



Valencia High School
Student Agenda 2018-2019

Valencia High School
500 North Bradford Avenue
Placentia, California 92870
Phone (714) 996-4970
Fax (714) 996-3159
Attendance Hotline (657) 216-0349
Text a Tip (714) 729-3172
www.vhstigers.org

“Pride, Tradition, Excellence”

Olivia Yaung
Principal

Chris Herzfeld
Assistant Principal

Jeff Louie
Assistant Principal

Michael Young
Assistant Principal

Name _____

Address _____

City _____ Zip Code _____

Phone _____

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

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 – Human Resources – Rick Lopez

SCHOOL ADMINISTRATION

Principal – Olivia Young
Assistant Principal – Chris Herzfeld
Assistant Principal – Michael Young
Assistant Principal – Jeff Louie
Activities Coordinators – Lauren Thayer / Corinna Harnett
Athletic Coordinator – Gerardo Rodriguez
Attendance Director – Curt Pike

COUNSELING/GUIDANCE

Carolyn Douglas	A – I & ELD Counselor
Mark Stanley	J – Ma & IB Counselor
Tonia Bahner	Mc – 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

2018 – 2019 BELL SCHEDULE

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

TUESDAY – FRIDAY BELL SCHEDULE

SOUTH CAMPUS		NORTH CAMPUS	
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 ST LUNCH	11:09-11:39	PERIOD 4	11:16-12:10
PERIOD 4	11:46-12:40	2 ND 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

MONDAY – STAFF COLLABORATION DAY

NORTH & SOUTH CAMPUS – SINGLE LUNCH / NO ZERO PERIOD	
STAFF COLLABORATION TIME	7:25 – 8:25
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

ASSEMBLY SCHEDULE

SOUTH CAMPUS		NORTH CAMPUS	
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

2018/2019
VALENCIA HIGH SCHOOL
TENTATIVE SCHOOL CALENDAR
 (Subject to Change)

Holidays

Non-Student Day	August 31, 2018
Labor Day	September 3, 2018
Veteran's Day	November 12, 2018
Thanksgiving Recess	November 19-23, 2018
Winter Recess	Dec.24, 2018 - Jan.4, 2019
Martin Luther King Day	January 21, 2019
Lincoln's Birthday	February 11, 2019
Presidents' Day	February 18, 2019
Spring Recess	April 15-19, 2019
Memorial Day	May 27, 2019

Non-Student/Minimum Day Schedule

Minimum Day	Semester Exams	Jan. 23, 2019
Minimum Day	Semester Exams	Jan. 24, 2019
Non Instructional Day	End of Semester	Jan. 25, 2019
Minimum Day	Final Exams	June 12, 2019
Minimum Day	Final Exams	June 13, 2019
Minimum Day	Last Day of School	June 13, 2019

End of Quarter

End of First Quarter	October 26, 2018
End of Second Quarter (1st Semester)	January 25, 2019
End of Third Quarter	April 12, 2019
End of Fourth Quarter (2nd Semester)	June 13, 2019

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. | Language Arts | 4 years | 40 credits |
| | Language Arts 1 | | 10 credits |
| | Language Arts 2 | | 10 credits |
| | Language Arts 3 | | 10 credits |
| | Language Arts 4 or approved | | 10 credits |
| | Language Arts electives | | |
| B. | Mathematics | 2 years | 20 credits |
| | 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. | | |
| C. | Social Science | 3 years | 30 credits |
| | World History/Culture/Geography or | | |
| | AP European History | | 10 credits |
| | U.S. History/Geography | | 10 credits |
| | U.S. Government | | 5 credits |
| | Economics | | 5 credits |
| D. | Science | 2 years | 20 credits |
| | To include instruction in biological and physical science. | | |
| E. | Physical Education | 2 years | 20 credits |
| | P.E./Lifelong Fitness or Athletics | | 10 credits |
| | P.E./Lifelong Fitness or Athletics | | 10 credits |
| F. | Fine Arts, Foreign Language, CTE | 1 year | 10 credits |
| | 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. | | |
| G. | Health Education | | 5 credits |
| H. | College & Career Readiness Seminar | | 5 credits |
| | or one year of Advancement via Individual Determination (AVID) or completion of a district approved activity (-ies) or projects(s) in grade 9. | | |
| I. | Service Learning/Community Service | | 40 hours |
| J. | Elective Courses | | 80 credits |

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 who 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.

HOMEWORK 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.

HOMEWORK 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 teachers. Parents should contact the Attendance Office to request homework. It is necessary that a 24 hour notice be given to teachers in order to prepare homework. If the absence will last between one and four weeks, please contact the Attendance Director to be placed on a Short-term Independent Study Contract. If the duration of absence will be greater than four weeks and is due to illness, parents should contact the Counseling Office to request a home hospital 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 through the Activities Office. 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 \$50.00

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. The district follows the Deny Access, Evade, and Engage (D.E.E.) protocol for lockdown situations.

SURVEILLANCE ON SCHOOL PROPERTY

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

LOST AND FOUND

Lost articles are brought to the Main 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 possible commencement exercises in addition to 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 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 midribs

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 in the finance office and checking out a new one from the library. 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 assigned textbooks. Please refer to the instructional borrowing agreement signed/affirmed during registration for school.

HOLD LIST

The school offers many opportunities and privileges for all students to enjoy. It is important to

note that these are privileges that can be revoked if acceptable behavior is not maintained. Students who owe 4 hours or more of detention or Saturday School will be placed on the Hold List. While on the Hold List, students may lose the following privileges:

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

Students' privileges will be reinstated once all hours have been served. Students who continue to not serve hours after losing privileges are subject to 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. Student cannot be driven home by another student without the permission of the parents of both students involved.

If it is necessary for a student to take medication during school hours, the health care provider and parent must fill out the Request for Medication form which can be found on the district's health service website or the school Health Office. Medications will not be accepted 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 the 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 contact and health information be kept updated.

LUNCH AND DELIVERIES

All high schools are closed campuses. Only seniors in good standing 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). Students must present their ID when leaving and returning campus for lunch.

Lunch Deliveries – The office is unable to accept student lunch deliveries.

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 are required to have:

1. A current physical exam
2. Completed Athletic Clearance through Family ID online
3. Proof of insurance
4. Paid transportation fees
5. Unweighted 2.0 G.P.A.

Please visit the Athletics page at vhstigers.org for more information. Athletic clearance through Family ID and physical forms must be returned to the Athletic Coordinator or coach before a student will be released to participate in a sport/activity.

<u>BOYS</u>		<u>GIRLS</u>	
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

Phone: 714- 220-4144

Kennedy High School

8281 Walker St., La Palma, Ca 90620
www.kennedyhigh.org

Phone: 714- 220-4101

Pacifica High School

6851 Lampson Ave., Garden Grove, Ca 92845
www.pacificamariners.com

Phone: 714-663-6515

Tustin High School

1171 El Camino Real Rd., Tustin, Ca 92780
www.tustin.tustin.k12.ca.us

Phone: 714-730-7414

Crean Lutheran High School

12500 Sand Canyon Ave., Irvine, Ca 92618
www.clsks.org

Phone: 949-387-1199

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. The parent/guardian should call in every day of a student's absence. To leave a message, call the VHS Attendance Hotline: (657) 216-0349. To speak with a staff member call (714) 996-4970 Ext. 10032/10030. If leaving a message, speak clearly and provide:
 - Your (Parent/Guardian's) Name
 - Your student's name
 - Students permanent ID #
 - The date(s) of the absence
 - Reason for the absence
2. If a student returns to school after an absence and the parent did not call in the previous day, he/she must be in the attendance office with a note prior to the start of the school day or they may be marked tardy to first period and may be subject to a teacher detention.
3. If the student does not have a verified excuse, either a call by a parent or a written excuse signed by a parent, the student may have to take a temporary truancy. The student will have **48 hours** to clear the temporary truancy before it becomes a permanent truancy.

Excused absences will be issued for the following reasons:

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

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 th must be documented
Absence 20	Truancy intervention process initiated by the Student Services Office and all future absences will be marked truant (code R) unless documented (code D)

ANTICIPATED EXTENDED ABSENCES

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

OFF-CAMPUS PASS

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

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
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- 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 1-5 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), and medical visit or illness (doctor office 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
 Alternative to Suspension

- Tardy 8 Referral to Attendance Director
 Detention
 Saturday School
 Alternative to Suspension
 Parent conference
 Behavior Contract

- Tardy 9 Referral to PBIS Specialist or Assistant Principal
 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 Suspension, 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 or Alternatives to 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
Alternative to Suspension
Behavior Contract

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
Alternative to Suspension |

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 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 |
| Incident 2 | Item confiscated*
Parent contact
Detention |
| Incident 3 | Item confiscated*
Parent contact |

Saturday School

Incident 4	Item confiscated* Parent conference Alternative to Suspension Behavior Contract
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*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
Alternative to 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	Alternative to Suspension
Loss of internet use	School suspension 1-5 days
Class drop	Administrative Transfer

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	Alternative to Suspension

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	Alternative to Suspension
Behavior Contract	School Suspension 1- 5 days
Schedule change	Administrative Transfer

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 | Parent Conference
Behavior Contract
Police action
Alternative to Suspension
School suspension 1-5 days
Administrative Transfer |
| Incident 2 | School suspension 1-5 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
Alternative to Suspension |

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 | Teacher notifies parent
Zero on the assignment
Saturday School
Alternative to Suspension
Behavior Contract
Schedule change and/or program drop |
| Incident 2 | Zero on the assignment
Saturday School
Alternative to Suspension
Behavior Contract
Schedule change and/or program drop |

CLASSROOM MISCONDUCT

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

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

- Parent contact/conference

Teacher assigned detention
Saturday School
Class suspension 1-2 days
Alternative to Suspension
Behavior Contract

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*

*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.

*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.

FORGERY OR FRAUD

Students are expected to practice responsible and honest behavior. If offense is related to attendance, parents must appear in person to clear absences. Repeat offenses may result in police involvement.

EXPLANATION OF DISCIPLINE TERMS

SUSPENSION

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

ADMINISTRATIVE TRANSFER

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

EXPULSION

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

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

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

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

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@pylisd.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.

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.

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.

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.

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.