

# Student Handbook

2017-2018



Harmony Magnet Academy

Harmony, CA 93267

(559) 568-0347 (office)

(559) 568-1929 (fax)

**STATEMENT OF NON-DISCRIMINATION** (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 section 504 of the Rehabilitation Act of 1973): The District does not discriminate against any person on the basis of gender, race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to **Sergio Mendoza**. A Copy of the District's Uniform Complaint Policy is available at **(559)793-2452**. The District's Title IX Coordinator is **Sergio Mendoza**; contact information is **(559)793-2445**. The District's 504 Coordinator is **Kevin Jessee**; contact information is **(559)793-2473**.



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## **CAMPUS MAP**

## Harmony Magnet Academy Staff Directory

Support Staff	Position	Location	Extension
Jeff Brown	Principal	Admin Office	6510
Millie Edsberg	Assistant Principal	Admin Office	6511
Paula Roche	Counselor	Admin Office	6512
Maria Alvarez	Counselor	Guidance Office	6505
Korey Hankins	Principal's Secretary	Admin Office	6504
Barbara Acosta	Guidance/Registrar	Guidance Office	6501
Raquel Quezada	Attendance Secretary	Admin Office	6500
Kristen Stephens	ASB Bookkeeper	Admin Office	6500
Debbie Fleischer	Librarian	Library	6630
Angella Vallin	Food Services	Cafeteria	6628
DO	Technology Specialist	Library	6508
Phillip Ferraro	Campus Supervisor	HMA Campus	
Ryan Born	Athletic Director	SHS Office	568-1731
Teaching Staff	Curricular Area	Classroom	Extension
Chris Alcantar	Mathematics/MESA	207	6609
Vincent Alcantar	Mathematics/ MESA	205	6601
Barbara Allard	Foreign Language (Spanish)	210	6620
Michael Allard	Orchestra/Guitar	301	6626
Megan Berry	Graphic Design/Video/Year Book	204	6611
Jeromy Blackwell	Social Science	101	6625
Joel Buringrud	Stagecraft	302	6631
Angelina Contreras	English/ASB	217	6616
John DeNicola	Math/Academic Decathlon /Photo	BA1	6806
Tova Diaz	Biology	216	6608
Patricia Duvet	Foreign Language (French/Spanish)	220	6615
Vicky Edwards	English	212	6612
Marla Fields	English	214	6618
Justin Froula	Mathematics	202	6619
Holly Jones	Dance	303	6632
Scott Karjala	Engineering	102	6623
Ben Nelson	Social Science	219	6602
Nancy Owen	Science/Biology	216	6608
Roberto Ramos	Foreign Language (Spanish)	211	6617
Erik Santos	Engineering	104	6622
Sara Silva	Science/Engineering	215	6604
Jose Velazquez	Mathematics	209	6610
Nicholas Walters	Band/Music/Keyboarding/Choir	201	6607
Marc Wheeler	Science/POE	206	6613

# Harmony Magnet Academy Mission Statement

The mission of Harmony Magnet Academy is to offer students in grades 9-12 a college preparatory curriculum with a focus upon either engineering or performing arts. Harmony Magnet Academy students are expected to be:

- prepared for college
- self-motivated learners
- producers of quality products
- successful interns in a career-based assignment
- involved members of their community

Harmony Magnet Academy will support these outcomes by providing academic focus with a core curriculum blended with electives in engineering or performing arts, flexible schedules, a safe and supportive environment, and support of community-based advisory committees in engineering and performing arts. Recognizing the unique and varied needs of each student, the goal is to help all students achieve their highest potential by offering students the choice of enrollment in the school of engineering or the school of performing arts.

## Academic Expectations for Students

Harmony Magnet Academy is a school of application. HMA students are placed on an academic expectation contract and shall maintain the following performance standards:

- Demonstrate proficiency and/or show strong potential in engineering or the performing arts.
- Work to develop and maintain grade level reading and writing proficiencies.
- Maintain sufficient progress toward graduation in order to meet minimum college entrance requirements.
- Comply with the PUSD 90% attendance policy for participation.
- Participate in recommended or required intervention programs.
- Complete required projects, exhibitions, and presentations.
- Maintain a positive attitude with appropriate behavior as outlined in the PUSD Student Handbook.

*Failure to maintain the above standards will result in a student being placed on a probationary plan of assistance. Students on probation who do not maintain the terms of their admission contract may be asked to return to their neighborhood (home) school at the end of the school year.*

## Harmony Magnet Academy Expected School-Wide Learning Results

**Students will connect instructional programs to postsecondary education and career plans**

**Indicators:**

- Students will engage in work-based and college preparatory activities
- Students will participate in standards-based learning
- Students will show continued improvement in standardized tests
- Students will meet all HMA graduation requirements to be career and college ready

**Students will demonstrate the ability to think critically and solve problems both individually and in collaborative settings**

**Indicators:**

- Students will experience integrated curriculum in core classes that support their chosen pathway of Engineering or Performing Arts
- Students will participate in project-based activities which incorporate higher order thinking skills
- Students will demonstrate and understand the processes required to create quality standard-based products and demonstrations

**Students will utilize various methods of communication to demonstrate content knowledge and skills**

**Indicators:**

- Students will actively engage in personalizing their instructional plans to reach their goals
- Students will utilize skills learned in classrooms to produce, promote and present standard-based products and demonstrations
- Students will participate in internships and career related activities
- Students will network with college and career partners

**Students will exhibit responsibility and citizenship within school, local and global communities**

**Indicators:**

- Students will demonstrate self motivation, integrity and personal accountability
- Students will meet HMA Expectations and comply with school and district policies Activities

All Harmony Magnet Academy students are encouraged to get involved in campus life and activities. Your involvement in student government, athletics, clubs and organizations makes student life at HMA spirited and exciting.

### Starting a Club

Clubs revolve around students' interests. Clubs must be open to all Harmony students and all meetings must be advertised in the bulletin. Students wishing to start a club must first secure a faculty advisor. The second step is to submit a declaration of interest to ASB. Once tentative approval is granted a Constitution is written and submitted to ASB for consideration. ASB will grant final approval. Clubs are obligated to follow their constitution. For additional information about student government or club membership, contact the ASB advisor.

### Student Body Officers 2017–2018

President	Aime Alarcon
Vice-President	Tisha Tolentino
Secretary	Jacob Flores
Treasurer	Matthew Brown
Activities Director	Sonia Cardenas
Ways and Means Chairperson	Joslyn Barragan
Manager of Advertising	Hannah Hartsell

### Athletic/Activities Code Eligibility

For students to be eligible to participate in athletics and extra-curricular activities, they must meet district eligibility requirements, which are in addition to C.I.F. standards and existing school regulations. (See Athletics)

### Cheerleading

Participation in cheerleading requires a two-tier process. First, a student must meet extra-curricular requirements to try out. Second, students must then compete in a performance based screening process. Participants must meet the Athletic/Activities Code of Eligibility.

### Travel to Sports & Activities

Participants in an activity must travel to and from the activity in school-provided transportation. The only allowable exception is if a parent or guardian signs his/her child out at the end of the activity. **Students will only be released to their own parent or guardian. A pre-authorization for release must be on file, signed by the parent or guardian.**

### Student Body Cards

All students are given a free Student Body Card at the beginning of the school year and are expected to carry it every day. A lost or misplaced Student Body Card can be replaced for \$5.00 in the office.

### Dance Regulations

Harmony and Strathmore High School hold a variety of dances throughout the year. Students must hold a current student body card to be admitted to these dances. **All school behavioral policies are in effect including the dress code and students are subject to disciplinary action.**

### Guest Passes for Dances

A guest pass is required for students from another district and/or those who are currently in college or employed. Only those 20 years or under will be permitted to enter as a guest. All guest passes must be completed and delivered to the School Office two days before the event. **There will be no exceptions.** Guest passes may be obtained at the School Office prior to the dance.

A guest pass is not needed for students who attend Monache, Granite Hills, Porterville or other PUSD high schools. All students must present their student body card at the door.

### Activities Eligibility

Extracurricular activities are those programs that have all of the following characteristics (**Education Code 35160.5**):

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of planning or control of the program.

4. The program includes both preparation for performance and actual performance for an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. **(Education Code 35160.5)**

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. **(Education Code 35160.5)**

Any teacher-graded or required program or activity for a course, which satisfies the entrance requirements for admission to the California State University or the University of California, is not an extra/co-curricular activity for purposes of this policy. **(Education Code 35160.5)**

### **Grade Point Average Requirement**

The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. **(Education Code 35160.5)**

Students must have a 2.0 or "C" grade point average during the preceding grading period.

Academic eligibility is to be determined at the end of the first and third quarters and at the end of the first and second semesters. Second semester grades may be brought up to requirements by summer school.

Should an individual fall below the academic requirements, a quarter (nine weeks) probationary period will be provided to allow the student to bring up his/her grades. If unsuccessful in bringing the grades up to the standard required, the student will not be eligible for participation in student activities during the next quarter (nine weeks), and until his/her grades meet the academic standards at the regular grade reporting period.

Students, if eligible under California Interscholastic Federation (C.I.F.) rules and Board policy, may compete in extracurricular activities at the time of first enrollment in a high school in the district.

In the event a student finds that he/she is academically ineligible to participate in extra/co-curricular activities in the first grading period of the upcoming year, he/she may request that the total spring and summer school grades be used to determine eligibility for the first grading period of the upcoming school year.

When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.

Receiving an "Incomplete" shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0. If the resolution of an "Incomplete" could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the "Incomplete" is removed and the grade point average determined.

### **Citizenship and Attitude**

Students are expected to display satisfactory citizenship in the classroom, on the campus, and as a participant in extra/co-curricular activities.

### **Attendance**

Students shall be in attendance all periods during the day of the event/practice (or in attendance the day prior to a weekend event/practice) unless excused by the principal of his/her school in advance. If the attendance requirement is not met, the student will be ineligible for the first event following administrative contact.

### **Excused Absence**

An excused absence of up to three consecutive days per quarter (verified by parent/guardian) will maintain eligibility. An excused absence beyond three consecutive days per quarter requires a doctor's verification.

### **Supervision**

Extra/co-curricular activities shall be under the general supervision of school authorities and certificated employees whenever they are conducted under the name of the school district. Students deemed ineligible for extra/co-curricular activities will be offered opportunities, including but not limited to counseling and tutoring, in support of becoming eligible for participation.

## **Athletics**

### **Successful Athletic Programs**

A successful athletic program considers the athlete first...even above winning! A successful athletic program is one that allows the athletes to compete at their level of competence. In the program, students will be held accountable for attendance and develop responsibility toward teamwork. Winning is not the only thing in a



successful program. Developing character, leadership skills and social skills as well as developing psychologically and physiologically is also important.

## **Athletic / Activities Code of Eligibility**

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

### **Before Participation in a Sport**

1. Students must have not reached their 19th birthday prior to June 15 of their senior year.
2. Students must have a physical exam.
3. Students must sign and adhere to the Drug and Alcohol Contract.
4. Students must have an insurance policy on file (injury-medical).

**Academic:** Student must be enrolled in no less than 20 units and pass 20 units of work with a 2.00 GPA or better each grading period. Eligibility is to be determined at the end of the first and third quarters and the end of the first and second semesters. Students with a GPA of less than 2.00 will be placed on academic probation for the next grading period. If their GPA does not come up to the 2.00 standard, they will be declared ineligible for the following grading period. To maintain eligibility, probationary students must be passing 6 of 7 classes or failing no more than one class up to and including the week prior to the event and must turn in a weekly grade check card to the coach or advisor.

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

**Quitting Policy:** Any student athlete who chooses to quit a sport will be ineligible for the next season of sport (i.e. a student athlete who quits a fall sport will not be eligible for a winter sport). A student athlete who quits a spring sport will not be eligible for the following fall season. A two-week (10 practice days) grace period will be established for each sport during which time a student athlete may “resign” from the team. In any case, a player may not “resign” after a team has played its first official game.

### **Lettering Policy**

Athletes earn their block “S” by participating on a varsity team and finishing the year in good standing with coach’s recommendation.

**Travel to Sports & Activities:** Participants in an activity must travel to and from the activity in school-provided transportation. The only allowable exception is if a parent or guardian signs his/her child out at the end of the activity. Students will be only released to their own parent or guardian. A pre-authorization for release must be on file, signed by the parent or guardian.

**Scholar / Athlete Award:** Students must complete a minimum of two sports per school year and maintain a cumulative GPA of 3.8 or above.

For any questions regarding Athletics, please call the Athletic Director at 568-1731.

## **Attendance Information**

There is a high correlation between positive attendance and school success. Students are responsible for attending school with a positive attitude toward studying and learning as evidenced by regular, punctual attendance and completion of class work. The school asks parents to give students the best opportunity to be successful by insisting that they attend regularly and by calling to clear absences immediately. School law requires that students attend full-time classes until they are eighteen years old. Students who receive benefits under Cal Works are required to maintain attendance requirements of 90%. Assembly Bill 1542 requires the school to notify the county Health and Human Services of any student not meeting these requirements. Notification will occur on a quarterly basis.

Harmony Magnet Academy utilizes an auto-dialing system to notify parents when a student has been marked absent by one or more teacher(s). When parents receive a phone call indicating that the student has been marked absent with an absence code of an “A” one or more periods, they should question the student. If the student indicates that he/she was in class all day, then the parent should instruct him/her to report to the Attendance Office before school to verify which instructor reported him/her absent. The secretary will then verify the absence with the teacher. Parents should contact the school, or check the ABI to verify the absence was corrected. 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).

## **Clearing Absences**

It is the student's responsibility to have absences cleared by parent/guardian or person authorized by parent/guardian, by calling 568-0347 on the day of the absence or the day returning to school between the hours of 7:30 a.m. and 4:30 p.m. Failure to do so will result in disciplinary action.

Absences must be cleared within 20 school days following an absence. Any absence not cleared within 20 school days will remain unexcused (as per Ed Code.)

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

## **Permits to Leave Campus**

Permits to leave campus for medical and dental appointments will be issued by the Attendance Office following parent/guardian authorization (by phone call or note). Parents are encouraged to phone the Attendance Office and request their student's Off-Campus Pass (1) hour before the student release time. This will help insure your student is being released at the authorized time.

If a student becomes ill during school hours, he/she should go the Attendance Office and leave only if excused and/or is given an Off Campus Pass. Students who leave without being excused or given an Off-Campus Pass, will be regarded as truant.

In addition to the parent/guardian names and phone numbers on school record, it is highly recommended parents provide the names and phone numbers of (2) additional persons whom your student may call or be released to in the event parents cannot be contacted.

## **Extended Leaves of Absence**

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

A request in writing by parent/guardian must be submitted to the Harmony Magnet Academy Guidance Office at least (5) school days prior to leaving. A Short Term Independent Study Contract will be requested. All work is due to the Guidance Office on the day the student returns to school. Failure to turn work in on the day of return to school, will result in unexcused absences for the days the student was absent.

If planned leave is 15 days of school or less, the student may enter into a Short-Term Independent Study Contract. If planned leave exceeds 15 days, the student is dropped from Harmony Magnet Academy and encouraged to enroll at school of temporary residence.

## **Excused Absences**

The compulsory Education Act (Education Code 48200) states it is the responsibility of the parent or guardian to insure that their pupil attends school regularly. It is also the responsibility of the parent/guardian to clear all absences that are excusable. Excused absences as per Ed. Code 48205 are:

1. Student illness or injury
2. Quarantine under a County or City health official
3. Medical, dental, optometric, or chiropractic appointment
4. Attend the funeral service of an immediate family member (parents/guardians, grandparents, siblings)
  - In California: one day
  - Out of state: three days

## **Other Warranted Absences**

As per Ed Code 48205, a pupil shall be excused for justifiable personal reasons, including but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at a religious retreat, college visitation, or an employment conference. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence, which can be reasonably provided for by his or her teachers.

## **Absences to Obtain Confidential Medical Services**

School authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents or guardians. (EC 46010.1)

## Truancy

Any absence without acceptable reason, with or without parent consent, for more than three days is considered truancy. The consequences for two or more periods of unexcused absence may include:

Saturday school/Detention

the disciplinary action may include, referral to SARB, possible transfer to home school.

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

## Tardy Policy

- Tardiness is handled through the Assertive Step Discipline for tardiness.

## Course of Study and College Planning

### Guidance and Counseling

Appointments may be scheduled by calling the Guidance Office at 568-0347.

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

### Course Selection and Program Changes

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

### Schedule Changes

Schedule changes may be made before each semester for the following reasons:

1. Teacher-recommended level changes\*
2. Changes in a student's career or college plans.
3. Correction of errors.
4. Completion of a course.
5. Addition of a course needed for graduation.
6. Administrative recommendation

\*Level changes will not be made after the 4<sup>th</sup> week of the 1<sup>st</sup> quarter.

Program changes (other than administrative recommendations and level changes) are not made after the first 2 weeks of a new semester.

### Advanced Placement and Honors Program

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

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

For more information see the PUSD High School Course Catalog

### Academic Letter and Knight of Knowledge Pin

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

An entering freshman will become eligible for the Academic Letter at the end of the first semester of the sophomore year. However may earn the Knight of Knowledge Pin at the completion of the first semester.

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

Students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades must maintain seven (7) classes in the school's regular day class program. Students in the 12<sup>th</sup> grade must maintain a minimum of six (6) classes in the school's regular day class program. Only classes taken during the regular day class program, including classes at Porterville College, will be considered for the Academic Letter.

Confirmation of each student's grade point average will be determined through the District's computerized GPA printout. At the end of each semester, the student should check with the Guidance Office for grade point average eligibility.

After a student has received the Academic Letter, for each additional semester with a 3.5 or higher, the student will receive a Knight of Knowledge pin.

### **Criteria for Student Assistant**

1. For grades 11 and 12 only; Students work only on their home campus.
2. Must have passed High School Exit Exam in Reading, Writing, and Math.
3. No D's or F's (or have made up class and earned a "C" or better) in core classes.
4. Must have a G.P.A. of 2.0 or higher.
5. Must have 90% attendance previous year/semester
6. Counselor Recommendation
7. Parent permission

### **Criteria for Unscheduled Periods**

1. Must have completed a minimum of 225 credits (by end of summer school)
2. For 12th Grade only
3. Minimum 2.0 G.P.A.
4. No D's or F's (or have made up the class and received a "C" or better) in core classes
5. Must have 90% attendance
6. Must have passed the High School Exams in Math, Writing and Reading
7. Counselor Recommendation
8. Administrative Approval
9. Parent Approval

### **English Language Learner Support**

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

1. Specialty Designed Academic Instruction in English (SDAIE)
2. SDAIE instruction is for English Learners who have a CELDT score of 1, 2, or 3 and a parent letter on file which requests a SDAIE program of instruction. A SDAIE course contains the same basic content as a non-SDAIE course, but the teacher uses different instructions techniques to make that content clearer to a non-English speaker. A Counselor will assist students who are eligible for these classes to be placed in the proper class section.
3. English Language Development (ELD)

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

### **College Planning**

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

- Write or call for information
- Attend on-campus presentations
- Talk to Guidance Staff
- Check the Internet
- Use reference materials

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

**Two-Year Community Colleges and Vocational Programs:** Many training opportunities exist at two-year colleges, adult schools, and private vocational schools. Get specific entrance requirements, costs, and programs regarding each school from the Guidance Department.

**Private and Out-of-State Colleges and Universities:** Admission requirements vary. If you wish to attend a college or university other than California State University or the University of California, get information about the specific requirements for that institution.

**College Entrance Examinations:** See the PUSD High School Course Catalog for specific entrance requirements into California State Universities and University of California.

## Public California Universities

University of California Campuses ( <a href="http://www.ucop.edu/pathways">www.ucop.edu/pathways</a> )		California State Universities ( <a href="http://www.csumentor.edu">www.csumentor.edu</a> )	
UC Berkeley	UC Riverside	CSU Bakersfield	CSU Monterey Bay
UC Davis	UC San Diego	CSU Channel Islands	CSU San Diego
UC Irvine	UC San Francisco	CSU Chico	CSU San Jose
UC Los Angeles	UC Santa Barbara	CSU Fresno	CSU San Marcos
UC Merced	UC Santa Cruz	CSU Fullerton	CSU Sonoma
		CSU Hayward	CSU San Francisco
		CSU Humboldt	CSU Stanislaus
		CSU Long Beach	CSU San Bernardino
		CSU Los Angeles	CSU Dominguez Hills
		CSU Pomona	CSU San Luis Obispo
		CSU Sacramento	California Maritime Academy
		CSU Northridge	

## Dress Code and Appearance

Harmony Magnet Academy is a place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide safe school environment, and promote discipline. The Board of Trustees encourages pupils to dress appropriately for school. The Board believes that pupils should be neatly and cleanly dressed. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable.

This dress code applies to both sexes and will be enforced at school sites, at school functions, and on school buses. The dress code is adopted to promote standards of dress and grooming that promote safe school setting conducive to a positive learning environment.

1. Pupils must dress safely. For example, shoes must be worn at all times at school or during school activities.
2. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare.
3. Clothing, hats, tattoos, and jewelry shall be free of writing, pictures, or any other insignia, which are crude, vulgar, profane, obscene, libelous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
4. Dark glasses shall not be worn in classrooms or offices unless a documented, related health problem exists.
5. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. **Clothes must be sufficient to conceal undergarments at all times.** Underwear-type sleeveless shirts, see-through, fishnet fabrics, or other attire which **expose the body in a sexually suggestive manner**, bare midribs, tube tops, razorback, or halter tops, etc., are not acceptable. **Straps must cover undergarments.**
6. Bandannas and hairnets are not allowed.
7. Clothing will be worn, as its design was traditionally intended. Pants must be worn with the top around the wearer's waist (NO SAGGING PANTS). All Shorts must be at least **MID THIGH** in length (NO EXCEPTIONS).

8. Earrings and other body piercing items, to be worn in ears only.
9. Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable.
10. Attire that may be used as a weapon may not be worn (e.g., steel-toed boots, chains, items with spikes or studs, etc.).
11. Pupils shall not display any material or paraphernalia that incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.
12. Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, may not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang related, the principal or designee will consult with local law enforcement or other school personnel with expertise in gangs.  
***Confiscated items may be turned over to the local law enforcement agencies for appropriate action. Confiscated items will not be returned to the student. Parents may request return of items from the appropriate agency.***
13. Any apparel, hairstyle, hair color, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern, **draws undue attention to the wearer**, or tends to **detract from the education process**, is prohibited.

The principal may make limited written exceptions to this policy for special days, special events or other unusual circumstances.

### Consequences for Dress Code Violations

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

1. Verbal warning and student asked to immediately correct the dress code violation. Student will remain in office until the inappropriate dress is corrected. Available corrections are:
  - a. Student may change into acceptable clothing that is already at school.
  - b. Student may call parent to bring appropriate clothing.
  - c. Student may be temporarily supplied with suitable clothing by the school until the end of the day or until appropriate clothing is brought by parent.
2. If student refuses to immediately correct the dress code violation, the student will be in defiance of school authorities. Parents will be notified and a parent conference held. Parent and student will review the dress code regulations with an administrator. In-school suspension and/or Saturday school/Suspension may be assigned for defiance
3. A second failure to comply with the dress code will result in additional parent conferences and one to five day suspension.
4. Continued defiance of school authority or violation, which threatens a safe and secure educational environment, may result in recommendation for alternative placement.

## General School Information

### Binders and Study Skills

In order to stay organized and promote good study skills, you are encouraged to carry a 3-ring binder with you at all times on the HMA campus. It is recommended that the binder be a minimum of 1½ inches deep, with a pencil pouch, at least two pencils, two black or blue pens, six dividers, and plenty of lined paper. The binder must remain free of graffiti.

### Bus Transportation

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

School bus infractions will be referred to the Assistant Principal. Penalties can range from a warning to a temporary or permanent denial of transportation privileges.

### **Bus Rule Violation Consequences**

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

### **Campus Security**

The Porterville Union High School District makes every effort to provide a safe environment for education. To assist in this effort, Campus Supervisors are employed to maintain campus order.

### **Computer and Internet Usage**

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

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

#### **Yearly Computer User Agreement**

The use of school and district networks must be in support of education, research, and the educational goals and objectives of the Porterville High School District. Students are personally responsible for this provision at all times when using building and district networks.

- The use of another organization's networks or computing resources must comply with rules appropriate to that network;
- Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

#### **Violation of Acceptable Use Policy**

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

### **Computer Vandalism**

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

### **Deliveries**

Harmony Magnet Academy does not accept the delivery of food, balloons, flowers or gifts for students during school hours.

### **Electronic Devices**

Students may possess or use electronic signaling devices, including, but not limited to, pagers, beepers, mp3 players, and cellular phones/digital telephones, provided that such devices do not disrupt the educational program or school activity. The use of such devices is strictly prohibited during class time. The use of such devices is allowed before school, during brunch and lunch, and after school while students are on campus. A progressive monitoring system will be enforced as necessary. ***Electronic signaling devices shall be turned off during instructional time and at any other time directed by a district employee. (BP 5131(b))***

Possession or use of laser pointers is prohibited on campus, except when used for an instructional or other school-related purpose (Penal Code 417.27) prior to bringing a laser pointer on school premises, students must first obtain permission from the principal or designee. The above items will be confiscated and turned over to the Assistant Principal or Dean. Items will be returned to student on 1st offense and to parent on all other

occurrences. ***Students bringing cellular phones, electronic signaling devices, or other electronic equipment to school do so at their own risk. School officials will not investigate theft damage or loss of cellular phones, electronic signaling devices, or any other electronic equipment.***

### **Excessive Display of Affection**

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

### **Hall Passes**

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

### **Honesty Policy**

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

**Cheating Defined:** Obtaining or providing any help on an assignment that is to be completed solely by an individual student. ***This definition applies to:***

- Tests or projects.
- Individual projects and/or research
- Individual homework when so designated.
- Other teacher designated work.

Suspicion of cheating may result in the decision by the teacher to have the student retake the test or redo the assignment.

### **Penalties for Cheating:**

- **First Offense** - Parent notification by instructor. Report filed with Counselor and Principal. Grade of "0" on the work. Student counseled as to seriousness of offense.
- **Second Offense** - Parent notification by instructor. Report filed with Counselor and Principal. Grade of "0" on the work. Conference with parent, student and counselor. Student assigned to detention. Student shall also be placed on academic/ behavior contract
- **Third Offense** - Parent notification by Administration. Grade of "0", referral to administration and parent conference. Student will be referred back to his/her home school.

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

The HMA Library Media Center is available to students from 9:30 AM – 1:30 PM, Monday through Friday. This includes brunch and lunch. Students will have scheduled visits to the Strathmore High School Library, where they will have access to over 8,000 volumes. Printouts and photocopies are available at the cost of 10 cents per page. Most books can be checked out for a two-week period, and can be renewed for two-week extensions for as long as needed. Students are encouraged to return books and materials prior to the due date and are assessed a fine of 5 cents per day for overdue items.

***At the end of the class term or if a student drops or leaves the school, the student must return all of his/her textbooks to the Library Media Center.*** It is also the student's responsibility to pay the replacement cost of any book that is lost or damaged beyond repair, or pay an appropriate amount for repair of a book that is damaged beyond normal wear. All books must be returned and fines and bills paid before grades or diplomas are issued.

### **Lost and Found**

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

### **Work Permits**

State law requires that minors have a work permit issued by the school for a specific type of work before being employed. Work permits may be obtained in the Career Center/Guidance Office. Work permits may be revoked for negative behavior and poor school attendance.

### **Student Activities**

Student activity transactions include the payment of fees, yearbook sales, athletic clearances, prom tickets, school pictures, replacement of Student Body cards, and all other student activity business. Most student activity



transactions are handled in the HMA office during the lunch period. Occasionally, it may be necessary for HMA students to walk to the Strathmore High School student activity window located on the south side of SHS administration building. Students need to present a current Student Body Card to make purchases.

## Vehicle Use and Parking

Students must have prior approval from the Principal to drive their own vehicles to off-campus classes. Driving to “other” school events is not allowed. At no time should a student transport another student to or from a school-sponsored event. A student may ride home with their own parent or guardian after a school-sponsored event (athletics, field trip, etc.).

Cars must be correctly parked within the marked spaces. Parking on side streets in residential areas is prohibited by city ordinance. **The school does not accept responsibility for theft or damage to vehicles or bicycles parked at school.** Secure vehicles, lock your bicycles and report any suspicious activity to school officials.

## Visitors

Harmony Magnet Academy welcomes parents to visit the school when they wish. However, in accordance with state law, ALL visitors must stop at the office to make arrangements to enter the school grounds. Visitor passes are distributed through the Assistant Principal in the front office. **Students are NOT allowed to bring visitors on campus.** Guest passes for students are granted on an individual basis and are for official business only.

## Graduation Requirements

### Total Units Required for Graduation: 260 Credits

**English:** **40 credits:** English 1, 2, 3 or 3AP, and Expository Reading/Writing or 4AP. Credits must be earned at all four grade levels; **Does Not Count,** English Review, Yearbook, and Academic Decathlon.

**Mathematics:** **30 credits:** Algebra/Integrated Math 1 through Calculus; also, AP Statistics. All students must pass Algebra or an approved sequence of courses covering the Algebra standards (Ed. Code 51224.5). All students must complete three levels of Mathematics and are encouraged to take Math all 4 years to be college and career ready (this includes community colleges and career technical programs). Engineering students must complete 3 levels of Mathematics and take a Math class all 4 years. **Elective Credit Only:** Repeated Math class or Academic/Math Enrichment.

**Fine Arts:** **10 credits:** Instrumental, Theatre Arts, Video Production, Graphic Design, and Dance, (Performing Arts Students), and Band or Choir at SHS.

**Foreign Language:** **20 credits:** French and Spanish

**Physical Education:** **20 Credits:** *Count as P.E. for 9<sup>th</sup> Grade:* PE 1/Health for all students (Adaptive

PE if medically authorized); students cannot earn more than 10 credits of PE in 9<sup>th</sup> grade.

Athletic Conditioning, PE 2, or Dance Elements (Performing Arts students) count as PE credit for 10<sup>th</sup> grade and above. PE Exemption: Students in grades 10-12 may be granted Physical Education Exemption under the following special circumstance: The student in grades 10- 12 is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours (Education Code 51242). Such exemption shall be granted on the basis of full participation with 2 separate athletic programs, for 2 years each, for one year exception.

**Science:** **20 Credits:**

**Laboratory Physical Science: 10 credits:** Chemistry

**Laboratory Biological Science: 10 credits:** Biology

**Social Science: 30 Credits:** 10 World History, 10 U.S. History, 10 Civics/Economics

**Elective Credits: 90 Elective Credits:** Academy of Engineering/Academy of Performing Arts electives

**NOTE:** Credits transferred for core graduation requirements must be aligned with State and District standards. All students must demonstrate computer competency through a computer course or challenge exam.

Students will be offered many opportunities for special assistance if it is needed. It is important that we work together to help all students succeed.

## Commencement Ceremony Requirements

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

**Note: A student shall receive a diploma from the school where he/she completes the requirements for graduation. Additionally, any disruption of a Senior Activity will result in out-of-school suspension and loss of Commencement Ceremony privileges.**

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

1. Illness verified with a doctor's note.
  - a. If the illness is of a long-term nature, a doctor's excuse must be renewed each quarter, or upon request.
2. Quarantine directed by a county or city health officer.
3. Subpoena/Jury Duty--would be on a daily basis.
4. Attending funeral service of a member of the pupil's immediate family, (parents, grandparents, and/or siblings).
  - a. One (1) day in California.
  - b. Three (3) days out of state.
5. School activity absences, limited to ten (10) day/periods per class, per semester.
  - a. Area/State or National competition shall not count in the total.
  - b. A student must miss more than 50% of the class period to be considered an absence.

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

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

- All make-ups may be scheduled by school staff or requested by the student.

**Twenty-five days of attendance shall be the maximum granted for absence make-up.**

## Mid-Term Graduation

Students Interested in graduating mid-term senior year will be required to have a parent meeting with the School Counselor to plan out a projected Pathway and graduation requirements. It is recommended the meeting take place during the sophomore school year or prior to the beginning of the junior year. Seniors completing all graduation requirements and credits by mid-term may request a mid-term graduation. Submit to the principal a Request to Graduate Mid-term (obtain this form from the Guidance Office) by the first week in December.

## Valedictorian Requirements

Any student who attains the following academic status will be acknowledged as a Valedictorian.

- Valedictorian(s) will earn no less than an "A" grade (4.0 scale) in all non-weighted coursework taken during high school.
- Valedictorian(s) will earn no less than a "B" grade (5.0 scale) in all weighted courses (Honors/AP) taken during high school.
- Valedictorian(s) must qualify to be recognized as CSF Seal Bearers.
- Valedictorian(s) must meet all A-G requirements for CSU/UC entrance.

NOTE: In the event that no student attains a 4.0 grade point average using the criteria in items 1 and 2 above, the school will then select the student(s) with the highest unweighted grade point average. \*District will revisit the Valedictorian Requirements once Smarter Balance Scale Scores have been determined and approved by California Department of Education.

## Seal of Biliteracy

The California State Seal of Biliteracy Criteria established in legislation certifies attainment of a high level of proficiency in two or more languages. The English criteria include:

- Completion of all English language arts requirements for graduation with an overall grade point average of 2.0 or above.
- Passing the California Standards test in English language arts administered in grade 11 at the proficient level or above.
- For English learners not reclassified, attain the overall early advanced level on the English language development test

The criteria for proficiency in a language other than English, is one of the following:

- Passing a World Language Advanced Placement examination with a score of 3 or higher
- Passing an International Baccalaureate examination with a score of 4 or higher
- Successful completion of a four year high school course of study in a world language and attaining an overall grade point average of 3.0 or above
- Passing a school district language exam that, at a minimum, assesses speaking, reading and writing passing at a proficient level or higher
- Passing the SAT II world language examination with a score of 600 or higher

## California Scholarship Federation, (CSF)

### ***CSF Semester Membership***

To qualify for CSF membership this semester, follow these guidelines:

6. You must earn a minimum of 10 points from last semester's grades.
  - a. The first 4 points must be from LIST I (unless you are a senior applying for membership in February or June)
  - b. The first 7 points (including the four points described in "a") must be from LISTS I and II.
  - c. The remaining points may come from any LIST (I, II or III).
  - d. See your campus CSF advisor for these lists.
7. You must use no more than 5 courses to qualify.
8. No CSF points are given for physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teaching assisting, and courses taken on a pass/fail basis.
9. CSF points are granted as follows: A grade of A = 3 CSF points. A grade of B = 1 CSF point. (Note: a grade of B in an AP, IB, or Honors course earns 2 CSF points) A grade of C = 0 CSF points. A grade of D or F in any course, even in one you cannot use to qualify, disqualifies you from membership at this time. NOTE: More points are given for courses taken under the auspices of a college. Check with your advisor for the exact number.
10. Semester membership is based on work done in the previous semester. (Under very limited circumstances summer school may also be used; you should check with your advisor before listing any summer school work.)
11. You must reapply each semester.

### **Seal Bearer Requirements**

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

# Disciplinary Procedures

## Jurisdiction

All school rules will be enforced:

1. While on school grounds,
2. While coming to or going from school
3. During school hours whether on or off campus, and
4. During or while coming to or going from a school-sponsored activity.

## Searches and Seizures

California Education code 49050 and 49051 provides school officials with the latitude to search students, their possessions, and automobiles in the ongoing effort to maintain a safe and secure campus. When a school official has “reasonable suspicion” that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the school official access of other personal items (locker, backpack, car) which may contain contraband or dangerous objects. The school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware the grounds for suspension commonly include being “out of bounds.” Students should be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, he or she should go immediately to the nearest school official and report it (or turn it over if it is safe to transport). During the school year, drug detecting dogs will also search classrooms randomly. The handler and the dog will be accompanied by an administrator. The room will be cleared and the search will be conducted. If contraband is found, the student will be requested to accompany the administrator to the office.

## Suspension/Expulsion

Suspension and/or expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any pupil, including pupils with exceptional needs may be suspended – and possibly expelled- for any of the reasons enumerated in California Educational Code section 48900 (see pages 17-19 for full description of codes) , or if the school determines that the pupil’s presence causes danger to persons of property or threatens to disrupt the instructional process. Suspension removes a student from campus from one to five days after which time the student may return to school. Expulsion removes a student from his/her current educational setting for a length of time directed by the Superintendent of Schools. Expulsion is a formal process, which entails a suspension and a hearing at the District Office. Students who have been expelled by the governing Board may not attend any school program operated by the Porterville Unified School District until the Governing Board acts to lift the expulsion. ***Suspended students must be home during school hours and are not to be on or near the school grounds, or any school activity until the suspension is lifted.***

## Assertive Discipline

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

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

**In order for students to learn and teachers to teach, every student is expected to abide by the following principles:**

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

## Consequences:

- 1<sup>st</sup> STEP: Student/Teacher conference.
- 2<sup>nd</sup> STEP: Teacher/Parent/Student conference; detention may be assigned by the teacher.
- 3<sup>rd</sup> STEP: Counselor/Parent/Student/Teacher conference; disciplinary action\*
- 4<sup>th</sup> STEP: Referral to Assistant Principal or Dean; Parent/Student conference; disciplinary action\*

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

Students who are removed with a grade of “F” and NO CREDIT in 2 classes in a semester may be referred to Alternative Education. **All students who are tardy to class will serve detention along with the consequences for each step.**

The above step sequence involves classroom behavior only. More serious discipline issues of defiance, insubordination, or severe misconduct will be dealt with through a discipline referral and by sending the student to the Assistant Principal or Dean. Police authorities may be notified.

Students also have a responsibility to notify their parents/guardians of any discipline problems they have encountered at school. Parents/guardians have the responsibility to contact teachers, Deans and the Assistant Principal when they have received notification via phone or mail that there is a problem at school.

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

## Disciplinary Violations

### Violation of California Education Code 48900, Section (A) – (L) and 48900.2–48900.4

#### Fighting: 48900 Section A

- Students are expected to seek non-violent and constructive solutions to conflict.
  - Caused, attempted to cause, or threatened to cause physical injury to another person.
- Consequences:** Students involved in fighting for the first offense within a four-year period while enrolled at Harmony Magnet Academy: Suspension for five days, citation by Police into Thunderbolt. **Consequence for a second offense** while enrolled at Harmony Magnet Academy: the student will be suspended for five days, cited by Police into Thunderbolt and referred to alternative education. **Students who commit an assault, battery or cause severe injury are subject to arrest and referral to the Governing Board for expulsion.**

#### Dangerous Objects: 48900 Section B

- Students are expected to maintain a safe environment in the school.
  - Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.
- Consequences:** Five-day suspension, citation by Police into Thunderbolt, and referral to the Governing Board for expulsion on the first offense.

#### Controlled Substances: 48900 Sections C & D

- Students are expected to be drug and alcohol free.
- Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens and the prescription drug Soma. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

**Consequences:** Alcohol: Students found in possession of alcohol or who use alcohol while under the school’s jurisdiction will be suspended for five days. Upon return, student will participate in on-campus Substance Abuse Counseling. If the student has committed a previous alcohol-related infraction, he/she will be referred to alternative school setting. Students who furnish (provide or give) or sell alcohol to another will be suspended for five days and may be referred to the Governing Board for expulsion on the first offense.

**Other Controlled Substances:** Students who possess, use, furnish, or sell, or are under the influence of any controlled substance will be suspended from school for five days and referred to the Governing Board for expulsion on the first offense.

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

**Robbery: 48900 Section E**

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

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

**Damage to Property: 48900 Section F**

- Students are expected to respect the property of others.

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

**Theft: 48900 Section G**

- Students are expected to respect the property of others.

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

**Tobacco: 48900 Section H**

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

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

- 1st offense: Home suspension for the remainder of the day and referral to the Insight program.
- 2nd offense: Three-day home suspension referral to the Insight program.
- 3rd offense: Five-day home suspension, referral to the Insight program.
- 4th offense: Citation by the police department, and referral to alternative school site.

**Obscenity, Profanity, and Vulgarity: 48900 Section I**

- Students are expected to treat all members of the school community with respect and practice responsible and honest behavior.
- Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent, or coarse language.

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

**Paraphernalia: 48900 Section J**

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

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

**Defiance and Disruption: 48900 Section K**

- Students are expected to follow all school rules and respect the authority and direction of school staff. To behave in a safe and orderly manner and treat all members of the school community with respect.

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

**Consequences:** Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a detention, suspension through referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense.

**Receiving Stolen Property: 48900 Section L**

- Students are expected to respect the property of others.

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

**Imitation Firearm: 48900 Section M**

- Students are expected to maintain a safe environment at school
- Possessed an imitation firearm; as used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

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

**Sexual Harassment: 48900.2 Communication through Electronic Devices apply**

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

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an Administrator.

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

5. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
  6. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.
  7. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
  8. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution

**Complaint Procedure**

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

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

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

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

### **Hate/Violence: 48900.3: Communication through Electronic Devices apply**

- Students are expected to treat all members of the school community with respect.
- Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence. This includes, but is not limited to, any violent behavior associated with anger towards other persons based upon race, gender, ethnicity, or religious preference.

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

### **Harassment, Threats, and Intimidation: 48900.4 Communication through Electronic Devices apply**

- Students are expected to treat all members of the school community with respect.
- Harassment of students or staff, including bullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Harassment, threats or intimidation for the purpose of either preventing the student or staff from being a witness or retaliation against that student or staff for being a witness or both.

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

### **New Law Regarding Cell Phone searches:**

- ***The scope of the search is reasonably related to the circumstances that justified the original search.***
- ***Search of the phone at inception when the administrator has reasonable grounds to suspect the search will disclose evidence that the student has or is violating the law or school rule.***
- ***Administrator's reasonable suspicion must be supported by articulable facts.***
- ***Student Consent:*** Request consent by the student to search the phone.
- ***Parent Consent:*** Request consent given by the parent.
- ***Emergency Exception:*** A search is authorized to prevent a present emergency and risk of death or serious injury risk to any person.
- ***Temporary Possession of Phone by Administrators:*** Administrators may hold the phone while the investigation is taking place or while awaiting confirmation from the District Administration on whether a search without consent is appropriate.