

**Chaparral High School**

# **Student Handbook**

**2015-2016**



**Chaparral High School  
27215 Nicolas Rd  
Temecula, CA 92591  
(951) 695-4200 Fax (951) 695-4219**

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## ***Mission Statement***

Chaparral High School will prepare every student for a self-sustained future by assuring that all students graduate and are ready for:

- Post secondary education,
- Entry-level career opportunities, and
- Active citizenship in a global society.

**Temecula Unified School District**  
**31350 Rancho Vista Road, Temecula, CA 92592**  
**(951) 676-2661**  
<http://www.tvusd.k12.ca.us/>

**Superintendent & District Officials**

<b>Superintendent</b>	<b>Mr. Tim Ritter</b>
<b>Asst. Superintendent, Educational Support Services</b>	<b>Ms. Jodi McClay</b>
<b>Asst. Superintendent, Human Resources</b>	<b>N/A</b>
<b>Asst. Superintendent, Business Support Services</b>	<b>Ms. Lori Ordway-Peck</b>

**School Board**

<b>President</b>	<b>Dr. Allen Pulispher</b>
<b>Member</b>	<b>Dr. Kristi Rutz-Robbins</b>
<b>Member</b>	<b>Mrs. Julie Farnbach</b>
<b>Member</b>	<b>Mrs. Sandy Hinkson</b>
<b>Member</b>	<b>Mr. Kevin Hill</b>

**Chaparral Administration**

<b>Principal</b>	<b>Mr. Gilbert Compton</b>
<b>Asst. Principal</b>	<b>Mr. Mike Zides</b>
<b>Asst. Principal</b>	<b>Mrs. Nicole Dayus</b>
<b>Asst. Principal</b>	<b>Mr. Marvin Morton</b>
<b>Asst. Principal</b>	<b>Mr. Reggie Ingram</b>
<b>Asst. Principal-Athletics</b>	<b>Mr. Dave Reisinger</b>

**Chaparral Counselors**

<b>Counselor</b>	<b>Mrs. Mary Campo</b>
<b>Counselor</b>	<b>Mrs. Liz Cooke</b>
<b>Counselor</b>	<b>Mrs. Jennifer Skumawitz</b>
<b>Counselor</b>	<b>Mrs. Cathy Olszewski</b>
<b>Counselor (LCAP)</b>	<b>Mrs. Arlene Ng</b>
<b>Counselor</b>	<b>Mrs. Michelle Zides</b>
<b>Counselor (LCAP)</b>	<b>Mrs. Linda Zimel</b>



# CORE VALUES

## **All Students Learning**

We are committed to:

- providing support structures and programs that will result in closing the achievement gap for all students.
- the idea that all students can learn and meet high expectations in a rigorous and supportive learning environment.

## **Professional, Competent, and Caring Staff**

We are committed to selecting, developing, and supporting an exceptional staff that:

- believes in a culture of collaboration, innovation, and continuous improvement is vital to student success.
- holds themselves and each other to high expectations.
- honors the diversity and unique gifts of each member of our learning community.
- understands the importance for all students to feel connected to CHS, i.e. in the classroom and through co-curricular activities.

## **Effective Collaboration, Communication, and Decision Making**

We are committed to effective communication, collaboration, and decisions that:

- consider how our choices impact all students and resources.
- involve all stakeholders in the decision making process to accomplish our goals.
- provide resources for staff to work together to create lessons, assessments, and analyses of data in order to improve learning for all students.

## **Safe, Secure, Effective, and Attractive Environment**

We are committed to providing an environment that:

- inspires and supports academic excellence and exceptional character.
- encourages and supports learning.
- reflects pride and respect for our school and community.
- creates a feeling of safety, security, and connectedness.

## **Socially Responsible Individuals**

We are committed to modeling social behavior that is characterized by professionals who:

- show consideration and high regard for self, others, the environment, and school policies.
- accept the responsibility and consequences of their choices.
- demonstrate truthful, fair, and ethical behaviors with moral courage.

## **Efficient and Effective Management of Resources**

We are committed to seeking and effectively managing our resources including:

- Human
- Physical
- Fiscal
- Temporal

# ***ESLRs***

## Expected Schoolwide Learning Results

*Chaparral High School will provide opportunities for students to become...*

### **Complex Thinkers who:**

- Apply critical thinking skills, analyze, understand and manipulate data and information systems.
- Solve a variety of problems.
- Apply knowledge from the core curriculum.
- Use data and create a product.
- Reflect, create, and embrace new situations and challenges thoughtfully.
- Access a variety of resources.

### **Effective Communicators who:**

- Acquire, interpret, and respond appropriately to the communication of others as expressed in a variety of media.
- Clearly communicate thoughts, ideas and information accurately through spoken/written language, artistic expression, technology and numbers.
- Understand, interpret and appreciate written information and construct meaning from a variety of materials.

### **Life Managers who:**

- Demonstrate respect for themselves, others and the environment.
- Display a personal understanding of the importance of health and fitness.
- Accept responsibility for choices and actions.
- Prioritize, organize, and allocate time efficiently – exhibit punctuality.
- Continuously set, pursue and accomplish challenging short and long-term goals that include college and career pathways.
- Work toward agreement, resolve divergent interests and choose positive solutions to conflict using consensus, agreement and understanding.

### **Collaborative Individuals who:**

- Participate as members of our learning community.
- Consider and respect diverse viewpoints, opinions and backgrounds.
- Contribute positively and cooperatively while working with others in the learning community.
- Share ideas and accept feedback from others.
- Take responsibility for fulfilling a designated role within a group.

### **Community Contributors who:**

- Interact and communicate effectively within a diverse society.
- Demonstrate sensitivity to and understanding of the ideas, rights, customs, and beliefs of others.
- Are informed and active participants of a democratic society and enhance the school, community, and environment.
- Provide service to others.

# ***ACADEMICS***

(All information is available & updated @ [chspumas.org](http://chspumas.org))

## **Withdrawal Policy**

- **From Class**

Students' classes may be changed by the designated deadline without penalty due to academic misplacement or by counselor/administrator recommendation. Students who withdraw after the deadline will receive a Withdraw/Fail (W/F) grade unless they are transferring to another school.

- **From School**

Students leaving Chaparral High School must provide the Attendance Office with written notification from their parents requesting the withdrawal. All fines and charges must be cleared before permanent records will be forwarded to another school.

## **Grading Policy**

According to board policy AR 5121 (a), “only the letter grades of A+ through and including C- shall qualify for credit for high school graduation requirements.”

## **Advanced Placement Program (AP)**

This is a program of college-level courses and exams for secondary school students. Over 90 percent of the colleges in the U.S. give credit and/or advance placement to students whose AP examination grades are considered acceptable. AP exams are administered every year in May. The fee is approximately \$95.00 for each exam taken. Fee waivers are available for those who qualify. The following AP courses are offered: AP biology, AP English literature and composition, AP English language and composition, AP French language, AP Spanish language, AP European history, AP United States history, AP Calculus AB & BC, AP statistics, AP computer science, AP economics, AP chemistry, AP German, AP music theory, AP physics, AP government, AP studio art, AP psychology. Based on availability courses may be done virtually.

## **Graduation from High School**

### **California High School Exit Examination (CAHSEE)**

1. Previously, all TVUSD students must pass the California High School Exit Examination (CAHSEE) to receive a high school diploma. This exam was suspended in fall 2015 and is no longer a graduation requirement.

### **California High School Proficiency Examination**

Students can earn the legal equivalent of a high school diploma by proving proficiency in basic skills through the California High School Proficiency Exam. Note: Passing the CHSPE does not exempt students from attending school unless they are 16 or over and have verified parental permission to leave early. Contact a guidance counselor for more information.

### **Early Graduation**

Students who expect to meet the graduation requirements before the end of their senior year must file a written appeal for permission to graduate early.

1. Students must apply in writing to a joint counselor/administrator committee before the end of their junior year.
  - a. State an acceptable reason for desiring early graduation
  - b. Have a written plan to meet all graduation requirements
  - c. Submit the written plan by the correct deadline for application
  - d. Have parent permission to graduate early
2. Students who have an approved plan for early graduation may take government, economics and senior English in advance of their senior year. These additional credits may be earned by attending junior college, adult night school, summer school, by completing the requirements for an approved University of California correspondence

course, or by taking classes on the high school campus that provide extra credits (space permitting). Courses taken through a junior college, adult night school, or UC correspondence school must be approved by the joint counselor/administrator committee prior to enrollment. There is no specific limit on the number of credits that can be earned outside of the normal high school curriculum, but the plan and the outside coursework must be pre-approved by the joint counselor/administrator committee before any coursework is undertaken.

Seniors graduating mid-year may return for the graduation ceremony and grad night, but may not participate in any other senior activities.

### **Valedictorian and Salutatorian**

The class valedictorian will be the student with the highest overall GPA for all classes taken in grades 9-12. The GPA will be calculated at the nine week progress report during the second semester of the senior year.

1. When the GPA is calculated, an extra grade point average is awarded for an A, B, or C earned in advanced placement courses only. Honors courses are not weighted. In the event of a tie, there will be co-valedictorians.
2. The student with the second highest GPA will be named salutatorian. In the event of a tie, there will be co-salutatorians.
  - Note – The Governing Board will be examining the policy(ies) involved with Valedictorian and Salutatorian distinctions in Fall 2012. Changes, if any, will be communicated to students and parents.

### **Graduating with Honors**

Awarded to students achieving an overall grade point average for all classes taken in grades 9-12 with the exception of second semester senior year no less than:

Summa Cum Laude: 4.0 or higher (Platinum Circle) \* Students scheduled to be awarded a Certificate of Completion are not eligible for Platinum Circle distinction.

Magna Cum Laude: 3.75

Cum Laude: 3.50

- Note – The Governing Board will be examining the policy(ies) involved with Honor Society distinctions in Fall 2012. Changes, if any, will be communicated to students and parents.

### **Community Service**

Students must serve 40 hours of community service to graduate. Community service hours must be earned through a non-profit agency. Hours served on probation do not count for community service credit. If you have any questions regarding community service opportunities, please contact your counselor. Community Service forms are available in the counseling office. These forms are due prior to spring break of your senior year.

### **Progress Report and Grade Reporting Dates**

The semester one grading period ends December 21. The semester two grading period ends May 31.

### **Progress Report and Grade Report Reprints**

Progress Report and Grade Report reprints are available in the Registrar's office in the Student Support Services Building. They are made by verbal request and the cost is \$3, payments made to the Bookkeeper. Please allow twenty-four hours notice for the processing of Progress Report and Grade Report reprints.

### **Student Recognition**

Students will be recognized in the following categories each semester:

- *Principal's List* includes students who have earned a 4.0 or better GPA, no "F's" and no "U's" in citizenship.
- *Honor Roll with Distinction* includes students who have earned a 3.5-3.99 GPA, no "F's" and no "U's" in citizenship.
- *Honor Roll* includes students who have earned a 3.0-3.49 GPA, no "F's" and no "U's" in citizenship.
- *Puma Pride* includes students who have made an increase of .5 or more GPA points or perfect attendance and no tardies.



## **Transcripts**

Transcript requests can be made in the Registrar's office in the Student Support Services building by filling out a form. The fee for transcripts is \$5, payable to the Bookkeeper. They can also be obtained online at [www.docufide.com](http://www.docufide.com). Please allow twenty-four hours to process transcript requests.

## **College Placement Testing**

Research has shown that one of the best indicators of how well students will do in college is based on their ability to perform the skills necessary for post-secondary coursework. The following tests serve that purpose:

### **ACT Assessment**

This test, usually taken by 11<sup>th</sup> and 12<sup>th</sup> graders, measures skills in four curricular areas that are the major focus of academic instruction in most high schools and colleges. The ACT may be taken for entrance to any California state college or university and nearly all post-secondary institutions across the country. The test is given 5 times a year. Students must register through the mail to take the test. Applications are available in the College and Career Center.

### **PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Qualifying Test)**

The PSAT measures students' verbal and mathematical reasoning skills that are important for success in college. It includes a writing skills component to focus the need for students to develop effective communication skills. This exam gives students an estimate of future SAT scores. When the exam is taken in the 11<sup>th</sup> grade, the results of the test are also used to elect outstanding students in the nation for scholarship awards.

### **SAT I (Scholastic Assessment Test)**

The SAT I, usually taken by 11<sup>th</sup> or 12<sup>th</sup> graders, measures verbal and math abilities. It may be taken for entrance to any California state college or university and nearly all post-secondary institutions across the country. The test is given seven times a year, and students must register through the mail or online ([www.collegeboard.com](http://www.collegeboard.com)) at least 4 weeks in advance of the test. Applications are available in the College and Career Center. Chaparral High School is a test site.

### **SAT II (Scholastic Assessment Test)**

The SAT II measures abilities in specific subject areas. The University of California system requires students to take Writing, Mathematics, and a third subject from the approved list (See the UC handbook for details). Students may take one, two, or three tests on any given test day. It is recommended that students take the SAT II soon after completing the course that corresponds to the test. The test is given seven times a year, and students must register through the mail or online ([www.collegeboard.com](http://www.collegeboard.com)) at least 4 weeks in advance of the test. Applications are available in the College and Career Center.

# ***STUDENT SUPPORT***

<http://chs.tvusd.k12.ca.us/counseling>

Chaparral High School responds to the broad range of student needs by providing students with many support systems. The supports are provided to students through an array of services:

## **Alternative Education Programs**

Rancho Vista High School is our continuation high school with a focus on credit recovery. As an alternative school the focus is on providing alternative approaches to learning and receiving course credits. Students who attend RVHS are there for a variety of reasons; some students are assigned to RVHS and some attend because they are in need of a different setting or a structured means to acquire the necessary credits to earn a high school diploma.

Students who fall behind in their credits and are no longer on track to earn their high school diploma at Chaparral High School are involuntarily transferred to RVHS. With the high school diploma as our first goal for all students, this alternative setting provides a second chance opportunity to recoup lost credits and progress toward that diploma. The rubric for involuntary transfer is provided for below. Students must be 16 years old to attend.

The process for enrollment for both mandatory and voluntary transfer is facilitated by the student's Chaparral High School counselor. Once approved to transfer, each student and parent must complete enrollment paperwork and then attend an orientation at RVHS. Transfers are accepted four times a year and CHS counselors can provide the next available date. This alternative is only available to those who live within the TVUSD boundaries. Special Education students must request transfer through their case carrier.

For more information about Rancho Vista High School, please see the school's website at <http://rvhs.tvusd.k12.ca.us/>.

## Rubric for Involuntary Transfer to Rancho Vista High School

	<b>Fall Semester (<i>Aug-Dec</i>)</b>	<b>Spring Semester (<i>Jan-Jun</i>)</b>
<b>10<sup>th</sup> Grade</b>	<ul style="list-style-type: none"><li>• Less than 40 credits earned</li><li>• 16 years old</li></ul> On Track = 60 credits	<ul style="list-style-type: none"><li>• Less than 70 credits earned</li><li>• 16 years old</li></ul> On Track = 90 credits
<b>11<sup>th</sup> Grade</b>	<ul style="list-style-type: none"><li>• Less than 80 credits earned (<i>more than 20 credits deficient</i>)</li><li>• Excessive truancies</li></ul> On Track = 120 Credits	<ul style="list-style-type: none"><li>• Less than 110 credits earned (<i>more than 20 credits deficient</i>)</li><li>• Excessive truancies</li></ul> On Track = 150 Credits
<b>12<sup>th</sup> Grade</b>	<ul style="list-style-type: none"><li>• Less than 150 credits earned (<i>more than 10 credits deficient</i>)</li><li>• Excessive truancies</li></ul> On Track = 180 Credits	<ul style="list-style-type: none"><li>• Less than 180 credits earned (<i>more than 10 credits deficient</i>)</li><li>• Excessive truancies</li></ul> On Track = 210 Credits

Susan R Nelson High School is another educational opportunity available for students in our district. It is designed for those who wish to earn a high school diploma but have difficulty attending school on a daily basis. Students meet weekly with their teacher for assignments and instruction, and complete a minimum of 25 – 30 hours of schoolwork at home each week on their own. Students who are successful in independent study read at grade level and are self-motivated.

For more information about Susan R. Nelson High School, please see the school's website at <http://rvhs.tvusd.k12.ca.us/rsrhs/>.

Process for transfer begins with CHS counselors. An application must be completed by the student, parent and CHS counselor and then sent to SNHS. Once approved, the student's counselor will be notified and in turn will notify the

parent and student. Transfers to SNHS can occur at any time during the school year as long as there is room. If there is no room at the time of application, then the student's name is kept on a waiting list until an opening occurs.

## **AVID**

Advancement Via Individual Determination is a program designed to support students who desire to attend a 4-year university and are capable of completing rigorous curriculum.. It is recommended for motivated students with a grade point average between a 2.5 and 3.5 and is an elective course that students may take each semester. Students completing 8 semesters of AVID will be recognized with a "red tassel" at graduation.

## **Change of Address**

Students and parents are asked to keep up-to-date records on file with the Counseling Office. Change forms are available in the Counseling Office.

## **Counseling and Guidance Services**

The main goal of the counseling services at CHS is to assist and guide students in their educational, career and personal/social needs. All students have equal access to guidance services and opportunities with an emphasis on educational development and career planning. These services will result in the development of a four-year educational plan that identifies educational and career choices. Our office is open from 7:00 a.m. until 3:30 p.m. Individual or small group appointments can be made.

**Schedule Change Requests:** Students will have the first 10 days of the school year to request a change in their schedule. Request for changes to a schedule will be made in the order they are received. Every reasonable attempt will be made to honor a course change request. Due to the complexity of scheduling classes, not every course request can be accommodated. If the student does not make the request within the 10 day period, the student will remain in their assigned schedule.

All changes made by request will be final. Students may not request that their schedule be re-changed back to the original schedule. Because every class is not offered every period of the day, many classes are already full, and the change of one class can result in the change of the student's entire schedule and/or teachers.

In the event that a student would like to request a schedule change after the ten (10) day deadline and that is not based on academic misplacement, the request must be submitted to the high school principal in writing. A conference may be required with student, parent, teacher(s), and/or guidance counselor. Each request will be handled on a case-by-case basis.

Schedule Change Request forms are available on the Chaparral High School website at <http://chs.tvusd.k12.ca.us/>

## **Electronic Information Services**

The Governing Board believes that electronic information services provide students access to sources of information, enable students to develop reasoning and problem-solving abilities, and foster workplace skills. Students, however, have obligations and responsibilities when using electronic information services that are clearly delineated in Board Policy and Administrative Regulation 6163.4 that all students and parents must sign before students can utilize any computer on campus. Evidence of "illegal or inappropriate" behavior posted on the Internet could be grounds for disciplinary actions.

## **Equal Access**

Temecula Valley Unified School District, acknowledging the value of student involvement in co-curricular activities, including curriculum clubs, student service organizations, and other non-curriculum related organizations, adopts the policy supporting these activities on secondary school campuses. The policy implements the Equal Access Act as enacted by Congress in 1984. The intent of the policy is to allow secondary school students to meet on their campuses for a limited open forum for religious, political or philosophical discussions. Implementation of the Equal Access Act does not signify District sanction or endorsement of any particular religious, philosophical, or political belief discussed in these limited open forums. Nothing herein shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.

## Financial Issues

- **Account Balances:** All students are expected to settle their accounts with the bookkeeper in a timely fashion. Students with outstanding account balances will not be issued any school equipment or materials until their balances are paid in full. Students with outstanding account balances shall not be allowed to purchase a parking pass. Any accounts that have shown negative balances for more than a year shall be frozen. If students have any questions or concerns about their accounts, they should see the CHS bookkeeper.
- **Bookkeeper:** Located on the east side of the Student Support Services building, the Bookkeeper is available for the purchase of several items including tickets to athletic and ASB events and yearbooks. Hours are before and after school, break, and lunch. **I.D. Cards are required for financial transactions.**
- **Fines and Charges:** Fines and charges that have accumulated can be costly at the time of graduation. Fines and charges must be paid prior to graduation or when requesting a transfer from Chaparral High School.

## Food Service

Open daily at break and lunch. Nutritious snack items are available at all service areas. We also offer Puma Meal Deal (full lunch) on campus daily, consisting of a choice of six different entrees, fruit or salad, and milk. Applications for free and reduced lunch are accepted and available at Nutritional Services on our campus throughout the school year.

## I.D. Cards

Student I.D. cards are a means of identifying a student as a member of Chaparral High School. **Students are required to carry them at school and school related activities.** Consequences may be given to students who do not have their I.D. card in their possession. They must be presented, if students wish to operate computers on campus. Students must present a current I.D. card to check out materials from the library and financial transactions at the bookkeeper's window. Replacement cards are \$5 and are available in the bookkeeper's office. Students should not share their I.D. cards with other students at any time.

## Library/Media Center

Home access to our Library/Media Center online subscription is now available at the Library/Media Center web page. A password and user identification will be needed in most cases to access our subscriptions.

### SIRS Knowledge Source

Customer Number: **CA5779H**

Password: **pumas**

### EBSCO Host

No user identification is needed

### Gale Literary Databases:

To access you only need to type in the password **chs**

Grolier's Identification Encyclopedias: For first time use, you will need to enroll with the publishing company by completing the Grolier Online Remote Patron Enrollment Form. Grolier will then supply you with a user name and password. Subsequently, you will only need to click on the online icon after once entering the password and user name.

If you are unable to utilize any of the above-mentioned subscriptions, please stop by the Library/Media Center.

## Textbook Policy

Checking out textbooks is like renting a car.

Just as each car has its own license plate number, each book has its own barcode number. Students must return the book with the same exact barcode in good condition.

Fines are assessed for torn pages, broken bindings, marking or writing, torn covers, soiling from food, or liquid damage. Books that are lost or stolen, or damaged to such an extent that they cannot be repaired and loaned out again, will be assessed at the full replacement price. A fine will also be assessed for books left outside, in PE lockers or classrooms, or dumped on counters.

### Here are some tips to help avoid an expensive fine:

- Check all books; students have two weeks to report any damages.
- Students should keep a record of textbook barcodes in a notebook.
- Don't leave books in a classroom! If the book gets mixed up, lost, or stolen, students are responsible to pay for it, even if the teacher offered to keep it in a cupboard.
- Cover textbooks to keep them clean; covers are available for free in the library. Please don't tape covers to the actual book.

- Avoid water damage – don't put drinks in a backpack with books; don't have a drink near a book while studying, and put books in a plastic bag if carried to school on a rainy day.
- Don't play with the barcodes and spine stickers; they cost \$3 to replace.

Return textbooks to one of our staff so that we can be sure the book being returned is the same exact one borrowed, not a classmate's.

Students who pay for a lost or stolen book and it is found within one year, a refund will be issued.

Students with overdue books or unpaid fines may be delayed in checking out textbooks and/or denied school privileges.

For answers to frequently asked questions about the Williams Settlement, see [www.cde.ca.gov/ci/cr/cr/williamsimfaq.asp](http://www.cde.ca.gov/ci/cr/cr/williamsimfaq.asp).

### **Lost and Found**

Check the campus supervisor's office in counseling. Textbooks are returned to the library.

### **Medications:**

Designated school personnel may assist any student who needs to take medication during the school day if the school receives:

1. A written statement from the doctor detailing the method, amount and time the medication is to be taken.
2. A written, signed statement from the parent/guardian asking the school to assist the student.

After the required forms are brought to school, a responsible adult should bring the prescribed medication in a labeled prescription container to school. Students are not allowed to bring or carry any medication including over the counter drugs (Advil, Tylenol, etc...) with them. Please contact the Health Office for proper forms.

### **Non-Punitive Self-Referral (Addictions)**

Chaparral High School strongly encourages students who are using alcohol or drugs to discuss the matter with their parent/guardian or any school staff member. Students who disclose past use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use. (This does not include a student who is in possession or under the influence of alcohol or other drugs at the time of reporting this information).

### **Non-Punitive Self-Referral**

Chaparral High School strongly encourages students who have mistakenly brought an item to school that is prohibited (such as a knife or lighter) to bring it to an administrator immediately with no consequence. Depending on the item, it may be picked up after school or by a parent.

### **Reporting Accidents**

Any time a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or assistant principal immediately.

### **Telephones**

Students who need to use the phone during school hours should see any support services staff during non-instructional time.

### **Tutoring Service**

Tutoring services are provided by the Peer Leaders, successful students who assist other students under the direction of a teacher. Students may make tutoring appointments and learn about tutoring options through their counselor.

### **Work Permits**

Work permits are a privilege. Chaparral High School has the right to deny, suspend or revoke a work permit to students who are not in good standing. Applications for work permits can be picked up and turned in to Mary Beth Brown, the receptionist. Students can be put on probation for their work permit for missing Saturday Schools, excessive tardies and trancies. Students with a work permit who miss Saturday Schools or are designated habitually truant will be placed on

probation. If the problem has not improved during the probationary period, the new work permit for the next semester will be denied.

# CHAPARRAL HIGH SCHOOL

## BELL SCHEDULE 2012/2013

All information is available & updated@ <http://chs.tvusd.k12.ca.us>

### Regular Schedule

7:30 – 8:22	Period 1	(52 Minutes)
8:27 – 9:19	Period 2	(52 Minutes)
9:19 – 9:27	Break	(8 Minutes)
9:34 – 10:26	Period 3	(52 Minutes)
10:31-11:08	C.A.T.	(37 Minutes)
11:13 – 12:05	Period 4	(52 Minutes)
12:05 – 12:35	Lunch	(30 Minutes)
12:40 – 1:32	Period 5	(52 Minutes)
1:38 – 2:30	Period 6	(52 Minutes)
<b>2:36 – 3:33</b>	<b>Period 7</b>	<b>(57 Minutes)</b>

### Assembly Schedule

7:30 – 8:18	Period 1	(48 Minutes)
8:24 – 9:19	Period 2	(55 Minutes)
9:19 – 9:31	Break	(12 Minutes)
9:37 – 10:25	Period 3	(48 Minutes)
10:31 – 11:19	Period 4	(48 Minutes)
11:19– 11:49	Lunch	(30 Minutes)
11:55 – 12:43	Period 5	(48 Minutes)
12:49-2:30	Period 6	(101 Minutes)

#### **Both Assemblies**

<b>Assembly 1</b>	12:54 – 12:59	(5 Minutes) Passing to assembly
	12:59-1:37	(38 Minutes) Assembly
	1:37-1:42	(5Minutes) Returning to class

<b>Assembly 2</b>	1:42-1:47	(5 Minutes) Passing to assembly
	1:47-2:25	(38 Minutes) Assembly
	2:25-2:30	(5 Minutes) Passing back to class

<b>2:36 – 3:33</b>	<b>Period 7</b>	<b>(57 Minutes)</b>
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**September 16, 2015 – Back to School Night**

**March ??, 2016 – Spring Showcase 6:00-7:30 p.m.**

### Late Start/ Collaboration Schedule

<b>7:30 – 8:33</b>	<b>Collaboration</b>	<b>(63 minutes)</b>
8:45 – 9:30	Period 1	(45 minutes)
9:36 – 10:28	Period 2	(52 minutes)
10:28 – 10:36	Break	(8 minutes)
10:43 – 11:28	Period 3	(45 minutes)
11:34 – 12:19	Period 4	(45 minutes)
12:19 – 12:49	Lunch	(30 minutes)
12:54 – 1:39	Period 5	(45 minutes)
1:45 – 2:30	Period 6	(45 minutes)
<b>2:36 – 3:33</b>	<b>Period 7</b>	<b>(57 Minutes)</b>

**Finals****F = fall****S = spring****Day 1: F= 12/17****S= 6/2**

7:30 – 9:00	Period 1	(90 Minutes)
9:06 – 10:36	Periods 3	(90 Minutes)
10:36 – 10:46	Break	(10 minutes)
10:52 – 12:22	Period 5	(90 Minutes)
<b>12:28 – 1:25</b>	<b>Period 7</b>	<b>(57 Minutes)</b>

**Day 2: F - 12/18****S – 6/3**

7:30 – 9:00	Period 2	(90 Minutes)
9:06 – 10:36	Periods 4	(90 Minutes)
10:36 – 10:46	Break	(10 minutes)
10:52 – 12:22	Period 6	(90 Minutes)
<b>12:28 – 1:25</b>	<b>Period 7</b>	<b>(57 Minutes)</b>

**Modified Day**

7:30 – 8:10	Period 1	(40 minutes)
8:16 – 9:02	Period 2	(46 minutes)
9:08 – 9:48	Period 3	(40 minutes)
9:48 - 9:58	Break	(10 minutes)
10:04 – 10:44	Period 4	(40 minutes)
10:50 – 11:30	Period 5	(40 minutes)
11:36– 12:16	Period 6	(40 minutes)
<b>12:22 – 1:19</b>	<b>Period 7</b>	<b>(57 Minutes)</b>

Students arriving early to the campus are asked to remain at the tables outside the gym. Students are not allowed within the gates until 7:00 AM.

Students who are not on campus with a staff member are expected to vacate the campus within 15 minutes after the last class of the day.



## *Athletics/Clubs/Extracurricular*

<http://chs.tvusd.k12.ca.us>

### **Sports/Teams/Performances/Competitions**

Chaparral High School is a member of the California Interscholastic Federation (CIF) Southern Section and adheres to the grade requirement:

In order to be academically eligible for any performances outside the school day (this includes athletic, performing arts, & club performances), a student **MUST** meet ALL of the following minimum standards on their previous progress report or semester report card. For assistance in checking student eligibility, see the Athletics/Activities Secretary.

Students **MUST**:

1. Be **PASSING** four classes **AND** have a GPA of 2.0. Students not meeting the 2.0 may request probation for one eligibility period.
2. No more than two F's.
3. Summer school credit shall be counted toward making up scholastic deficiencies incurred in the preceding spring semester. Summer school courses failed will not impair an athlete's scholastic eligibility.
4. No more than one U (in Citizenship). Two U's from the same teacher will count as one.

**\*\* According to CIF Rules, students may NOT make-up work or get extra work AFTER the grading period has ended. This does not apply to students absent the last week of the grading period and may need extra time to make up work, finals, etc.**

The Chaparral High School Athletic Program has established a tradition of excellence throughout Riverside County. Puma Athletics emphasize a strong competitive drive within the boundaries of sportsmanship and fair play. Our athletes must be good citizens and conscientious students to become and remain members of Puma Interscholastic teams. Please see the Activities/Athletics Office for specifics about grade requirements and transfer students.

Students should check the Activities/Athletics Office for tryout dates.

### **NCAA Eligibility**

Any student athlete who wishes to compete in a division I or division II athletic program will need to meet the requirements below for admission.

Division I, 16 courses:

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

Division II, 14 courses:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.

3 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

For more information on NCAA requirements, visit [www.ncaa.org](http://www.ncaa.org).

### **Athletic Schedules**

Check the school website for updated athletic schedules.

### **California Scholastic Federation**

A CSF seal bearer is able to apply for scholarships, graduate with honors, receive a gold seal on his/her diploma and transcript, and receive a CSF pin and certificate. It is the highest academic honor a student can receive in high school. To be a CSF seal bearer, a student needs to be a member four of the last six semesters of high school, including at least one semester in the senior year. (Freshman year does not count) To qualify for CSF semester membership, follow these guidelines:

1. To warrant eligibility for semester membership, a student must earn a minimum of 10 CSF points. Of these 10 points, 7 points **MUST** be earned in courses from LISTS I and II, while the remaining 3 points **MAY** be earned in courses from any LISTS (I, II, or III). Of the 7 points required from LIST I/II courses, at least 4 points **MUST** be earned in LIST I courses alone. Please see application for point and LISTS assignments. Ds/Fs disqualify the student for semester membership. No CSF points are given for PE courses, courses taken in lieu of PE, subjects repeated to improve a grade, or courses taken on a pass/fail basis. A "U" in citizenship will disqualify student membership for the semester.
2. **You must reapply each semester.**
3. A copy of last semester's report card must be attached to the application.
4. Membership is neither automatic, mandatory, nor retroactive. Students must apply within the first two weeks of the semester.

### **Clubs**

CHS offers a wide variety of clubs. In the fall semester, Club Rush is sponsored by ASB and athletics to promote all clubs. An updated list of available clubs can be found on the ASB office or on our website, [chspumas.org](http://chspumas.org).

### **National Honor Society**

NHS was established to recognize excellence in scholarship, service, leadership, and character. In order to be invited for membership in Chaparral High School's chapter, a student must be a second semester sophomore, a junior, or a senior who has distinguished him/herself by attaining at least a 3.6 G.P.A., volunteered services enthusiastically and without monetary compensation to either school and community, exhibited leadership qualities as demonstrated in leadership positions, and upheld principles of morality and ethics. Once a member of our local school chapter, a student must maintain a 3.6 G.P.A. or the student's membership will be subject to review.

# ***Attendance/Tardies/Truancies***

*(All information is available & updated @ <http://chs.tvusd.k12.ca.us>)*

## ***CHAPARRAL HIGH SCHOOL***

### ***ATTENDANCE POLICY***

## **24-Hour Absence Line      695-4205**

Parents please be prepared with your name, student's first and last name (spelling on the last name is helpful), grade, reason for absence, and date of absence. The message will be recorded. All absences should be cleared by parent phone call the first day of absence prior to 2:30 p.m.

Per Board Policy # 5113, the Governing Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school on a regular basis. Parents/guardians of children between the ages of six (6) and eighteen (18) are responsible for sending their children to school full-time. Exceptions permitted by law include exemption from attendance or exclusion from school.

The Board abides by all state attendance laws and uses any legal means to correct the problems of excessive absence or truancy.

Absence from school shall be allowed only for health reasons, family emergencies and justifiable personal reasons, as permitted by law and board policy and specified in administration regulations. (E.C. 46010, 46010.5, 48205)

When students who have been absent return to school, the Board requires that they present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent, guardian, or parent-representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent, guardian, or parent-representative. Subsequent written recording of the conversation will include the following:
  - a. Name of student
  - b. Name of parent, guardian, or parent-representative
  - c. Name of verifying employee
  - d. Date or dates of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee
4. Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above.

Insofar as class participation is an integral part of our students' learning experiences, parents and students shall be asked to schedule medical appointments during non-school hours.

### **Absences for Confidential Medical Services**

At the beginning of each academic year, District notifications shall be sent out to the parents/guardians of all students and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (E.C. 46010.1)

It is the District's policy not to release/excuse students from school for any medical purposes without parent or guardian permission or verification.

## **Absences for Religious Purposes**

Upon written request by a student's parent/guardian and with the principal or designee's approval, a student may be excused from school for up to four (4) hours per semester in order to attend a religious retreat. (E.C. 48205)

## **EXCESSIVE ABSENCES**

Attendance accounting for a maximum number of absences shall be based upon period attendance. The sole purpose of this requirement is to emphasize the importance of school attendance.

Attendance is recorded on a period by period basis; therefore, each class is considered on an individual basis. Any student who is absent more than nine times for unexcused reasons may have his/her citizenship grade lowered.

A student who has an injury or a serious illness that requires an absence of seven (7) days or more may be dropped from the regular attendance rolls and be placed on home or hospital teaching. Such a student shall not have those days counted in the cumulative total of absences.

Excused absences that DO NOT count toward the maximum allowable are (EC 48025):

1. Personal illness. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointment. (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law. (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy. (Education Code 46014)
  - a. In such instances, the student shall attend at least the minimum school day.
  - b. The student shall be excused for this purpose on no more than four days per school month
10. Authorized school activities; and
11. School business (counseling, testing, etc.).

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and

assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Where there is a problem with excessive absences the home and school must work together to improve attendance. Parents will be communicated with in order to keep them informed about their student's attendance and the consequences of excessive absence.

### **Makeup Work**

Students who are ill should check with individual teachers for specific make-up work. A list of teacher email addresses and extensions is available on our web page, [chspumas.org](http://chspumas.org). **Students who are absent for truancy or unexcused will be granted make-up work at the teacher's discretion.**

### **Off Campus Passes**

If it is necessary for a student to leave during the day, the procedure below must be followed:

- Have a parent/guardian call or send a note to the attendance office requesting an off-campus pass. Except in cases of emergency, one hour notice is needed to guarantee a timely release.
- If clearance is granted, a campus release form will be given to the student.
- Upon the student's return to school on the same day, he/she must sign in at the attendance office. He/she will then be given a re-admit to class.
- If a student becomes ill, he/she must check out first with the nurse and then with the attendance office.
- Students may not leave campus for any reason without following the above procedure.
- Bringing a note after the fact will not clear your absence.

Students leaving campus for any reason without checking out at the attendance office first will be reported as truant and disciplinary action may be taken.

### **On Campus Passes**

Any student out of class is required to have an official pass. A student will not be allowed a pass out of class to use the telephone or to purchase drinks or snacks.

### **Tardy Policy**

Chaparral High School believes that success in school is dependent upon punctual, regular attendance. Students are expected to plan their time effectively so that they may arrive to school and classes in a timely manner. The Expected School-Wide Learning Results (ESLRs) for Chaparral High School clearly describe punctuality as a goal for all students. The philosophy behind the tardy policy is as follows:

- The opening instructions and discussion set the tone for the class.
- These instructions prepare students for the learning activities, and help them understand what they are expected to accomplish.
- The disruption caused by students arriving late to class adversely impacts the learning process for the remaining students.
- Promptness prepares young adults to be competent workers; as employees, they will be expected to arrive on time.
- Class participation is an important part of the student's grade.
- Every student is entitled to the maximum instructional time each day.

“Tardy” is defined as not being inside the classroom when the late bell rings. Students who are more than 30 minutes late to class are still considered “Tardy”, however these over-30-minute tardies will be assigned an “L” code as opposed to the regular “T” code in the attendance record. Those students who do not make a sincere attempt to get to class on time may be considered truant for that period. Truancies are serious violations of the California Education Code and will be dealt with according to the Attendance Policy.

Tardy accrual is by period, not by course title. Therefore, the number of tardies for each period (per. 1, per. 2, etc.) carries over even if schedules are changed. Classroom teachers determine the tardy status of students. If students are not in the

classroom when the late bell rings they should be marked tardy. Class work missed due to a student's tardiness may be made up at the discretion of the teacher. Tardies are accrued by semester.

### **Discipline For Tardies**

1. **Tardy Policy** (update for spring semester 2016): Parents will no longer be allowed to clear first period tardies for their students. First period tardies will be treated the same as tardies to any other period.
  - a. After a student receives 5 tardies to the same period, teachers will contact parent and submit a referral. Administration will assign a Monday morning detention. The student will be assigned another detention at 7 tardies and 9 tardies. At the 10<sup>th</sup> tardy the student will be assigned a Saturday School. Any future tardy will result in disciplinary action up to and including suspension. Failure to appear at a Monday morning detention will result in a student being assigned a Saturday school. Failure to serve a Saturday school will result in suspension.
2. **Tardy Sweeps:**
  - a. Tardy sweeps will be conducted at the beginning of first period, as well as occasionally at the beginning of fifth period. Students caught in a tardy sweep will be taken to an immediate period detention. This will minimize disruption to classrooms when students arrive late and will allow students to have an immediate consequence for their tardy.
  - b. Tardy sweeps will be announced ahead of time to staff, but not to students or parents.

### **Truant Absences**

Per Board Policy # 5113, the Board shall participate in a county School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems. (E.C. 48320 et. seq.)

A student who has been classified as truant shall be referred to the district attorney or probation officer when the District determines that the student's attendance problems cannot be resolved or that the student and parent/guardian have failed to respond to the District directives to correct the problem. The referral shall include the student's name and the parent/guardian's name and address. If the student continues to be classified as truant, this information shall also be included in the referral.

Failure to attend school will require school officials to determine if the absence is excused, unexcused or a truancy. This determination process will require the cooperation of parents and/or guardians.

All absences are unexcused until a legal reason for excuse is provided to the attendance office.

Legal reasons for absences to be EXCUSED are as follows:

1. Illness or medical appointment.
2. Funerals for immediate family members.
3. Required court appearances.
4. School business
5. Religious observances

Remaining absences are either unexcused or truant.

Sample reasons for an UNEXCUSED absence are:

1. College visits
2. Sports tournaments (non-school, club teams)
3. Car trouble/traffic citation
4. Vacation
5. Personal or family business

A truancy will be issued to those students who make no effort to attend class or who are absent for any other reason than those listed above. Truancy accrual will be maintained for each period of the day regardless of whether there is a schedule

change. Consequences for truancy could include a citation from the School Resource Officer. Students who are habitually truant are considered defiant and could be suspended.

### **Visitors/Parents on Campus**

In order to ensure campus security and protection of students, strict enforcement of the campus policy regarding the presence of non-students on campus is enforced.

1. All visitors MUST register at the Student Support Services building.
2. Per Board Policy #1250, parents who wish to visit their child's classroom must give the school 24 hour notice. Exceptions will be taken on a case-by-case basis.
3. Students are not allowed to bring guests to school.
4. The presence of any non-student during regular school hours is subject to arrest under the Penal Code Section 626.8.
5. Items may not be left in the office for students to pick up. Please be aware that classes will not be interrupted. Balloons are not allowed on campus. Parents and students must make prior arrangements with each other for delivery of forgotten items such as: school supplies, clothing, homework etc. Parents are welcome to meet their son/daughter in the Reception Office during passing periods, break and lunch.

# ***Socially Responsible Behavior***

## **Positive School Climate**

Per Board Policy #5137, the Board encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. The District shall provide instruction and counseling designed to promote positive racial and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias and show them how to deal with discriminatory behavior in appropriate ways.

## **Academic Honesty**

Trustworthiness is valued at Chaparral High School. Our school has a fundamental obligation to promote, model, and educate students about the importance of this pillar of character. Cheating of any kind while completing course requirements (e.g., taking exams, completing papers, projects, assignments, sharing answers, theft, distribution of answers or changing grades for oneself or others) is a personal violation of the highest standard of behavior we strive to maintain.

Chaparral has two tiers for violations of academic honesty. All violations, regardless if they are in tier 1 or tier 2 will be cumulative over a student's career. On the third offense of any form of academic dishonesty in a student's career at Chaparral, the student may be suspended five days and may be referred for expulsion. The intent of this policy is to support the school's efforts to encourage honesty and ethical conduct in academics.

### **Tier 1**

Students who choose to be dishonest (cheat) on any assignment or exam will be subject to the following disciplinary consequences:

- 1 First Offense at Chaparral.
  - a) Referral to administrator (teacher)
  - b) "F" on assignment/test (teacher)
  - c) "U" in citizenship (teacher)
  - d) Parent contact (teacher)
- 2 Second Offense in the same class
  - a) Withdraw from class with "F" grade (teacher/administration)
  - b) Up to three (3) days suspension (administration)
  - c) "U" in citizenship (teacher)
  - d) Schoolwide Probation status/behavior contract; the student's teachers will be notified.
  - e) Parent contact (administration/teacher)
- 3 Second Offense in student's career at Chaparral; this may be the first offense in a class.
  - a) Referral to administrator (teacher)
  - b) "F" on assignment/test (teacher)
  - c) "U" in citizenship (teacher)
  - d) Up to three (3) days suspension (administration)
  - e) Schoolwide Probation status/behavior contract; the student's teachers will be notified.
- 4 Third Offense in student's career at Chaparral; this may be the first offense in a class.
  - a) Withdraw from class with "F" grade (teacher/administration)
  - b) "U" in citizenship (teacher)
  - c) Up to five (5) days suspension (administration)
  - d) Student may be referred for expulsion.

### **Tier 2**

Theft of a test/other reference material, etc., from teacher's classroom, files, or briefcase or the altering of grades in a grade book or computer will be subject to the following consequences:



- 1 First Offense (in one class)
  - a) Withdraw from class with "F" (teacher/administration)
  - b) "U" in citizenship (teacher)
  - c) Up to five (5) days suspension (administration)
  - d) Probationary status (administration)
  - e) Student may be referred for expulsion if this is his 3<sup>rd</sup> offense in career at Chaparral.
- 2 Second Offense in career at Chaparral.
  - a) Withdraw from class with "F" (teacher/administration)
  - b) "U" in citizenship (teacher)
  - c) Up to five (5) days suspension (administration)
  - d) Student may be referred for expulsion (administration)

### **Bicycles**

**Bicycles are allowed on campus at students' own risk, however they must be locked to a bike rack at all times.** Bike racks are located at the lower drive through by the 700 building and at the parking lot by the Nicolas exit or next to room 348. No Bikes are to be ridden on campus.

### **Skateboards**

Skateboards are allowed on campus, but have to be carried at all times. No skateboards are to be ridden on campus.

### **Hoverboards**

Hoverboards are not allowed on campus at any time, and students are not allowed to ride them to or from school.

### **Bullying**

Bullying is when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Some examples of bullying include:

- Spreading negative rumors about someone
- Keeping certain people out of a "group"
- Teasing others in a mean way
- Getting certain people to gang up on others

Bullying can also happen electronically. Cyberbullying is when someone bullies another by using the Internet, mobile phones or other cyber technology. This can include:

- Sending negative text, email or instant messages
- Posting inappropriate or embarrassing pictures or negative messages about others on blogs or web pages or via text message.
- Using someone else's user name to spread rumors or lies about someone.

### **Cell Phones: See Electronic Devices**

#### **Closed Campus**

The Governing Board, as authorized by Ed. Code 44808.5, has established a closed campus at all TVUSD schools. Once a student arrives on school grounds, he/she must remain on school grounds until the end of the school day. Students may not leave campus for lunch. Students may not have other students from other schools visit at any time. Parking lots are considered out of bounds during class time, at break, during lunch and between periods.

- **Skateboards, Roller Blades, Motorized Scooters, and Razor Scooters can not be ridden on campus at any time.**

- **Penal Code, State of California, Section 626.8**

Any person who comes into any school building or upon any school ground, or street sidewalk, or public way adjacent thereto without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remain there, or who re-enters, or comes upon

such place within hours after being asked to leave by the school official is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.

### Copyright Laws

Students should be aware of all copyright laws including electronic information copyrights. Commercially printed materials, computer resources, and audio, video, and electronic information, which have been copyrighted, cannot be reproduced in total.

### Dances

- **Guest Policy:** All non Chaparral High School students attending a CHS dance that allows guests, must have an approved guest pass. Guest passes will be available several weeks prior to each dance at the Activities Office and the completed Guest passes must be returned to the Activities Office by the designated deadline. Students will be notified if the guest pass is not approved and the approved list will be posted in the trophy case in the lobby as soon as possible. **Guest(s) must be between the ages of 13 and 20 and must be approved by the Assistant Principal.**
- **Regulations:** Several dances are scheduled throughout the year. **Tickets must be purchased in advance. A current I.D. card must be presented for admission to dances.** Guests also are required to have I.D. All school rules apply during the dances. Once a student leaves the dance, he/she will not be allowed to return and will be expected to leave campus. All students are expected to dress and dance appropriately. Any violations of this policy may lead to the student being denied entrance, removed from the dance, or not allowed to attend any other dances.

### Temecula Valley Unified School District Dance Contract

1. This dance is a school event. Therefore, the same standards of behavior expected during school hours are required at the dance.
2. No dancing such as moshing, or slamming will be permitted. No bending over, grinding, both feet must be on the floor, appropriate space must be maintained, no leg or hip riding, and any other inappropriate dancing deemed by the Administration. **NOTE:** Violation of the dancing policy will consist of immediate consequences up to **removal from the dance.** No reimbursement or refund will be given when asked to leave the dance for not following this agreement.
3. Any student or guest suspected of using alcohol or any controlled or illegal substance will be removed from the dance and subject to suspension or expulsion.
4. Students who purchase tickets are required to inform their guests of all contract rules. Guests are required to abide by all school rules and the terms of this contract.
5. **ALL ATTENDEES MUST PRESENT VALID PICTURE IDENTIFICATION AT THE REGISTRATION TABLE AT THE DANCE TO BE ADMITTED. NO STUDENT ID CARD OR VALID ID FOR GUESTS, NO ENTRANCE!**
6. Admittance/attendance is subject to administrative approval. Note: Attendance at dances is a **privilege**, not a right, which may be revoked for lack of responsibility at school including, but not limited to: unpaid fines, unfulfilled Saturday schools, serious (suspension/expulsion) or chronic discipline issues, unsatisfactory attendance, or failing grades.

### Dance Dress Code

The following dress code/restrictions will be in effect. Violation(s) may result in non-admittance. If dress code violation(s) is noticed/occurs after admittance, student/attendee may be removed from the dance. If any attendee has a question about the appropriateness of their dress, please consult with the Activities Office prior to the event.

### Female Attendees:

- a. Dress that exposes any skin in the midriff area is not acceptable, including revealing sides and extremely low back.
- b. Bandeau/tube/scarf tops and excessively low cut or plunging necklines are prohibited.
- c. Dresses must be appropriate length which is mid-thigh, including side slit on dress.

- d. Stretchy (lycra, spandex, etc.) tight skirts that may creep up are prohibited.
- e. Any other clothing or dress deemed inappropriate by the administration.

**Male Attendees:**

**Formal Dances**

- a. Must wear collared shirts, slacks and tie apparel.
- b. No jeans or shorts are permitted.
- c. Undershirts may not be worn in place of collared shirt.
- d. Collared shirts must be worn throughout the dance; bare chest may not be exposed.
- e. Any other clothing deemed inappropriate by the administration

**Informal Dances**

- a. Shirts must be worn throughout the dance; bare chest may not be exposed.
- b. Any other clothing deemed inappropriate by the administration.

*\*Formal Attire is required for Homecoming, Winter Formal and Prom for both females and males.*

**Disciplinary Actions**

Inappropriate behavior can/will be dealt with by implementing any one or a combination of the following consequences:

***Warning:***

May be formal (documented) or informal (teacher/administrator conference). May involve parent contact.

***Detention:***

Teachers may assign a detention to be served in the teacher's classroom before school, during lunch or after school. Any missed detentions will result in parent contact and a referral to an administrator.

***Suspension:***

Suspension means removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from school from one (1) to five (5) days for a number of offenses. Students that are suspended from one (1) to two (2) days are expected to request and do the class work while they are on suspension. Students who are suspended should check with individual teachers for specific make-up work. A list of teacher email addresses and extensions is available on our web page. Students may not participate in school activities (sports, drama, music, clubs, etc.) while on suspension and may not enter campus without permission from an administrator.

***Expulsion:***

Expulsion means that the student is removed from the Temecula Valley Unified School District and must seek an education in another district.

***Police Contact:***

Police contact will occur in all situations where local and state laws are broken.

***Discipline and the Education Code:***

*"The governing board of any school district shall prescribe rules not inconsistent with law or with rules prescribed by the State Board of Education for the government and discipline of the school under its jurisdiction." (Education Code Section 35291)*

No pupil shall be suspended or expelled from any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds

- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to or coming from, a school sponsored activity

### **Dress Code (TVUSD AR 5132(a))**

In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review the following district regulations and may establish additional school rules governing dress and grooming. It is the intention of this regulation to establish dress and grooming standards acceptable to the school environment. Violations of the dress and grooming regulations will result in immediate removal of the student from the school setting to change into appropriate clothing. Parents may be notified of dress and grooming violations. Any subsequent dress and grooming violations will be considered for appropriate discipline. Repeated violations will be considered defiance and referred for appropriate disciplinary action. Any absences due to dress and grooming violations are unexcused for attendance purposes pursuant to Board Policy 5113.

1. Shoes must be worn at all times.
2. Clothing, jewelry and accessories, such as backpacks or notebooks, shall be free of writing, pictures or any other insignia that are crude, vulgar, profane, provocative, or sexually suggestive; neither may they advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. A school administrator shall confiscate accessories if deemed in violation of this section or if they pose a health/safety risk.
3. Hats shall not be altered, and hats shall be removed in the classroom or inside buildings. Bandannas and/or headbands/sweatbands/"do rags" worn on the head or visible from pockets for the purpose of group identification will not be permitted. Hairnets will not be allowed. Any individualizing of apparel that designates affiliation with gang or outside clubs will not be allowed, except with prior permission from the site administrator.
4. Clothes shall be sufficient to conceal undergarments at all times. Straps on the shoulders shall meet a minimum standard of two inches. No spaghetti straps, tube or halter tops, strapless tops, backless tops, backless with tie tops, off-the-shoulder or low-cut tops, or tops of see-through or fishnet fabric shall be allowed. Skirts must be as long as the tip of the student's middle finger when standing and shorts must be as long as the tip of the student's thumb when standing. All tops must cover the top of the pant or skirt, with midriff covered at all times during normal activities. **(No symbols that are associated with racism, intolerance or can be interpreted as demeaning to any race, gender or religion may be displayed or worn. Examples may include but not be limited to the iron cross, lightning bolt script of a double SS or the naked silhouettes.)**
5. Personal cleanliness, including clean hair, is expected.
6. Gang activities on the school campus are a threat to campus safety and to an individual's feelings of security. Such activities disrupt the learning environment of the school. Any student or group of students who engage in any activity that is determined to be gang related by the school administration will be dealt with through conferences, suspension, expulsion or transfer to alternative study programs. Objectionable attire includes: a) gang clothing (hats, shirts, jackets) gang insignias; wearing or displaying headbands or bandannas; b) any other activity or dress that indicates support or belonging to a gang. Hats, shirts, jackets or any other clothing with gang names or student's name or nickname is not permitted. Uniforms/auxiliary clothing of school groups and teams are acceptable.

With administrative approval, coaches and teachers may impose more, but not less, stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student in a P.E. class shall be affected due to a student's failure to wear standard apparel because of circumstances beyond the student's control. With site approval, reasonable dress regulations may be established for times when students are engaged in co-curricular or other special school activities. School clubs/teams wearing uniforms/attire shall meet all dress code requirements unless an administrative waiver is obtained. Evening wear worn for formal school sponsored occasions is an exception.

\*Also please refer to the "Dances" section for the TVUSD policy regarding dress code at dances.

### **Early Release**

Students with Early Release are expected to leave campus at the completion of their last class.

## **Electronic Devices**

Per Board Policy #5131 Electronic devices are defined as including, but not limited to pagers, beepers, and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants, compact disc players, portable game consoles, cameras, digital scanners and laptop computers. These items do not support the educational mission of this school. The board, however, acknowledges the importance of electronic communication between students and parents, particularly when students are involved with activities that keep them after school hours. Students are responsible for the safekeeping of these items. If these items are brought to school, they may not be used, seen or heard during the school day (7:30-2:30).

A student who is found in the possession of an electronic device owned by another student may be subject to disciplinary action.

The use of electronic devices during school hours is an act of defiance and is subject to disciplinary action. That disciplinary action may include the following: referral to administrator, parent contact, warning and, in cases of defiance, suspension.

Infractions involving electronic devices (ie. sexting: the sharing of profanity/vulgarity/pornography) will incur consequences ranging from a warning to suspension at the school site and may involve local law enforcement which could result in felony charges.

## **Emergency Procedures**

In case of emergency, follow the direction of adults on campus. If an emergency occurs before school, during break or lunch or after school, go to the closest classroom for instruction.

## **Environment**

A clean, healthy and attractive campus is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable:

1. Litter-careless or intentional
2. Vandalism-defacing of or damage to school or private property, including: a) tagging b) graffiti  
c) tree/shrub damage
3. Spitting

No Sharpies or any other type of permanent marker may be carried by students at any time on campus.

## **Food and Drinks**

Food and drinks, other than water, are prohibited in the classroom during instructional time and may not be purchased during instructional time. Items purchased during instructional time may be confiscated. During non-instructional time (break, lunch, before and after school etc.) it is at the teacher's discretion to allow or prohibit food and drink in the classroom.

## **Hate Material Directed Toward an Individual or Individual Enterprise**

Students found wearing, in possession of, posting or distributing hate related materials or flyers may receive up to a 5-day suspension and/or referral for expulsion.

## **Language**

Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication is unacceptable:

1. Obscene or profane language
2. Derogatory or intended to be racial, ethnic, religious, gender or sexual slurs
3. Intended to be hurtful or harassing

## **Parking and Tickets**

1. **The school is not responsible for theft or damage to vehicles parked on school grounds.** For the students' protection, it is advised that all students keep their vehicles locked.
2. **Vehicles parked on campus must display a valid parking permit.** Failure to properly display a parking permit may result in car being towed. Any unauthorized use of parking sticker will result in parking privilege being revoked and/or vehicle being towed. Parking permits may be purchased before the start of school or in the bookkeeper's office before school, after school, break, or lunch. Please be advised, there are only a limited amount of parking permits available each year (based on the number of parking spaces in the student parking lot).
3. The parking lot is off limits to all students during regular school hours. Students may not loiter in their cars or in the lot before school, and are required to exit their cars upon arriving to school. **Cars parked on campus may be subject to search.**
4. Dangerous or excessive speed or reckless driving may result in citation, school suspension and /or loss of on-campus parking privileges.
5. **Students are not allowed to go to their vehicles during lunch.**

### **Public Display of Affection**

In an effort to promote behavior that establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, the following is unacceptable:

1. Prolonged or heavy kissing
2. Fondling/inappropriate sexual contact
3. Prolonged/excessive body contact

### **Search and Seizure**

The law provides school officials with wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpacks, lockers, cars) that may contain these objects. It is hoped that all students will be cooperative as school officials will make every attempt to be unobtrusive and respectful of privacy. Students who have knowledge of contraband or dangerous objects on campus are strongly encouraged to report their knowledge to an assistant principal. **As a part of the TVUSD Safe Schools Program, the CHS campus will have random canine searches throughout the year.**

### **Sexual Harassment**

Sexual Harassment is any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual Harassment is also uninvited behavior that makes you uncomfortable or is offensive, negative, unfriendly and/or intimidating and leads to a hostile environment that makes learning difficult.

### **Use of Steroids**

The Governing Board recognizes that the use of steroids and other performance-enhancing supplements presents a serious health and safety hazard. As part of the District's drug prevention and intervention efforts, the Superintendent or designee and staff shall make every reasonable effort to prevent students from using steroids or other performance-enhancing supplements.

Before participating in interscholastic athletics, a student athlete and his/her parent/guardian shall sign a statement that the student athlete pledges not to use androgenic/anabolic steroids and dietary supplements banned by the US Anti-Doping Agency and the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition.

A student who is found to have violated the agreement of this policy shall be restricted from participation in athletics and shall be subject to disciplinary procedures including, but not limited to, suspension or expulsion in accordance with law, Board policy, and administrative regulation.

### **Student Conflicts**

Let an adult on campus know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly.

Avoid listening to and spreading gossip. The only outcome of gossip is hurt feelings and anger. Adopt the attitude, "If I did not hear it with my own ears, it is not worth being hurt or angry about it."

Don't confront another student when angry. The other person may react defensively, unsure of what you might do. Ask for help from an adult on campus, if you are not able to forget about or ignore what the other student is doing that makes you angry.

Make an appointment with your counselor. He/she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

### **Definitions and Consequences Associated with Fighting**

*Breaking up or Preventing a Fight* is characterized by seeking help from the nearest adult; encouraging the students to walk away; or surrounding a friend and moving him/her away from the argument.

*Defending One's Self* is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; or walking away.

*Threatening/Initiating Fights* will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; and removing outer garments, such as a jacket. Threats of any school employee or their property, including via the Internet, will result in suspension and possible recommendation for the expulsion process.

*Fighting* is defined as mutual combat, contributing to or perpetuating a fight. Consequences for fighting range from suspension to recommendation for the expulsion process.

*Causing Serious Injury (Battery)* while engaged in a mutual fight or fighting with a student who does not fight back is considered more serious than fighting. Consequences include a 5-day suspension, report to SRO and recommendation for the expulsion process.

*Jumping In (aiding and abetting)* is joining in on another student's fight or contributing to/perpetuating the fight. Students can be suspended for up to five days for this behavior.

*Running to or being present to watch a fight (aiding and abetting)* escalates the potential of a fight occurring and the seriousness of the fight. Students can be suspended for up to five days for this behavior.

REVISED October 29, 2013