

# CITRUS HIGH SCHOOL

## Student/Parent Handbook



**“Home of the Cougars”**



**2017-2018**



# CITRUS HIGH SCHOOL

261 E. Mulberry Avenue  
Porterville, CA 93257  
(559) 782-7130  
(559) 782-3643 Fax

## **Porterville Unified School District**

### District Superintendent

Dr. Ken Gibbs

### Associate Superintendents

Dr. Nate Nelson —Business Services  
Dr. Andrew Bukosky —Human Resources  
Dr. Martha Stuemky—Instructional Services

### Board of Trustees

Mrs. Lillian Durbin, President  
Mrs. Hayley Buettner, Vice-President  
Mrs. Sharon Gill, Clerk  
Mrs. Pat Contreras, Member  
Mr. David DePaoli, Member  
Mr. Pete Lara, Member  
Mr. Felipe Martinez, Member

# **TABLE OF CONTENTS**

Staff List	4
About Citrus High School	5
Mission Statement	5
Staff Welcome Letter	6
Principal's Welcome Letter	6
CHS' Exhortation Letter to Parents	7
Bell Schedule	8
EGOs (Expected Graduate Outcomes)	9
Attendance/Absences/Tardies/Visitors	10-14
How Credits Can be Earned	15
CHS Recognition & Awards	16
Graduation/Graduation Requirements	17
Education Code and/or Penal Violations	18-19
Dress Code and Improper Personal Possessions at School	20-23
Other Facts	24-25
Resources	26

# **CHS Staff List**

**Principal:** Scott Braden

**Counselor:** Ines Rivera

**Intervention teacher:** Steve Curbow

## **Certificated**

Gerardo Abrica

Kathleen Barraza

Cheryl Coons

Mark Hess

Don Lanning

Kim Shaffer

Brent Stahl

Robert Vehrs

## **Classified**

Elaine Abbink-Gallagher (Instructional Aide)

Jose Aviles (Custodian)

Mirella Colunga (Secretary III)

Kesha Gonzales (Instructional Aide)

Amber Gutierrez (Clerk)

Roxana McCarthy (Secretary II)

Julian Palomino (Campus Supervisor)

# About Citrus High School

Citrus High School is a model continuation high school with a great history and a very rich tradition—located in Porterville, California. CHS has become known as “The School The Students Have Built” as students and staff members are very involved in projects and community service. Based on a school-wide philosophy of individual accountability and personal responsibility, along with a commitment to maintain an atmosphere in which all students feel significant, connected, resourced and empowered, the CHS community is tight-knit and proud.

## Mission Statement

Citrus High School strives to provide inspiration, motivation and education in a safe, supportive and rigorous learning environment while empowering students to become successful high school graduates and positive citizens for the future.

## Welcome Letter to New Students

*We, the staff at Citrus High School, welcome you to our school. This is a new opportunity for you to earn a high school diploma. At Citrus High School, we are concerned about you and your future. Citrus is a fresh start for you and we provide you an opportunity to succeed at your own ability level. Hundreds of students have graduated from Citrus High School. Many of our graduates are now in college, the Armed Forces, or are working and positive members of the community. These young people have cultivated characteristics of good citizenship, which have enabled them to be successful. Your future is in your hands. Make the most of this fresh start!*

*CHS Staff*

## Principal's Welcome Letter

*I want to welcome you to Citrus! For reasons personal to you, your educational and life journey has brought you to our school. Please know that the entire Citrus community is committed to helping you. It is our desire that your time at Citrus will be a rewarding experience that is filled with dynamic learning, rich experiences and life-long relationships. We wholeheartedly want to work with you and for you. The school's entire staff has purposed as a team to inspire, motivate, empower and equip you with the necessary skills so that you can grow, develop, learn and graduate.*

*Citrus offers a unique and challenging program as we offer the necessary core and elective classes that you will need to graduate. With this in mind, please know that we expect each and every student to accept responsibility for their own learning and to understand that great effort will be required while enrolled at Citrus. We also expect that parents will be positive participants in the lives of their children and that they will work harmoniously with the school.*

*Let me encourage you in saying that I believe that Citrus High School will be a blessing to you and your family this school year. Again, welcome to Citrus and may this educational experience be your most successful and memorable yet.*

*Mr. Braden*

## CHS' Exhortation Letter to Parents

By the time students reach high school, most parents feel distant from the school environment and experience. However, it is during teen's high school years that parents need to be more vigilant and more involved as any other time in their child's development. Your child may look to the world like an adult, but you know that they still have much to learn to be successful. They need YOU to help them make good choices.

Here are some ideas to help your student be successful with their high school experience:

1. Ask them daily, "How was school today?" More than likely they will say, "OK", but at least they know that you care. It does make a difference.
2. Ask them daily, "What, specifically, did you learn at school today? Pressing for specificity enables better communication. Be relentless. They do want you to care.
3. Be part of the school activities. Please attend Parent Nights at the school, contact the school with questions, be involved with committees that assist with school improvement, and use the internet to check your student's grades and attendance.
4. Talk with your teen about your life experiences and share with them your experience in everyday skills, such as balancing a checkbook and shopping for healthy and economic choices at the grocery store. These conversations will empower your teens.
5. Make certain that your teens are reading every day. Read a book, a newspaper or article together—and then discuss.
6. Make certain your teen is eating a healthy breakfast each day before school. Make it for them or insist that they take the initiative to get the proper nutrition as this helps assist learning.
7. Encourage them to take part in physical activity each day. Go on a walk or a bike ride with your teen.
8. Don't be afraid to turn off the TV and computer and get your students involved in other activities. Have them take a break from technology, multi-media and social media each evening—early in the evening.
9. Have open conversations about not using drugs, alcohol and tobacco products. It won't seem as though they are listening, but they are.
10. Insist they attend school every day. It is not only the law, but it is necessary for the learning process.
11. Get into your teens life. Ask questions, share your thoughts, and make time in your calendar to spend one-on-one time with your teen.
12. Contact the school if you need assistance in parenting as we have resources for you.

Remember, you are still the most critical part of your teen's success in learning! You are the primary educator for their lives!

# Citrus High School

## Bell Schedule

### REGULAR SCHEDULE

Period 1	8:15 – 9:07
Period 2	9:10 – 10:02
Brunch	10:02 – 10:12
Period 3	10:15 – 11:07
Period 4	11:10 – 12:02
Lunch	12:02 – 12:37
Period 5	12:40 – 1:32
Period 6	1:35 – 2:27
Period 7	2:35 – 3:25

### MINIMUM DAY SCHEDULE

Period 1	8:15 – 8:49
Period 2	8:52 – 9:26
Period 3	9:29 – 10:03
Brunch	10:03 – 10:13
Period 4	10:16 – 10:50
Period 5	10:53 – 11:27
Break	11:27 – 11:33
Period 6	11:36 – 12:10
Period 7	12:13 – 12:50

## **EGOs (Expected Graduate Outcomes)**

The Expected Graduate Outcomes guide students towards success at Citrus and in their respective futures. The EGOs for CHS students are:

### **Self-Directed Learners**

- Able to identify, locate, organize, analyze and present factual information.
- Using available resources and existing technology.
- Complete all requirements to be a high school graduate.

### **Effective Communicators**

- Read, write, and speak in a clear and reflective manner — considering different points of view.
- Competent in reading, writing and mathematics.
- Work successfully with others to solve problems.

### **Responsible Life-Long Learners**

- Understand their role and responsibility in a global society.
- Able to make decisions regarding educational and career options.
- Have strong work ethic and perform high quality work.

## Attendance/Absences/Tardies

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students are encouraged to schedule medical appointments during non-school hours.

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

Students shall not be absent from school without their parents/guardians knowledge or consent except in cases of medical emergency or confidential medical appointment. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. If a student's absence is unexcused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

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

### **Excused Absences:**

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic appointment
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent.

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
  - a) Appearance in court
  - b) Attendance at a funeral service
  - c) Observation of a holiday or ceremony of his/her religion
  - d) Attendance at religious retreats not to exceed four hours per semester
  - e) Attendance at an employment conference
  - f) Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302
9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with District policy
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month

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

The following methods may be used to verify student absences:

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

### The "10 – 5" Rule

In an effort to create the best educational environment, Citrus High School has adopted the "10 – 5" rule to reduce the number of classroom interruptions. Any justifiable interruptions to the class should be during the first 10 minutes of class and/or the last 5 minutes of class.

All hall passes, phone calls, deliveries, all-call bulletins, messages, etc., fall under interruptions. The "10-5" policy was implemented to insure all students have at least 30 minutes of uninterrupted time for teachers to teach and students to learn. It has been very effective. Please know that emergency situations are considered exempt from the "10-5" rule and will be considered on a case by case basis.

Parents, please plan around this rule so that Citrus High School can guarantee your students the necessary instructional time to excel academically. Your proactive consideration and cooperation is greatly appreciated. If an urgent matter arises, or if you need to have your student released from school for a particular matter, please feel free to contact the school and we will collaborate with you so as to minimize any disruptiveness.

### Tardies

Students with unexcused tardies are subject to disciplinary action (i.e. school discipline, SARB, DA referral, etc.). On the 3rd tardy (in any period), classroom teachers shall notify parents/guardians by phone. On the 5<sup>th</sup> or additional tardy (in any period), the student could potentially be placed on a Behavior Contract by site administration wherein any violation of the Behavior Contract could result in school discipline and/or a recommendation to the CHS Behavior Committee.

The Behavior Committee is responsible for issuing logical consequences and intervention referrals for students who have social and emotional issues and for students struggling to follow school rules, procedures and conduct code. The Behavior Committee reviews student information and has the ability to assign any of the following decisions:

- 1) Assign intervention
  - SST meeting
  - Counselor meeting
  - Intervention Teacher meeting
  - Principal-parent-student meeting
  - One Stop
  - Turning Point
  - Wellness
  - Legacy Life Coaching
  - Pine Meadows family therapy
  - Porterville Youth Services, etc.
  - School psychologist
  - Mobile Intervention aide assignment
- 2) Reschedule class(s)
- 3) Modify schedule

- 4) Place student on a half-day schedule
- 5) Refer student to another Educational Options school
- 6) Reinstate student to full-day schedule

To return to a full day schedule, a student must petition the Behavior Committee and demonstrate transformational behavior with 100% attendance, no tardies, no disciplinary infractions and earned credits in a three week period of time.

### **No Off-Campus Permits**

Citrus High School is a closed campus. Once a student arrives on the campus in the morning, they must stay until their last scheduled period of the day. If it becomes necessary for a student to leave the school grounds during school hours, students must obtain permission from the office and an Off-Campus Permit will be issued. Parent permission is required and a student cannot leave campus without a permit issued from the school.

Please note: Citrus High School students are not to be on another school campus during the school day as this is in violation of the Ed Code and the Penal Code. Students could be arrested for trespassing and could be suspended for disruptiveness and/or defiance.

### **Visitors**

In accordance with California State Law, any person coming on the school grounds during school hours must first report to the office to secure permission. Parents are welcome on campus and may visit their student's classroom so long as they give school administration a 48 hour advanced notice and so long as administration deems the visit productive and appropriate.

### **Breakfast-Lunch**

Students interested in participating in the free or reduced price breakfast-lunch program must complete an application each year. Applications are available in the office. Citrus High School is a closed campus. Breakfast is served from 7:45-8:10 am in the Snack Bar. Lunch is served daily at the Snack Bar from 12:02-12:30. Parents and/or designees are allowed to bring outside food for their student if first given administrative permission to do so.

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

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

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary. Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with

5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

For school-related purposes, a married student under the age of 18 years shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (*Family Code 7002*) The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative programs. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child. When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child.

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

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

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

Pregnant or parenting students may be excused for absences related to confidential medical appointments in accordance with BP/AR 5113 - Absences and Excuses. The Superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. A pregnant or parenting student also may request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent. (*Education Code 48410*)

## How Credits Can Be Earned—Fixed vs. Variable

- Traditional high schools give **fixed credits**. A student who receives a grade of D- or better in a class earns 5 credits for that particular class. With 7 classes per day, a student could earn 35 credits for the semester at a traditional high school. However, CHS (a continuation school) offers **variable credits**. A credit is accrued for approximately 10-15 hours of assigned and completed work. In the course of a semester, a student enrolled in 7 classes could potentially earn 50-80 credits per semester—depending on the industriousness of the student.
- Odysseyware Online Learning: Citrus High School has an online learning component. Students may take core and/or elective courses and advance in the course(s) at their own pace. Many students will complete a class, on average, in approximately 75 seat hours. This is just another way to make up credits because of deficiencies.
- Directed Studies: Students in good standing, and with a recommendation from Citrus administration, are encouraged to do outside assignments (at home) in Directed Studies. Selected teachers have assignments in Directed Studies. Classes may include, but are not limited to, Personal Finance, Greenhouse, Landscape Design, Psychology, etc. Please contact the school counselor for next steps.
- Concurrent Adult Education classes: These courses are offered for specific students. Students can earn as many as 10 additional credits per semester.
- Work Experience: 10 credits per semester and not to exceed 40 credits total on one's transcript. 15 hours = 1 credit during school year / 18 hours = 1 credit during summer months. Students should keep paystubs and show the CHS counselor for credit accrual.
- Summer School: 5-10 credits
- SCICON: 5 credits for the week. Not to exceed three opportunities per academic year
- Seasonal sport (volleyball, basketball, soccer, softball): 5 credits for each completed sport
- Intervention Resource Program workshops: Students have the opportunity to accrue elective credit for participating in any of the CHS Intervention Resource Program workshops (i.e. Life Skills 101, 201, Anger Management, Drug Cessation, Resume Development and Job Skills training, Senior Portfolios, Life Coaching 101, 201, etc. ( 5 completed sessions = 3 credits, 4 completed sessions = 2 credits, 3 completed sessions = 1 credit)
- Job shadowing (1 credit per 10 hours)
- Associated Student Body positions: ( 5 credits per semester)
- Horticulture Academy: (10 credits for one semester)
- Peer Coaching Leadership Class: (10 elective credits per semester)
- Community Service: (2 elective credits per every 1 day of work)

## *Citrus High School Recognition & Awards Schedule*

### Daily

Each CHS student has the opportunity to earn a Citrus Buck for "Citrus Strong" behavior or for meeting respective goals on an SST contract/Behavior contract.

### Weekly

"Citrus Strong Student of the Week"- A deserving student who has demonstrated what it is to be Citrus Strong is selected by staff weekly. They receive a framed certificate and a CHS wristband. Additionally, on the following Monday, their name will be announced during lunch wherein they will receive all their awards.

Friday Drawings- Anyone who completes a class during the week is entered into a drawing that will take place on Friday's 7<sup>th</sup> period for a king-size candy bar. Their name will be announced to the school.

"Friday Ten" is an opportunity for the students to receive a special ice cream treat and lunch extension of 10 minutes if the corporate, weekly attendance percentage of the school is 85% or greater, the corporate, daily tardy average is not more than 15 per day, and there are no more than 2 out of school suspensions in one week.

### Monthly

If an individual student has met the 85 % monthly goal, with no tardies, suspensions and/or referrals, that student will receive a drink and choice of hot chips during the Friday afternoon break. Additionally, their name will be announced over the intercom.

Student of the Month- Elected by staff, and put in the Porterville Recorder. A student of the month medal is given to them (one they can wear on the graduation stage in June), a bucket of licorice and a framed newspaper article. To receive Student of the Month recognition a student must have been previously nominated to receive a Student of the week award.

### Quarterly

Top Credit Earners- 25 Credits and above receive a special gift.

Students with 100% attendance, with no tardies, absences, nor suspensions, will receive a special gift.

### Semester

Top Credit Earners- 50 Credits and above will receive a free Citrus High School t-shirt.

## Graduation Requirements

Citrus High School diplomas are awarded in June of each year to those students who have met the District continuation high school graduation requirements. Diplomas are presented at a graduation ceremony at the completion of the school year. The following requirements are established for graduation eligibility from Citrus High School:

### **Credits Required for Graduation**

English – 40 credits

Mathematics – 20 credits (10 credits must be in Integrated Math)

Earth Science – 10 credits

Biology - 10 credits

World History – 10 credits

U.S. History – 10 credits

Civics – 5 credits

Economics – 5 credits

Physical Education – 20 credits

Fine Arts – 10 credits

Science – 10 credits

Electives – 70 credits

\*Total Credits Required for Graduation - **220**

### **Returning to a Traditional High School**

Good citizenship is required by the Board of Education for graduation from high school. It is also needed for transfer to a regular school. In order to return to the traditional high school campus, students must petition to return back to their respective comprehensive high school. This is only done at the end of each semester.

The student must have a 90% or better attendance record, must be in excellent behavioral standing, must be on-track for graduation and must receive a CHS administrative recommendation. Students desiring a return to their comprehensive school must schedule a meeting with the CHS counselor prior to the end of a semester.

Please note: All comprehensive high schools have a graduation requirement of **260 credits** as well as a Health course requirement and a Computer Literacy requirement.

## Education Code and/or Penal Violations

Citrus is a “fresh start” for students. Every student is expected to arrive to school on time, with the necessary supplies (i.e. pen or pencil), ready to learn and with proper behavior that refrains from distracting and disrupting others. Students are expected to complete work daily so as to accrue the necessary credits and ascertain a high school diploma.

1. **Attendance/Tardies:** Students are expected to be on time and in class every day—including first period. Students who receive 5 tardies could be placed on a behavior contract.
2. **Disruption/Defiance:** Students are expected to refrain from disturbing classmates during class. Additionally, students must follow the directives of all staff members. Disruptive and defiant behavior is grounds for suspension, behavior contract, Behavior Committee referral and/or Educational Options referral.  
  
**Fighting:** Fighting is not allowed at Citrus High. A verbal or physical altercation on the way to school, at school, or after school is grounds for disciplinary action.
3. **Weapons:** Possession or use of illegal weapons, knives, guns or other devices used as weapons such as sticks, belts, etc. is grounds for immediate arrest, suspension, expulsion and/or Educational Options referral.
4. **Alcohol and Narcotics:** Suspected possession, use or sale of narcotics or alcohol is grounds for search and seizure by school officials and for immediate suspension from school, when appropriate. Possession, sale, under the influence or use of illegal drugs is grounds for arrest, suspension, expulsion and or Educational Options referral. Additionally, students may be required to enroll in a drug cessation class.
5. **Tobacco:** Students are not to bring or use tobacco products at school. Students in possession, or using, can be suspended from school in accordance with the provisions of the California Education Code Section 10602. 7. Additionally, students may be required to enroll in a tobacco cessation class.
6. **Cell Phones/Electronic Devices/Earbuds:** Phones, earbuds and electronic devices are not to be visible, disruptive or used during instructional time as identified on the Bell Schedule—this includes P.E. classes, IRP workshops, support classes, etc. Large headphones (i.e. Beats) and speakers are not allowed on campus. They will be taken away by the teacher, or campus personnel, if they are visible or being used.

**1<sup>st</sup> offense:** The student can pick up the phone/device after school from the front office (the phone must have the SIM card and battery intact).

**2<sup>nd</sup> Offense:** The student’s parent/guardian shall pick up the phone/electronic device up after school from the front office.

**3<sup>rd</sup> and Subsequent Offenses:** The phone/electronic device will be kept in the front office and picked up at the end of the day by parent/guardian. Additionally, the student can be placed on a behavior contract and/or referred to the Behavior Committee. Refusal to turn in the phone/electronic device will be viewed as defiance per Ed Code 48900K and a suspension could be given.

8. **Damaging and destroying School Property:** Folders, tables, chairs, books, computers and other items are the property of the school. Students are not to misuse or abuse these materials. Students and their parent/guardian will be held responsible for any damages. Additionally, law enforcement will be contacted if necessary. Failure to respect school property could result in a T-bolt citation by the School Resource Officer (SRO) and/or a suspension by the school.
9. **Profanity/Obscenity/Suggestive gestures:** Students are not to use profanity or make obscene, suggestive gestures to others. Failure to follow this rule is grounds for suspension.
10. **Sexual Harassment:** Any form of harassment is prohibited and is grounds for suspension and other logical consequences.
11. **Inappropriate and Excessive Display of Affection:** Excessive displays of affection are inappropriate at school and are not permitted at any time during the school day or at school related events. Behavior of a sexually suggestive manner, including but not limited to the following, touching in a sexual or inappropriate manner, kissing, sitting on another's lap or between another's legs, or touching another's undergarments, is strictly prohibited and grounds for discipline.
12. **Graffiti/Tagging:** Graffiti and tagging is not allowed on school property, materials and/or on school work. Failure to respect school property could result in a T-bolt citation by the School Resource Officer (SRO), reimbursement of damage and/or a suspension.
13. **Other Rules:** Please refer to the PUSD code of conduct handbook as well as the California Education Code.

# Dress Code and Personal Possessions at School

The Porterville Unified School District Governing Board of Trustees has approved a reasonable mandatory dress policy for Citrus High School. Citrus High administration has been given the discretion to prohibit any other attire that does not meet the criteria listed in the PUSD Conduct Code and the Citrus Student-Parent handbook for safety reasons. Additionally, Citrus High administration can make reasonable exceptions to dress code for special days, special events and special circumstances.

Students are to use good judgment in the clothing they wear to school. Clothing should appropriately cover a student and not be a "distraction that would interfere with the educational process." (AR 5132). ANY DRESS, GROOMING, OR APPEARANCE which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, sub-section k)

Because of security issues associated with certain colors of clothing, students are never allowed to wear clothing and shoes, or carry and/or wear jewelry and accessories that have colors in them, other than the colors deemed appropriate by Citrus High School.

- **Citrus High School clothing:** School designed clothing (made by CHS) is permitted.
- **Shirts:** Must be solid white, gray, brown, tan or black with no patterns, stripes, designs and/or camouflage. Logos must not have a negative connotation, must not be larger than a 3 x 3 inch pattern and must contain school permitted dress code colors.
  - May not be worn inside-out
  - May not be spaghetti-straps or tank tops
  - May not be see-through and/or laced
  - Must not reveal undergarments
  - Must not be bare-midriff
  - Must have sleeves
  - Must be appropriately fitted (not too tight and not too baggy)
- **Sweaters, jackets, light-weight cardigans/coverings, and/or sweatshirts (with or without hood):** Must be solid white, gray, brown, tan or black with no patterns, stripes, designs, and/or camouflage.
  - May not be worn inside-out
  - May not be see-through and/or laced
  - May not be spaghetti-straped or tank topped in style
  - Must not reveal undergarments
  - Must not be bare-midriff
  - Must have sleeves
  - Must be appropriately fitted (not too tight and not too baggy)

- **Pants and Shorts:** Must be solid white, gray, brown, tan, black or blue denim with no patterns, stripes, designs and/or camouflage. No short-shorts are allowed and the bottom of the short line must be below fingertips when arm is fully extended.
  - No logos or tags with colors. Tags and logos must be cut off and/or darkened with a black sharpie in order to remove the inappropriate colors.
  - No pajamas or leggings by themselves
  - No rips in the jeans (above arm length fully extended and above fully extended finger tips) without solid colored white, gray, black, tan or brown tights underneath. Rips below this don't require tights underneath.
  - Undergarments and underwear must not be visible or revealed.
  
- **Skirts:** Must be solid white, gray, brown, tan, black or blue denim with no patterns, stripes, designs and/or camouflage. The bottom of the skirt must be below fingertips when arm is fully extended.
  
- **Shoes and socks:** Shoes and socks must be white, gray, tan, brown or black. Socks must be solid with no patterns, stripes or colors—other than white, gray, black, tan or brown. Shoes must not have any other prohibited colors on the top, sides, bottoms or as part of the shoe laces in general. Nike Cortez shoes are not allowed on campus.
  
- **Knit Gloves and Beanies:** Must be solid white, gray, tan, brown or black with no logos.
  
- **Hats:** Not allowed on campus at any time unless assigned as an extra-curricular uniform and/or medical exemption to this rule is substantiated by a medical note. ( AR5132(2) #8
  
- **Hair:** Hair shall be clean and neatly groomed. Haircuts/hairstyles that draw undue attention or detract from the educational process are not permissible. Hair must not be artificially colored with any other colors than white, gray, brown, black or blonde.
  
- **Gang-related apparel or paraphernalia:** If worn, displayed or used on campus, apparel or paraphernalia is subject to confiscation by school personnel and turned over to parents/guardians and/or law enforcement.
  
- **Jewelry, glasses and accessories:** Must be white, gray, tan, brown, black, gold or silver. Anything worn in the hair, or rosaries around the neck, must be white, gray, tan, brown, black, gold or silver as well.
  
- **Fingernails:** Must not be painted any other colors than white, gray, tan, brown, black, gold or silver.
  
- **Ear piercings:** Allowed
  
- **Facial/Body piercings and dermals:** Not allowed. If dermal(s) is surgically implanted, it must be covered (i.e. with bandaids and/or tape) while on campus.

- **Tattoos:** Allowed...but if they are crude, vulgar, profane, obscene, libelous, gang related, red, blue or sexually suggestive, they must be covered while on campus.
- **Backpacks/Purses:** In general, backpacks/purses are not allowed on campus unless transporting a uniform for after-school employment or bringing uniforms/practice clothing to school for a CHS sport. In both cases, students must be given permission by CHS administration to bring a backpack/purse to campus. Backpacks/purses shall be subject to random searches—with or without cause—and purses must not be larger than six by eight inches in size. Permission must be granted by administration to bring a backpack/purse for any other reason not specified above. Note: All backpacks/purses authorized to be on campus must only contain items and dress that follow the CHS conduct code as all other unauthorized items and dress are subject to confiscation.
- **Bikes:** Students may park bicycles in the area adjacent to the school office, but must provide their own bike locks.
- **Skateboards:** Students are not allowed to bring or ride skateboards on campus at any time unless given permission by school administration. Administrative permission should be given prior to bringing a skateboard to campus. Skateboards are subject to confiscation if not given permission.
- **Outside Food and Drinks:** Students are not allowed to bring outside food or drinks unless parent/guardian has been given administrative permission.

When CHS personnel collect or store items violating the conduct code, CHS is not responsible for damage to, theft or loss of, any particular item and/or student property.

## Failure to Adhere to Dress Code and Improper Personal Possessions at School

Whenever a student violates the dress code and/or brings improper personal possessions to school, CHS may do the following:

- Collect the article, or personal possession, and give back to the student and/or parent/guardian at the end of the day. However, if the article or item is gang related apparel, paraphernalia (including symbols, emblems, jewelry, accessories, notebooks, folders, insignia, etc.), or other gang identifiers identified by law enforcement, then such articles or items are subject to confiscation by school personnel and subject to being turned over to law enforcement; at such time, parent/guardian must request the return of such items from the law agency.
- Contact parents/guardians and/or designee so that the appropriate clothing article(s) can be brought from home and/or taken back home. Parents/guardians and/or designee may give the school permission for their student to walk home in order to get the appropriate clothing article(s). If given permission, the student's absence is considered an unexcused absence.
- If the dress code violation and/or violation of personal possessions on campus is deemed to be flagrant, intentionally defiant and/or inflammatory, school administration has the discretion to give a logical disciplinary consequence (i.e. SST, mandated Intervention Resource Program workshop (up to four weeks in duration), Behavior contract, suspension, etc.)

### **In General:**

1.) On the **first** offense: A correction warning is given to the student and documentation into school database (i.e. switch) occurs.

2.) On the **second** offense: A second correction warning is given to the student, parents shall be called and documentation into the school database (i.e. switch) occurs.

3.) On the **third** and subsequent offenses: Parents/guardians shall be called and school administration shall have the discretion to give a logical disciplinary consequence (i.e. SST, mandated Intervention Resource Program workshop (up to four weeks in duration), Behavior contract, suspension, etc.)

On occasion, and in very rare circumstances, CHS has lent "borrower" clothes to students and are then returned at the end of the day. A deposit of a school identification card and/or an article of clothing is used when using a "borrower" and given back to the student when the "borrower" is returned.

## Other Necessary Facts about CHS

### Counseling Services

Mrs. Ines Rivera is the Citrus High School counselor. Mrs. Rivera is available to assist in a variety of ways—student support, academic counseling, crisis and emotional well-being, college and career readiness, career inventory assessments, vocational education programs, parenting and for resourcing students and families.

### Student Progress Updates

In addition to the progress and grade reports that are provided to our students at the school's initiative, students or parents may request periodic updates on student progress in two ways. First, parents may call or email teachers and ask for an update on their child's progress in specific classes. Second, parents may request, through the Counselor, that a progress check form be sent to each teacher and returned to the Counselor for parent pick-up or mailed home.

### Homework Requests

Homework may be requested by the student or the parent/guardian when a student is sick and absent from school for three or more days (Dr.'s note may be requested). Please request homework through CHS counselor, Ms. Ines Rivera (559-782-7130).

### Transcripts

Current students who wish to obtain a current transcript should request one from Mirella Colunga (school secretary).

### Intervention Resource Program

Students, parents, staff and stakeholders all benefit with having an Intervention Resource program at CHS. Please contact the CHS Intervention Resource Program staff (i.e. principal, counselor, Intervention teacher) to discuss the possibilities of intervention(s), counseling, mentoring, Student Success Team facilitation and other non-profit organizational partnerships. Additionally, CHS has a life coaching partnership that allows for youth mentoring and empowerment.

### School Materials

Students must bring a pen or pencil to school each day. Students and parents must be aware that all school materials checked out to a student are his/her responsibility. Students must return the same school materials they were assigned. Replacement cost for school materials that are lost or stolen shall be charged to the student.

### Computer Use and Internet Agreement

All students will have the opportunity to use the internet with a completed use permit. During class, students will be searching data on the World Wide Web. Students and parents both are required to sign a use permit. Adherence to the rules and terms of use are strictly enforced. Violating such use conditions are grounds for the loss of the computer/internet privilege.

### **Transportation**

Transportation is available for all Citrus High School students who live two or more miles from school. Please contact PUSD Transportation at 559-782-7092 to obtain specific information as to pick-up/drop-off times and locations for your student. Note: Students may lose bus privileges and issues relating to the loss of privileges must be appealed through transportation—not CHS.

### **Work Permits**

Work permits are required by law in California for all persons under 18 years of age. Students must be 16 years old during the school year to be eligible for a work permit. Students must be successfully earning credits at school and must have no attendance problems to be issued a work permit. Earning credits and having positive attendance must continue in order to maintain a work permit. Students who have successfully completed the required credits, and have good attendance for six months, will receive a letter of recommendation from Citrus. At such time, the process for a student obtaining a work permit is as follows:

1. Show your letter of recommendation and get a work permit application form from the front office.
2. Have employer fill out the offer of work—including working hours.
3. Employer and parent must sign the application.
4. Bring completed application to the front office.
5. A work permit will be issued by the front office.

### **Parking Permits**

Students who have a driver's license are allowed to park their vehicles in the CHS parking lot. However, students must first receive prior approval from the front office by going through the application process. Once receiving a permit, students must daily have their parking permits visible—on the front dash of their car or hanging from the rear view mirror. Students who don't have their parking permits posted, after having been warned, are subject to losing their parking permit and privileges.

## Resources

- **Porterville College**  
Porterville College is very active with CHS students in that they come on to campus to complete student orientations, assessments, education planning. Register for junior college at: <https://www.portervillecollege.edu/>
- **Financial Aid Website for College**  
<https://fafsa.ed.gov/>
- **Dream Act- For students without a social security number**  
<https://dream.csac.ca.gov/>
- **Virtual Job Shadow- Career Exploration**  
VirtualJobShadow.com is an online career planning and career exploration resource that provides all the tools and resources for charting your career path by choice, not chance. It's highly-engaging, fun, and works perfectly on any computer, tablet, or smart phone, making job shadowing a uniquely cool digital experience!  
<http://www.virtualjobshadow.com/>
- **Porterville Youth Services**  
Off campus counseling/therapy agency. Student and family support.  
1055 W Henderson Ave # 2  
Porterville, CA  
(559) 788-1200
- **Kings View One Stop**  
409 N. Main Street  
93257 Porterville, CA  
(559) 784-0312
- **Porterville Juvenile Diversion Program**  
Chaplain Steve Walker  
(559) 782-7426
- **Tulare County Probation Department**  
221 S. Mooney Blvd  
Courthouse Room 206  
Visalia , Ca. 93291  
(559) 713-2750
- **Turning Point Drug Cessation Program**  
(559) 627-1385
- **Legacy Life Coaching (Non-Profit)**  
P.O. Box 4228  
Visalia, Ca. 93278  
(559) 303-9158