanza High School offers Honors and Advanced Placement courses in the academic areas of: World Language, Language Arts, Mathematics, Fine Arts, Science, and Social Science.

Honors courses often offer the same curriculum as regular courses but are tailored for high-achieving students — covering additional topics or some topics in greater depth. AP classes cover the breadth of information, skills and assignments found in corresponding college courses, align with the standards and expectations of leading liberal arts and research institutions, and provide motivated and academically prepared students with the opportunity to study and learn at the college level. Students interested in taking an Honors or AP class can see their counselor for additional information.

EHS Policies, Procedures, and Regulations

COURSE PROGRAM CHANGES

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

Administrative Regulation 5125.1

1. Student initiated changes for schedule errors and improper class placements will be made during the **first 5 days of the semester**. After 5 days, only ROP or Instructional Aide may be added, if available, through the end of the 1st and 3rd quarters. New classes will not be added after this time, except by administrative action.
2. Student initiated class drops may be made until the end of the 1st and 3rd quarter grading periods without the grade being recorded on the transcript. After these grading periods a "W" (Withdrawal), followed by a letter grade which describes the student's performance, will be affixed ("W/A", "W/B", "W/C", "W/D", "W/F") on the transcript. Classes will not be dropped during the last 4 weeks of a semester (including Finals Week).
3. Students changing to a different level class (i.e., Algebra I to Algebra IA, Chemistry Honors to Chemistry) must do so prior to the first day of the third week of the 2nd or 4th quarters. Students are given this time period so they can make a decision on the class change with input using their 1st/3rd quarter grade reports. Students are required to obtain written permission from their parent/guardian, teacher, and counselor prior to a class change. If a class change is made the grade will transfer from the original course and teacher, to the new course and teacher.
4. School initiated changes related to class placements or class drops will be made at the discretion of the principal or their designee. Poor attendance, poor classroom behavior and/or violation of school rules are examples of criteria for school initiated schedule changes. School initiated class drops will have a grade designated as a "W/F" (Withdrawal/Fail) on the transcript.

ATHLETIC CLASS CHANGE

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

TEXTBOOKS

Textbooks are issued free of charge to students. Students are responsible for the care and return of these books. Students will be charged accordingly if books are lost, stolen or damaged beyond normal wear.

HOMEWORK

Students should be prepared to spend an average of thirty minutes per day doing homework for each course taken. Honors and AP students will have approximately one hour per day per class. In most cases, this will average ten hours of work per week and some weekend study

time. Projects, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not appear to have sufficient homework to meet the minimum standard as stated above, parents are urged to contact his/her teacher or counselor to discuss the situation.

HOMWORK IN CASE OF ABSENCE DUE TO ILLNESS

A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, **a student must be absent for three (3) days with more absences anticipated before homework assignments can be requested from the teacher.** Parents should contact the Attendance office at 714 986-7540 x 13030 to request homework. It is necessary that a **24** hour notice be given to teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the Counseling Office regarding the home teaching process. No homework is requested for students missing school due to vacation or business. Checking the student's Aeries program will also allow you to find daily assignments on-line.

MAKE-UP WORK

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

SCHOOL-RELATED ABSENCES

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

INDEPENDENT STUDY/FAMILY VACATION

If a student is expecting to be absent from school for 5 or more days the parent/guardian must make arrangements with the Attendance Office to request a contract to acquire assignments for the days the student will be absent. All assignments are due the day the student returns from vacation. **Vacations are not an excused absence** from school per the California Education Code and will be reflected in the student's attendance record as a "U" – unexcused verified absence.

ONLINE COURSES

The following process is required to enroll in an Online Course:

- The student contacts their counselor with a request to take an online course
- The reason for the request must meet one of the following criteria:
 - Remediation**
 - Advancement to the next level (electives)**
 - Impacted schedule (electives)**
- If appropriate, the student may download the required forms from the Counseling portion of the school website labeled “Internet Independent Study” for the student/parent to complete and return to the Counselor.
- Esperanza’s Assistant Principal of Student Services approves or denies the request. The student will then be notified of the status of their request.
- If approved the student enrolls in and completes the course.
- The course will be added to the student’s Esperanza High School transcript when an **official** transcript is received from the online provider. It is the responsibility of the student/parent to determine whether or not the course meets university and/or NCAA requirements and to arrange to have an official transcript sent to Esperanza.

Student athletes are encouraged to inquire about the new NCAA regulation restrictions for taking online courses by visiting the online NCAA Eligibility Center. Remember to tell your counselor if you are planning on being an athlete in college.

PROCEDURE FOR RESOLVING CLASSROOM CONCERNS

Communication is the key to resolving concerns in the classroom. If your student’s concerns have not been resolved by speaking directly with their teacher, the following are the steps parents should take to resolve issues:

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

MONITORING STUDENT PROGRESS

AERIES allows students and parents to monitor progress on a daily basis. It also allows for easy access to email the teacher, check attendance, print grades and check on homework completion. The student’s AERIES number will follow the student throughout their enrollment in the district. Please contact Amy Austin in the front office (x13021) or by email (aaustin@pylusd.org) if you need assistance with your AERIES account.

LOST AND FOUND

Articles that are found on campus will be sent to the lost and found in the Attendance Office. These articles will be kept until the close of school in June. After school has closed, the remaining articles will be donated to charitable organizations.

HALL PASSES

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

CLOSED CAMPUS

Our campus is closed to all students. Permission to leave campus during the school day can only be authorized by parents/guardians and cleared through the Attendance Office.

STUDENT PHOTO ID CARDS

Students are required to have an Esperanza High School photo ID card in their possession at all times for safety and security purposes while on campus or at school events. Failure to provide an ID card may result in detention hours.

VISITORS AND GUESTS

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

TRANSCRIPTS

Students who are college-bound will need official transcripts sent to colleges as a part of the application process. Please use Parchment, an electronic transcript service (www.Parchment.com) to send official transcripts. You are able to order secure transcripts with ease and 24/7 convenience of the Web. Most colleges in the U.S. are going paperless and will soon **only** be accepting transcripts online. Once you order a transcript on Parchment, EHS will release your transcript and you will receive an email from Parchment that the transcript has been sent and received to the college of your choice. No more guessing if your transcript was ever received.

NUTRITION/LUNCH POLICY

Students are expected to respect the campus and maintain a safe environment. In an effort to facilitate supervision and cut down on the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating areas. We solicit your support and cooperation in contributing to a cleaner environment.

RULES AND REGULATIONS

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

P.E. LOCKERS

Students are issued lockers for the purpose of storing P.E. clothes only and are the property of the school district. Since it is the school's duty to maintain safety, order and discipline, locker contents, book bags and gym bags are subject to "search and seizure" when a school official has reasonable suspicion that a student possesses evidence of illegal activity, or activity that would interfere with school discipline and order. **Please store valuables in lockers. EHS**

assumes no responsibility for items left unsecured (i.e. book bags, electronic devices, purses left on locker room floors or on top of lockers) by students.

STUDENT PARKING REGULATIONS

Students who drive a motor vehicle to school ***MUST*** have a parking permit. There is a \$10.00 fee per each vehicle permit. Replacement permit cost is \$10.00 per permit.

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

- Parking Permit Request form (can access on the EHS website)
- A valid California driver's license
- Car registration

REPORT CARDS

Four report cards are issued annually, two each semester. An interim report card is issued in the middle of the semester and used to report pupil progress. The final report card, issued at the end of the semester will be recorded on the student's permanent record.

Academic Honesty Policy

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

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

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

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

Incident 1:

- Teacher contacts parent
- Teacher sends a referral with a detailed account of incident to the counselor
- Counselor calls parents to review the Academic Integrity policy and explain consequences
- The incident is recorded in the student's discipline file
- Student receives a "0" (zero) on the assignment or test
- Student completes Academic Integrity assignment #1 *

Incident 2:

- Teacher contacts parent
- Teacher sends a referral with a detailed account of the incident to the counselor
- Counselor calls parent to review the Academic Integrity policy and explain consequences
- The incident is recorded in the student's discipline file
- Counselor reports incidents of academic integrity violations on student's college applications
- Student receives a "0" (zero) on the assignment or test
- Student receives an "N" in citizenship for the quarter/semester
- Student completes Academic Integrity assignment #2 *

Incident 3 and any subsequent incidents:

- Teacher contacts parent
- Teacher sends a referral with a detailed account of the incident to the counselor
- Counselor calls parents to review the Academic Integrity policy and explain consequences
- The incident is recorded in the student's discipline file
- Counselor reports incidents of academic integrity violations on student's college applications
- Student receives a "0" (zero) on the assignment or test
- Student receives a "U" in citizenship for the quarter/semester
- Student completes Academic Integrity assignment #3 *
- Student is removed from any and all elected or appointed co-curricular positions (i.e. ASB, athletic captains, club officers).

Note: Pending investigation or nature of the offense, further consequences may be issued on any incident. This may include a 1-5 day suspension, parent conference, loss of extracurricular activities, school transfer.

*Failure to complete Academic Integrity assignments will lead to further discipline consequences.

PYLUSD High School Student Behavior Expectations & Code of Conduct

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

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

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

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

SEARCH AND SEIZURE

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

NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY

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

areas of district buildings or all district activities. District surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices or classrooms.

ATTENDANCE PROCEDURES

Tracking your student’s daily attendance, grades, homework assignments and contacting teachers is easy to do with the AERIES student system available to parents and students. Please see Mrs. Austin in the front office in person, or email her at aaustin@pylusd.org if you need assistance with obtaining log-in information.

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

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

1. It is highly recommended that parents call the school the same day of the absence (714) 986-7540 ext. 13030. The parent/guardian should call in every day of a student’s absence. If possible, please provide the student’s ID number. A written note is required when a student returns to school if the parent/guardian has not called in. We cannot accept emails in lieu of a phone call or written note.
2. If a student returns to school after an absence and the parent did not call in the previous day, he/she must be in the attendance office with a note prior to the start of the school day or they may be marked tardy to first period and may be subject to a teacher detention.
3. If the student does not have a verified excuse, either a call by a parent or a written excuse signed by a parent, the student may have to take a temporary truancy. The student will have **48 hours** to clear the temporary truancy before it becomes a permanent truancy.

Excused absences will be issued for the following reasons:

1. Personal Illness
2. Medical, dental, optometric, or chiropractic services
3. Funeral services for a member of the immediate family
4. Jury Duty
5. Observation of religious holiday

All students must show their EHS Student ID card at the Attendance Office when clearing an absence or obtaining an off-campus pass. Failure to show EHS Student ID card may result in detention hours.

AUTOMATED PHONE CALL

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

EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES

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

Absences 1 - 7	Parent Contact
Absences 8 - 9	Excessive excuse notification to parent by mail
Absences 10 - 14	Parent invitation to Student Attendance Review Team (S.A.R.T.)
Absences 15 - 19	Parent invitation to District Attendance Review Team (D.A.R.T.)
Absence 20	Truancy intervention process initiated by the Student Services Office and all future absences will be marked truant (Code R) unless documented (Code D)

ANTICIPATED EXTENDED ABSENCES

Students planning to be absent for more than five days, should notify their counselor to initiate the short-term independent study process. Extended absences may not exceed ten days.

OFF-CAMPUS PASS

For a student to leave the campus while school is in session, the student must have an Off-Campus Pass. The student will need to present that Off-Campus Pass when they return from the absence. For planned absences, the student must have a note signed by a parent. In the event of a personal or family emergency, the counseling or attendance office must get approval from a parent, or his/her designee, before the student may leave the campus. Please remember that phone calls for parent pick-up may delay the release of the student due to unforeseen circumstances. If the student leaves without an Off-Campus Pass, the student will be truant and will not be allowed to clear the truancy. Off-Campus Passes will be issued (except for emergency reasons) before school, during break, and at lunch from the Attendance Office.

Notes or phone calls for Off-Campus passes are not accepted from

11:45 a.m. - 12:15 p.m. due to the high volume of activity in the attendance office immediately prior to lunch time. Students requesting to leave between

11:45 a.m. - 12:15 p.m. must be signed out in-person by the parent/guardian.

AGREEMENT FOR STUDENTS 18-YEARS-OF-AGE

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

EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1)

Students may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian.

ATTENDANCE VIOLATIONS AND CONSEQUENCES

OFF CAMPUS/OUT OF BOUNDS

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

Incident 1	Parent Contact Subject to Search Saturday School
Indicent 2	Parent Contact Subject to search Intervention Classroom 1-3 days
Indicent 3	Subject to search Behavior contract Parent conference Alternative to Suspension 1-3 days
Incident 4	Subject to search School suspension 1-3 days Administrative transfer

EMERGENCY EGRESS/EXIT GATES

Emergency exit or egress gates are equipped with crash-bars that remain locked from the outside but can be exited from the inside, by simply pushing on the bar. Emergency exit/egress gates are only to be used in emergency situations. Students who are either caught receiving deliveries or exiting through these gates for non-emergency situations during school hours will automatically be subject to the corresponding incident outcomes listed above.

TARDY SWEEP

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

TARDIES (per semester):

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

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

Tardies 1-5	Handled by teacher Parent contact Teacher assigned detention
Tardy 6	Referral to Counselor or Attendance Director Parent contact Detention Saturday School
Tardy 7	Referral to Counselor or Attendance Director Parent contact Detention Saturday School
Tardy 8	Referral to Attendance Director Detention Saturday School Intervention Classroom 1 day Parent conference Behavior Contract
Tardy 9+	Referral to A.P. of Student Services Loss of student privileges Detention Saturday School Intervention Classroom 1 day Parent conference Behavior Contract

TRUANCIES (per year):

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

Incidents 1-4	Parent contact Saturday School
Incidents 5-6	Parent contact Saturday School Parent invitation to S.A.R.T. meeting
Incident 7	Parent contact Saturday School Parent invitation to D.A.R.T. meeting
Incident 8	Parent contact Saturday School Parent invitation to District Attorney meeting
Incident 9	Parent contact Saturday School Parent invitation to S.A.R.B. meeting
Incident 10	Parent contact Saturday School Loss of student privileges student file forwarded to probation

HEALTH SERVICES AND MEDICATION DURING SCHOOL

The school does not have a school nurse on campus at all times; however, there is a Health Clerk on campus for a limited time each day. There is a school nurse that covers the health needs at each school and communicates frequently with the Health Clerk. Please contact the Health Office if you would like to be contacted by the school nurse. Please indicate health issues on the Health Card or contact the school Health Office. If students cannot be sent home without parent/guardian permission, or that of another adult so designated by the parents on the Emergency Data Card and/or Health Card. **STUDENTS CANNOT BE DRIVEN HOME BY ANOTHER STUDENT WITHOUT THE PERMISSION OF THE PARENTS OF BOTH STUDENTS INVOLVED.**

If it is necessary for a student to take medication during school hours, the health care provider and parent must fill out the Request for Medication form which can be found on the district's health service website or the school Health Office. **IT IS ILLEGAL FOR A STUDENT TO BE IN POSSESSION OF MEDICATION ON HIS/HER PERSON WHEN ON CAMPUS UNLESS DOCUMENTATION FROM ISSUING HEALTH CARE PROVIDER IS ON FILE IN THE HEALTH OFFICE FOR MEDICATION BEING TAKEN.** If an exclusion for PE has been written by the health care provider, have the student bring the written statement to the Health Office. Health care providers' requests at the end of grading periods are not acceptable to excuse students for prior absences. **IT IS EXTREMELY IMPORTANT THAT THE EMERGENCY AND HEALTH INFORMATION BE KEPT UPDATED THROUGH THE PARENT PORTAL (<https://portal.pylusd.org>).**

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

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

STUDENT WELLNESS & MENTAL HEALTH SUPPORT

WELLNESS SPECIALIST

Our Wellness Specialists support students in developing healthy coping skills to address social emotional needs, collaborate with students and staff to support student wellness and is knowledgeable about community-based resources to support the overall social, emotional and mental health and wellness of our students.

CARE SOLACE

The Placentia-Yorba Linda Unified School District (PYLUSD) fosters a culture that promotes the health, safety, and well-being of students, staff, and parents. In an effort to continuously support this commitment, the District has approved an agreement with CareSolace.

CareSolace is an online resource meant to assist individuals in finding local counseling-related services. To use CareSolace, individuals answer ten basic questions in order to receive an extensive list of referrals to applicable care providers. CareSolace takes into account all types of private insurance, as well as Medi-Cal, Medicaid, and Medicare when generating a list of referrals. If uninsured, CareSolace will also identify nearby care providers that allow individuals to pay out-of-pocket for services.

CareSolace is now available for use by PYLUSD students, staff, and families at no cost. Please note, this service is an optional resource available by choice and is not mandatory in any way. CareSolace does not require a user's name, address, phone number, or date of birth.

If you are interested in seeking counseling-related services at this time, please consider visiting www.caresolace.com/PYLUSD or clicking the link below to begin.

SUICIDE PREVENTION HOTLINE

Crisis Text Line – Text HELLO to 741741

National Suicide Prevention Hotline - (24/7) 1-800-273-TALK

LUNCH AND DELIVERIES

All high schools are closed campuses. Only seniors are eligible for off-campus lunch passes. The application form is available in the Attendance Office. This form must be signed by a parent in the presence of a school administrator or notary public and returned to the Attendance Office for final approval. Senior lunch passes are only for the lunch period. If a student fails to return to school prior to the conclusion of lunch, they are considered truant (unless cleared with a parent phone call the same day of the absence).

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

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

CAMPUS SALES AND SOLICITATIONS

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

DRESS CODE

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

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

- Clothing, hats, jewelry, purses, school supplies, or other accessories associated with alcohol, drugs, tobacco, sex, obscenity, bigotry, racial/ethnic/religious prejudice, weapons or violence.
- Bandanas, do-rags, hairnets, chains, spiked jewelry, or any apparel deemed as dangerous.
- Any clothing normally worn as underwear or sleepwear.
- Short shorts, beach attire, low necklines/backlines, strapless garments, sheer or see-through clothing, visible bandeaus, bare-midriff tops.
- Pants must be worn at waist level; no oversized clothing permitted.
- Underclothing must be worn but not visible.
- Outer clothing must be in good repair.
- Bare feet are not allowed. Shoes must be worn at all times.
- Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted. Anything deemed as gang related is prohibited.
-

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

Disciplinary Consequences:

Incident 1	Item confiscated Alternative clothing loaned Warning Parent contact Student may be sent home to change
Incident 2	Item confiscated Alternative clothing loaned Parent contact Saturday School Student may be sent home to change
Incident 3+	Item confiscated Alternative clothing loaned Parent conference Saturday School Intervention Classroom Alternative to Suspension Behavior Contract

STUDENT PARKING AND DRIVING

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

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

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

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

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

Disciplinary Consequences:

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

CELL PHONES & ELECTRONIC SIGNALING DEVICES

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

The school does not encourage student possession or use of electronic devices on campus and does not assume liability if such devices are damaged, lost, or stolen. Electronic devices shall remain turned off during class time unless teacher approval is given. If the privilege of having these devices at school is abused and the possession or use of an electronic device violates this policy, the school has the right to revoke the privilege. Students may never record, via any electronic listening or video device, in class without the Teacher's and Principal's prior consent (Ed. Code. 51512).

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

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

Disciplinary Consequences:

Incident 1	Warning Parent contact Detention
Incident 2	Parent contact Detention Referral for Saturday School
Incident 3	Referral to Student Services Office Item confiscated* Parent contact Saturday School
Incident 4	Referral to Student Services Office Item confiscated* Parent conference Intervention Classroom Behavior Contract
Incident 5	Referral to Student Services Office Item confiscated* Parent conference Intervention Classroom Alternative to Suspension Behavior Contract

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

PHYSICAL EDUCATION

The Physical Education Department requires uniforms for all students enrolled in the regular program. The uniform will consist of a t-shirt with the student's name on the front and shorts (no buckles, snaps, zippers, or pockets). P.E. uniforms can be purchased during the summer registration days or through the Physical Education Department at any time after registration. The cost is \$10.00 for the shorts and \$10.00 for the t-shirt. Socks and tennis shoes must be worn. Parents are not required to purchase P.E. attire from the school. Parents may elect to purchase the attire on their own provided the clothing items are consistent with the school's uniform in color and style. If you have any questions regarding the purchasing of the P.E. uniforms, please contact the P.E. Department or Finance Office.

NON-SUIT POLICY

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

Incident 1	Warning Loss of participation points
Incident 2	Loss of participation points Teacher assigned detention
Incident 3	Loss of participation points Detention Saturday School Parent Contact
Incident 4	Loss of participation points Saturday School Parent Contact
Incident 5	Loss of participation points Saturday School Intervention Classroom Behavior Contract

ATHLETIC CODE OF CONDUCT

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

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

1. To recognize that athletes involved in activities that reflect negatively upon themselves, the team, or the school are subject to suspension from athletics.
2. To understand that hazing is defined as any act of forcibly involving fellow students in inappropriate, demeaning, or potentially dangerous acts (as in an initiation rite). Hazing is a form of intentional harassment and is considered a serious violation of our Code of Conduct.
3. To meet the minimum academic requirements established by the Board of Trustees of the Placentia-Yorba Linda Unified School District and the California Interscholastic Federation (CIF) for eligibility.

4. To recognize that suspension for offenses to Education Code 48900 will result in competition ineligibility during the time of suspension.
5. To recognize that sport specific standards of behavior and appropriate consequences may be set by the head coach of each individual sport.
6. To recognize that a student/athlete who has unlawfully possessed, used, offered to sell, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind, including androgenic/anabolic steroids, or unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, while on school grounds, during school, or during or while going to, coming from or attending a school-sponsored event, while going to or coming from school, during the lunch period whether on or off school grounds, shall receive the consequences listed below, in addition to discipline imposed under the District's student disciplinary policies.
 - First Offense: *6 week suspension from the first official athletic contest (includes scrimmages). Suspended athletes may participate in their designated athletic period only for the duration of the suspension
 - Second Offense: Suspended from athletics for one calendar year, regardless of the incident
 - Third Offense: Lifetime suspension from the athletic program, regardless of the incident

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

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

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

COMPUTER, NETWORK, OR INTERNET MISUSE

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

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

Detention	Intervention Classroom
Saturday School	Alternative to Suspension
Loss of internet use	School suspension 1-5 days
Class drop	Administrative Transfer
Parent contact	Expulsion

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are not permitted to be ridden on campus or in classrooms. Bicycles and skateboards must be stored in designated areas during school hours, otherwise they will be confiscated and released to the parent.

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

Confiscation*	Parent contact
Detention	Saturday School
Police citation	Intervention Classroom

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

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

PROLONGED PUBLIC DISPLAYS OF AFFECTION

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

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

Detention	Intervention Classroom
Saturday School	Alternative to Suspension
Behavior Contract	School suspension 1- 5 days
Schedule change	Administrative Transfer
Parent Contact	Expulsion

PRODUCT MISUSE

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

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

Incident 1	Intervention Classroom Alternative to Suspension School suspension 1-5 days Parent conference Behavior Contract Police action Administrative Transfer
Incident 2	School suspension 1 - 5 days Police action Administrative Transfer Expulsion

DRONES

In order to ensure the safety of students, staff, and community members, the Governing Board recognizes the importance of providing guidance for the appropriate operation of and uses for Unmanned Aerial Systems (UAS) or “drones” related to academic endeavors at Placentia-Yorba Linda Unified School District (BP 3515.7).

The use of UAS/drones for any purpose within or over District property is prohibited without the written permission of the District. Use of UAS/drones may be permitted, provided the conditions and requirements listed in the Board Policy, Administrative Regulation and Exhibit are satisfied, at the sole discretion of the Superintendent or designee:

UAS/drone operation requires full registration and compliance with the most current Federal Aviation Administration (FAA) regulations in effect at the date of permit issuance as required by law. Proof of compliance with local, state and federal regulations related to the use of UAS/drone may be required. Any operator found controlling a UAS/drone without registration will be reported to the FAA and any other applicable authority.

If a person wishes to operate a UAS/drone in or over District property, UAS/drone operation requires written consent and issuance of a permit from the Superintendent or designee at least 72 hours in advance of said operation.

Permission for non-PYLUSD use is granted on a case-by-case basis, at Superintendent or designee’s discretion, and will require a signed permit to operate a UAS/drone, holding the District harmless from any claims of harm to individuals (including, but not limited to, the operator and third parties) or damage to property (including, but not limited to, the UAS/drone or other property of the operator and the property of others). Any damage to property is the full responsibility of the UAS/drone operator/owner.

The Superintendent or designee shall refuse admission to any individual or group attempting or intending to use a UAS/drone without authorization. The Superintendent or designee may suspend play of athletic or other competitions, if necessary, to remove and confiscate any authorized or unauthorized use of a UAS/drone in prohibited areas. Compliance with this policy is mandatory for District students, employees, and visitors. Appropriate disciplinary action for any violation of this policy by such a person shall be undertaken in accordance with the District’s

normal disciplinary processes. In addition, failure to follow this policy may result in local, state, and federal penalties as applicable.

UAS/DRONE GUIDELINES:

UAS/drone must be registered with the Federal Aviation Administration (FAA) if over 0.55 lbs. UAS/drone operation within or over District property is limited to a maximum altitude of 400 feet in height.

Maximum UAS/drone weight is 15 pounds.

For UAS/drone operations not related to a District class or activity, the UAS/drone operator must provide proof of liability insurance covering the UAS/drone's flight and operations with limits of not less than \$1 million that names the District as a designated additional insured as a condition of the permit.

Student use of UAS/drone operation within or over District property requires direct teacher supervision.

UAS/drone operators must maintain a visual line of sight of the UAS/drone at all times during operation.

UAS/drone must remain thoroughly clear of and not interfere with manned aircraft operations, and must avoid other aircraft and obstacles at all times.

UAS/drone may not be operated over any persons not directly participating in the operation, not under a covered structure, not inside a covered stationary vehicle, and not from a moving vehicle.

UAS/drone must remain at least 25 feet away from individuals and property.

UAS/drone may only be flown during daylight, or civil twilight with appropriate anti-collision lighting.

UAS/drone controllers may not operate more than one UAS/drone at a time.

If maintenance of UAS/drone will be conducted on District property, then an adult must conduct or supervise the maintenance.

UAS/drone may not be flown in adverse weather conditions, such as high winds or reduced visibility.

Operator may not operate the UAS/drone under the influence of any controlled substance.

UAS/drone may not be operated carelessly or recklessly.

UAS/drone controllers and their employers are responsible for ensuring operators are trained in the use of the specific UAS/drone that they operate. UAS/drone operators must be aware of the risks that include, but are not limited to, personal injury and property damage caused by the UAS/drone as a result of weather, operator error or judgment, and failure of device systems and equipment. Owner must ensure that any person operating the UAS/drone is competent and proficient to operate the drone.

UAS/drone may not be flown near any sensitive infrastructure or property.

Operator must check and follow all local laws and ordinances before flying over private property.

UAS/drone may not be flown over persons or areas where there is an expectation of privacy without the individual's permission.

When recording or transmitting permitted visual images, UAS/drone controllers must avoid areas considered private in accordance with social norms such that an invasion of privacy would be considered offensive to a reasonable person and Civil Code Section 17808.8. These areas include, but are not limited to, restrooms, locker rooms, individual residences, and health treatment rooms.

If the operator intends to record or transmit visual images or sounds, operator must provide a list of subjects and receive permission to record and/or transmit prior to operation of UAS/drone.

The District will not grant any permission for recording of images or sound beyond the scope of any school campus.

All applicable local, state and federal laws apply.

Commercial use of UAS/drones requires compliance with all FAA regulations.

Suspendable & Expellable Offenses

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

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

The student may be recommended for expulsion for the following if:

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

California Education Code 48900

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

EXPLANATION OF DISCIPLINE TERMS

DETENTION

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

After school detention can be assigned by administrators, counselors, teachers, and office personnel. After school detentions are served in a designated room for a designated amount of time. Students who arrive late will not be admitted. Students who are disruptive will be dismissed.

Removal from or failure to report to detention will result in Saturday School hours. Repeated failure to serve after school detentions may result in an In- House Suspension or School Suspension.

SATURDAY SCHOOL PROGRAM

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

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

SATURDAY SCHOOL HOURS – REQUEST TO CHANGE

Students who are assigned Saturday School hours will be allowed to change their assigned date **ONCE** per semester. Schedule Change Request Forms are available in the Attendance Office. Students must fill out the form **AND** have it signed by their parents **PRIOR** to the day the hours are scheduled. Forms can be turned in to the Dean of Attendance or a secretary in the Attendance Office.

HOLD LIST

The school offers many opportunities and privileges for all students to enjoy. It is important to note that these are privileges that can be revoked if acceptable behavior is not maintained. Students who owe 4 hours or more of detention or Saturday School will be placed on the Hold List. While on the Hold List, students may lose the following privileges:

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

Students' privileges will be reinstated once all hours have been served. Students who continue to not serve hours after losing privileges are subject to Intervention Classroom, school suspension, behavior contracts, and school transfer. It is our hope that students will make good choices and be able to participate in all the school has to offer.

INTERVENTION ROOM

This is hosted on school premises by a credentialed teacher on campus. The focus of this intervention is to actively guide the student to reflect on their behavior with a goal for improvement. Students are provided with a nutrition break, access to textbooks and technology to stay on track academically.

ALTERNATIVE TO SUSPENSION

This is hosted at the Professional Development Academy off Yorba Linda Blvd. and Casa Loma Ave., 8am-12pm, Monday-Friday. The goal is to provide students an opportunity to reflect, increase self-awareness, enhance wellness, and create change. Staff is available to assist in the process to support the whole child learning, including: Credentialed Teacher, Mental Health Clinician, and Community Organizations

Social and Emotional Learning Academic Support	Academic Support	Counseling
<ul style="list-style-type: none"> ★ Individualized Lessons ★ Promotes wellness ★ Supports positive return to school campus 	<ul style="list-style-type: none"> ★ Small flexible environment ★ Allows continuation of school work ★ Limited social pressures 	<ul style="list-style-type: none"> ★ Individual /Group counseling offered daily ★ Appraisal of individual student's needs ★ Student Resource Plan supports pro-social change

SUSPENSION

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

ADMINISTRATIVE TRANSFER

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

EXPULSION

Expulsion is a formal process that includes suspension and a hearing to determine if a student will be dismissed from their current educational setting. Students who have been expelled are prohibited from returning to any campus or school-owned property located within the Placentia-Yorba Linda Unified School District until the expulsion requirements have been

completed. This also includes school activities. Suspensions or expulsions will be imposed when other means of correction fail to bring about proper conduct or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the learning process.

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

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

Student Behavior Violations & Consequences

48900 Section A: Physical Injury to Another Person

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

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) EC 48900 (a) (1)

(a) (2) Willfully used force or violence upon the person of another, except in self-defense

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

Disciplinary Consequences:

Incident 1	Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days School suspension 1-5 days Parent conference Behavior Contract Police involvement Administrative Transfer Expulsion
Incident 2	Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days School suspension 1-5 days Parent conference Police involvement Administrative Transfer Expulsion
Incident 3	School suspension 3 - 5 days Parent conference Police involvement Administrative Transfer Expulsion

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

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

Disciplinary Consequences:

Incident 1	School suspension 5 days Parent conference Police involvement Expulsion
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48900 Section (b): Dangerous Objects

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

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

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

Disciplinary Consequences:

Incident 1	School suspension 3 - 5 days Parent Conference Police Involvement Behavior Contract Administrative Transfer Expulsion
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USE, POSSESSION, OR SALE OF EXPLOSIVES OR INCENDIARIES, CAUSING FIRES 48915 (c5)

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

Disciplinary Consequences:

Incident 1	School suspension 3 - 5 days Parent conference Police/Fire Department involvement Restitution Behavior Contract Administrative Transfer Expulsion
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48900 Section (c) (d), 48915 (c): Controlled Substances

Students are expected to be drug and alcohol free.

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

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

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

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

Disciplinary Consequences:

Incident 1	School suspension 1 - 5 days Parent conference Police involvement Administrative Transfer Expulsion
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USE OR POSSESSION OR UNDER THE INFLUENCE OF DRUGS/ ALCOHOL/ INTOXICANTS / NON-PRESCRIPTION DRUGS

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

Disciplinary Consequences:

Incident 1	Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days School suspension 1-5 days Parent conference Police involvement Administrative Transfer Expulsion
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Incident 2	Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days School suspension 1-5 days Parent conference Police involvement Administrative Transfer Expulsion
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48900 Section (e) (f) (g): Vandalism, Robbery, Damage to Property, Theft, Graffiti and Graffiti Paraphernalia

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

ROBBERY OR EXTORTION

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

Disciplinary Consequences:

- Intervention Classroom 1-3 Days
- Alternative to Suspension 3-5 Days
- School suspension 1-5 days
- Parent conference
- Behavior Contract
- Police Involvement
- Restitution
- Administrative Transfer
- Expulsion

THEFT OR POSSESSION OF STOLEN PROPERTY

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

Disciplinary Consequences:

Incident 1

- Intervention Classroom 1-3 Days
- Alternative to Suspension 3-5 Days
- School suspension 1-5 days
- Parent conference
- Behavior Contract
- Saturday School
- Police Involvement
- Restitution
- Administrative Transfer

Incident 2

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

VANDALISM, GRAFFITI, OR PARAPHERNALIA

The school district will not tolerate vandalism to district facilities, property or equipment, including graffiti. Students who commit vandalism are subject to expulsion from the school district, and parents will be financially responsible. Engaging in willful or malicious behavior resulting in destruction, defacement, damage, or loss of use of school property or private property of another or possession of markers, spray paint cans, etching tools and/or other graffiti paraphernalia will result in one or more of the following:

Disciplinary Consequences:

Incident 1	Items confiscated* Parent conference Behavior Contract Saturday School Police involvement Restitution Administrative Transfer
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Incident 2	Items confiscated* Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days School suspension 1-5 days Parent conference Behavior Contract Saturday School Police involvement Restitution Administrative Transfer Expulsion

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

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

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

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

Disciplinary Consequences:

Incident 1	Saturday School Intervention Classroom 1-3 Days Tobacco education program Parent contact Police citation
Incident 2	Saturday School Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days Tobacco education program Parent conference Behavior Contract Police citation
Incident 3	School suspension 1 - 5 days Parent conference Police citation Administrative transfer

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

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

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

Disciplinary Consequences:

Incident 1	Parent conference Saturday School Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days Behavior Contract Administrative Transfer
Incident 2	School suspension 1-5 days Parent conference Behavior Contract Administrative Transfer
Incident 3	School suspension 1 - 5 days Parent conference Administrative Transfer

PROFANITY/OBSCENE ACTIONS DIRECTED TOWARD A STAFF MEMBER

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

Disciplinary Consequences:

Incident 1	Parent conference Removal from class Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days Behavior Contract Administrative Transfer
Incident 2	School suspension 1-5 days Parent conference Administrative Transfer

48900 Section (j): Paraphernalia

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

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

Disciplinary Consequences:

Incident 1	Saturday School Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days Items confiscated* Parent conference Behavior Contract Police involvement
Incident 2	School suspension 1-5 days Items confiscated* Parent conference Police involvement Administrative Transfer

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

48900 Section (k): Defiance and Disruption

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

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

CLASS MISCONDUCT

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

Disciplinary Consequences:

Incident 1	Parent Contact Saturday School Class suspension 1-2 days
Incident 2	Parent contact/conference Teacher assigned detention Saturday School Class suspension 1-2 days Intervention Classroom 1-3 Days
Incident 3	Class suspension 1-2 days Alternative to Suspension 3-5 Days School suspension 1-5 days Parent conference Behavior Contract
Incident 4	School suspension 1-5 days Parent conference Student withdrawal from class

REFERRAL FROM A SUBSTITUTE

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

CAMPUS MISCONDUCT

Campus misconduct includes, but is not limited to:

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

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

Disciplinary Consequences:

Incident 1	Parent contact Saturday School Behavior Contract
Incident 2	Parent contact Saturday School Behavior Contract
Incident 3	Behavior Contract Parent conference Intervention Classroom
Incident 4	Parent conference Intervention Classroom Alternative to Suspension Administrative Transfer

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

CAMPUS RESTRICTIONS

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

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

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

Disciplinary Consequences:

Incident 1	Warning Item confiscated*
Incident 2	Saturday School Parent contact Item confiscated*
Incident 3	Parent Conference Behavior Contract Saturday School Item confiscated*
Incident 4	Parent conference Behavior Contract Item confiscated* Saturday School Intervention Classroom Alternative to Suspension Administrative Transfer

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

INSUBORDINATION OR DEFIANCE OF AUTHORITY

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

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

Disciplinary Consequences:

Incident 1	Parent contact Behavior Contract Saturday School
Incident 2	Parent conference Intervention Classroom 1-3 Days Alternative to Suspension 3-5 Days Behavior Contract
Incident 3	School suspension 1-5 days Parent conference Administrative Transfer

FORGERY OR FRAUD

Students are expected to practice responsible and honest behavior.

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

Disciplinary Consequences:

Parent contact	Intervention Classroom
Behavior Contract	Alternative to Suspension
Saturday School	School Suspension
Withdrawal from class	Administrative Transfer
Parent conference	Expulsion

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

48900 Section (l): Receiving Stolen Property

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

48900 Section (m): Possession of an Imitation Firearm

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

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

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

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

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

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

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

48900 Section (q): Hazing

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

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

Non-Discrimination Statement

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

48900 Section (r): Bullying or Cyberbullying

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

As it relates to school activity, “bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code § 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

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

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

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
 1. The student who is complaining
 2. The person accused of harassment/bullying
 3. Anyone who saw the harassment/bullying take place
 4. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint

with the following persons:

1. The Superintendent or designee
2. The parent/guardian of the pupil who complained
3. The parent/guardian of the person accused of harassing/bullying someone
4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
5. Child protective agencies responsible for investigating child abuse reports

Legal counsel for the District

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

48900.2: Sexual Harassment

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

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall immediately report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. [EC 48980 (h), 231.5, 212.5; BP 5145.7, AR 5145.7, 5CCR 4917]

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

Cary Johnson, Director, Educational Services
1301 E. Orangethorpe Ave., Placentia CA. 92870
714-985-8656
carjohnson@pylud.org

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

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

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

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

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party on school grounds or at a school related activity off campus, or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

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

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

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

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

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

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

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

Response Pending Investigation

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

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

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

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

- | | |
|------------------------|----------------------------|
| Parent conference | Alternative to Suspension |
| Police involvement | School suspension 1-5 days |
| Restitution | Behavior Contract |
| Saturday School | Administrative Transfer |
| Intervention Classroom | Expulsion |

48900.3: Hate Violence

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

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

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

- | | |
|------------------------|----------------------------|
| Parent conference | Alternative to Suspension |
| Police involvement | School suspension 1-5 days |
| Restitution | Behavior Contract |
| Saturday School | Administrative Transfer |
| Intervention Classroom | Expulsion |

48900.4: Intentional Harassment, Threats, or Intimidation

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

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

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

- | | |
|------------------------|----------------------------|
| Parent conference | Alternative to Suspension |
| Police involvement | School suspension 1-5 days |
| Restitution | Behavior Contract |
| Saturday School | Administrative Transfer |
| Intervention Classroom | Expulsion |

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

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

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

Parent conference	Alternative to Suspension
Police involvement	School suspension 1-5 days
Restitution	Behavior Contract
Saturday School	Administrative Transfer
Intervention Classroom	Expulsion

Uniform Complaint Procedures

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

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

- Adult Education
- After School Education and Safety
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content

Economic Impact Aid
Education of Pupils in Foster Care and Pupils who are Homeless
Every Student Succeeds Act / No Child Left Behind
Local Control Accountability Plans
Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
School Safety Plans
Special Education
State Preschool

Pupil Fees Complaints

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

Filing Uniform Complaints Unrelated to Pupil Fees

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

1. Employee complaints: Rick Lopez, Assistant Superintendent, Human Resources (714) 985-8406 rlopez@pylUSD.org
2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656 carjohnson@pylUSD.org. Complainants may also refer Title IX inquiries to the US Department of Education Office for Civil Rights.
3. Americans with Disabilities Act complaints: Richard McAlindin, Director, Executive Services (714) 985-8727 rmalindin@pylUSD.org

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

Procedure:

- a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
- d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update the LCAP and shall consult with teachers, principals, administrators, other school personnel, employee bargaining groups, parents/guardians, and students as a part of the comprehensive, data-driven planning process. The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

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

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

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

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

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

k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

Civil Law Remedies

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining order or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

UCP Policies and Regulations Available Upon Request

A copy of our UCP compliant policies and procedures is available from any school office or from the Placentia-Yorba Linda Unified School District office, free of charge. UCP complaint policies and procedures are also available on the District's web site at www.pylusd.org.

Associated Student Body (A.S.B.) Information

THE STUDENT COUNCIL

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

A.S.B. ELECTIONS

Election days will be announced in the daily bulletin. Students running for office must meet district eligibility standards.

I.D. CARDS

All students will be issued an Identification Card. **THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL AND FOR ALL SCHOOL ACTIVITIES.** I.D. cards are required for admission to all school dances. Esperanza ID cards are made during “registration” week in August. Any student missing this week must obtain their ID card at make-up picture day scheduled in early September. A \$10.00 fee will be charged for replacement of any lost or stolen I.D. card. Replacement I.D. cards can be obtained before school, break, and lunch and after school in the Finance Office. Seniors will be assigned a special colored ID card. This card must be used when going off campus for lunch. Seniors abusing the privilege of the senior card are subject to disciplinary action.

A.S.B. CARDS

An A.S.B. sticker can be purchased for \$60. This entitles the holder to a discount admission at all home and away athletic events. It also provides active membership in the Associated Student Body. Discounts for all school activities as well as for the yearbook, are included. The A.S.B. Sticker will save a student approximately \$200, if not more, at athletic events and activities. Students who do not purchase an A.S.B. sticker will be issued an Identification Card. New students are to obtain their ID card within the first week of enrollment.

YEARBOOK/VIDEO

Yearbook sales will be announced throughout the year, and will be sold during registration week. Prices will be available in the summer mailer for purchase during registration.

AZTEC EXPRESS CARD

The Aztec Express Card is a consumer discount card produced and sold by Esperanza High School. The back of the card is printed with the names of local merchants that offer specific discounts to customers who present the card. Cards are sold through the Finance Office and are available to the general public. The cost of the card is \$10.00 and can save you literally hundreds of dollars.

ESPERANZA HIGH SCHOOL STUDENT PLANNER AND HANDBOOK

To help your students stay organized, ASB sells Esperanza High School Student Planner. Planners cost \$10 and will be available for purchase during registration week. All students are encouraged to purchase a planner to help them stay organized over the course of the year.

FINANCE OFFICE

The Finance Office is open for student business before school before school, break, lunch and after school until 3:45 p.m. No student business may be conducted during class hours even if the student has a free period. The only exception will be if the event or activity is such to require additional sale hours and is set in the original scheduling planning with administrative and Finance Office approval.

DEBTS

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

RETURNED CHECKS

Please resolve any returned checks IMMEDIATELY! Cash or money order must be returned to the Finance Office to cover the amount of the check plus a \$15 fee. Returned checks are a debt on the student's account. Failure to resolve the matter promptly will result in the student's loss of purchased items (i.e. yearbook, ASB, tests, etc).

WEB-STORE

You can make purchases using a credit card on the Web-Store. Log on to:

<http://www.esperanzahs.net/>, click on the link to the Finance Office, then Web-Store. You log in using the student's perm ID# as the login name; use the student's' first initial and last name (all lower case) as the password.

Example Log on: 12345 Password: jsmith

The Finance Office will accept the following methods of payment: credit cards, cash, checks and money orders.

DANCES

Dances are held for the enjoyment of Esperanza students. If your name is on the HOLD list you will NOT be able to purchase a dance ticket until it is cleared. Current Esperanza ID cards are required in order to purchase a ticket. The purchaser must also bring his/her date's current Esperanza ID card or pre-approved guest pass. All Esperanza students must have their current Esperanza ID for admission to the dance. Guests must have a current photo ID from their school or a valid driver's license for admission. Certain dances are for Esperanza students exclusively.

All dance attendees should dress appropriately. The school dance agreement dress code applies and will be enforced. There may be random substance tests administered prior to student's entering the dance. No alcohol, drugs or tobacco products are allowed. You may be

searched upon entering. Please do not bring gum, rave items, wallet chains, lighters, weapons, etc. All school rules are in effect. Please dance in a respectable manner. These rules have been set in place for your safety and the safety of others.

Procedure for dance ticket purchase:

1. Students must complete a dance agreement prior to purchasing a dance ticket (dance agreement valid for one year).
2. A current Esperanza student ID card is required in order to purchase tickets. Single tickets require only the purchaser's ID card. Couple tickets require the purchaser's current Esperanza ID card and the guest's Esperanza ID card or approved guest pass. **NO PREVIOUS YEAR'S ESPERANZA ID CARD IS VALID.**
3. Tickets may be purchased before and after school, break, and lunches **ONLY**. Cash and imprinted checks are accepted.
4. Tickets sales will end the Wednesday prior to the dance at lunch.
5. Refunds available until the last day of **REGULAR** ticket sales. No refunds will be issued for tickets purchased after **REGULAR** ticket sales have ended.
6. If the student is on the **HOLD** list, he/she will not be able to purchase a ticket until the **HOLD** has been resolved.

GUEST PASSES FOR EHS DANCES

When an Esperanza student invites a non-Esperanza student to a school dance they must obtain and complete a guest pass from the Activities Office and turn it into the Activities Office for approval by the Activities Director. The guest pass must be filled out by the student, signed by the guest, and approved by the guest's high school administrator if he/she is in high school. The maximum age for a guest is 20 years old and no students younger than high school freshmen will be approved for a guest pass for any dance.

SCHOOL CLUBS

Esperanza has a student organization for every interest. Each offers opportunities for leadership, planning, and means of developing pride in one's accomplishments. New clubs may be and approved by the Student Council. All clubs must meet the following requirements:

- * All clubs must be open to all members of the student body.
- * Each club must have a constitution approved by the Student Council.
- * All clubs finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- * All clubs must have a faculty advisor who will assume responsibility for the club.
- * All club meetings and activities will be held during the school day unless special arrangements are approved by the administration.

Co-Curricular Eligibility

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

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

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

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

All school owned athletic equipment/uniforms must be returned within 2 weeks after the end of the season or a debt will be applied to the student’s account.

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

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

Athletics Information

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

1. Must maintain a 2.0 or higher G.P.A. **and** passing 4 classes (**note: only one physical education class may be counted toward the determining of scholastic eligibility each grading period**)
2. Demonstrate and maintain satisfactory citizenship
3. Have a current complete physical examination on file
4. Verify individual personal insurance, copy of insurance card required or purchase school insurance from the finance office
5. Recommended purchase of an Associated Student Body Card (ASB)
6. Meet approved school board requirements

Men's Athletic Director: Matt Slevcove 714 986-7540 x 13012 mslevcove@pylusd.org

Women's Athletic Director: Keri Walters 714 986-7540 x 13010 kwalters@pylusd.org

Athletic Clearances: Vanessa Szabo 714 986-7540 x 13121 vszabo@pylusd.org

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

BEFORE AN ATHLETE MAY TRY OUT FOR A SPORT, they must submit a completed Athletic Clearance packet to the Athletic Department. This process must be completed EVERY YEAR. Forms and information can be found at <http://www.esperanzahs.net/> under the "athletics" tab. Please contact the Athletic Clerk at the phone number or email listed above if you have any questions.

CENTURY CONFERENCE CODE OF CONDUCT and EXPECTATION OF SPORTSMANSHIP

We, the members of the Century Conference, in association with the CIF Southern Section, are dedicated to promoting good sportsmanship. We encourage this through an expectation of mutual respect shown to all parties both on and off the field.

Sportsmanship is expected from athletes, coaches, officials, and fans. In order to promote this goal, we ask that everyone allow players to play, officials to officiate, coaches to coach, and let parents and fans enjoy the contest.

The Century Conference wishes to make all parents, spectators, coaches, and athletes aware of the Code of Conduct subscribed to by the Century Conference schools. We expect spectators and participants to conduct themselves in a manner that will bring credit to themselves, their teams, their schools, their communities, their coaches, and their families. They shall refrain from all conduct that might degrade, bait, intimidate, or otherwise discredit their opponents, the officials, or high school athletes. Spectators must remember that any actions detrimental to or interfering with the athletic contest may cause forfeiture and/or other penalties. Extreme negative behavior by a spectator toward an official, coach, and/or player will not be condoned! The Century Conference and school officials reserve the right to remove any person who is in violation of the expressed standards of conduct and to refuse their admission to future athletic contests.