

Table of Contents

Welcome Message	1
Parent/Guardian Information	2
Academic Honesty Policy	3
Computer Use Notice	4
Student Attendance	6
Student Services	9
Student Rules	11
Student Vehicles	14
Dress Code Policy	15
Dance Guidelines	16
Extra- and Co-Curricular Activities	17
Athletic Code of Conduct	21
Transportation Guidelines	23
Cause for Discipline	25
Work Permits	28
Alternative Schools	29
Annual Notifications	30
Sexual Harassment Policies	31
Bullying Policy	34
Use of Pesticides	37
District Calendar	38
Master Schedule	39
Discipline Chart	41

Welcome Message

Message for Parents and Students

Welcome to Borrego Springs Middle and High schools. Please take the time to carefully read this handbook. Within it are the rules and guidelines expected of our students.

Mission Statement

We are Borrego Springs Unified School District. As a small school and caring community, we work together to provide every single student a diverse and academically rich education. We aspire to produce graduates who have their own visions for the future, armed with strong values and the tools for success in college, career, family and community life.

School Wide Learner Outcomes (SLO's)

1. Competent individuals who: Demonstrate proficiency in the English Language through reading, writing, speaking, and listening.
2. Critical thinkers who: Demonstrate mathematical literacy in academic and real world settings using quantitative reasoning skills.
3. Effective communicators who: Demonstrate proficiency in all abilities needed to acquire, process, and communicate information through the use of technology.
4. Lifelong learners who: Are responsible citizens who will become valuable members of their colleges, work places, and community.
5. Confident students who: Promote critical thinking skills through collaboration and performance tasks.

Statement of Nondiscrimination

The district has a policy of nondiscrimination regarding race, color, national origin, sex, gender identity, actual or perceived sexual orientation or handicap. The district assures that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities, with few exceptions such as contact sports.

Parent/Guardian Information

Parents may contact the instructor by email or calling the office to arrange a conference. Please remember our faculty is here to help your student, and will attempt to resolve any questions or problems. If you are not satisfied with the outcome, please make an appointment to see the Principal.

The following points are directions from the Education Code and/or the BSUSD Board, and will be enforced by the district administration.

Emergency Card Information Changes

If your name, street address, mailing address, telephone number, emergency contacts, or place of employment changes at any time during the school year, please notify the office immediately. It is very important we have current information in order to contact you, especially in case of an emergency.

Medications at School (EC 49423)

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medications(s). Any student may carry and self-administer prescription auto-injectable epinephrine, or inhalers, only if the student submits a written statement of instructions from the physician and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication(s).

Sunscreen Usage / Sun Protective Clothing (EC 35183.5)

Students will be permitted to use sunscreen without a physician's note. For outdoor use, students are allowed to use sun-protective clothing.

School Food Services (EC 49510-49520)

Provision 2 provides that all students will receive breakfast and lunch at no charge. There is no application fee.

Messages

Messages will be relayed to students through the front office only in case of **extreme emergency** and only from parents or guardians.

Visitor Permits

- All visitors to the campus, including vendors, must sign in at the office. Visitors will be provided with a badge which they must wear while on campus.
- Parent visitors who want to visit a class must sign in at the office. Parents may visit up to two periods per day and are required to schedule at least a week in advance.

Academic Honesty Policy

Our school is committed to maintaining academic honesty. Academic dishonesty is an attempt by a student to show possession of a level of knowledge or skill which he/she does not possess. Academic dishonesty includes but is not limited to:

1. Plagiarism – intentionally or knowingly presenting words, ideas, or work of others as one's own work. This includes copying homework, reports, or computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit (without permission), or paraphrasing another's work without giving credit.
2. Cheating during exams – includes using and/or possessing unauthorized cheat sheets or test answers, copying from another, looking at another student's exam, opening books, phones or computers when not authorized, obtaining advance copies of exams, obtaining information (including questions and/or answers), and/or passing along this information, and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests.
3. Falsifying documents – includes signatures on forms, letters, and attendance excuses.

(BP 5131.9)

Academic Honesty Policy Responsibilities

1. Students are to follow the policy. A student who is aware of another student's academic dishonesty is to report the instance to the instructor of the class or the principal
2. Teachers will make clear the policy will be fully supported. Instances of academic dishonesty will be reviewed and appropriate action taken by school administration.
 - Penalty for violating this policy shall include, at a minimum, a zero score (an 'F' grade) on any assignment/test where cheating is proven to have occurred and an 'U' in the class for that grading period in citizenship. Repeat offenses shall result in a grade of 'F' for the semester in which the infractions occurred. At the high school level, any student who is proven to have violated the school's Academic Honesty Policy will be ineligible for any student awards or recognition. Additionally, school personnel shall be discouraged from writing positive letters of recommendation for college admission, employment, and scholarship competition for any proven violators of this policy.

Computer Use Notice

This computer use notice governs the use of all district computer and network resources. These resources have an educational purpose. Student use of these resources will be governed by this notice, related to district regulations, and the student disciplinary code.

To help ensure adherence of proper usage, the district uses a filtering service to limit access to inappropriate material on the Internet. A firewall product is in place to monitor user access to the Internet.

Rights and Responsibilities

Computers and networks can provide access to resources on and off the district facilities, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly.

Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Existing Legal Context

All existing laws (federal and state) and district regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Users do not own accounts on district computers, but are granted the privilege of exclusive use. Under the Electronic Communications Privacy Act of 1986 (Title 18 USC section 2510), users are entitled to privacy regarding information contained on these accounts. The Act, however, allows system administrators or other designated district employees to access user files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of the district. For example, system administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, student files on district computer facilities are considered educational records under the Family Educational Rights and Privacy Act of 1974 (Title 20 USC section 1232(g)).

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable under any applicable district policies, or procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Computer Use Notice

Other organizations operating computing and network facilities that are reachable via the district network may have their own policies governing the use of those resources. When accessing remote resources from district facilities, users are responsible for obeying both the policies set for in this notice and the policies of the other organization(s).

Enforcement

Any violation outlined herein or in the Electronic Information Resources Users' Contract form will be subject to disciplinary action to be determined by the principal or designee.

Student Attendance

District Attendance Policy

State attendance laws require regular school attendance and punctuality. Compulsory Attendance Law, (ED 48200), requires that each person ages six to eighteen years old attend school. It is the responsibility of parents/guardians to see their children comply. Students with excessive absences perform at a lower level. Regular attendance is essential to a student's success. If it is necessary for a student to be out of school for family reasons, parents should contact the school prior to the absence to arrange for an Independent Study Contract.

Attendance Requirements (EC 48205, AR 5113(a,b,c))

1. **Excused absences** are defined as:
 - absences due to personal illness (excused by a parent or doctor note); absences due to illness can be excused by a parent/guardian note up to three days; after three consecutive days, a doctor's note is required in order for the student to return to school,
 - quarantine under the direction of a county or city health officer,
 - a medical, dental, optometry, or chiropractic appointment,
 - funeral of an immediate family member defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household (ED 45194, 48205); limited to one day if the service is conducted in California or three days if the service is conducted out of state,
 - subpoenaed court appearance,
 - jury duty in the manner provided by law
 - school sponsored activity,
 - appearance at SARB,
 - absences for religious holidays and retreats, and funeral services for someone not a member of the immediate family, are excused upon written request of the parent/guardian and prior approval of the Principal or designee and pursuant to Board policy; attendance at religious retreats is not to exceed four hours per semester.
2. **Unexcused absences** are for personal or non-ill reasons not listed above. Absences due to school disciplinary suspension are also counted as unexcused. Any false claim(s) concerning student absence(s), made by any parties, will result in the absence(s) being deemed unexcused for reasons of attendance.

Tardy Policy

A student is considered tardy if he/she is not in his/her classroom with proper materials when the tardy bell rings. Teachers may require students to be in their seats when the bell rings. A tardy will only be excused if it pertains to an illness, a medical appointment that is confirmed by a doctor's/dentist's note, funeral, school personnel note or otherwise stipulated in EC 48205. All other tardies will be considered unexcused.

Student Attendance

The consequences of unexcused tardies are as follows:

Students will be given lunch detention for every tardy. Once a student accrues 10 tardies, in-house suspension will be assigned, and for every 5th tardy thereafter. Continued tardiness may also result in the student not being allowed to participate or attend any or all extra-curricular activities for the remainder of the school year.

If a student arrives at school more than 30 minutes late, the parents must notify the office. Students who are more than 30 minutes tardy may be considered truant and thereby subject to the discipline policy guidelines regarding truancy.

Cut Policy/Leaving Campus

The consequences for a student who is confirmed to be cutting class are outlined in the district discipline chart.

Truancy (AR 5113.1(c))

A school administrator or designee, or peace officer may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person so arresting or assuming temporary custody shall deliver the student and make reports in accordance with Education Codes 48265 and 48266. (EC 48264)

Upon receiving a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341, the district designee shall make a full and impartial investigation of all charges. If it appears upon investigation that the parent/guardian has violated these laws, the Superintendent or designee shall refer such parent/guardian to the SARB, school attendance review board. (EC 48290, 48291, 48292) Please refer to the district discipline chart.

SARB, Student Attendance Review Board

Any time a student exceeds three absences or five tardies in a single school year the parent or

the parent/guardian may be sent to a School Attendance Review Board (SARB) hearing. This board is composed of representatives from Law Enforcement, Social Services and Education. Their purpose is to find solutions to poor school attendance for each student. The disposition of these hearings may include penalties for Penal Code violations, accessing social services and alternative educational placement.

Interdistrict Attendance (BP 5117(a))

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

Student Attendance

Interdistrict Attendance Permits (BP 5117(a))

Upon request by a student's parent/guardian, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs. The interdistrict attendance permit shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. The Superintendent may deny interdistrict attendance permits because of overcrowding within district schools or limited district resources. (EC 46600)

Independent Study Program

The school strongly encourages parents/guardians to have their child take advantage of the short term independent study program when the student will be absent from school for five or more consecutive days for supervised travel, study or other training and may not exceed 15 consecutive days. This program allows students in grades six through twelve the opportunity to receive and complete required work to help the student stay involved in their studies.

Independent Student Contract

When a parent/guardian becomes aware that their child will be absent from school for five or more consecutive days, the parent/guardian may request an Independent Student Contract of class assignments. The Independent Study Contract should be requested at least ten days prior to the date of the first absence. All assigned course work must be completed within two days after the student returns to school as stated on the contract.

- **Parent responsibility** – contact the school office to request the contract. Provide the dates of absence, then sign and date the form Submit the contract to the pupil services clerk at least one week prior to the first day of the absence.
- **Student responsibility** – collect all assignments from course teachers. Return all completed assignments to course teachers within 2 school days after returning to school.
- **Pupil Services responsibility** – obtain signature from course teachers along with their authorization of assignment completion.

If these steps are not followed, the Independent Study Contract will be void, and the assignments will not count toward the student's grade.

Student Services

Textbooks

Textbooks are issued directly to the student from either the teacher or the school librarian. The student is responsible for all textbooks issued to him/her. **It is the responsibility of the student to maintain their textbooks in good condition.** The student / parent / guardian is responsible for any damages to textbooks or library books and must pay to replace any lost, stolen or damaged books or other materials belonging to the school. Please notify the teacher immediately if a textbook is lost, stolen, or damaged.

When a student drops a class or withdraws from school, all issued books must be returned to the teacher or the school librarian. Payment for lost, damaged or stolen books must be made to the district business office. Refunds of payment can be considered when a book is returned within 30 days after payment is made.

Library Use

Students are encouraged to use the school library for class assignments or personal reading. Students must respect the materials and equipment in the library. Being allowed to eat in the Library area is a privilege and may be taken away at any time by the librarian.

Registered students, and employees of the district, may borrow books and materials. Students must have an application signed by a parent/guardian on file, and use their identification card for check out. Books and materials are checked out for two weeks with renewals as needed. The charge for lost, stolen or damaged books is the price of the book. **All charges must be paid before the end of the term; otherwise grades / transcripts / graduation will be withheld.**

Eating Areas on Campus

Students may not leave campus for lunch. A parent/guardian may deliver snacks/lunch for the student but must first check in at the school office. MS students may eat snacks and lunch in the cafeteria or at the tables/benches under the covered area. HS students may eat snacks and lunch in the cafeteria or in the quad area of the HS campus. Shelled seeds, such as sunflower seeds, are not allowed on campus. **Students are expected to be responsible for disposing of their trash.**

Lost and Found

Lost and found items will be held in the school office. At the end of each month, unclaimed items will be donated to charity or thrown away.

Money and Valuable Articles

It is recommended students do not bring large amounts of money or other valuable items to school. If such items are brought to school, they should be in the possession of the owner at all times. **The school cannot accept responsibility for lost or stolen money or other articles such as electronic and/or digital devices.**

Theft, Vandalism and Damage Reporting

All incidents involving theft, damage, vandalism, or any other unusual circumstances are to be reported to the school office.

Student Services

Event Guest Passes

Students must obtain authorized permission to bring a guest to non-sport, school-sponsored events. Guests over the age of 20 will **not** be allowed to school-sponsored events. All students and guests will be required to show a photo ID to enter an event.

Student Rules

Students shall conform to regulations of the Board or Trustees, the Superintendent, the Principal, Teachers and Staff of the school and district. Both the student and parent/guardian must agree to comply with school guidelines at the beginning of the school year or when transfer students enroll during the school year.

Students must comply with school regulations, pursue the required courses of study, and submit to the authority of teachers. (EC 10609) Every student must attend school punctually and regularly; conform to the regulations of the school; obey promptly all directions of teachers and others of authority; observe good order and propriety of deportment; be diligent in study; be respectful of teachers and others in authority; and refrain entirely from the use of profane and vulgar language. (Article section 62; Title V., California Administration Code)

Students will be held responsible for their actions. Students are expected to make appropriate choices and behave in a manner that carries obligations. Therefore,

1. Be on time for class. Enter and exit the classroom quietly. This shows respect to your teacher and your peers.
2. Be prepared to succeed. Have materials ready for class and be prepared to work. Always do your best. Be responsible; turn assignments in on time.
3. Take pride in your school. Each student must make a commitment to do everything possible to express and maintain a positive school appearance. Place all trash and food scraps in the proper trash receptacle. Remember there is no food, drinks, or gum allowed in class, the library or labs.
4. Students are responsible for the proper care of all books and supplies provided by the school. Students who deface property or do other damage to school or personal property or equipment will be required to pay for the damage, or replace the item. The school is not responsible for lost, stolen or damage to student property.
5. There is no public display of affection allowed on campus. Public displays of affection beyond hand-holding are unacceptable. This includes hugging, kissing, and other physical displays of affection or contact.
6. Respect the rights and property of others. Treat others with respect; expect respect in return.
7. Treat all school property with respect. It is your responsibility to maintain a clean campus and to treat school equipment properly.
8. Remember this is a closed campus. In order to keep students in a supervised, safe, and orderly environment, the Board of Trustees has established a closed campus at all district regular schools. Once students arrive at school, they must remain on campus until the end of the school day unless they have a written authorization or phone approval from their parent/guardian, and received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action. There are no off-campus lunch privileges. (BP 5112.5)

Student Rules

Cell Phones and Other Mobile Communications Devices (BP 5131(c))

1. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the students health and the use of which is limited to health-related purposes. (EC 48901.5)
2. Students may possess or use on school campus personal electronic signaling devices including, cellular/digital telephones and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Students may use electronic and digital devices during scheduled snack and lunch breaks but not in the classroom unless specifically authorized by the teacher for a specified period of time.
3. Cell phones are not allowed for use in classrooms, unless otherwise noted by the teacher for a specific lesson. Teachers will have an allowable cell phone use policy in their class syllabus students and parents/guardians receive at the beginning of the school year to be signed by said parents/guardians and students.
4. If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, the following consequences will be enacted:
 - a. 1st offense-Device confiscated and the student gets it back at the end of that day.
 - b. 2nd offense-Device confiscated and held until picked up by parent or designee.
 - c. 3rd offense-Device confiscated and held until picked up by parent or designee.
 - d. 4th offense-Device confiscated and held until parent and student meets with Principal. A behavioral contract may be implemented which would require the student to provide the school with the device at the beginning of each school day and returned at the end of that day for the remainder of the school year.
5. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

Laser Pointers (PC 417.27)

Students are prohibited from being in possession of a laser pointer, unless possession is for valid instructional or other school related purpose.

Tobacco (BP 5131.62(a), cf 5131.6, EC 48901)

1. The Board of Trustees recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.
2. Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees.

Alcohol and Other Drugs (BP 5131.6(a))

1. The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs and desires that every effort be made to reduce student use of these

Student Rules

- substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety, and creating a disciplined environment conducive to learning.
2. The Superintendent or designee shall develop a comprehensive prevention and intervention program that includes instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians, and coordination with appropriate community agencies and organizations. (cf 1020, 0450, 4020, 6020)

Conduct of Students (EC 44807)

Every teacher shall hold students accountable for their conduct on the way to and from school, and on the playground/school campus. Therefore, students must conduct themselves in a respectful manner. Students may be subject to disciplinary action for misbehavior going to and from school.

Student Vehicles

Borrego Springs high school provides the opportunity for students to bring their personal transportation vehicles including bicycles, skateboards, motorcycles, automobiles to school, subject to legal and safety provisions.

1. Legal requirements:
 - Motor vehicles must be licensed and legal if they are driven onto school property.
 - Drivers of all vehicles must have the necessary permits, licenses, insurance when driving any vehicle on school property.
2. Safety requirements:
 - Bicycles, skateboards (and the like) shall not be ridden on the school campus except as necessary to come to and leave the school. Bicycles are to be parked at the designated area while school is in session. Skateboards and the like can be left in the front office until the end of the day.
 - All students under 18 years of age are required by law to wear a bicycle helmet when riding bicycles to and from school.
 - Parking tags: vehicles driven by students on campus must be registered with the school office, and receive a student parking tag in order to be parked on campus. The school tag is not transferable, and must be renewed every year. Contact the office for appropriate paperwork and instruction.
 - Any inappropriate driving behavior can result in loss of vehicle permit privileges.
 - All motor vehicles are to be driven in a safe manner. No persons will be permitted to hang onto motor vehicles in an unsafe manner. Drivers will not exceed 10 mph at any time while driving on the school campus.
 - All motor vehicles are to be parked in the student parking lot. Students are not to loiter in the parking lot or visit the parking lot without permission, except as necessary to come to or leave the school campus. The parking areas are out-of-bounds during the school day. Do not use any vehicle as a locker, or to store items.
 - Parking or driving in the interior areas of the campus is not permitted.
3. Attendance requirements:
 - SB 558 and vehicle code section 13202.7 permits the Juvenile Court to suspend or restrict driving privileges for minors who have been determined to be habitual truants (5 unexcused absences or cuts). Pupil services will monitor student attendance and issue truancy citations as warranted.

Violation of the above requirements may result in referrals to the established discipline policy and/or referral to the appropriate State of California legal agency.

Dress Code Policies

All students are expected to be dressed appropriately, neatly, and cleanly while on campus, or during any school event or activity. Additionally, student dress and/or grooming which interferes with or detracts from an environment conducive to academic learning or study, disrupts or threatens to disrupt the educational or instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited. Minimum dress and grooming standards include but are not limited to:

1. Students must dress safely; appropriate footwear must be worn at all times.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia, which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive; clothing and jewelry that advocates racial, ethnic, or religious prejudice or other unlawful acts are prohibited;
3. Clothing or jewelry containing emblems, printing, lettering, or pictures pertaining to drugs, including tobacco, alcohol, sex, or profanity is not permitted;
4. Dark glasses shall not be worn in classrooms or offices unless a health problem exists;
5. Students and clothing shall be clean so as not to promote unhealthy or unsanitary conditions;
6. Clothing must be sufficient to conceal all undergarments; any clothing which exposes the body in a sexually suggestive manner is not permitted; skirts and shorts must be below the fingertips when arms are held at the side.
7. Any material clothing, grooming, or articles brought to school including notebooks, binders and books) that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of school is prohibited.
8. This list is not exhaustive; final decision is made by school administration if it is deemed students are not dressed appropriately for school.

(BP 5231 (a))

Physical Education Dress Code

1. Middle school students are required to have the following items of clothing for class:
 - Swimsuit (only one-piece swimsuits for girls)
 - Plain white t-shirt with sleeves (no writing or design)
 - Blue or black shorts (knee length or shorter, no short-shorts, no jean shorts and no baggies)
 - Tennis shoes or appropriate sports shoes
 - Socks
 - Sweats (black, white, gray or red) for cold weather, optional
2. High school students are required to have the following items for class:
 - Swimsuit
 - Plain white t-shirt with sleeves (no writing or design)
 - Black shorts (knee length or shorter, no short-shorts, no jean shorts and no baggies)
 - Tennis shoes or appropriate sports shoes
 - Socks
 - Sweats (black, white, gray or red) for cold weather, optional

Dance Guidelines

Dance Guidelines

1. Only currently enrolled students may attend unless permission is given by the administration.
2. Middle school: Guests attending a middle school may attend a school dance only if an Application for Dance/Event Guest Pass has been completed and submitted to the Principal for review and authorization, and is approved for issuance of a guest pass. High school students will not be issued a guest pass for middle school dances.
3. High school: Guests under 21 years old may attend a school dance only if an Application for Dance/Event Guest Pass has been completed and submitted to the Principal for review and authorization, and is approved for issuance of a guest pass. Middle school students will not be issued a guest pass for high school dances.
4. A student who has entered the dance may not go to the parking lot or leave the area, and then be readmitted to the dance. Students are only allowed to leave the dance to use the restrooms or to get a drink of water. Students must always remain within the vision of a chaperone.
5. Students attending the dance must arrive no later than one-half hour after the start of the dance. Students will not be permitted to enter the dance one-half hour after the dance has started.
6. Parents/guardians may be called if a student leaves early.
7. No beverage containers except those purchased at the dance will be permitted on the premises.
8. Any student with tobacco, alcohol, or drugs will be suspended, and removed from participation in all additional activities for the remainder of the school year. Guests violating this rule will not be given permission to attend any future events.
9. Students must adhere to the dress code policies.

Extra and Co-Curricular Activities

Extra- and Co-curricular Activities

The Board of Trustees recognizes that extra – and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra- and co-curricular activities without compromising the integrity and purpose of the educational program. (BP 6145(a))

No extra- or co-curricular program or activity shall be provided or conducted separately and no District student's participation in extra- or co-curricular activities shall be required or refused based on the student's gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extra- and co-curricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925) No student shall be prohibited from participating in extra- or co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

Eligibility Requirements

To be eligible to participate in extra- and co-curricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to:

1. Maintenance of a minimum of 2.0 grade point average (GPA) on a 4.0 scale;
2. Maintenance of minimum progress toward meeting high school graduation requirements;
3. Students with two or more F's does not meet eligibility requirements
4. Two or more 'U's' in citizenship does not meet eligibility requirements

*(exception: 1st grading period for 6th grade)

Note: Incoming 9th graders' eligibility is based upon the last grading period of 8th grade.

The Superintendent or designee may grant ineligible students a probationary period of not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The Superintendent or designee may revoke a student's eligibility for participation in extra- and/or co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Extra- and Co-curricular Definitions (AR 6145(a))

1. **Definitions**
 - a. Extra-curricular activities are those programs that have all of the following characteristic:
 - i. The program is supervised or financed by the school district;
 - ii. Students participating in the program represent the school district;
 - iii. Students exercise some degree of freedom in the selection, planning or control of the program;
 - iv. The program includes both preparation for performance and performance before an audience or spectators.

Extra and Co-Curricular Activities

Extra-curricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (EC 35160.5)

- b. Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. (AR 6145, EC 35160.5)
- c. An activity is not an extra- or co-curricular activity if either of the following conditionals applies (AR 6145(a), EC 35160.5):
 - i. It is a 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;
 - ii. It is a program that has as its primary goal the improvement of academic or educational achievement of students.
- d. The Grade Point Average of the most recently completed grading period is used to determine eligibility. "Incomplete" grades are considered as not passing (F) until that course/grade has been satisfied. At that time, the substituted grade shall be considered in determining the GPA of the previous grading period and thus determine eligibility.
- e. Citizenship, as defined by this regulation, requires the student participating in extra- and/or co-curricular activities to have a satisfactory citizenship record. If the student has two or more "unsatisfactory" marks, the student is not eligible. Citizenship record is defined on the report card to determine scholastic achievement eligibility. If the student has two or more discipline referrals/actions to the school administrator in which the incidents are codified in writing while enrolled in grades 6-12 in the district in the preceding grading period, the student is not eligible.
- f. New student to the district is defined as a first-time enrollee, including incoming sixth grade students.

2. Academic Requirements

- a. The GPA determination of eligibility shall be based on the last grading period. In order to be eligible for participation in extra- and co-curricular activities, a student shall have earned, during the preceding grading period:
 - i. A minimum of 2.0 ("C") GPA based on a 4.0 scale participation eligibility level;
 - ii. The Superintendent may add other activities as appropriate.

In addition, the student must maintain minimum progress towards graduation as evidenced by no contributing grade to be less than a D minus ("D-") during the preceding grading period.

- b. The determination of eligibility will become effective a maximum of five school days after the end of the grading period. Every reasonable effort will be made by staff to determine eligibility as soon as possible after the end of the grading period.
- c. Academic eligibility assessment of new student entrants will be guided by the procedures in this section:
 - i. Records of the student new to the district, including an incoming sixth grade student or transfer student from within or from outside of the district, will be reviewed to determine compliance with the provisions of this regulation. (AR 6145(c)) If the student's records are in compliance, the student will be eligible to participate. If the student's records are not in compliance, the student will be placed on probation.

Extra and Co-Curricular Activities

- ii. A student enrolling in a district school more than five weeks into a grading period and found to be in non-compliance with this regulation will be placed on probation for the remainder of that grading period. Further, the student's probation period will be extended through the end of the next grading period.

3. Other Requirements for eligibility in Extra- and Co-Curricular Activities

- a. A student wishing to participate in a school activity must attend the schedule of classes for that student on the day of the activity unless the absence receives prior written administrative approval.
- b. A student involved in interscholastic athletics must meet all additional written requirements of the California Interscholastic Federation.
- c. The student shall also maintain an acceptable record of citizenship as defined above.

4. Probation Process for Eligibility

A student not meeting the eligibility requirement of this regulation (AR 6145(d)) will be on probation for one grading period. The probationary process is as follows:

- a. Students who receive an "F" or two "U's" in citizenship on any grade report are ineligible to participate in any interscholastic or club contests. Student athletes can continue to practice and may become eligible to participate in games as soon as they complete a probation form they can acquire from the front office.
- b. If the student does not achieve a grade point average of at least 2.0 or higher at the end of the probationary period, the student is declared immediately ineligible and does not become eligible again until achieving at least a GPA of 2.0 or higher in a succeeding grading period.
- c. All students entering the sixth grade as first-time students will be granted transitional eligibility status and will be allowed to participate in athletics and other extra-curricular activities during the first grading period. Commencing with the end of the first grading period, all first-time seventh grade students will thereafter be required to meet all eligibility requirements for grades 6-12 in order to remain eligible for participation.

5. Summer School

Current summer school grades shall be added to the second semester (last grading period) grades to determine eligibility for the first grading period of the upcoming school year only, at the written request of the student and parent/guardian submitted to the principal, not later than the first day of school for students/

6. Student Progress

It is the responsibility of the student to be aware of the eligibility requirements. It is the responsibility of the principal or designee to notify the student and parent/guardian when the student has failed to meet the requirements.

When a student becomes ineligible to participate in the upcoming school year, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and parent/guardian. The principal or designee shall also consult with the student's teachers in deciding on a program of remediation to improve the student's academic progress.

7. Appeal Process

The appeal process is to be used only when it alleges that there has been a misapplication or misinterpretation of a specific provision of this regulation and a student is declared to be on probation or ineligible to participate in extracurricular activities. The process is as follows:

Extra and Co-Curricular Activities

- a. A written appeal shall be submitted by the student and parent/guardian to the principal following the issuance of grades. The appeal shall include an explanation of the reasons for the appeal citing the section(s) of the regulation alleged to have been misapplied or misinterpreted and the remedy or remedies suggested. The written appeal shall be submitted within five school days of the student's effective date of probation or ineligibility.
- b. The student and parent/guardian shall be notified of the decision regarding the appeal in writing by the principal within five school days of receiving the written appeal.
- c. The parent/guardian may submit an appeal of the decision of the principal. This appeal shall be in writing and shall be submitted to the superintendent within five school days of receiving notification of the principal's decision. The parent/guardian shall be notified in writing by the Superintendent within five days of receiving the appeal. The Superintendent's decision is final.
- d. Until the appeal process is concluded, the student shall remain on probation or ineligible, whichever applies.

Athletic Code of Conduct

Participation in extracurricular activities and athletics is a privilege. The following rules and regulations are to be followed by all participating students in accordance with CIF San Diego:

1. A. Comply with the six pillars and 16 Principles of the Pursuing Victory with Honor. Be courteous at all times with school officials, opponents, game officials, and spectators.
2. C. Exercise self-control.
3. D. Know all rules of the contest, of CIF State, and the CIFSDS and agree to follow the rules.
4. E. Show respect for self, players, officials, coaches, and spectators.
5. F. Refrain from the use of foul and/or abusive language at all times.
6. G. Respect the integrity and judgment of game officials.
7. H. An athletic director, sports coach, school official or employee or booster club/sport group member may not provide any muscle-building nutritional supplements to student-athletes at any time. A school may only accept an advertisement, sponsor, or donation from a supplement manufacturer that offers only non-muscle building nutritional supplements. A school may not accept an advertisement sponsorship or donation from a distributor of a dietary supplement whose name appears on the label. Permissible non-muscle building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks; energy bars, carbohydrate boosters, and vitamins and minerals. (Revised - Federated Council May 2007.)
8. I. **Win with character; lose with dignity.**

Athletes who engage in any criminal activity or violate any civil law may be denied participation in an extra-curricular program. Recognizing the varying degrees of severity of the violation(s), consequences for such involvement may result in a minor reprimand or denial of participation. Any athlete violating this code of conduct will be in jeopardy of losing his/her privilege to participate in any school athletic program.

Athletic Participation Requirement

An athlete must complete the following items in order to be eligible to try out, practice, or compete in any sport.

1. Submit a completed school sport application packet to the office including a current physical.
2. Be enrolled as a full time student at BSHS.
3. Return all prior issued uniforms to the previous season's sports coach.

Athletic Academic Eligibility Requirements

The following are based on progress reports and semester grade reports:

1. CIF requires an athlete must maintain a 2.0 GPA on all progress reports and semester report cards to be eligible for sanctioned CIF athletic participation.
2. In addition, BSUSD policy is that any student athlete who receives two F's or two unsatisfactory marks in citizenship on a progress report or semester grade will become ineligible until grade verification of the next reporting period.

Athletic Code of Conduct

Failure to maintain one of these standards will result in the athlete becoming ineligible. Ineligible athletes may apply to the principal or designee, or the athletic director, for academic probation one time in 9th grade and one time in grades 10-12.

An ineligible athlete may not compete, travel, or dress out for any games until the end of the next grading period. Students who choose to stay on the team must continue to practice with the team throughout his/her period of ineligibility in order to remain on the team. With their coach's approval, he/she may also sit on the bench or stand on the sidelines at home games only. Students who choose to quit must turn in their gear immediately.

Athletic Attendance Policy

1. All athletes must attend a minimum of one period of the school day to participate in practice that day.
2. Any athlete that is found to have competed in a contest they did not qualify to compete in under the attendance policy will be subject to suspension from the next game.
3. Athletes who are absent from class to participate in any athletic activity are required to check with their teachers in advance to ensure that work or tests missed in class are made up or done in advance and that they are not deficient in any of their assignments.

Suspensions from School

A student athlete who is suspended from school, including In-House suspensions, for violation of any school policy or regulation is ineligible for any athletic contest for seven calendar days. This includes the first day of that suspension and the weekend.

Alcohol/Drug/Tobacco Abuse Policy (BP 5131.62, BP 5131.63)

BSUSD has zero tolerance for alcohol, steroids, drug and tobacco abuse. Any student athlete who is found to be using and/or in the possession of alcoholic beverages, narcotics, dangerous drugs, look-alike substances, paraphernalia, or tobacco is subject to disciplinary action up to and including expulsion from school in accordance with the California Education Code and BSUSD discipline policies.

Transportation Guidelines

Students transported in a school bus or van shall be under the authority of, and responsible directly to, the driver of the bus or van. The driver shall be held responsible for the orderly conduct of students while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Students shall be held accountable for their behavior while on the bus and at their bus stop. Students need to be at their bus stop ten minutes prior to the established time. Students shall line up in an orderly manner so as not to jeopardize the safety and welfare of others. Students will obey the bus driver at all times, and:

1. Refrain from loud conversation and distractive noises;
2. Show respect for the rights and property of others;
3. Sit face forward, keeping the aisles clear and all body parts in the bus;
4. Bring only those items on the bus which are safe and will fit easily on the lap
5. Keep food and beverages put away at all times

The bus driver and administrators may use a variety of informal techniques to ensure safe student behavior. If behavior on either a first incident or repeated incidents endangers the students, driver and/or bus, the loss of opportunity to ride the bus will be enforced. Additional steps within the school discipline policy may be utilized based upon the severity of the incident.

1. First citation – counseled and notice sent home
2. Second citation – 1 day suspension from the bus
3. Third citation – 5 days suspension from the bus
4. Fourth citation – 10 day suspension from the bus
5. Fifth citation – suspension for the balance of the school year

The citation must be signed by the parent, returned on the morning following the suspension or the student will be denied the opportunity of riding the school bus. If a student receives a citation the last week of the school year resulting in a carry-over of the punishment into the next year, the parent may request a conference to be held within one week of issuance.

All buses are equipped with video cameras to record all activity on the buses.

Transportation To and From Field Trips, Athletic Events and School Sponsored Events

To participate in an out-of-valley field trip, athletic event, or school sponsored event, students will be expected to be transported to the event on the school bus or other district-approved or authorized transportation. *An exception to this rule may be granted only if the student is taken to the event by the parent/guardian. The school must be advised in advance.*

Transportation Guidelines

When returning to the school after participating in the field trip, athletic event or school sponsored event, students will return on the school bus or other district-provided or authorized transportation. *An exception to this rule may be granted only if the student is taken home from the event by the parent/guardian or an authorized adult (18 years of age or older) designated by the legal parent/guardian. In order to designate another adult to pick up a student, the parent/guardian must come to the school office in person and designate the adult who will be taking their student from the event. When a parent/guardian or designee takes a student from an event they must check the student out with the bus driver at the event.*

To assume responsibility for a student, parents/guardians are to provide the activity leader with a note indicating they are taking the student home.

Transportation Safety Plan

All students in grades pre-school through grade eight shall be crossed over the street by the bus driver, using red flashing lights on the bus and a hand-held stop sign any time a student's home requires them to cross a highway or private road. The driver shall first be certain it is safe to exit the school bus. All students shall be required to walk in front of the bus as they cross the highway or road.

Procedures for entering and exiting the bus:

1. Students shall arrive at the bus stop ten minutes prior to the designated time and stand behind the designated line in a single line. Students shall enter the bus in an orderly manner.
2. At each school site, students shall enter and exit the bus at the designated bus area in an orderly manner. The principal or designee may, in the case of emergency, change the designated bus area.
3. The driver shall load and unload students only at an authorized school bus stop.
4. Students shall follow the bus conduct rules outlined in Board Policy 5131.1.

Cause for Discipline

Discipline, including suspension or expulsion, may be imposed in accordance with Board policy (BP 5131.7(a)) and ED Code 48900 regulations.

1. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence on another person except in self-defense.
2. Possessed, furnished, or sold any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance.
4. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind; and then sold, delivered, or furnished any other liquid or substance represented to be the controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or willfully defied the valid authority of school personnel, including cheating.
12. Knowingly received stolen school property or private property, including electronic data/files.
13. Possessed an imitation firearm.
14. Committed or attempted to commit sexual assault.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary hearing.
16. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence; or harassed, threatened or intimidated a student or group of students. (EC 48901.2, 48900.2, 48900.3, 48900.4)
17. The production of any written, painted, drawn, or otherwise created student work or product that illustrates or depicts any connection to any form of illegal activity.

Mandatory recommendation for expulsion:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.
4. Robbery or extortion.
5. Assault or battery upon a school employee. (EC 48915.a)

Mandatory expulsion:

1. Possession, selling or otherwise furnishing a firearm.
2. Brandishing a knife.
3. Unlawfully selling a drug.
4. Committing or attempting to commit sexual assault or committing sexual battery.
5. Possession of an explosive. (EC 48915.c)

Cause for Discipline

Weapons and Dangerous Instruments (BP 5131.7(a))

The Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. Therefore, the Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.

1. Any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds and immediately notify the principal or designee.
2. Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.
3. The principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon. (20 USC 8922, EC 48902, Penal Code 245, 626.9, 626.10)

Weapons and dangerous instruments include, but are not limited to: (AR 5131.7(a))

1. Firearms (pistols, revolvers, shotguns, rifles, zip guns, stun guns, lasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion);
2. Knives (any dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing; weapons with a blade fitted primarily for stabbing; weapons with a blade longer than 3 ½-inches; folding knives with a blade that locks into place; and razors with an unguarded blade) (ED 48915)
3. Explosive and/or incendiary devices (pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices)
4. Any instrument that expels a metallic projectile, such as a BB or pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun; (Penal Code 626.10)
5. Any other dangerous device, instrument or weapon, (especially those defined in Penal Code 12020), including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon;
6. Any imitation firearm, defined as 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 the replica is a firearm. (EC 48900)

Dietary Supplements

In an effort to keep the students free from dietary supplement misuse, these substances are prohibited on the school campus, or any field trip, athletic event and school sponsored event.

Matches and Lighters

Matches, lighters, or any flammable object(s) are not allowed on campus. If found, these items will be confiscated and disciplinary measures taken.

Cause for Discipline

Detention

Students do not have the right to interfere with the learning process of others, therefore, teachers and staff may give detentions to a student whose behavior distracts from the healthy, safe, and positive learning environment, or is in violation of classroom, school or teacher-imposed rules. In addition, detentions will be given for tardies.

Suspension by Teachers

Teachers may suspend a student for violation of classroom rules. Students will be suspended for a day and the day following. Alternative suspension options include:

1. In-house suspension.
2. Check for appropriate educational placement.
3. Detention

Suspension by Administration or Designee

Administration or designee may suspend any student for up to 5 days. Levels of the suspension may include, but not be limited to:

1. Class suspension
2. In-House suspension
3. Suspension from school

Additional consequences in conjunction with a suspension may include, but not be limited to:

- not being allowed to participate or attend any school function(s) at the high school, middle school, and/or elementary school.
- not being allowed to be on any of the three campuses for any reason.

Work Permits

Work Permits (BP 5113.2(a), cf 6178.1, cf 5121, EC 48230, 49135)

The Board of Trustees recognized that part-time jobs can provide students with income, work experience, and enhanced self-esteem. In accordance with law, students shall obtain work permits from school authorities before accepting employment.

In determining whether to grant a work permit, the Superintendent or designee shall consider whether employment will significantly interfere with the student's schoolwork or jeopardize his/her health. Students granted work permits must demonstrate and maintain satisfactory grades.

Work permits for students who are ages 14-17 shall be limited to part-time employment as defined by law and administrative regulation, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment. Students with work permits may be exempted from attendance in a full-time day school, provided they attend part-time classes. Students granted permits for full-time employment shall be enrolled in part-time continuation classes.

Approval/Revocation of Work Permits (AR 5113.2(a))

1. No work permit shall be issued until the student's parent/guardian has filed a written request with the district. (EC 49110)
2. Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (EC 49118)
3. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or that the student is performing work in violation of law. (EC 49164)

Students must contact the school office to obtain an application for employment.

Annual Notifications

State and federal laws require school districts to notify parents/guardians of minor students of parental rights. The items listed below are specific documents to be provided by the district.

Rules and Procedures on School Discipline (EC 35291)

Notify parents/guardians of rules pertaining to student discipline, including those that govern suspension or expulsion. In addition, the following disciplinary information is to be provided to parents:

- **/Sexual Harassment Policy/** (EC 231.5, 5 CCR 4917)
Notify parents/guardians of the district written policy on sexual harassment, and provide copy of such policy. Refer to this Annual Notifications section of this handbook.
- **Dress Code/Gang Apparel** (EC 35183)
Authorizes district to adopt reasonable dress code; refer to the Dress Code section in the handbook.
- **Sun Protective Clothing/Use of Sunscreen** (EC 35183.5)
Requires school sites to allow for outdoor use of sun-protective clothing; use of sunscreen by students during school day. Authorizes sites to establish policy; refer to the Parent/Guardian Information section in the handbook
- **Duty Concerning Conduct of Pupils** (EC 44807)
Hold students accountable for their conduct on the way to and from school, and on the playground; refer to the Student Rules section of the handbook.
- **Laser Pointers** (PC 417.27)
Prohibits possession of laser point for any student except for valid school related purpose; refer to the Student Rules section of the handbook.
- **Duties of Pupils** (5 CCR 300)
Requires students to conform to school regulations; obey all directions; be diligent in study, and respectful of those in authority; refrain from profane and vulgar language; refer to the Student Rules section of the handbook.
- **/Pupil Safety – Bullying/** (EC 48900r)
Engaged in an act of bullying; bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, and directed specifically toward a student or school personnel. Refer to this Annual Notifications section of this handbook.
- **/Use of Pesticides/** (EC 48980.3, 17612)
Notify parents/guardians of the name of all pesticide products expected to be applied at the school site during the upcoming year along with the active ingredient(s) in each pesticide product. Refer to the Annual Notifications section of this handbook.

Annual Notifications

- **/Attendance/** (EC 35160.5(b), EC46600, 48205, 46010.1, 46014, 48980(h))
Notify parents of intra-district choice policy, inter-district attendance, excused absence reasons, absence(s) for confidential medical services, absence(s) for religious instruction, attendance options. Please refer to the Student Attendance section of this handbook.

/Attendance options/ (EC 48980(h))- please refer to the Student Attendance section of this handbook;
- **Notification of Minimum Days and Pupil Free Staff Development Days** (EC 48980(c))
Notify parents of minimum day and student-free staff development days. Please refer to the Items of Interest section of this handbook.

Sexual Harassment

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

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

(AR 5145.7(a)) (EC 212.5; 5 CCR 4916)

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

1. Unwelcome leering, sexual flirtations or propositions;
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overly person conversation;
4. Sexual jokes, notes, stories, drawings, pictures or gestures;
5. Spreading sexual rumors;
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body;
8. Touching an individual's body or clothes in a sexual way;
9. Purposefully cornering or blocking normal movements;
10. Displaying sexually suggestive objects.

Sexual Harassment Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the annual notification to parents/guardians each school year; (EC 231.5) (cf. 5145.6)
2. Be displayed in a prominent location in the main administrative building or other area where notices of District rules, regulations, procedures and standards of conduct are posted; (EC 231.5)
3. Be provided as part of any orientation program conducted for new students; (EC 231.5)
4. Appear in school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures and standards of conduct; (EC 231.5)
5. Be provided to employees and employee organizations.

Sexual Harassment

Sexual Harassment Investigation of Complaints at School – Site-Level Grievance Procedure

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In doing, he/she shall talk individually with:
 - The student who is complaining;
 - The person accused of harassment;
 - Anyone who witnessed the conduct complained of;
 - Anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her 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:
 - The Superintendent or designee
 - The parent/guardian of the student who complained;
 - If the alleged harasser is a student, his/her parent/guardian;
 - A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth;
 - Child protective agencies responsible for investigating child abuse reports; (cf. 5141.4)
 - Legal counsel for the District.
4. When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
5. In reaching a decision about the complaint, the principal or designee may take into account:
 - Statements made by the persons identified above;
 - Details and consistency of each person's account;
 - Evidence of how the complaining student reacted to the incident;
 - Evidence of any past instances of harassment by the alleged harasser;
 - Evidence of any past harassment complaints that were found to be untrue.
6. To judge the severity of the harassment, the principal or designee may take into consideration:
 - How the misconduct affected one or more students' education;
 - The type, frequency and duration of the misconduct;
 - The number of persons involved;
 - The age and gender of the person accused of harassment;
 - The subject(s) of harassment;
 - The place and situation where the incident occurred;
 - Other incidents at the school, including incidents of harassment that were not related to gender.
7. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
8. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.
9. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed.

Sexual Harassment

Sexual Harassment Complaint Process

Any student who feels he/she is being, or has been, subjected to sexual harassment, shall immediately contact his/her teacher or any other school employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint. (BP 5145.7(b))

In any case of sexual harassment involving the principal or any other District employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent or designee.
(cf 4119.11/4219.11/4319.11, 5141.4, 5145.3)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim or any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.
(cf 1312.1)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

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.
(5 CCR 4964) (BP 5145.7(c)) (cf. 4119.23/4219.23/4319.23)

Sexual Harassment Disciplinary Measures

Any student who engages in sexual harassment of anyone at school, school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Bullying Policy

Bullying Policy

The local education agency (LEA) has a duty to protect students from discriminatory harassment. (EC 200, PC 422.55). Any student who exposes another student or person to abusive actions repeatedly over time may be subject to disciplinary action because of bullying.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or online.

Bullying is also one or more acts by a student or group of students directed against another student or person that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act. (EC 201, 234.1(a), 48900; Title 5 5CCR 4900, 4902, 4960)

- An electronic act is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

Bullying actions may be direct or indirect.

1. Direct bullying or identifiable bullying actions may include:
 - Hitting, tripping, shoving pinching, and excessive tickling;
 - Verbal threats, name calling, racial slurs, and insults;
 - Demanding money, property, or some service to be performed;
 - Stabbing, choking, burning, and shooting.
2. Indirect bullying may be more difficult to detect and may include:
 - Rejecting, excluding, or isolating target(s);
 - Humiliating target(s) in front of friends;
 - Manipulating friends and relationships;
 - Sending hurtful or threatening e-mail or writing notes;
 - Blackmailing, terrorizing, or posting dangerous dares;
 - Developing a Web site devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.

The above excerpt is taken from CDE, Bullying FAQ

Bullying Cont.

Bullying Notifications

A copy of the District's bullying policy and regulation shall:

1. Be included in the annual notification to parents/guardians each school year. (EC 231.5) (cf. 5145.6)
2. Be displayed in a prominent location in the main administrative building or other area where notices of District rules, regulations, procedures and standards of conduct are posted. (EC 231.5)
3. Be provided as part of any orientation program conducted for new students. (EC 231.5)
4. Appear in school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures and standards of conduct. (EC 231.5)
5. Be provided to employees and employee organizations.

Bullying Investigation of Complaints at School – Site-Level Grievance Procedure

1. The principal or designee shall promptly investigate all complaints of bullying. In doing, he/she shall talk individually with:
 - The student who is complaining;
 - The person accused of bullying;
 - Anyone who witnessed the conduct complained of;
 - Anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying, and put his/her 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 follow persons:
 - The Superintendent or designee;
 - The parent/guardian of the student who complained;
 - If the alleged bully is a student, his/her parent/guardian;
 - A teacher or staff member who knowledge of the students involved may help in determining who is telling the truth;
 - Child protective agencies responsible for investigating child abuse reports;
 - Legal counsel for the District.
4. When the student who complained and the alleged bully agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
5. In reaching a decision about the complaint, the principal or designee may take into account:
 - Statements made by the persons identified above;
 - Details and consistency of each person's account;
 - Evidence of how the complaining student reacted to the incident;
 - Evidence of any past instances of bullying by the alleged bully;
 - Evidence of any past bullying complaints that were found to be untrue.

Bullying Cont.

6. To judge the severity of the bullying, the principal or designee may take into consideration:
 - How the misconduct affected one of more students' education;
 - The type, frequency and duration of the misconduct;
 - The number of persons involved;
 - The age and gender of the person accused of bullying;
 - The subject(s) of bullying;
 - The place and situation where the incident occurred;
 - Other incidents at the school, including incidents of bullying that were not related to gender.
7. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
8. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that bullying occurred, this report shall describe the actions taken to end the bullying, address the effects of the bullying on the student bullied, and prevent retaliation or further bullying.
9. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further bullied.

Bullying Complaint Process

1. Any student who feels he/she is being, or has been subjected to bullying, shall immediately contact his/her teacher or any other school employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.
2. Any school employee who observes any incident of bullying involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.
3. In any case of bullying involving the principal or any other District employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent or designee.
4. The principal or designee to whom a complaint of bullying is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that bullying occurred, he/she shall take prompt, appropriate action to end the bullying and address its effects on the victim. The principal or designee shall also advise the victim or any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.
5. The Superintendent or designee shall maintain a record of all reported cases of bullying to enable the District to monitor, address and prevent repetitive bullying behavior in its schools.
6. All complaints and allegations of bullying shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

Bullying Disciplinary Measures

Any student who engages in bullying anyone at school, school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Use of Pesticides

The Healthy School Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The Borrego Springs Unified School District applies treatment for the control of insect pests including roaches, crickets, ants, earwigs, silverfish, spiders and scorpions to help insure the health and safety of our students. The following pesticides will be used to control these pests:

<u>Name of Pesticide</u>	<u>Active Ingredient(s)</u>
Demon WP	Cypermethrin
Tempo WP	Cyfluthrin
Talstar Granules	Bifenthrin
Round-Up Concentrate	Glyphosate, N-Glycine

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's web site at www.cdpr.ca.gov.

You may request prior notification of individual pesticide applications at the school site. Each school in the District will provide the opportunity for interested families to register if they want to be notified of individual pesticide applications at the school before they occur. If you have any questions, please contact the District's business office at (760) 767-5357.

District Calendar

BORRERO SPRINGS UNIFIED SCHOOL DISTRICT												
2022-2023 BSUSD School Calendar												
School							School	Key Dates				
Month		M	T	W	Th	F	Days					
	Aug	15	16	17	18	19	0	8/17 - 8/19	Professional Development/Workdays for All Staff (NO SCHOOL)			
		22	23	24	25	26	5 10	8/22	First Day of School (Pre-K thru 12)			
		29	30	31	1	2	5	9/5	Labor Day (NO SCHOOL)			
1	Sep	5	6	7	8	9	4	9/7	Districtwide Minimum Day for Back-to-School-Night Preparation			
		12	13	14	15	24	5	9/8	Back-to-School Night (ES)			
		19	20	21	22	23	5 19	9/15	Back-to-School Night (MS/HS)			
		26	27	28	29	30	5	9/21-9/23	Districtwide Minimum Days for Fall Parent/Teacher Conferences*			
2	Oct	3	4	5	6	7	5					
		10	11	12	13	14	5	10/12	Districtwide Minimum Day for Professional Learning			
		17	18	19	20	21	5 20	10/14	1st Quarter ends MS/HS (progress reports follow)			
3		24	25	26	27	28	5					
	Nov	31	1	2	3	4	4	11/2	Professional Development/Workdays for All Staff (NO SCHOOL)			
		7	8	9	10	11	4	11/11	Veterans Day (NO SCHOOL)			
		14	15	16	17	18	5	11/18	1st Trimester ends ES (Report cards to follow)			
		21	22	23	24	25	0 18	11/21 - 11/25	Thanksgiving Holiday (NO SCHOOL)			
4		28	29	30	1	2	5	11/28	First School Day after Thanksgiving Holiday			
	Dec	5	6	7	8	9	5	12/16	1st Semester ends MS/HS (Report cards to follow) AND			
		12	13	14	15	16	5	12/16	Districtwide Minimum Day for Grading			
		19	20	21	22	23	0 10	12/19 - 1/6	Winter Break (NO SCHOOL)			
		26	27	28	29	30	0					
5	Jan	2	3	4	5	6	0	1/9	First School Day after Winter Break			
		9	10	11	12	13	5					
		16	17	18	19	20	4 14	1/16	Martin Luther King Day (NO SCHOOL)			
		23	24	25	26	27	5					
6	Feb	30	31	1	2	3	4	2/1	Teacher Professional Development/Work Day (NO SCHOOL)			
		6	7	8	9	10	5					
		13	14	15	16	17	4 17	2/17 & 2/20	Presidents' Day Weekend (NO SCHOOL)			
		20	21	22	23	24	5					
7	Mar	27	28	1	2	3	5	3/1 - 3/3	Districtwide Minimum Days for Spring Conferences			
		6	7	8	9	10	5	03/17	3rd Quarter ends MS/HS (progress reports follow) AND			
		13	14	15	16	17	5	03/17	2nd trimester ends ES (report cards to follow)			
		20	21	22	23	24	5 25	03/22	Districtwide Minimum Day for Professional Learning			
		27	28	29	30	31	5					
8	Apr	3	4	5	6	7	0	4/3-4/10	Spring Break (NO SCHOOL)			
		10	11	12	13	14	4	04/11	First School Day after Spring Break			
		17	18	19	20	21	5 14					
		24	25	26	27	28	5	5/3	Districtwide Minimum Day for Open House Preparation			
9	May	1	2	3	4	5	5	5/4	Open House (MS/HS)			
		8	9	10	11	12	5	5/11	Open House (ES)			
		15	16	17	18	19	5 20	5/24	Districtwide Minimum Day for Sr. Projects			
		22	23	24	25	26	5	5/29	Memorial Day (NO SCHOOL)			
10	Jun	29	30	31	1	2	4	6/14 & 6/15	Districtwide Minimum Days for Grading			
		5	6	7	8	9	5 13	06/15	Last School Day/Minimum Day/High School Graduation			
		12	13	14	15	16	4	06/16	Final Work Day for All Staff (NO SCHOOL)			
		Instructional Days						180	grey = no school pink = first/last days after breaks			

Middle School Master Schedule

Borrego Springs Middle School Master Schedule 2022 – 2023

Revised 11/3/2022 1:00 PM

	1	2	3	4	5	6	7
FLETCHER PE/Art	PE 7 / Health 2725, 2812/Fld	HS	HS	HS	HS	PREP	HS
MACUGA Math	Math Lab 8 2273/102	Math 7 2322, 2329/102	Math 7 2322, 2329/102	Math Lab 6 2273/102	Math 6 1081, 1644/102	Math 8 2350, 2357/102	PREP
RAMIREZ Technology	PREP	Academic Coordinator	HS	HS	HS	Keyboarding 6022/5	HS
SCHLOTFELDT Soc. Studies	English 6 1092, 6592/103	US History 8 5324, 5327/103	Soc. Studies 6 1862/103	World History 7 1115, 1116/103	World History 7 1115, 1116/103	PREP	ELD 6925/103
SMILEY Science	PREP	Science 6 1083, 1723/101	Science 8 3397, 3398/101	Science 7 3395, 3396/101	Science 7 3395, 3396/101	PE 6 / Health 2725, 2812/Fld	PE 8 / Health 2725, 2812/Fld
TILTON English	HS	English 7 4577, 1319/104	English 7 4577, 1319/104	Writing 8 1618a, 1618b/104	English 8 1333, 1331/104	PREP	Communications 8999a, 8999b/104
KITTEN CTE	HS	PREP	HS	Career Exploration 4995, 4996/9	HS	HS	HS
STRATE Special Ed	SDC	SDC	PREP	SDC	SDC	SDC	SDC ELD

High School Master Schedule

Borrego Springs High School Master Schedule 2022 – 2023

Revised 11/3/2022 1:00 PM

	1	2	3	4	5	6	7
FLETCHER PE	MS	PE 9 / Health 6788, 6789/Fld	HS PE / Health 2725, 2812/Fld	Online/CR	Art Appreciation 6600, 6601/6 Adv. Art Appreciation 6063, 6064/6	PREP	Art Appreciation 6600, 6601/6 Adv. Art Appreciation 6063, 6064/6
GORDON Science/Math	Chemistry 4955, 4959/Lab	Chemistry 4955, 4959/Lab	AP Calculus 2224, 2225/Lab	PREP	Physics 7494, 7499/Lab	Int. Math 3 5619/Lab	Biology 3037, 3038/Lab
LOWERY English	English 11 4658, 4660/8	English 12 6263, 6264/8	English 9 6254, 6256/8	AP Literature 1760, 1761/8	English 10 4580, 4585/8	English 10 4580, 4585/8	PREP
KITTEN Shop	Advanced Business 4625/9	PREP	Personal Finance 6572/9	MS	Online/CR	Intro to Business 3917/9	Welding/Adv. Weld 5306, 7519/Shop
RAMIREZ Technology	PREP	Academic Coordinator	Digital Media 1 7935, 7936/5 Digital Media 2 7937, 7938/5	Digital Photography 2089, 2090/5 Adv. Dig. Photo 2091, 2093/5	Senior Seminar 1371/5	MS	Desktop Publishing 0861/5
STRATE Special Ed	SDC	SDC	PREP	SDC	SDC	SDC	SDC ELD
TILTON Writing	Writing 9 1618a, 1618b/104	MS	MS	MS	MS	PREP	MS
WHITE Math	Int. Math 2 5618/11	Int. Math 2 5618/11	Math Lab 2273/11	Int. Math 1 4712/11	Math Lab 2273/11	Int. Math 1 4712/11	PREP
BEN-HASSEN Soc. Studies	Civics/Econ 1742, 1790/10	US History 1901, 1904/10	World History 1965, 1966/10	PREP	AP World History 2031, 2032/10	Online/CR	ELD 6925/10
DUNCAN CTE					Interpretive Hosting 0123, 0124/Sen Rm	Interpretive Hosting 2 0125, 0126/Sen Rm	
BAAY Online/CR	Online/CR Library	Online/CR Library	Online/CR Library				

Discipline Chart

Borrego Springs Unified School District Discipline Chart

The following chart outlines the offenses and disciplinary action plan that the principals will be using in accordance with the District discipline policy. This chart provides a basic guideline, but is not a substitute for the administrative judgment. Be assured that law enforcement officials will be called on the following offenses: weapons, robbery or extortion, sale or possession of drugs, use of drugs or alcohol, fighting or intimidation, and theft or vandalism. They may also be called on other offenses as deemed necessary. The school has the right to search students, cars, lockers, and personal effects. Teachers and all school personnel have the right to expect that all students will comply with reasonable school and class regulations.

Offense	1st Referral	2nd Referral	3rd Referral
Fighting, Bullying or Intimidation	1 Day Suspension	1 – 5 Days Suspension	Expulsion Hearing
Theft or Vandalism	1 Day OC Suspension/Workbook	3 Days Suspension, Replacement	5 Days Suspension, Replacement
Defiance: Major Disruption	1 Day OC Suspension/Workbook	3 Days Suspension	5 Days Suspension
Sexual Harassment	1 Day OC Suspension/Workbook	3 Days Suspension	5 Days Suspension
Obscenity, Profanity, or Vulgarity	Detention	1 Day OC Suspension	3 Days Suspension
Use or Possession of Tobacco	1 Day OC Suspension/Workbook	1 Day Suspension, Education Training	3 Days Suspension, Education Training
Truancy/Leaving Campus	1 Day OC Suspension/Workbook	2 Day Suspension OC	3 Day Suspension OC, Refer to S.A. R.B.
Vehicle Violation	Lose Driving Privilege for 1 Week	Lose Driving Privilege for 2 Weeks	Lose Driving Privilege for 1 Month
Cheating	Fail Assignment	Fail Class	1 Day OC Suspension
Public Display of Affection	Conference	Detention	1 Day OC Suspension
Violation of Dress Code	Students must change clothes	Detention and Parent Conference	1 Day OC Suspension
Violation of Class Rules	Detention	Detention	1 Day OC Suspension
Cell phone	Confiscate – Pick up end of day	Confiscate – Call parent to pick up	Confiscate-Call parent to pick up.

Academic Counseling

Academic Notification

Borrego Springs Middle/High School issues quarterly progress/grade reports that are given to the students at the conclusion of the 1st and 3rd quarters. Semester reports are mailed home, usually in February and late June of each school year. Parents may request more frequent updates of their child's course progress in which the student takes a weekly Grade and Behavior Report form to their teachers for completion. The student takes the form home to their parent/guardian at the end of the week. It is the student's responsibility to take the Grade and Behavior Report form to their teachers. If a student is performing poorly in a course, a first step in achieving success is for the parent/guardian to contact the teacher directly by calling the office or sending an email; contact information is provided at the front of this handbook.

Student Study Team

An SST can be convened whenever a student is identified as having any barrier to being successful in the classroom so that the situation can be discussed and appropriate modifications enacted if necessary.

College Counseling

The academic counselor is available to provide information to students about various colleges, career resources and activities.

Graduation Status

The counselor will review four-year plans and transcripts for all students to determine their status for graduation, and college admission. This information is shared with students and parents. The counselor or designee will contact students and parents of students who are at-risk for not graduating.

Graduation Requirements

Course	High School Credits	A-G Requirements
English	40 (a)	40
Social Science	30 (b)	20
Science	20 (c)	20(lab)
Mathematics	30 (d)	30
Physical Education	20	
Visual/Performing Arts(e) OR Foreign Language(f)CTE(f)	10	10 20
Electives	70	10
Credits for Graduation	220	150

- (a) One year of ELD can apply for one year of English.
- (b) Three courses in social studies, including United States history and geography; world history, culture and geography; a one-semester course in American government and civics; and a one-semester course in economics (EC 51225.3)
- (c) Two courses in science, including biological and physical sciences (EC 51225.3)
- (d) Two courses in mathematics; one course must be in Integrated Math I or Algebra 1. The one year Integrated Math I or Algebra1 course shall fulfill only one of the three required mathematics courses.
- (e) Requirements can be met with Art classes and/or Journalism(Yearbook/Desktop Publishing).
- (f) A three or better on the A.P. Spanish exam or a 550 or higher on the SAT 2 Spanish exam will be equivalent to one year (ten credits) of high school foreign language requirement.

Note: Transfer students from non-accredited schools must take coursework appropriate for their grade, regardless of the number of earned credits.

(BP 6146.1 (a)(b))

The Board of Trustees desires to prepare each student to obtain a diploma of high school graduation in order to provide students with opportunities for postsecondary education and/or employment. The following conditions must be met:

1. Sixty (60) hours of community service is required for graduation.
2. Seniors will complete a senior project portfolio.
3. Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district, which include computer competency.
4. Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation.

[This page intentionally left blank.]

[This page intentionally left blank.]