

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
1301 E. Orangethorpe Avenue  
Placentia, CA 92870  
(714) 996-2550

**VALENCIA HIGH SCHOOL**

500 N. Bradford Avenue  
Placentia, CA 92870  
(714) 996-4970  
(714) 729-3172 Text–A-Tip  
[www.vhstigers.org](http://www.vhstigers.org)

**BOARD OF EDUCATION**

Carrie Buck  
Judi Carmona  
Carol Downey  
Karin Freeman  
Eric Padget

**DISTRICT ADMINISTRATION**

Superintendent – Dr. Gregory Plutko  
Deputy Superintendent – Educational Services – Candy Plahy  
Asst. Superintendent – Business Services – David Giordano  
Asst. Superintendent – Personnel Services – Kevin Lee

**SCHOOL ADMINISTRATION**

Principal – Olivia Young  
Assistant Principal – Chris Herzfeld  
Assistant Principal – Michael Young  
Activities Director – Jeff Louie  
Athletic Director – Kevin Ferguson  
Attendance Director – Curt Pike

**COUNSELING/GUIDANCE**

Carolyn Douglas	A – H & ELD Counselor
Mark Stanley	I – L & IB Counselor
Tonia Bahner	M – Rod & Val Tech Counselor
Elizabeth Nasouf	Roj – Z & AVID Counselor
Danny Ortega	Intervention Specialist
Matt Vasquez	PBIS Specialist
Christine Yuan	School Psychologist
Christine Hughes	College & Career Technician

## 2017 – 2018 BELL SCHEDULE

<b>BUILDING ASSIGNMENTS (4<sup>TH</sup> PERIOD DETERMINES LUNCH)</b>	
<b>1st LUNCH (NORTH CAMPUS)</b>	<b>2nd LUNCH (SOUTH CAMPUS)</b>
800 BUILDINGS	100 BUILDING
900 BUILDING (LIBRARY)	200 BUILDING
1000 BUILDING	300 BUILDING
1100 BUILDINGS	400 BUILDING
1200 (PE)	500 BUILDING
1300 BUILDING	600 BUILDING
ADMINISTRATION BUILDING	700 BUILDING

<b>TUESDAY – FRIDAY BELL SCHEDULE</b>			
<b>NORTH CAMPUS</b>		<b>SOUTH CAMPUS</b>	
PERIOD 0	6:42-7:48	PERIOD 0	6:42-7:48
PERIOD 1	7:55-8:49	PERIOD 1	7:55-8:49
PERIOD 2	8:56-9:58	PERIOD 2	8:56-9:58
BREAK	9:58-10:08	BREAK	9:58-10:08
PERIOD 3	10:15-11:09	PERIOD 3	10:15-11:09
1 <sup>ST</sup> LUNCH	11:09-11:39	PERIOD 4	11:16-12:10
PERIOD 4	11:46-12:40	2 <sup>ND</sup> LUNCH	12:10-12:40
PERIOD 5	12:47-1:41	PERIOD 5	12:47-1:41
PERIOD 6	1:51-2:45	PERIOD 6	1:51-2:45

<b>MONDAY – STAFF COLLABORATION DAY</b>	
<b>NORTH &amp; SOUTH CAMPUS – SINGLE LUNCH / NO ZERO PERIOD</b>	
STAFF COLLABORATION TIME	7:30 – 8:15
PERIOD 1	8:33 – 9:22
PERIOD 2	9:29 – 10:21
BREAK	10:21 – 10:31
PERIOD 3	10:38 – 11:27
PERIOD 4	11:34 – 12:23
LUNCH	12:23 – 12:53
PERIOD 5	1:00 – 1:49
PERIOD 6	1:56 – 2:45

<b>ASSEMBLY SCHEDULE</b>			
<b>NORTH CAMPUS</b>		<b>SOUTH CAMPUS</b>	
PERIOD 0	6:42-7:48	PERIOD 0	6:42-7:48
PERIOD 1	7:55-8:38	PERIOD 1	7:55-8:38
PERIOD 2	8:45-9:30	PERIOD 2	8:45-9:30
BREAK	9:30-9:40	BREAK	9:30-9:40
PERIOD 3	9:47-10:30	PERIOD 3	9:47-10:30
ASSEMBLY #1	10:37-11:36	PERIOD 4A	10:37-11:36
PERIOD 4B	11:36-12:34	ASSEMBLY #2	11:36-12:34
LUNCH	12:34-1:04	LUNCH	12:34-1:04
PERIOD 5	1:11-1:54	PERIOD 5	1:11-1:54
PERIOD 6	2:01-2:45	PERIOD 6	2:01-2:45

**2017/2018  
VALENCIA HIGH SCHOOL  
TENTATIVE SCHOOL CALENDAR**

(Subject to Change)

**Holidays**

Non-Student Day	September 1, 2017
Labor Day	September 4, 2017
Veteran's Day	November 10, 2017
Non-Student Days	November 20-22, 2017
Thanksgiving	November 23-24, 2017
Winter Recess	Dec.25, 2017 - Jan.5, 2018
Martin Luther King Day	January 15, 2018
Lincoln's Birthday	February 12, 2018
Presidents' Day	February 19, 2018
Spring Recess	April 2-6, 2018
Memorial Day	May 28, 2018

**Non-Student/Minimum Day Schedule**

Minimum Day	Semester Exams	Jan. 24, 2018
Minimum Day	Semester Exams	Jan. 25, 2018
Non Instructional Day	End of Semester	Jan. 26, 2018
Minimum Day	Final Exams	June 13, 2018
Minimum Day	Final Exams	June 14, 2018
Minimum Day	Last Day of School	June 14, 2018

**End of Quarter**

End of First Quarter	October 27, 2017
End of Second Quarter (1 <sup>st</sup> Semester)	January 26, 2018
End of Third Quarter	April 13, 2018
End of Fourth Quarter (2 <sup>nd</sup> Semester)	June 14, 2018

## GRADUATION REQUIREMENTS

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

1. Successfully complete a minimum of 230 semester credits. (To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)

2. Successfully complete the specific requirements as indicated below:

- |    |   |                |   |
|----|---|----------------|---|
| A. | <b>Language Arts</b><br>Language Arts 1<br>Language Arts 2<br>Language Arts 3<br>Language Arts 4 or approved<br>Language Arts electives   | <b>4 years</b> | <b>40 credits</b><br>10 credits<br>10 credits<br>10 credits<br>10 credits |
| B. | <b>Mathematics</b><br>Ten (10) credits of Algebra 1, or its equivalent as established in administrative regulations, are required for graduation. Acceptable completion of this course prior to ninth grade will meet this requirement. | <b>2 years</b> | <b>20 credits</b>   |
| C. | <b>Social Science</b><br>World History/Culture/Geography or<br>AP European History<br>U.S. History/Geography<br>U.S. Government<br>Economics  | <b>3 years</b> | <b>30 credits</b><br>10 credits<br>10 credits<br>5 credits<br>5 credits   |
| D. | <b>Science</b><br>To include instruction in biological and physical science.  | <b>2 years</b> | <b>20 credits</b>   |
| E. | <b>Physical Education</b><br>P.E./Lifelong Fitness or Athletics<br>P.E./Lifelong Fitness or Athletics   | <b>2 years</b> | <b>20 credits</b><br>10 credits<br>10 credits                             |
| F. | <b>Fine Arts, Foreign Language, CTE</b><br>Fine arts 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.                  | <b>1 year</b>  | <b>10 credits</b>   |
| G. | <b>Health Education</b>   |                | <b>5 credits</b>  |
| H. | <b>College &amp; Career Readiness Seminar</b><br>or one year of Advancement via Individual Determination (AVID) or completion of a district approved activity (-ies) or projects(s) in grade 9.   |                | <b>5 credits</b>  |
| I. | <b>Service Learning/Community Service</b>   |                | <b>40 hours</b>   |
| J. | <b>Elective Courses</b>   |                | <b>80 credits</b>   |

No more than ten (10) of these elective credits may be earned in service based courses. The 10 credits which may be accumulated from Grades 9-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Assistant Superintendent, Educational Services, to meet this requirement.

NOTE: In accordance with Education Code 51225.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee.

1. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.
2. Transfer students must meet all requirements for high school graduation established by the State of California. Transfer students who met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this district which may reasonably be expected during the time remaining in the normal four-year period of attendance. An evaluation indicating remaining requirements shall be made immediately upon receipt of transfer records. This evaluation shall be interpreted to each student and parent/guardian concerned. Principals or their designated representatives shall have the authority to exercise discretion in this matter.
3. Pursuant to Education Code 51430, the Placentia-Yorba Linda Unified School District may authorize retroactive high school diplomas to former students who are veterans of World War II, the Korean War, and the Vietnam War, and to former students who were interned during World War II, under the conditions specified below.

A retroactive high school diploma may be granted to a former student was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in the district immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

Principals are designated the authority to resolve issues which may arise in the transition periods caused by changes in graduation requirements.

Administrative regulations shall be established to facilitate the implementation of this policy.

### **COLLEGE & CAREER CENTER**

The Career Center provides the following services for students:

- Computers with Career Interest Programs
- Scholarship Applications
- College Recruiters and Representatives
- PSAT/SAT/ACT Applications
- Technical School Information and Representatives
- College Catalogs
- Financial Aid Applications and Workshops
- Tiger University Workshops
- Military Representatives
- Personal Guidance Counseling

### **CLASS CHANGES AND DROPS**

The eleventh day of each semester is the last day for students to change a class, with the exception of "like class" changes. Students changing to a "like class", i.e., Algebra I to Algebra IA, or dropping a class should do so prior to the third week of the second or fourth quarters. Students are given this time period so that they can make a decision on the class change with input from their first/third quarter grade reports. Students are requested to obtain written permission from their parent/guardian, teacher, and counselor prior to a "like class" change. If a class change is made the grade will transfer from one course and teacher, to another. Students dropping a class after the second week of the second or fourth quarters will receive a

Withdraw Fail (WF) or Withdraw Pass (WP) and no credits for their semester grade. Classes will not be dropped during the last 4 weeks of a semester. Student / parent request for preferred teachers is not permitted.

### **HOMWORK POLICY**

Homework at Valencia High School lies within the following framework: Students should expect an average of 30 minutes per academic class (Honors/A.P. up to 60 minutes per academic class) of daily homework, Monday through Thursday. There will be some weekend and/or long-range assignments. Non-academic courses may periodically assign homework. Work which is intended to be completed in class, but not finished, is to be completed at home and is not included in these guidelines. Allow for individual differences, so times may vary according to students' needs.

### **HOMWORK IN CASE OF AN ABSENCE**

A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, A STUDENT MUST BE ABSENT THREE DAYS, WITH MORE ABSENCE ANTICIPATED, BEFORE HOMEWORK ASSIGNMENTS CAN BE REQUESTED FROM THE TEACHERS. Parents should contact the Counseling Office 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 a home teacher.

### **CLASSWORK MAKE-UP POLICY**

One day of makeup is allocated for every day of excused absence. Makeup must be arranged with the teacher.

### **STUDENT ID CARDS**

At the end of each school year, student ID photos are taken and students are issued ID cards during August registration. These ID cards include a bar-code label for library checkout that must not be damaged or tampered with in any way. If a student has lost or damaged his/her ID card, it can be replaced for \$10.00. Without the ID card the student will lose various privileges, including library and Internet use, until the ID card has been replaced. Students are expected to carry this card with them on campus and/or at school sponsored events (i.e. dances).

### **ASB STICKER**

The ASB sticker enables the student to participate in nearly all school activities at a discounted rate. For instance, with the purchase of a student body card, substantial savings are realized on school events such as dances, athletic contests, and school spirit items. The income from the sale of ASB stickers supports school activities for the entire student body. ASB stickers are encouraged for all students participating in interscholastic sports, cheerleading, student government, band, choir, dance, and drama. The ASB sticker can be purchased during registration week or at any time during the school year. The cost of the ASB sticker is \$45.00.

### **YEARBOOKS**

Yearbooks are on sale in the Finance Office. A payment plan is available with a \$20.00 (non-refundable) deposit. The deposit of \$20.00 guarantees the lowest price for the yearbook, plus a discounted rate with an ASB card. Prices will continue to increase throughout the year.

### **INDEBTEDNESS**

Students who owe debts for books, damages, athletic equipment, or for expenses accrued during the school year, such as fundraisers, etc., must clear these debts prior to registration. If your student has a debt you will receive a written notice by mail. Debts may be cleared by contacting the Activities Office at 714-996-4970 x10007. Debts may be paid in the Finance Office or by mail.

## **TRANSPORTATION**

Busses for transportation of students living in an area designated by the Board of Education arrive at school in the morning before the first bell, and leave in the afternoon shortly after the last period.

## **FIRE, DISASTER AND LOCK DOWN**

Valencia conducts a Fire, Earthquake/Disaster Drill, and Lock Down Drill each semester. Fire drills are indicated by a series of five short rings of the bell. "All Clear" for the fire drill is one long ring. The drill is the same for the earthquake/disaster drill with the addition of the "duck and cover" at the beginning of the drill. The Lock Down Drill is used in the event it is necessary to lock down the campus because of a situation that could cause harm to students and staff. An announcement of "LOCKDOWN – THIS IS NOT A DRILL", and European siren is the signal for students and staff to follow specific procedures.

## **LOST AND FOUND**

Lost articles are brought to the Attendance Office. Students should report losses to the office. Students are advised not to bring valuables or large sums of money to school. Unclaimed items will be donated or discarded at the end of the year.

## **DANCES**

Dances are for Valencia High School students and their guest. Guest passes are available for all dances. Guest passes must be approved and signed by an administrator before dance tickets can be purchased. Please contact the Activities Office with any questions regarding guest pass policies. Picture ID is required of all students and their guests for admission to the dances.

## **PYLUSD DANCE CONTRACT**

*In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for this dance. All parents and students must read, understand, and sign this agreement. PYLUSD encourages families to discuss these rules together with their students and to copy this document for future reference.*

This is a dance contract for students who are currently attending a PYLUSD High School. This contract is intended to cover all PYLUSD High School sponsored school dances including, but not limited to Homecoming, Winter Formal, and Prom. This request will only need to be submitted once; however, it must be filled out completely. Incomplete forms suspected of being forged will NOT be accepted.

I AGREE TO REMAIN TOBACCO, DRUG, AND ALCOHOL FREE FOR ALL SCHOOL EVENTS COVERED BY THIS CONTRACT. I ACKNOWLEDGE THAT MY FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN MY INELIGIBILITY FOR ALL CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS, SENIOR ACTIVITIES, AND POSSIBLY COMMENCEMENT EXERCISES, AS WELL AS SUSPENSION AND POSSIBLE EXPULSION.

I understand that these dances are school-related events, and all school rules apply. I agree to abide by the dance behavior rules set forth in this contract including the school dress code and dance rules for any and all dances including, but not limited to Homecoming, Winter Formal, and Prom for the 2016 – 2017 academic year.

1. All students will be checked for illegal, unauthorized or controlled substances prior to entry to the dance area. Security will conduct "pat downs" and purse searches. Any student who refuses to comply with searching will be denied entry.

2. ANY vehicle in the parking and attendee drop-off area can be searched at any time. DANCE ATTENDEES WILL BE HELD RESPONSIBLE AND GIVEN CONSEQUENCES FOR ANY

UNAUTHORIZED OBJECT OR FOR ANY ILLEGAL SUBSTANCE IN THE VEHICLE.

3. Dancing Guidelines (applies on and off the dance floor): Lewd and lustful dancing such as “freaking” will result in a student being asked to leave the event and will make him or her ineligible to attend all future dances for the remainder of the school year. *School officials reserve the right to make decisions on suitable dance movements.* Parents will be notified. Dancing guidelines include, but are not limited to:

- No straddling legs
- No bending over
- No front to back touching / grinding
- No touching of breasts, buttocks, or genitals
- No “making out” (no overt and/or prolonged public displays of affection)
- Both feet on the floor
- Hands on waists or shoulders only

4. Dress Code for Semi-Formal (*Homecoming*) / Formal Dances (*Winter Formal* / *Prom*):

Ladies:

- Strapless / spaghetti straps are allowed
- Dress / skirts must be at least fingertip length
- Slits no higher than fingertip length
- Backless to waist is permitted – below waist is not permitted (opposite your belly button)
- No banded / bubble dresses
- No garters or other exposed lingerie/ undergarments
- No sheer / see-through dresses and no see-through sides or bare sides
- No excessively low cut dresses or tops
- No bare midriffs

Gentlemen:

- Collared shirt / Tie (Prom)
- Shirts must have sleeves
- Shirts must remain on
- Dress pants or slacks; no jeans
- No hats, bandanas, chains, or canes

Please note: students who are unsure if their attire meets dress code standards should check the pictures on the school website (if available) or see their assistant principal prior to the day of the event. Students not meeting dress code standards will not be admitted into the event; parents will be notified.

Once students are admitted into the dance, if they alter their attire in such a way as to make it violate the specified dress code standards, they will be removed from the dance, parents will be notified to pick up their child, and they will not be permitted to attend all remaining dances for the school year.

5. RANDOM BREATHALYZER TESTS MAY BE PERFORMED ON STUDENTS ENTERING THE DANCE. STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL WILL BE SUBJECT TO EVALUATION AND/OR A FIELD SOBRIETY TEST, WHICH CAN INCLUDE A BREATHALYZER TEST.



6. Trading or selling of tickets is not allowed. Tickets are non-transferable and non-refundable prior to last day of ticket sales

7. All students must present their current school student ID card at the registration table. No other form of ID will be accepted for entry into the dance. Please check guest pass of each individual school for proper paperwork

8. Denied entry will not be given refunds and no refunds will be made for removal from the dance and a parent or guardian will be required to pick up the student from the event. Students may not leave with another student, limo, or with any minor.

9. If a student is not picked up within 30 minutes of the end of the dance, he or she will not be allowed to attend the next dance.

10. Any forgery of signatures on this contract will result in the student not being able to attend this dance or future dances for the remainder of the school year as well as other school disciplinary consequences.

11. Other policies (off-campus venues may have more limitations on what is brought into a dance):

- No outside food or drink
- No glow sticks, necklaces or any other glow paraphernalia
- No gum or candy
- No lighters or matches
- No liquids, eye drops, mouthwash, perfumes, Chapstick
- No sharp objects

Students who violate the terms of this contract are subject to suspension from school and loss of privileges to participate in any co-curricular and extracurricular activities including athletics, pep, ASB, senior activities, and possibly commencement exercises.

\*If a student has a medical condition where they may need to self-administer medication or carry necessary medical supplies he/she will be allowed to carry those items with them during the dance. Please contact school administration if you have any questions.

### **TEXTBOOKS**

Textbooks are issued to all students at the beginning of each school year. If a replacement text is needed, it can be obtained by paying for the lost book and checking out a new one from the teacher. If a parent objects to a novel being used, they can put their concern in writing and have an alternate assignment given to earn points. **STUDENTS ARE FINANCIALLY RESPONSIBLE FOR THE UPKEEP OF THEIR OWN TEXTBOOKS.**

### **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 2 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 In-House Suspension, school suspension, behavior contracts, and school transfer. It is our hope that students will make good choices and be able to participate in all the school has to offer.

### **HEALTH SERVICES AND MEDICATION DURING SCHOOL**

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

If it is necessary for a student to take medication (Prescription or Over the Counter) 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. Medications will not be accepted in the office unless accompanied by completed medication forms. **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.** Certain over the counter medications may be brought to school with a signed parent request. Please contact the health clerk for more information on the list of medications.

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    |

If an exclusion for P.E. 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 CARD AND HEALTH CARD BE KEPT UPDATED.**

### **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.

### **WORK PERMITS**

Students, under eighteen years of age, employed part-time, after school, or week-ends must have a work permit. The forms can be picked up in the College and Career Center. Work permits can be revoked due to poor grades, attendance and/or behavior. Students who owe hours and are on the Hold List will not be granted work permits.

### **STUDENT ACTIVITIES/CO-CURRICULAR ELIGIBILITY**

Students who participate in co-curricular activities, such as Athletics, Band, Choral Music, Drama, Leadership, Dance, etc. must maintain a 2.0 grade point average (C) each grading period and successfully earn a minimum of 20 credits. A student who earns less than a 2.0 GPA during any given grading period is placed on probation for the succeeding grading period and must submit an improvement plan. If a 2.0 GPA is not achieved by the end of the probationary period, the student is ineligible for co-curricular participation. If the student does not earn a minimum of 20 credits, the student is automatically ineligible for co-curricular participation. Participation fees are non-refundable.

### **OPPORTUNITIES FOR SCHOOL INVOLVEMENT**

Valencia has many fine student organizations. These groups play an important part in the students' lives by providing opportunities for leadership, cooperative planning, recognition of accomplishments, and means of developing particular interests. In an effort to maintain a proper balance between curricular and co-curricular programs, all student activities are under the supervision of the school administration. The procedure in starting an organization or club is as follows:

1. A Valencia Staff member must be an advisor to the group.
2. A written constitution and application must be submitted for approval by the Student Council and the School Administration.

### **VALENCIA ATHLETICS**

Athletics are organized and conducted by the school as part of the total educational program. Participation is considered a privilege and carries with it responsibilities to the school, the team, and the community. Students planning to participate should become familiar with the established training rules.

ALL STUDENTS who will participate in athletics WILL BE REQUIRED to have:

1. A current physical exam
2. Completed Athletic Clearance packet
3. Proof of insurance

4. Paid transportation fees
5. Unweighted 2.0 G.P.A.

The Athletic Clearance packet can be found at [www.valenciaathletics.com](http://www.valenciaathletics.com). ALL forms must be printed, signed by parent (or guardian) and student and returned to the Athletic Director or coach before a student will be released to participate in a sport/activity.

<b><u>BOYS</u></b>		<b><u>GIRLS</u></b>	
Baseball	Swimming	Basketball	Swimming
Basketball	Tennis	Cross-Country	Tennis
Cross-Country	Track/Field	Golf	Track/Field
Football	Volleyball	Lacrosse	Volleyball
Golf	Water Polo	Soccer	Water Polo
Lacrosse	Wrestling	Softball	Wrestling
Soccer			

### **EMPIRE LEAGUE SCHOOLS**

#### **Cypress High School**

9801 Valley View Ave., Cypress, Ca 90630  
[www.cypress.auhsd.us](http://www.cypress.auhsd.us)

Phone: 714- 220-4144

#### **Kennedy High School**

8281 Walker St., La Palma, Ca 90620  
[www.kennedyhigh.org](http://www.kennedyhigh.org)

Phone: 714- 220-4101

#### **Pacifica High School**

6851 Lampson Ave., Garden Grove, Ca 92845  
[www.pacificamariners.com](http://www.pacificamariners.com)

Phone: 714-663-6515

#### **Tustin High School**

1171 El Camino Real Rd., Tustin, Ca 92780  
[www.tustin.tustin.k12.ca.us](http://www.tustin.tustin.k12.ca.us)

Phone: 714-730-7414

#### **Western High School**

501 S. Western Ave., Anaheim, Ca 92804  
[www.westernhs.org](http://www.westernhs.org)

Phone: 714-220-4040

### **ATHLETIC CODE OF CONDUCT**

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

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

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

the Placentia-Yorba Linda Unified School District and California Interscholastic Federations (CIF) for eligibility.

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

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

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

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

### **ATTENDANCE PROCEDURES**

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

1. It is highly recommended that parents call the school the same day of the absence (714) 996-4970 Ext. 10032/10030. The parent/guardian should call in every day of a student's absence. If possible, please provide the student's ID number. A note is required when a student returns to school if the parent/guardian has not called in.
2. If 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

### **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 or the student will be assigned Saturday hours. Parent/guardians are able to check attendance through the Parent Portal on Aeries.net.

### **EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES**

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

Absences 1-7	Parent contact
Absences 8-9	Excessive excused notification to parent by mail
Absences 10-14	Parent invitation to Student Attendance Review Team (S.A.R.T.)
Absences 15-19	Parent invitation to District Attendance Review Team (D.A.R.T.). Family will be informed that any absence after the 20 <sup>th</sup> must be documented.
Absence 20	Truancy intervention process initiated by the Child Welfare and Attendance Office (C.W.A.) 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.

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

**TARDY SWEEP**

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

**TARDIES (per semester):**

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

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

- Tardies 1-5      Handled by teacher  
                         Parent contact  
                         Teacher assigned detention
  
- Tardy 6           Referral to Attendance Director  
                         Parent contact  
                         Saturday School
  
- Tardy 7           Referral to Attendance Director  
                         Parent contact  
                         Detention

	Saturday School In-House Suspension
Tardy 8	Referral to Attendance Director Detention Saturday School Parent conference Behavior Contract
Tardy 9	Referral to PBIS Specialist or AP of Student Services Loss of student privileges

**TRUANCIES (per year):**

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

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

**DETENTION**

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

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

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



## **SATURDAY SCHOOL**

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

## **SCHOOL POLICIES AND GUIDELINES**

### **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 near 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  
Behavior Contract

Incident 4     Item confiscated  
Alternative clothing loaned  
Parent conference  
Behavior Contract  
School suspension 1-5 days

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

**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 outside of the lines painted on the pavement of the parking lot
5. Parking on driveways, access areas, fields, or non-blacktop areas
6. Driving in excess of 5 miles per hour on school grounds
7. Parking in handicapped parking without placard
8. Parking in staff or visitor designated spaces
9. Parking without a visible permit

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

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

**Disciplinary Consequences:**

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 School suspension 1-5 days
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**ELECTRONIC SIGNALING DEVICES (CELL PHONES)**

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

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

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

**Disciplinary Consequences:**

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

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

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

### **PHYSICAL EDUCATION**

The Physical Education Department requires uniforms for all students enrolled in the regular program. The uniform will consist of a plain gray t-shirt with the student's name on the front and royal blue athletic 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 of a plain gray t-shirt and royal blue athletic shorts. If you have any questions regarding the purchasing of the P.E. uniforms, please contact the P.E. Department or Finance Office.

### **P.E. LOCKERS**

Students enrolled in physical education will be issued a locker that is to be used by that student only for physical education. Students are prohibited from sharing lockers / locker combinations. Valencia will not be responsible for any items in lockers shared by students. It is the student's responsibility to keep a record of his/her combination. The locker is for storage of P.E. clothes during the class period. **Students are asked to refrain from bringing valuables to school.** All students are to dress in their assigned area. The locker room is for use during dressing times for class only. Students are not allowed in the locker room in between classes.

Students dropping P.E./Athletics from Valencia are to check out with their P.E. teacher or Athletic Director. Personal items will not be held for any students once they have withdrawn from school or from the physical education class. Valencia is not responsible for any items left in lockers.

### **NON-SUIT POLICY**

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

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

Parent conference  
Behavior Contract

**COMPUTER, NETWORK, OR INTERNET MISUSE**

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

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

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

**BICYCLES AND SKATEBOARDS**

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

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

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

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

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

**PROLONGED PUBLIC DISPLAYS OF AFFECTION**

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

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

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

**PRODUCT MISUSE**

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

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

Incident 1      School suspension 3-5 days  
                    Parent conference  
                    Behavior Contract  
                    Police action  
                    Administrative Transfer

Incident 2      School suspension 5 days  
                    Police action  
                    Administrative Transfer  
                    Expulsion

### **ASSEMBLY PROCEDURES**

Students are expected to maintain appropriate behavior at school assemblies. Students will be removed and/or disciplined for inappropriate behavior at assemblies.

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

Incident 1      Removal from assembly  
                    Saturday School  
                    Suspension from next assembly

Incident 2      Removal from assembly  
                    Saturday School  
                    Suspension from all future assemblies  
                    School suspension 1-3 days

### **ACADEMIC DISHONESTY/VIOLATING THE TEST ENVIRONMENT**

Academic dishonesty and/or violating the testing environment includes, but is not limited to: copying, plagiarism, changing grades, providing information, unauthorized communication, use of unauthorized materials (including cell phones), and not adhering to verbal or written guidelines.

Incident 1      Zero on the assignment  
                    Teacher notifies parent  
                    Saturday School  
                    School suspension 1-3 days  
                    Behavior Contract  
                    Schedule change and/or program drop

Incident 2      Zero on the assignment  
                    Saturday School  
                    School suspension 1-5 days  
                    Behavior Contract  
                    Schedule change and/or program drop

## **SUSPENDABLE AND EXPELLABLE OFFENSES**

### **CALIFORNIA EDUCATION CODE 48900 a-r, .2,.3,.4,.7**

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

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

### California Education Code 48900

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

## **EXPLANATION OF DISCIPLINE TERMS**

### **EXPULSION**

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

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

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

### **ADMINISTRATIVE TRANSFER**

A student is transferred to another comprehensive high school within the district. The student is removed for no more than two semesters. Students who have been administratively transferred are prohibited from returning to the sending school's campus for the duration of the Administrative Transfer. This also includes school activities. The student may return if he/she completes the conditions set forth by the assistant principal of the sending school.

### **SUSPENSION**

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

## **STUDENT BEHAVIOR VIOLATIONS AND CONSEQUENCES**

### **48900 SECTION A: PHYSICAL INJURY TO ANOTHER PERSON**

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

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

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

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

#### **Disciplinary Consequences:**

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

**SECTION 48915(a1/a5): CAUSING SERIOUS PHYSICAL INJURY TO ANOTHER PERSON/SCHOOL EMPLOYEE, EXCEPT IN SELF-DEFENSE**

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

**Disciplinary Consequences:**

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

**48900 SECTION (b): DANGEROUS OBJECTS**

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

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

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

**Disciplinary Consequences:**

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

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

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

**Disciplinary Consequences:**

- Incident 1      School suspension 3-5 days  
                          Parent conference  
                          Police/Fire Department involvement  
                          Restitution

Behavior Contract  
Administrative Transfer  
Expulsion

**48900 SECTION (c) (d), 48915 (c): CONTROLLED SUBSTANCES**

Students are expected to be drug and alcohol free.

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

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

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

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

**Disciplinary Consequences:**

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

**48900 SECTION (e) (f) (g): VANDALISM, ROBBERY, DAMAGE TO PROPERTY, THEFT, GRAFFITI, AND GRAFFITI PARAPHERNALIA**

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

**ROBBERY OR EXTORTION**

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

**Disciplinary Consequences:**

Incident 1	School suspension 5 days Parent conference Behavior Contract Police involvement Restitution Administrative Transfer Expulsion
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**THEFT OR POSSESSION OF STOLEN PROPERTY**

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

**Disciplinary Consequences:**

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

**VANDALISM, GRAFFITI, OR PARAPHERNALIA**

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

**Disciplinary Consequences:**

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

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

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

**48900 SECTION (h): TOBACCO, NICOTINE, OR NICOTINE DELIVERY DEVICES**

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

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

**Disciplinary Consequences:**

Incident 1      School suspension 1 day  
Saturday School  
Tobacco education program  
Parent contact  
Police citation

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

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

**PROFANITY OR 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 | School suspension 5 days<br>Parent conference<br>Removal from class<br>Behavior Contract<br>Administrative Transfer |
| Incident 2 | School suspension 5 days<br>Parent conference<br>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<br>School suspension 1-5 days<br>Items confiscated*<br>Parent conference<br>Behavior Contract<br>Police involvement |
| Incident 2 | School suspension 1-5 days<br>Items confiscated*<br>Parent conference<br>Police involvement   |

## Administrative Transfer

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

### **48900 SECTION (k): DEFIANCE AND DISRUPTION**

Students are expected to follow school rules and respect the authority and direction of school staff.

Students may not negatively impact the orderly operation of the classroom or educational environment of the school by being defiant, disruptive, disrespectful, or deceptive.

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

### **CLASS MISCONDUCT**

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

#### **Disciplinary Consequences:**

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

### **REFERRAL FROM A SUBSTITUTE**

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

### **CAMPUS MISCONDUCT**

Campus misconduct includes, but is not limited to:

Food throwing	Distribution of unauthorized materials
Rude behavior	Lack of consideration for fellow students

Horseplay	Littering or trash
Out of bounds	Driving or parking violation*

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

**Disciplinary Consequences:**

- |            |  |
|------------|--|
| Incident 1 | Parent contact<br>Saturday School<br>Behavior Contract<br>School suspension 1-3 days |
| Incident 2 | Parent contact<br>Saturday School<br>Behavior Contract<br>School suspension 1-5 days |
| Incident 3 | School suspension 1-5 days<br>Behavior Contract<br>Parent conference                 |
| Incident 4 | School suspension 3-5 days<br>Parent conference<br>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. \*Skateboards and bicycles must be secured in the provided racks during school hours.

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

**Disciplinary Consequences:**

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

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

**INSUBORDINATION OR DEFIANCE OF AUTHORITY**

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

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

**Disciplinary Consequences:**

- |            |  |
|------------|--|
| Incident 1 | Parent contact<br>Saturday School<br>School suspension 1-5 days<br>Behavior Contract |
| Incident 2 | Parent conference<br>School suspension 1-5 days<br>Behavior Contract                 |
| Incident 3 | School suspension 1-5 days<br>Parent conference<br>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:

- |                       |                         |
|-----------------------|-------------------------|
| Parent contact        | Parent conference       |
| Behavior Contract     | School suspension       |
| Saturday School       | Administrative Transfer |
| Withdrawal from class | 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  | School suspension 1-5 days |
| Police involvement | Behavior Contract          |
| Restitution        | Administrative Transfer    |
| Saturday School    | 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	School suspension 1-5 days
Police involvement	Behavior Contract
Saturday School	Administrative Transfer
Items confiscated	Expulsion

**48900 SECTION (n): COMMIT OR ATTEMPT TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY**

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

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

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

**48900 SECTION (o): HARASS, THREATEN, OR INTIMIDATE A STUDENT WITNESS**

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

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

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

**48900 SECTION (p): UNLAWFULLY OFFER OR ARRANGE TO SELL SOMA**

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

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

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

**48900 SECTION (q): HAZING**

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

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

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

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

**NON-DISCRIMINATION STATEMENT**

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

#### **48900 SECTION (r): BULLYING OR CYBER BULLYING**

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

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

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

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

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

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

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

1. The principal or designee shall investigate complaints of harassment/bullying. In so doing, he/she shall talk individually with:
  1. The student who is complaining
  2. The person accused of harassment/bullying
  3. Anyone who saw the harassment/bullying take place
  4. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses, other evidence of the harassment, and put a complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
  1. The Superintendent or designee
  2. The parent/guardian of the pupil who complained
  3. The parent/guardian of the person accused of harassing/bullying someone
  4. A teacher or staff member whose knowledge of the pupils involved may help in determining who is telling the truth
  5. Child protective agencies responsible for investigating child abuse reports

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

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

**48900.2: SEXUAL HARASSMENT**

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@pylusd.org

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.

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

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

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

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

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party 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, 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  
Saturday School  
Police involvement

School suspension 1-5 days  
Behavior Contract  
Administrative Transfer  
Expulsion

**48900.3: HATE VIOLENCE**

Students are expected to treat all students and staff members with respect. Interfering with the civil rights of another person by personal assault or damage to personal property because of the person's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

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

Parent conference  
Police involvement  
Restitution

School suspension 5 days  
Administrative Transfer  
Expulsion

**48900.4: INTENTIONAL HARASSMENT, THREATS, OR INTIMIDATION**

Students are expected to treat all students and staff members with respect. Intentionally engaging in a level of harassment, threats, or intimidation against a student(s) or school personnel, which is sufficiently severe as to have a possibility of disrupting the classroom or creating a hostile environment.

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

Parent conference  
Saturday School  
Police involvement  
Schedule change

School suspension 1-5 days  
Administrative Transfer  
Behavior Contract  
Expulsion

**48900.7: INTENTIONAL TERRORIST HARASSMENT, THREATS, OR INTIMIDATION AGAINST SCHOOL STAFF OR PROPERTY**

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

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

Parent conference  
Police involvement  
Behavior Contract

School suspension 5 days  
Administrative Transfer  
Expulsion

## **UNIFORM COMPLAINT PROCEDURES**

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

We will investigate all allegations of unlawful discrimination, harassment, sexual harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis 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 an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

### **FILING UNIFORM COMPLAINTS UNRELATED TO PUPIL FEES**

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

1. Employee complaints: Kevin Lee, Assistant Superintendent, Personnel (714) 985-8406, kelee@pylUSD.org
2. Title IX Sexual Harassment and any other discrimination complaints: Cary Johnson, Director, Educational Services (714) 985-8656, 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, rmcAlindin@pylUSD.org
4. Bullying, intimidation complaints: Rick Riegel, Administrator, Student Services (714) 985-8761, rriegel@pylUSD.org

### **PROCEDURE**

1. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
2. 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.
3. 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.
4. 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.
5. 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.



6. 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.

7. 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.

8. 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.

9. 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:

- a) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed.
- b) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency.
- c) 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.

10. 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.

11. 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](http://www.pylusd.org).