

# Center High School

## Policy Manual

Revised 7/20/17



*“Home of Scholars and Champions”*

# General Information

## Board of Trustees

Nancy Anderson	Board Member
Jeremy Hunt	Board Member
Kelly Kelley	Board Member
Donald Wilson	Board Member
Delrae Pope	President

## District Administration

Scott Loehr	Superintendent
David Grimes	Director of Personnel and Student Services
Craig Deason	Asst. Supt. of Maintenance, Operations, Facilities and Transportation
Lisa Coronado	Director of Business Services
Mike Jordan	Director of Curriculum, Instruction and Special Education

## Site Administration

TBA	Principal
Chuck Chauvin	Assistant Principal
Shirley McNichols	Assistant Principal
John Gallagher	Athletic Director
Jennifer Winborne	Activities Coordinator
Bernadette Poor	School Secretary / Office Manager

## Department Heads

Art, VAPA, Business	Gigi Tree
CTE / Electives	Ben Klatt
Counseling	Ana Perez
English	Kathy Summers
Languages other than English	Soledad Ramirez
Media Communications Academy (MCA)	Matt Chamberlain
Mathematics	Janet Bennett
Physical Education	Sherry Edgar
Science	Mike Wright
Social Studies	Heather Woods
Special Education	Susan Radi-Blatnick



## **Mission Statement**

The mission of Center High School is to guide and encourage each student to reach his/her unique potential as a productive, respectful and responsible member of a multi-ethnic community.

## **Center High School's Core Values**

Integrity  
Safety  
Responsibility  
Academic Achievement  
Respect  
Community  
Relevance

## **Schoolwide Learning Objectives (SLOs)**

### Self-Directed Learner

- Develops and pursues personal, academic, and career goals
- Accepts responsibility for one's learning
- Seeks and evaluates information effectively

### Critical Thinker

- Effectively identifies, organizes, and analyzes problems
- Selects appropriate strategies and technologies to demonstrate and evaluate solutions

### Effective Communicator

- Demonstrates effective communication using a variety of appropriate methods: speaking, media, arts, reading, technology, listening, and writing

### Quality Producer

- Plans to create a product that meets or exceeds established standards
- Conducts, evaluates, and revises a product using available technology
- Presents a product that reflects the standards and student-set goals
- Works collaboratively when appropriate

### Responsible Citizen

- Follows rules
- Adds to the community through service and activities
- Respects cultural, sexual and academic differences of other

# Policies

## Academic Dishonesty

The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Center Joint Unified School District Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. Our Center High School community believes that the school should maintain a climate in which honesty, courtesy, consideration, integrity and a concern for others are highly valued.

Definition: Cheating is taking (or lending) at inappropriate times a person's work, information, ideas, research, and documentation, without properly identifying the originator. The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

To avoid inadvertent dishonesty, the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating:

1. Looking at someone else's paper during an examination, test or quiz.
2. Talking with another student during an examination, test, or quiz.
3. Showing your test, quiz, exam to other student.
4. Sharing test, quiz items with students in other periods.
5. Using any kind of "unauthorized notes".
6. Cell phones and electronic devices are to be turned off and put away while in buildings, including during a test, quiz, or exam unless given permission from the teacher for use of such devices.
7. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs. Teachers hold different expectations with regard to homework (some teachers encourage students to work together while other teachers expect an assignment to be completed independently). It is the responsibility of the individual teacher to clarify to the students his/her expectations regarding individual assignments.
8. Allow someone to copy work assigned to be done independently.
9. Copying or closely paraphrasing sentences, phrases, or passages from a non-cited source while writing a paper or doing research.
10. Submitting any non-cited information found on the Internet or citing non-existent sources.
11. Fabricating or altering laboratory data.

Consequences: When a student has been found in violation of the cheating policy, the consequences and procedures for each instance are as follows:

### 1st Instance

- A. "0" for the assignment/project/report/exam.
- B. Teacher will confer with the student.
- C. Teacher will notify the parents/guardians and inform them of the consequences.
- D. Teacher will refer the student's name to administration. Name and event filed.

### 2nd Instance

- A. Student(s) will receive one or more of the following consequences:
- i. "0" for the assignment / project / report / exam
  - ii. Quarter mark lowered one full letter grade.
- B. Teacher will notify the student's counselor.  
C. Teacher will notify the parents.  
D. Teacher will refer the student's name to administration. Name and event filed.

#### 3rd Instance

- A. Same as 2nd Instance.  
B. Administrative action will be taken: work service, suspension, etc.

#### Teacher Responsibilities:

- Teachers will make their policies and personal philosophies regarding tests, major research papers, homework, etc. known to their students.
- Teachers will prepare students for and give advanced notice of tests.
- Teachers will be available to students before work is due.
- Teachers will actively proctor students during test periods.

#### Parent Responsibilities:

- Parents should reinforce in their students ethics, honesty and integrity in their academic life as well as their personal life.
- Parents should reduce the pressure for "success at any cost". Support your student's best effort, regardless of the grade it receives.
- Parents should expect their student to have homework each night (between one and three hours all classes combined). Help your child protect study time. Provide a good study environment (desk, good light, quiet, etc.). Be sensitive to your child's study time frame. When he says he needs to study, he means it. Students commonly cheat because "there wasn't enough time

#### Student Responsibilities:

##### Quizzes and Tests:

- Manage time so you have adequate time to study.
- Take responsibility to find out what material will be covered on the test or quiz.

##### During the test:

- Make sure your paper cannot be seen by anyone else.
- Keep your eyes on your own paper.
- Do not talk: ask the teacher, not neighbor, questions of clarification.
- After the test, or quiz, do not discuss questions with other students until all students have taken it.

Fairness: In fairness to all, students are urged to make the teacher aware if cheating is taking place, including the kind of cheating and the methods used.

Homework: Do not copy others' work; do not work with other students on assignments unless the teacher gives instruction to do so or unless the teacher tells the entire class to work together.

## Accommodation Plans

Section 504 of the Federal Rehabilitation Act of 1973 defines the students who may require special services or program as those students that have one or more of the following:

- A physical or mental impairment that substantially limits one or more major life activity, including learning; and
- Has a record of such impairment; or
- Is regarded as having such impairment.

Additionally, the act requires that General Education teachers are to be familiar with the 504 accommodation plan(s) for their identified student(s) and follow the accommodations as listed. These accommodations are in place to insure that identified students will have a free, appropriate public education, which is our duty under the law. All teachers are expected to follow the defined accommodations that the instruction team outlines.

## ASB Account Holders

### Good Business Practices

Revised 2/10/15

**The following good business practices will be adhered to in order to maintain the integrity of the ASB account. All staff members holding an ASB account will be required to follow these practices at all times.**

1. The student government will review each club or organization's' current account balance before approving or denying a request. Approvals will only be granted if the club/organization has the full amount requested already in their account.
2. Accounts will not be permitted to go into a negative balance at any time.
3. If an order or purchase is made BEFORE being approved by the student government, payment and/or reimbursement will be denied and the person making the purchase will be personally responsible for the cost of the purchase.
4. Students/parents/staff will pay for all events, activities, materials (including clothing) in advance of attending the event or receiving the item. No payment plans will be authorized by anyone that extend beyond the date of the activity or after receiving the item. This includes but is not limited to: trips, camps, summer leagues, all clothing items, etc.
5. A club may only carry-over 20% of their total fundraising totals for the year to the next year unless an approved excess carry-over form is approved by the ASB student government.
6. A graduating class with a balance in their account must submit a written plan for the disbursement of the remaining funds OR the funds will be transferred to the general ASB account the first day of the next school year.
7. Accounts for clubs will be closed and remaining balances transferred to the general ASB account if no account activity is produced in one school year and no budget for the upcoming school year is submitted.
8. Duplicate receipts must be given when accepting payment.
9. Only ASB funds (not district funds) can be used to purchase items for resale.
10. All artwork for sweatshirts, shirts, hats, etc. must be approved in advance of ordering by the principal or principal designee.

11. At no time will ASB funds be mixed with personal funds.
12. It is the advisor's responsibility to check the accuracy of their ASB account on an ongoing and continual basis. Any discrepancies with ASB funds must be brought to the attention of the administrator in charge of ASB (Shirley McNichols) and the ASB Bookkeeper *in writing* within 30 school days. After 30 school days, accounts will be considered accurate and will not be adjusted for errors.
13. All purchase order requests for the summer must be approved by the first week of May. No purchase orders will be approved again until the first week of the new school year.
14. The ASB treasurer will provide a monthly report of all club and pass through account balances. The report will be entered into the ASB minutes.
15. Each club and the student council are required to prepare and submit a budget for each fiscal year.
16. Open purchase orders will be closed once the limit on the P.O. has been reached or at the end of the school year.
17. The Principal or designee will ensure that the bank statement is reconciled within two weeks after the bank statement arrives.
18. The Principal or designee will initial each bank reconciliation form and the bank statement as evidence that they were reviewed and showed equal totals on a monthly basis.
19. The Principal, Activities Director, Bookkeeper, and Assistant Principal in charge of activities will meet in person at least once per month to review bank statements/reconciliations and discuss/review good business practices as well as potential issues/concerns.
20. The Principal, Activities Director, Bookkeeper, Assistant Principal and a representative from the district office business department will meet in person at least once per quarter to review bank statements/reconciliations and discuss/review good business practices as well as potential issues/concerns.

### **ASB Account Procedures**

All expenditures must be pre-approved by the Associated Study Body Government. Purchase orders must be submitted to the ASB Bookkeeper by Monday at 12:00 noon. Student Government will approve or deny requests on Wednesday morning. Purchase orders will be ready for staff member pickup on Friday from the ASB bookkeeper. The ASB bookkeeper should be consulted prior to any purchase where ASB funds are used. There are defined procedures that need to be followed in order to avoid audit findings.

### **Associated Student Body Stickers**

The ASB sticker entitles a student to free admission to all home games, free admission to the Welcome Back Dance, and \$5 off the yearbook. Money derived from the sale of ASB stickers goes to support school activities. The cost of the ASB sticker is \$40.00.

### **Athletic and Extracurricular Activities**

Many extracurricular activities, not limited to but including athletics, are available during the year. The California Interscholastic Federation (CIF) which is the governing board of high school athletics for the state of California has established minimum criteria for participation in all CIF sponsored activities. To be eligible to participate in athletics and/or extracurricular events, a student must:

- A. Have at least a 2.0 GPA on the report card the preceding quarter. Weekly grade reports are not used to determine eligibility.
- B. Maintain good citizenship throughout the school year.

# Athletics

## Philosophy

Our goal is to produce student athletes who, through sports, learn the importance of sportsmanship, respect, teamwork, physical health, self-improvement and competition. Through athletics, our student-athletes will learn the skills needed to later become contributing members in a highly competitive society. The use of any steroids or other performance enhancing drugs is a violation of district policy.

## Sportsmanship

Sportsmanship is the “golden rule” of athletics. It means treating others as you wish to be treated. As student-athletes, we must develop the practice of playing fair, exercising self-discipline, showing respect for authority, and demonstrating the spirit of hard work and sacrifice. We must take loss or defeat without complaint and victory without gloating. We must always treat opponents with fairness, generosity and courtesy. As student-athletes, we must seriously accept the responsibility and privilege of representing Center High School and our community.

We encourage all students as well as members of the community to support Center High School athletics by attending athletic events. Good sportsmanship is expected from CHS fans. Direct your excitement and support to our teams. Derogatory or unsportsmanlike behavior directed to the opponent or the referees/officials is inappropriate and does not reflect the high standards of Center High School. Fans are expected to treat guests from opposing schools and the referees/officials with respect and courtesy. All parents, guests, and spectators are subject to sports contract rules and expectations for appropriate behavior as defined when parent and athlete sign student up for athletics in the CHS Sportsnet system. All guest(s) are responsibility of participating family.

## Academic Eligibility

All students participating in athletics shall demonstrate satisfactory minimum progress in meeting the requirements of graduation. In order to be eligible for participation, a student must have earned a minimum 2.0 grade point average during the preceding grading period. Grades issued at the end of the first and third quarters and grades issued at the end of the first and second semesters will be used to determine eligibility.

An athletic eligibility waiver (available for GPA's less that 2.0 with only one 'F') may only be used once during four years of high school.

### PROCEDURES TAKEN BY STUDENT TO APPEAL

- A. Student picks up a Grade Appeal Form from the Athletic Director.
- B. Student returns completed form to the Athletic Director. After reviewing the appeal, the Athletic will approve or deny the appeal on a one-time basis and is responsible for keeping a record of the process. The student will be placed on a Friday report for the remainder of the quarter and if the grades do not improve, eligibility could be denied.

# Athletic Clearance

**Sports.Net** is a system used by Center HS to manage and monitor athletic clearance and eligibility.

1. Your child upon registration will be given their own Center High student ID number. Parents and or guardians will then use that number to complete the athletic clearance packet online through SportsNet's Athlete Registration system. (system typically accepts new CHS student-athletes on or after June 1st)

1. Center High School parents will log onto their own designated site at <https://sportsnethost.com/centerhs-parent> where they will be able to do the following:
  - Self-register for the system using a unique email address and password
  - Identify their child by providing an exact match of the spelling of the student's first and last name as well as his/her student ID number
  - Provide all information requested in the district-approved athletic clearance packet including but not limited to-
    - Completing **ALL** information requested
    - Uploading a copy of sports physical form.
      - Completed Physical form including doctor signature and office stamp.

Once the form is completed, the school will receive notification that the packet was submitted. The school will notify you (your e mail must be put on the athletic packet in the SportsNet system to be notified) once the packet is approved or if any additional information is required.

You do not have to complete the packet in a single sitting, as the information will be saved after you log out. However, the school will not be notified of the completion of your packet until you reach the end of the form and enter your electronic signature.

The URL (web address) for the registration system is -<https://sportsnethost.com/centerhs-parent> and is posted on the school's athletics website.

## **Athletic / Extracurricular Suspension**

Students should understand that the staff at Center High School strongly believes that the use of tobacco, alcohol and drugs anytime is not acceptable for high school students for health and safety reasons. The staff believes that the current glamorization of the use of tobacco and alcohol is misleading and believe that high school students should be aware of the negative effects of tobacco, alcohol and drug use.

A. **Any** student who smokes, chews or possesses tobacco in any form **anytime** during season will be ineligible to represent the school in any interscholastic contest for six weeks, excluding vacation periods. With the coach's permission, the student may continue to practice with a team but may not wear a school uniform or otherwise represent a team at any interscholastic contest. The coach and student will meet to discuss what the student may expect if he/she continues to practice with the team.

B. **Any** student who uses or possesses alcohol or drugs on or off campus before, during or after school hours shall be ineligible for six weeks of school (vacation periods do not count). With the coach's permission, the student may continue to practice with a team but may not wear a school uniform or otherwise represent a team at any interscholastic contest. A second offense involving alcohol or drugs will cause the student to be ineligible for one calendar year from the date of the infraction. The student may not continue to practice or participate with a team during the calendar year of ineligibility.

C. **Any** student involved in the sale of drugs or alcohol at anytime during season or off season will be ineligible for one calendar year from the date of the infraction. The student may not continue to practice or participate with a team during the period of ineligibility.

## **Attendance – Staff**

When a staff member is going to be absent, they must notify the Eschools Solutions program either by telephone or via the internet at a minimum of one hour before the report time for the sub.

The "Professional Development" reason in the Eschool Solutions subfinder system is a two-part absence approval. Absence due to professional development requires pre-approval by the site principal **and** District administration.

Please make certain substitute lesson plans and seating charts are in a conspicuous place under any absence circumstances. Teachers are directed to include Fire Drill/Emergency Plan directions for the substitute as well as the day's lesson plan.

## Attendance - Taking

Attendance is to be taken in Aeries at the beginning of each period of instruction. If the teacher has knowledge that a student is on a school-sponsored field trip or activity, the student is still marked "absent." Bottom Line: If a student is not physically present in the classroom, they are to be marked "absent."

Students arriving after the tardy bell without a valid written excuse are to be marked "tardy."

Only teachers may take and record attendance. It is illegal for students to take or record attendance.

Weekly attendance reports must be signed and turned in to the Attendance Office.

## Absence Policy - Student

Each student is expected to attend school regularly and be on time. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Please try to schedule appointments outside of the school day. Students and parents are advised to keep track of absences. **A note from a doctor will be required after the tenth absence for any reason.** After ten unexcused absences in any given class, a student **may** lose credit for that class. A student must attend at least half of their normal daily schedule to attend or participate in athletics or extracurricular activities.

These are the only acceptable reasons for excused absences:

- A. illness
- B. medical appointment
- C. funeral of a member of the immediate family (up to three days for out-of-area)
- D. court appearance
- E. religious observance
- F. other funeral

### Habitual Truancy

- A. unexcused absence for three full days in a school year
- B. tardy for more than thirty minutes on three occasions in a school year

Board Policy 5121 states:

"The Board believes that 10 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es)."

AR 5121 states:

"Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report."

### **District Requirements:**

- A. When a student is habitually truant, the school shall convene a conference with the student, parent(s) and teacher(s). At the appropriate time, the student will be referred to the District for action by SARB.
- B. When a student is habitually truant from one class at the secondary level, the teacher shall make personal contact with parents. (Personal contact is defined as a telephone or face-to-face conference; an "attempt" to contact is not sufficient). All such contacts/conferences shall be recorded in Aeries.
- C. Parents of students in danger of failing a course due to excessive absences must be informed, per Board Policy, by the teacher through personal contact (as defined above).
- D. At the secondary level, students who have 10 unexcused absences in a class may receive a failing grade, provided the above three requirements have been met.

## **Attendance and Grading**

### **District Requirements:**

- 1. When a student is habitually truant, the school shall convene a conference with the student, parent(s) and teacher(s). At the appropriate time, the student will be referred to the District for action by SARB.
- 2. When a student is habitually truant from one class at the secondary level, the teacher shall make personal contact with parents. (Personal contact is defined as a telephone or face-to-face conference; an "attempt" to contact is not sufficient.) All such contacts/conferences shall be recorded in Aeries.
- 3. Parents of students in danger of failing a course due to excessive absences must be informed, per Board Policy, by the teacher through personal contact (as defined above).
- 4. At the secondary level, students who have 10 unexcused absences in a class may receive a failing grade, provided the above three requirements have been met.

## **Beginning of Instruction**

Teachers are expected to be ready to teach and students ready to learn when the tardy bell rings.

## **Behavior Referrals**

All student behavior referrals should be sent to the appropriate administrator, counselor, or support staff via the online behavior referral form.

## **Bicycles / Skateboards / Scooters**

Bicycles must be parked in the bicycle racks provided for that purpose. Scooters and skateboards must be placed in the rack located in the fenced bicycle rack. Students need to provide their own locks. Students must walk their bicycles, skateboards, and/or scooters on school property.

## **Book Check Out**

Each student shall complete a book Check-Out Slip at the time textbooks are issued. Teachers shall make certain students are given the necessary pricing information so that the form is properly

completed, as well as be sure each student has written his/her name and the correct book number on the form. These slips are to be kept on file so that an accurate accounting of lost books is possible. Students who transfer out of class should receive the Check-Out Slip when the appropriate book is returned. If the book is lost or destroyed, the student must pay for it at the ASB office. If the book is not paid for by the end of the semester, the teacher shall send the book slip to the ASB office with the teachers' lost/destroyed book list. Once the slip has been sent to the ASB office, the ASB office is the collection point for all payments or returns of lost/damaged books. Therefore, if a student attempts to return a book to the teacher after the list has been submitted to ASB, the teacher needs to direct the student to the ASB office to take care of the matter.

## Break Pass

Pass for individuals who may need to come to the Student Center to see their counselor due to immediate mental health reasons. The pass is discussed during an IEP or SST, approved by administration, issued monthly and signed on the back by the individual counselor.

**Immediate  
PASS to the  
Student Center**

1. Walk to the Student Center, teacher will inform them you are coming.
2. Sign in and take a seat.
3. Your counselor will be with you in a moment.

## Campus Visitors

As a general rule, no student visitors are allowed on the CHS campus during school hours. Any special circumstance necessitating a site visit must be requested of the site administration at least 48 hours before the visit. Each teacher granting visitors must provide written permission prior to the visit.

All adult visitors must sign in at the main office and obtain a visitor pass.

## Cash and Collection of Money

Cash, whether personal or school-related, should never be left anywhere in the classroom, including but not limited to desks or file cabinets. Students are to deposit funds for instructional programs or student activities directly with the ASB bookkeeper. Staff is not to collect money from students. Under no circumstances are staff members to deposit collected monies in non-school accounts.

## Cell Phones and Electronic Devices

Students are discouraged from bringing cell phones, pagers, cameras, musical devices, electronic games, and other electronic devices to school. Electronic devices may only be used before and after school, during lunches, and between classes. All cell phones and electronic devices must be turned off and put away before entering any buildings. Any electronic device being used or that goes off during class time will be confiscated and turned over to the administration with a classroom referral.

✓ 1st Offense: Student may pick up the device from an administrator at the end of the school day.

✓ 2nd Offense: Student must pick up the device from an administrator and parents will be notified.

- ✓ 3rd Offense: Student must pick up the device from an administrator and parents will be notified and the student will receive disciplinary action.

Due to high theft rates, electronic devices are not encouraged on campus. Center High School is not responsible for lost or stolen electronic devices. Center High School staff will not conduct investigations involving lost or stolen electronic devices.

## Classroom Behavior Standards

All students should behave appropriately in class. Nothing will be allowed to interfere with this process.

- A. Show respect for others by being considerate and courteous.
- B. Be on time to class with appropriate materials.
- C. Enter the classroom and take your seat quietly. Remain in your seat unless otherwise instructed by the teacher.
- D. Stay on task for the assigned time. Follow directions.
- E. Keep hands, feet, and objects to yourself.
- F. No food, drinks, gum, hats, sunglasses, grooming, or card playing will be allowed in the classroom.
- G. No electronic devices including, but not limited to, cell phones and IPODS or other music devices are to be seen or heard once inside a classroom.
- H. Class will begin and be dismissed by the instructor, not the bell.
- I. Work stations are to be kept neat, safe, and clean.
- J. A classroom suspension will result for disruption or defiance when a substitute is present.

## Class Change, Add Drop Policy

A Center High School student is expected to stay in a year long class the entire year, both semesters, fall and spring. Changing students mid-year is disruptive to the established classes and the education of the student(s). Staffing levels for the entire school year are also based on the courses students select in the spring of the preceding school year. .

### Possible exceptions to this rule are:

- A student has already completed the course in either summer school or credit recovery.
- A student does not meet the prerequisite(s) to be in the class.
- A senior is missing a course needed for graduation or admissions to college.

### Program changes only at semester:

- If a student is to be added to or removed from a program.
- Physical Education classes within the same period may be switched.
- Senior AVID Seminar cannot be added or removed from the program at semester due to the Consumer Finance requirement.

### If a schedule change is required the following will occur:

- If the course is either 1st or 6th period, a late arrival or early dismissal (juniors/seniors only) will be changed with the class.
- Except for the class being changed, every effort will be made to keep the students with their current teachers.

## Closed Campus / Visitors

Center High School maintains a closed campus policy. All students leaving campus MUST receive prior clearance through the Attendance Office. Student visitors are not permitted on campus under any circumstances. All adult visitors must sign in at the Main Office. Parents/guardians are required to give teachers at least a 24 hour advanced notice if they wish to observe a class.

## Criteria for Earning Graduation Cords - Revised 2/28/17

- [Link Crew](#) - Must be a graduating Senior who has spent 2 years in the program
- [Advanced Broadcast](#) - cord criterion is two years of successful enrollment in the class. Students with three years get a pin. Occasionally I have a 4-year student. They would receive a 4-year pin or other medallion.
- [911 Dispatch](#) - 2 years of an integrated program may be presented with a cord (for me, 911 Dispatcher Year 1 and 911 Dispatcher Year 2 (Supervisory training)).
- [Publications](#) - For both the EPIC yearbook and the Blue & Gold newspaper students must complete 2 FULL years in Advanced Journalism. They do not need to be consecutive years- just 2 total.
- [Leadership](#) - Must be in Leadership for 2 years, with Senior year being 1.
- [Student Government](#) - for students who are part of Student Government their Senior year.
- [Top Ten](#) - Top Ten students in Senior Class
- [AP](#) - Must have completed 4 AP classes their Junior/Senior year.
- 4- year College acceptance cord ([Purple Cord](#)) - Verified acceptance into a 4-year college
- [MCA](#) - Students must finish three years in the program.
- [PLTW](#) - Engineering and Biomedical Sciences -
- A grade of A/B/C in 2 PLTW courses (Biomed or Engineering)
- Stanine scores of 4 or higher on both PLTW End of Course assessments
- This application form approved by both teachers for each courses and submitted to a PLTW teacher at least 10 days before graduation
- Attach copies of PLTW scores from LMS and transcripts or report cards from Aeries
- [Theater](#) - Completed at least three years of Theater.

## Counselors - Student Center

The CHS counselors will assist students with their four-year academic plan, career development and provide personal, social, and crisis interventions. The counseling office assistants will provide student services; enrollment, disenrollment, transcripts, academic records, test data, athletic packets and community resources. Students and parents need to make an appointment to see their individual counselor.

Parents are encouraged to contact teachers regarding questions about their student's performance.

Ms. Ana Perez, Counselor                      A- G                      338-6360

Ms. Kim Biancalana                      H – PA                      338-6362

## Credit for Courses taken at Community College

CHS students planning to take a community college course can pick-up the forms in the counseling department or online. The Los Rios Community College District requires the Advanced Education Application and Sierra College requires the Academic Enrichment Application. Both community colleges require a 2.70 GPA. Note: your application will be subject to review and approved by your counselor. One community college credit is equivalent to 3.33 high school credits. The course will be documented on your HS transcript when an official community college transcript is provided. No honor status is given for any community college course.

## Credit Recovery Contract - Due to the change to block schedule, there will not be credit recovery during the 2017-18 school year.

Dear Parent or Guardian,

Your student has been offered the opportunity to make up credits through Credit Recovery in order to graduate from Center High. Please read the information at the top of this form, then sign at the bottom and return by \_\_\_\_\_(date). A copy is attached for your records.

Credit Recovery is an online course that allows the opportunity for students to make up deficient credits that do not fit into the student's regular schedule but are needed to graduate. Credit Recovery is enrolled on a first come-first serve basis, with 20 seats available. Seniors will have priority on the waitlist. Seniors do not have priority on their second attempt to pass.

### **Guidelines:**

- \* Credit Recovery allows students to make up NO MORE THAN 10 credits per academic year.
- \* Students may do no more than 20 credits TOTAL in Credit Recovery.
- \* Students have **9 weeks** to complete 5 credits. If they are unable to do so, they will be dropped. (Students have 18 weeks to complete a 10 credit course.)
- \* Credit Recovery courses receive no letter grade and the student's GPA is not affected.
- \* Students must complete the course with a 70% or higher in order to earn the credits. Below 70% results in no credit earned.
- \*Attendance is not mandatory but progress is. If a student shows no progress after two weeks, they may lose their spot, class progress reset, and be placed at the bottom of the wait list. **Positive Progress is defined as 12% course completion with a 70% average per week for nine calendar weeks. Students will have a maximum of 2 attempts to pass. After 2 attempts the student will be exited from C/R.**
- \*The computer lab in 300 is available from 2:45pm -3:40pm Tuesday through Friday. Students are not required to attend after the initial meeting with the C/R teacher.
- \*The program can be accessed from any computer with internet access, 24 hours a day, seven days a week. **Positive Progress is mandatory.**
- \*Cell phones, food and drink in the computer lab are not permitted.

Credit Recovery Contacts:

Ms. Perez

A-G Counselor

[anaperez@centerusd.org](mailto:anaperez@centerusd.org)

Ms. Biancalana  
Mrs. Ramirez

H - PA Counselor  
PB - Z Counselor

**Positive Progress is defined as 12% course completion with a 70% average per week for nine calendar weeks. Students will have a maximum of 2 attempts to pass. After 2 attempts the student will be exited from C/R.**

#### **Classroom Interruptions - (Leadership Team Discussion, 11/10/09)**

- ✓ **Staff agrees** to avoid pulling students out of other teachers' classes during the other teacher's class time.
- ✓ **Staff agrees** to avoid writing passes to excuse tardies to other teachers' classes.
- ✓ In order to preserve academic time as much as possible, students will participate in extracurricular activities such as Homecoming outside of class time, not during. A special schedule will be in effect the day of the Homecoming decoration judging, with school starting 15 or 20 minutes late for students who wish to tour the decorations before classes start. Teachers will refrain from taking classes "on tour".
- ✓ **Staff agrees** to have students leave food in the classrooms in which the food will be eaten and not carry it around all day.
- ✓ At the teacher's discretion, birthday balloons, cakes, etc. may be stored in the Office until the end of the day.
- ✓ The office staff agrees to avoid pulling students from English or math classes whenever possible.

## **Classroom Maintenance**

Classrooms are to be maintained in a manner that provides a stimulating learning environment. Posters, maps, charts, models, sample student work, and other instructional aids and displays are expected in all classrooms as appropriate to course content. Classrooms should be kept neat and clean, and this expectation should be impressed upon students. Fire code requires no more than 25% of the walls be covered in flammable materials. Please submit a work order to the school secretary in the event of a repair needing to be made.

## **Classroom Management Plan**

For teachers to have a successful classroom management plan, a systematic, student responsibility-based approach must be developed that is clearly explained to students and consistently implemented by the teacher. In order to ensure an effective school-wide program, all teachers are expected to develop and implement a classroom management plan. The following should be included:

- Show respect for others by being considerate and courteous.
- Arrive to class on time with appropriate materials.
- Enter the classroom and take your seat quietly.
- Stay on-task for the entire period.
- Follow all staff directions.
- Groom yourself before coming into a building.
- Bring no food, drinks, gum, toys etc. into any building.
- Keep hands, feet and other objects to yourself.
- Understand that class will begin and be dismissed by the teacher, not the bell.
- Keep work stations neat and safe.

## Concurrent Enrollment Policy/Agreement

McClellan High School and Center High School 8/21/14

The following criteria must be met:

- The student must have the ability to make up required units overall if enrolled in a CHS class (e.g.: student cannot sacrifice needed math units to take elective course).
- The CHS class must fulfill needed units (e.g.: student must need to make up elective units).
- There must be room in the desired CHS class.
- CHS teacher approval.
- Administrative approval at both CHS & MHS must be obtained.
- Parent/guardian approval must also be obtained.

## Consequences

Identify a progression of consequences that will be used each time an unwanted behavior occurs or is repeated. Consistency is the key element of success in the process. The consequences should be administered in a matter-of-fact, non-emotional manner and followed with parental contact.

- *Positive Reinforcement*

Positive reinforcement of appropriate behaviors for the whole class or individuals should be included in the classroom management plan.

- *Communication of the Plan*

The plan needs to be thoroughly communicated with students at the beginning of each semester and included with the syllabus.

## Copy Center - Xerox Center

All staff members need to utilize the online copy form and submit it electronically to the Copy Center.

## Course Syllabus

A course syllabus describing the scope, sequence, and grading criteria of the course and behavior expectations is to be provided to students the first day of class.

## Daily Bulletin

The daily bulletin includes important dates, events, and announcements. All teachers are directed to read the bulletin at the beginning of second period and then post the bulletin in a conspicuous place. Center Television (CTV) should also be shown in addition to the bulletin.

## Dance Rules

### Buying a Ticket

- A. To purchase a ticket, CHS students must show their current ID card and have a completed permission slip. CHS students may not purchase tickets for other CHS students. **Dance tickets are never sold at the door.**
- B. Students suspended out of school are ineligible to attend dances for 45 school days after their suspension.
- C. Refunds are never issued for students who do not attend or who are removed from a dance for behavior reasons. Students cannot purchase tickets for dances if they owe fines to CHS.

### Guest Passes

- A. Guest Passes are available for Juniors and Seniors only for both Homecomings, Junior Prom, and Senior Ball. Those are the only dances where guests are permitted.
- B. Completed Guest Passes with approved signature and business card of guest's school administrator are due on the dates listed on the pass.
- C. The approved Guest Pass must be presented at the time the ticket is purchased and the CHS student must present their current ID.
- D. The approved Guest Pass and guest's ID must be presented at the door.
- E. Any student who brings a guest will be held responsible for the guest's behavior.
- F. To be a guest at a CHS dance, guests must be in at least 9<sup>th</sup> grade.

### Entering the Dance

- A. The student's current CHS ID card is required to gain entrance.
- B. The student's name must appear on the official list. Guests must present picture ID.
- C. Backpacks/over-sized purses are not allowed inside any dance. No exceptions.
- D. All students in attendance are subject to random search and/or drug/alcohol screening as deemed appropriate by the Administration.
- E. Once a student has left the dance there is no re-entry.

### Dance Behavior Expectations

- A. All dancing considered inappropriate by administration will not be tolerated.
- B. Proper attire is required at each dance.
- C. All school rules and regulations are in effect at all dances.

### Consequences

- A. Verbal warning will be issued to all students at the dance. Individual students may be removed.
- B. If inappropriate behavior continues, the dance will end and all students will be directed to leave the premises.
- C. Continued violations of the dance rules will result in immediate removal from dance and possible suspension. Students removed from a dance will not be allowed to attend another CHS dance until they have met with an administrator and parent/guardian to discuss appropriate behavior.
- D. Students caught sneaking into a dance will have their dance privileges revoked for the remainder of the school year.

## Department Chair Selection Process - Updated 11/18/14

1. Term = Four years - After two consecutive terms, the Department Chair will step down for at least one four-year term.

2. Process:

All teachers in a department are eligible to express interest and be considered for the position of Department Chair including those who currently hold the Department Chair position (except after 2 consecutive terms as stated above).

The department will hold a meeting and those interested in becoming the Department Chair will state the reasons they feel they would be a good candidate for this position. Examples include: experience, education, goals/vision for the department. The duties and responsibilities of the Department Chair position will be discussed in this meeting so that all candidates know the expectations.

Individual departments can develop department specific criteria for their Department Chair (such as years in the department) with administrative approval.

After the meeting described in item above, each department member has the option of contacting the principal confidentially to express their opinion/reasoning of who they believe would be the best candidate to represent their department.

The principal makes the final decision and appointment.

Department Chair responsibilities can be split between two department members.

3. Duties and Responsibilities:

The expectation is for the designated Department Chair to fulfill all duties and responsibilities as listed in the contract/Job Description.

## **CENTER HIGH SCHOOL**

**Job Title:** Department Chair

Duties and Responsibilities:

**Curriculum:**

Assist in the review and revision of courses of study; assist in the development of school course catalogues and master schedule; assist teachers in following course requirements.

- Coordinate submission of department courses for acceptance to UC a-g, and AP audits, as well as update course catalog descriptions.
- Coordinate the implementation of curriculum that meets the state framework and state standards.

**Budget:**

Develop departmental budget and periodically review its status; order and distribute department books and supplies.

- Coordinate department textbooks and school supply orders.

**Personnel:**

Participate in interview and selection of new teachers; assist new teachers in development of lesson plans and classroom management.

- Work as a liaison between administration and teachers
- Coordinate teacher class assignments within the master schedule
- Coordinate student teacher assignments
- Participate in classroom observations and provide feedback to members of the department.

**Meetings:**

Confer with site administrators on a regular basis to discuss lesson planning, curriculum, and student progress; meet regularly as part of the site leadership team to discuss areas of mutual concern; schedule department meetings, as necessary, to resolve departmental issues and address school-wide concerns, per administrative request.

- Attend administration/department head meetings
- Coordinate/ facilitate department meetings as needed

**Other Areas:**

Develop additional responsibilities in consultation with members of the site leadership team.

- Attend Freshmen Orientation, Senior Awards Night, Graduation
- Coordinate the Home Group for WASC Accreditation
- Coordinate other department specific tasks and responsibilities that are assigned by the department head.

Revised 11/19/2014

## **Discipline and Student Supervision**

### **Referral and Suspensions**

Faculty members will utilize the online referral system.

Suspensions (Ed Code Sections 48900, 48000.6, 48910)

Administrators have the authority to suspend students from school for up to five (5) days. Teachers have the authority to suspend students from the classroom for the day of the suspension and the next class meeting. If/when a teacher administers a class suspension; **the teacher must make the parent contact**. Suspensions shall be imposed only when other means of correction fail to bring about proper conduct. However, a student may be immediately suspended for offenses (1) through (3) on the Suspension Form; if the student presents a danger to persons or property; or if the student threatens to disrupt the instructional process.

#### **Suspension Procedures:**

1. Complete the online referral form.
2. Send the student to the office to sign in.
3. The student may be suspended from school at the discretion of the site administrator. If so, the administrator will contact the parent/guardian prior to sending student home.
4. **The teacher will make parental contact by phone within 24 hours.** For students not suspended from school, the teacher shall enter the result of this contact in Aeries.

Grading Policy for New / Transferring Students – 10/25/2011

Any students entering a class after the first day of school will have their transfer grade from the same or similar course used for all assignments missed by their absence. If there is no forwarded grade, or if the course level has changed, then the grade starts at the day of enrollment. The student will be held responsible for all course material covered on any assessment including the midterm and/or final exam.

## **Dress Code**

The following guidelines are intended to define “appropriate student attire” and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students, and minimize distraction so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. At all times, all students are expected to abide by the following guidelines:

- a. Clothing, jewelry, personal items (gym bags, backpacks, water bottles, notebooks/binders, etc.) and tattoos with language or images that are vulgar, sexually suggestive, discriminatory, promoting prejudice, obscene, libelous, or that promote illegal or violent content, such as weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, is prohibited.
- b. Garments shall be sufficient to conceal undergarments at all times.
- c. Shorts, skirts, and dresses must cover the upper-thigh area.
- d. Shirts and tops must cover the entire torso, including chest, back and midriff. Tube tops, halter-tops, backless tops, scoop-neck tops, low V-neck tops, half shirts, spaghetti straps, off the shoulder tops, and muscle shirts are not appropriate. Sheer/mesh tops must have appropriate clothing underneath.
- e. Pants, shorts and skirts must be worn at or above the hipbone.
- f. No pajamas or blankets.
- g. Hats, beanies, hoodies, bandanas, etc. (except those being worn for cultural or religious purposes) must be removed prior to entering a school building.
- h. Footwear must be worn at all times. No bedroom slippers.
- i. No sunglasses may be worn in buildings.
- j. Any clothing or accessories related to gangs are not acceptable.

Students violating any part of this dress code will be sent to the office for replacement shirts or sweat pants.

NOTE: Coaches and teachers in classes, such as shop, may impose more stringent requirements than the above consistent with the needs of the particular sport and/or class.

\*\*This list is not all-inclusive. The administration reserves the right to use his/her own discretion in deciding what is disruptive to the educational environment.

## **Eighteen Year- Old Signing Themselves Out of School**

EDUCATION CODE 46012: For the purposes of any procedure for verification of absences from school, a student 18 years of age or over, with respect to his own absences from school, shall have all of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or other person having charge or control of the minor.

## **Email**

Teachers are to check their email regularly and respond to emails within one business day. Phone calls are required for excessive absences as per district policy.

## **Exiting Extended ELD Support Grades 9-12**

All of the the following criteria for each grade must be met at the beginning of the school year for a Long-Term English Learner (LTEL) student to be exited from Extended ELD Support.

### **Grade 9**

1. Passed the CELDT\*
2. Reading at a 7th grade or higher based on the DRP\*
3. Minimum score of Basic on the DWA\*

### **Grade 10**

1. Passed the CELDT
2. Reading at an 8th grade level or higher based on the DRP
3. Score of Basic on the DWA
4. Passed English 9 Spring Semester with a minimum of 70%
5. Passed Extended ELD Support Spring Semester with a minimum of 70%
6. Minimum 2.0 GPA

### **Grade 11**

1. Passed the CELDT
2. Reading at a 9th grade level or higher based on the DRP
3. Score of Proficient on the DWA
4. Passed English 10 Spring Semester with a minimum of 70%
5. Passed Extended ELD Support Spring Semester with a minimum of 70%
6. Minimum 2.0 GPA

### **Grade 12**

1. Passed the CELDT
2. Reading at a 10th grade level or higher based on the DRP

3. Score of Proficient on the DWA
4. Passed English 11 Spring Semester with a minimum of 70%
5. Passed Extended ELD Support Spring Semester with a minimum of 70%
6. Minimum 2.0 GPA

\***CELDT** California English Language Development Test

\***DRP** degrees of reading proficiency

\***DWA** district writing assessment

## **Extra-Duty Supervision as described in the CUTA contract Article VII, Section E.**

All certificated staff will be assigned up to 14 hours of extra-duty supervision that is in no way related to the duties and responsibilities of any stipend position that he/she currently holds. Stipend positions can be found in the CUTA contract in Appendix B. Stipend position job descriptions are signed yearly and kept on file in the main office. 9/25/15

## **Field Trips**

All field trips are to be approved via the Field Trip Approval Process. The forms are available from the school secretary.

## **Grade books**

*Expectations for teachers:*

1. All teachers will use Aeries electronic grade book to keep track of student grades. Grades will be updated at least every two weeks.
2. At no time will students be allowed to access, or enter grades into the electronic grading system.
3. Since Parent Link is being utilized, grades and student data need to be entered in a timely manner. Posting promptly is extremely important.

## **Grading Policy for New / Transferring Students**

Any students entering a class after the first day of school will have their transfer grade from the same or similar course used for all assignments missed by their absence. If there is no forwarded grade, or if the course level has changed, then the grade starts at the day of enrollment. The student will be held responsible for all course material covered on any assessment including the midterm and/or final exam.

## **Grade Change Appeals Process**

**Grade Change Appeals Process**

**12/7/15**

**Step 1**

The parent will complete the Grade Change Appeal Form and submit it, along with any other relevant information, to the teacher within 30 school days of receiving the report card. The teacher will respond in writing to the request with their decision within 5 school days.

**Step 2**

If the issue is not resolved at the teacher level, the parent will submit a copy of the Grade Change Appeal Form and any other relevant information from step 1, including the teacher’s response, to the principal within 10 school days of receiving the answer from the teacher.

Within 10 school days of receiving the written request from the parent, the principal will set up a meeting with the parent and shall invite the teacher to be present at the meeting and/or to provide written input for the meeting. At the meeting, the principal will hear both sides of the issue but will not make a final decision. Following the meeting, the principal will meet individually with the teacher to discuss the appeal. The principal will notify both the parent and teacher of his/her decision in writing within 10 days of the meeting.

**Step 3**

If the issue is not resolved at the site level after following steps 1 and 2 above, the parent may make a written request for review by the Superintendent. The written request will include copies of all documents obtained in steps 1 and 2. The request must be made within 10 days of receiving the written response from the principal.

The Superintendent shall review the documentation provided by the parent. The teacher shall have the opportunity to be present during this review and /or to provide input. After consulting with the school board, the Superintendent shall send a written notice of his/her decision to the parent, teacher and principal within 10 school days. This decision shall be final. If the grade is to be changed, the principal will have the grade changed on the official transcript within ten days.

**Grade Change Appeal Form**

12/7/15

Name of Parent/Guardian: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Course: \_\_\_\_\_

Date Grade Issue: \_\_\_\_\_

**California Education Code 49066**

(a) When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the



### California Education Code 49067

(a) The governing board of each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period.

(b) The governing board of any school district may adopt regulations authorizing a teacher to assign a failing grade to any pupil whose absences from the teacher's class that are not excused pursuant to Section 48205 equal or exceed a maximum number which shall be specified by the board. Regulations adopted pursuant to this subdivision shall include, but not be limited to, the following:

(1) A reasonable opportunity for the pupil or the pupil's parent or guardian to explain the absences.

(2) A method for identification in the pupil's record of the failing grades assigned to the pupil on the basis of excessive unexcused absences.

(c) Notwithstanding the provisions of subdivision (a) of Section 49061, the provisions of this section shall apply to the parent or guardian of any pupil without regard to the age of the pupil.

## Grading Scale

Adopted May 2017

96.5 - 100	<b>A+</b>
92.5 - 96.49	<b>A</b>
89.5 - 92.49	<b>A-</b>
86.5 - 89.49	<b>B+</b>
82.5 - 86.49	<b>B</b>
79.5 - 82.49	<b>B-</b>
76.5 - 79.49	<b>C+</b>
72.5 - 76.49	<b>C</b>
69.5 - 72.49	<b>C-</b>
66.5 - 69.49	<b>D+</b>
62.5 - 66.49	<b>D</b>
59.5 - 62.49	<b>D-</b>
59.49 or below	<b>F</b>

## Grading Standards

Grades of A, B, C, and D are passing and earn credits toward graduation. The grade of F is failing, and no credit is awarded. "A" indicates exceptional work, "B" indicates above-average work, "C" indicates average work, and "D" indicates a low passing grade. "P" indicates a passing grade, and is limited to Advocacy, Student Aides, and special circumstances. A report card issued at the end of the

first and third quarters is a grade-in-progress. The semester grade is recorded on the permanent high school transcript, and counts as credit toward high school graduation. Academic reports are carried home every four weeks, eight times per year. The final semester grade with credit is recorded on the student's transcript.

## **Center USD Board Policy Grades/Evaluation Of Student Achievement BP 5121 Students**

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's [academic performance](#). (c§ 5020 - Parent Rights and Responsibilities) (cf: 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system that [shall be applied to all students in that course and grade level](#). Teachers shall inform students and parents/guardians how academic performance will be evaluated in the classroom, (cf: 0410 - Nondiscrimination in District Programs and Activities) [A teacher shall base a student's grades solely on the quality of the student's academic work and his/her mastery of course content based on district standards](#). Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. [Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately](#). (if. 601 1 - Academic Standards) (cf. 6162.5 - Student Assessment)

[Whenever a student misses an assignment or assessment due to either an excused or unexcused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment](#).

A teacher may assign a failing grade to a student who has 10 or more unexcused absences during the grading period. (cf: 5113 - Absences and fctrses) (cf: 5113.1 - Chronic Absence and Ti-tiancy)

Students in grades K-2 shall receive progress reports at the end of each grading period rather than letter grades. At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level. When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement. A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall

not contain information disclosing the student's disability. (CJ 51 25 - Student Records) (cf. 61 59 - Individualized Education Program) (cf. 61 64.6 - Identification and Education Under Section 504)

A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066) (CJ 5125.3 - Challenging Student Records)

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses. (cf. 61 41.4 - International Baccalaureate Program) (CJ 6141.5 - Advanced Placement) (4 61 72 - Gifted and Talented Student Program) (cf. 61 72.1 - Concurrent Enrollment in College Classes)

Legal Reference: Legal Reference: EDUCATION CODE 48070 Promotion and retention 48205 Excused absences 48800-48802 Enrollment of gifted students in community college 48904-48904.3 Withholding grades, diplomas, or transcripts 49066 Grades; finalization; physical education class 49067 Mandated regulations regarding student's achievement 49069.5 Students in foster care, grades and credits 51242 Exemption from physical education based on participation in interscholastic athletics 69432.9 Cal Grant program; notification of grade point average 76000-76002

Enrollment in community college CODE OF REGULATIONS. TITLE 5 10060 Criteria for reporting physical education achievement, high schools 30008 Definition of high school grade point average for student aid eligibility UNITED STATES CODE. TITLE 20 1232g Family Education Rights and Privacy Act (FERP.4) CODE OF FEDERAL REGULATIONS. TITLE 34 99.1-99.67 Family Educational Rights and Privacy Act COURT DECISIONS O'vasso Independent School District v. Falvo, (2002) 534 U.S. 426 Las Virreenes Educators Association v. Las Virreenes Unified School District, (2001) 86 Cal.App.4th 1 Stvan v. Sart Ramon Valley Unified School District, (1989) 720 F.2d 764 Joltnson v. Santa Monica-Malibu Unified School District Board of Education (1986) 179 Cal.App.3d 593 Management Resources: CSBA PUBLICATIONS Research-Oriented Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief; July 2016 US. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE Report Cards and Transcripts for Students with Disabilities, October 17, 2008 CWEB SITES CSBA: <http://www.csba.org> California Department of Education: <http://www.cde.ca.gov> California Student Aid Commission: <http://www.csac.ca.gov> U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy adopted: November 16, 2016

CENTER UNIFIED SCHOOL DISTRICT Antelope, California

## Graduation Cords Criteria

- Link Crew - Must be a graduating Senior who has spent 2 years in the program

- Advanced Broadcast - cord criterion is two years of successful enrollment in the class. Students with three years get a pin. Occasionally I have a 4-year student. They would receive a 4-year pin or other medallion.
- 911 Dispatch - 2 years of an integrated program may be presented with a cord (911 Dispatcher Year 1 and 911 Dispatcher Year 2 (Supervisory training)).
- Publications - For both the EPIC yearbook and the Blue & Gold newspaper students must complete 2 FULL years in Advanced Journalism. They do not need to be consecutive years- just 2 total.
- Leadership - Must be in Leadership for 2 years, with Senior year being 1.
- Student Government- for students who are part of Student Government their Senior year.
- Top Ten - Top Ten students in Senior Class
- AP - Must have completed 4 AP classes their Junior/Senior year.
- 4 - year College acceptance cord- Verified acceptance into a 4-year college
- MCA - Students must finish three years in the program.

# Graduation Requirements Policy for Transfer Students

September 20, 2016

The following policy will be effective immediately:

## **2016-17 School Year**

- All freshman level students transferring into CHS will be on the new 260 credit graduation requirement track.
- All sophomores, juniors, and seniors transferring into CHS will be on the old 230 credit graduation requirement track. Advocacy will be waived, but the student still needs 230 total credits.

## **2017-18 School Year**

- All freshman and sophomore students transferring into CHS will be on the new 260 credit graduation requirement track.
- All juniors and seniors transferring into CHS will be on the old 230 credit graduation requirement track. Advocacy will be waived, but the student still needs 230 total credits.

## **2018-19 School Year**

- All freshman, sophomore, and junior students transferring into CHS will be on the new 260 credit graduation requirement track.
- All seniors transferring into CHS will be on the old 230 credit graduation requirement track. Advocacy will be waived, but the student still needs 230 total credits.

## **2019-20 School Year**

- **All students at all grade levels will be on the 260 credit requirement track from this point forward.**

## Graduation Requirements - Classes of 2018/2019

In order to earn a diploma from Center High School, students must:

1. Earn 230 credits out of a possible 250 credits.
2. Complete the coursework listed below:

<i>SUBJECT</i>	<i>CREDITS</i>	<i>YEAR REQUIREMENT</i>
English	40	Taken each year
Science	20	Two years (Physical and Biological)
US History	10	Junior Year
World History	10	Sophomore Year
PE	20	Two years
Health	5	Freshman Year: 1 semester
Economics	5	Senior Year 1: semester
VPA or Foreign Lang.	10	One year required
Electives	60	Available each year
Math	20	Two years (including Algebra I/CPM)
Career Technical Education	5	Freshman Year: 1 Semester
US Government	5	Senior Year: 1 Semester
Consumer Finance	5	Senior Year: 1 Semester
Advocacy	8	Taken each year
Community Service	2	Senior Year (16 hrs during US Gov't class)
Technology	5	10 - 12 Year : 1 Semester
<b>Total</b>	<b>230</b>	

## CHS GRADUATION REQUIREMENTS for Incoming 9<sup>th</sup> graders

In order to earn a diploma from Center High School, students must:

1. Earn 260 credits out of a possible 320 credits
2. Complete the coursework in the subject areas listed below:

SUBJECT	CREDITS	YEAR REQUIREMENT
English	40	Four Years
Physical Science	10	One Year
Biological Science	10	One Year
American History	10	Junior Year
World History	10	Sophomore Year
Economics	5	Senior Year: 1 Semester
Government (including Community Service hours)	10	Senior Year : Full Year
Math including Algebra Requirement	30	Three Years

<b>Visual Performing Arts or Languages Other than English</b>	<b>10</b>	<b>One Year</b>
<b>Health</b>	<b>5</b>	<b>Freshman Year: Semester</b>
<b>Physical Education</b>	<b>20</b>	<b>Two Years (Freshman/Sophomore Mandatory)</b>
<b>Consumer Finance</b>	<b>5</b>	<b>Senior Year: 1 Semester</b>
<b>Computer Applications</b>	<b>5</b>	<b>Freshman Year: Semester</b>
<b>CTE/Technology</b>	<b>5</b>	<b>Semester</b>
<b>Electives</b>	<b>85</b>	<b>Available Each Year</b>
<b>Total</b>	<b>260</b>	<b>Graduation</b>

## Guest Speakers

Prior to the scheduled appearance, the principal must approve all guest speakers. Topics must be relevant to course content. A completed approval form must be submitted and signed. The school secretary can assist staff in obtaining the appropriate forms.

## Hall Passes

Students are not to be sent out of class without a pass. This includes student aides. Releasing students from class with a pass while other students are at lunch should be avoided, when possible. The Cougar Planner is to be used as the hall pass. Teachers should sign on the appropriate date with the time the student left the class.

## Homecoming Decorations Viewing Procedures

One of our LCAP goals states that we are to develop school connectedness through increasing the number of students participating in extracurricular activities and sports. To this end, the following procedures will be in place for the viewing of homecoming decorations on Friday. This is the same procedure developed and used last year.

I encourage all staff to come out Thursday night between 5:00 pm and 10:00 pm to see the incredible amount of planning, effort, and teamwork/collaboration that goes into this event.

### **Procedure**

1. Students who are characters for their area will be allowed to stay in costume and in their decoration area for the first 25 minutes of first period provided:
  - a. They have the pre-approval of their first-period teacher. Permission will be granted at the discretion of the first-period teacher.
  - b. All academic work missed during this time period must be made-up and turned in by Monday.
2. At the discretion of each 1st/5th (depending on Blue or Gold Day) period teacher, classes may tour the campus during this 25 minute period as long as students stay under the direct supervision of the teacher. The teacher must go with the students and actively supervise.
3. All decorations need to be removed and the area cleaned up before leaving for the day on Friday.

## **Independent Study - Enrollment**

1. Student/parents meet with the Counselor to determine eligibility for independent study.
2. If approved by the counselor, the parent and student will complete and sign the Independent Study Master Agreement, including picking the classes the student will be taking in independent study.
3. Counselor will communicate with Independent Study teacher on when she can meet with parent/student.
4. The Counselor will give the Master Agreement to the Student to take to Independent Study teacher. Student stays enrolled at CHS until Independent Study contract is received by Attendance Secretary.
5. Once contract is received by attendance the student will then be disenrolled by Registrar from CHS, and enrolled for the following day into Independent Study according to signature and date of Independent Study teacher. Once student is disenrolled the W/D from (no parent signature needed) will be sent around on that day for W/D grades.

## **In-House Suspension**

In-house suspension is an intervention preceding an out of school suspension. It is the responsibility of the teacher to provide academic work to be completed in in-house suspension. In the event that no work is sent for a student, the teacher will be contacted by the in-house suspension supervisor.

### **In-House Suspension Requirements for Students**

1. No talking
2. No sleeping or putting one's head down on the desk
3. Cell phones or other electronic equipment may NOT be out or on
4. Hats off in the classroom
5. Students must be working on school work the entire time they are in In House Suspension.
6. If students run out of work to do, they are to get a book from the cache of school books and review, read or do exercises from the book for a course they are currently taking.
7. Students must stay in their seats the entire time they are in In House Suspension, except to get books, paper or a pencil.

- a. If this privilege is abused the supervisor may revoke it
8. Students will not be permitted to leave the classroom. The In House Supervisor will take the group to the restroom approximately every two hours. Students will also be escorted to lunch in between first and second lunches.

### **In House Supervisor Expectations**

1. In House Suspension supervisors are expected to hold students accountable to the requirements established for student behavior.
2. Supervisors may not use electronics of any kind while supervising students as smart phones, computers, Ipods and the like can distract the supervisor from his/her duties.
3. Supervisors should not engage students in conversation.
4. If a student has a question, the supervisor should answer it quietly, either at the student's desk or at the supervisor's desk.
5. Supervisors will accompany the entire group of students to the restrooms adjacent to the administration building approximately once every two hours.
  - a. No more than ten minutes should lapse during the bathroom break.
  - b. Bathroom visits should never occur during passing times, the morning break, or first or second lunches while other students are outside.
6. Supervisors will accompany students to the cafeteria for lunch between first and second lunches.
7. If any student fails to comply with In House Requirements, the supervisor should quietly remind the student of the requirement. If the student will not comply, the supervisor should call for administrative assistance over the radio.

## **Keys**

Lost school keys are to be reported immediately to the school secretary. Staff members losing keys will be responsible for re-keying buildings if deemed necessary. Keys should never be loaned to students and should always remain under the control of the teacher.

Keys will be signed out at the beginning of the school year and signed in at the end of the year as part of the teacher check-out procedure.

## **Leaving Campus - Students**

When a student needs to leave campus early, **he/she must sign out in the Attendance Office** with one of the following verifications at the time of dismissal from school:

1. Student may be signed out by a parent/guardian.
2. Student may bring a note from the parent/guardian to the Attendance Office.
3. The parent/guardian may call the Attendance Office to verify the student's dismissal time prior to the time of dismissal.
4. Students leaving campus during lunch are subject to a discipline referral to site administration.

Failure to follow these procedures will result in the student being marked truant. Students with fewer than six classes must get an Early Dismissal sticker on their ID card in order to leave campus early. Stickers are available in the Attendance Office. The office staff may periodically confirm a student check out with a telephone call to the parent/guardian. Individuals not listed on a student's emergency card may not sign out, check out, or acquire student information.

## **Leaving Campus - Staff**

Teachers needing to leave campus during school hours should check out with an administrator and inform the school secretary.

## Lesson Plans

Lesson plans provide an outline for daily lessons. Plans should be visible in the classroom and available for viewing by an administrator upon request. Plans should include, but are not limited to, the following:

- ✓ SLOs
- ✓ Time line of the lesson
- ✓ Objectives
- ✓ Instructional activities/strategies
- ✓ Assessment / monitoring
- ✓ Materials
- ✓ Use of technology, if applicable

## Mailboxes

Teachers are required to check their mailboxes in the main office at least once in the morning and once in the afternoon. Due to the fact that sensitive and confidential material can be communicated through the use of mail, **ONLY TEACHERS ARE TO ACCESS THEIR MAILBOXES.** Do not send student aides to check teacher mailboxes.

## Make-up Work

Make-up work is work that is assigned during the student's excused absence from school. Make-up work due to absence will be accepted up to a maximum of five (5) school days following the student's return. Individual teachers may establish earlier deadlines.

## Freshman Math Placement Flowchart

Adopted by CJSUD School Board January 2016

### For students taking Integrated Math 1 in middle/junior high school:

1. Honors Integrated Math 2 - At least two of the criteria listed below must be met:
  - a. Grade of B or higher in Integrated Math 1
  - b. Finals - Grade of B or higher
  - c. Smarter balanced math testing = Exceeds
2. Integrated Math 2 - At least two of the criteria listed below must be met:
  - a. Grade of C or higher in Integrated Math 1
  - b. Finals - Grade of C or higher
  - c. Smarter balanced math testing at least Meets
3. All others will repeat Integrated Math 1

### For students taking 8th Grade Math/Algebra/Algebra 1a or 1b in middle/junior high school:

1. Integrated Math 1 - At least two of the criteria listed below must be met:
  - a. Grade of C or higher in Math 8/Algebra/Algebra 1a or 1b
  - b. Placement test of Introduction to Integrated Math I final exam (second semester) with a score of 60% or higher.
  - c. Smarter balanced math testing at least "Nearly Meets"
2. All others will take Introduction to Integrated Math 1

## Missed Assignments - Suspension

Students are responsible for requesting and completing assignments covered during a suspension. Teachers are NOT required to provide missed work resulting from a suspension from school. Teachers can be contacted by telephone, email, teacher web pages, or upon the student's return to school. Students placed on extended suspension will have homework arranged through the site administration.

## Online Courses

If a student is interested in taking an online course, he/she must meet with his/her counselor for approval prior to taking the course.

## Parental Communication

At a minimum, parents are to be contacted in the following situations via phone or email. :

- ✓ As soon as student becomes in danger of failing a course.
- ✓ When a student exceeds three days of unexcused absences.
- ✓ When a behavior referral is written.
- ✓ When a student is suspended from class by the teacher.

\*\*\*The contact must be documented in Aeries

## Parking / Motor Vehicles - Students

- A. All motor vehicles brought to school by students must be parked in the student parking lot. **Students or visitors are not to park in green, numbered spaces under any circumstances.** These are for staff only.
- B. CHS does not accept responsibility for theft or damage to vehicles parked in the school parking lot.
- C. Students are not permitted in the parking lot during the school day except by special permission from an administrator.
- D. All vehicles brought to school must be properly registered with the ASB Office.
- E. All student drivers must purchase a parking permit from the ASB Office. Permits are \$5.00 and must be properly displayed when parked on campus. Cars without permits are subject to a \$35 ticket issued by the Sheriff's Department.
- F. Vehicles must be properly parked in the student lot at all times. Parking in unauthorized areas is prohibited. Vehicles parked in undesignated areas are subject to towing.
- G. Safe driving practices are expected in all campus lots and streets.
- H. The parking lot is off limits to students during the school day unless the student has a pass from an administrator.

Violations will result in the loss of parking privileges. Failure to report hitting another car on school property to school administration will result in loss of parking privileges and possible ticketing.

## Physical Contact between Students and Teachers

Physical contact between students and teachers is always discouraged and should only occur in instances of immediate physical danger in an effort to protect a student, staff member, or oneself.

## Physical Education Medical Exemption Policy

**Center High School  
Temporary Exemption from Physical Education  
Policy Statement  
10/27/2010**

This policy was developed pursuant to Education Code 51241 and CJUSD Board Policy 6142.7

### Temporary Exemption

Any student with a note from a doctor excluding him/her from participating in physical education classes will be exempt from participating in their physical education class without penalty to their grade as long as they follow the guidelines described below.

The following apply to this exemption:

1. A note must be provided by the student from a medical physician which specifies:
  - a. That the student is excluded from **ALL** participation in physical education
  - b. The note must specify the dates of the exclusion, otherwise, another note must be provided by the physician clearing the student to return to physical education.
2. The student must have an exemption form completed and signed by an administrator and teacher. Final copies are to be distributed to the student's counselor, nurse and Physical Education teacher.
3. The length of the exemption will not exceed twenty (20) consecutive or nonconsecutive days in a semester. Students needing to miss more than twenty (20) days will be dealt with on an individual basis.
4. The student will attend class and complete written assignments pertaining to sports, health, and fitness topics to earn their daily credit.
5. If the written work is not completed each day, the student will not receive their daily credit.

**Center High School  
Temporary Exemption from Physical Education**

This form was developed pursuant to Education Code 51241 and CJUSD Board Policy 6142.7. All requirements of a temporary exemption as stated in the CHS policy on the back of this form must be met.

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Dates student is excluded from physical education class per the physician's note. A copy of the note is to be attached to this form.

Administrator Signature

Teacher Signature

Copies: Counselors  
Nurse  
Teacher

## Repeating a Core Course for Elective Credit

A student may repeat a core course (English, science, math, social studies) to earn a higher grade and receive elective credit. The following procedure applies in this situation:

1. The highest grade earned will be placed on the transcript next to the course as it appears towards high school graduation.
2. The student will receive elective credit for successfully completing (D or higher) the course the second time.
3. After the second attempt at the course, the lowest grade earned will be replaced with a "P" for pass.
4. A student may only earn elective credit once for retaking the same course.
5. No credit of any kind is awarded when a grade of "F" or "No Pass" is earned.

## Rights and Responsibilities of Teachers

### Teachers Have a Right To:

- ✓ Receive courteous treatment from students, parents, and other staff members.
- ✓ Receive support from the school administration to assist them in the performance of their duties.
- ✓ Keep classrooms free from disruptions.
- ✓ Use reasonable physical restraint to protect themselves, other students, or maintain safe conditions in the performance of their duties.
- ✓ Suspend a student from their class for up to two consecutive days.
- ✓ Require that students come to class prepared with materials necessary to conduct the day's activities.
- ✓ Receive all available pertinent information regarding students placed in their class.
- ✓ Request from the appropriate authority that a student be considered for transfer out of the classroom for specific reasons.

### Teachers Have a Responsibility To:

- ✓ Maintain a classroom atmosphere conducive to the learning process.

- ✓ Be firm and fair in dealing with students.
- ✓ Ensure the elements of due process.
- ✓ Provide a meaningful educational experience by following the course of study.
- ✓ Provide a model of the behavior that is expected from students.
- ✓ Inform parents of student progress, keeping them apprised of academic and or behavioral concern(s).
- ✓ Instruct student in the rules and regulations of the school and classroom.
- ✓ Conform to district rules, regulations, policies and procedures.

### **California Standards for the Teaching Profession**

- Engage and supports all students in learning.
- Plan instruction, design learning experiences for all students, and demonstrate effective instructional techniques and strategies.
- Promote student progress toward district standards of expected student achievement
- Assess student learning (adherence to learning objectives)
- Create and maintain a suitable learning environment for students
- Fulfill instructional duties and professional responsibilities

## **Rights of Students**

### Students Have the Right To:

- ✓ Receive due process.
- ✓ A hearing as established under California Education Code 48900.
- ✓ Knowledge of the complaint and the evidence used in the complaint.
- ✓ Opportunity to offer their personal version of the incident.
- ✓ Seek redress through the district grievance process.
- ✓ Receive consistent and respectful treatment by staff members and other students.
- ✓ A classroom atmosphere that allows use of class time for receiving instruction and for learning.
- ✓ Understand the behavior expected of them and the consequences for improper behavior.
- ✓ Improve status through improved behavior.
- ✓ Participate in school activities, provided all requirements are met.

## **School Board Agenda Requests**

Board agenda request can be obtained electronically from the CJUSD intranet.

## **Science Course Placement Policy**

High school science course placement based on 8th grade science and math grades as follows:

- A or B in both = placed in Biology
- C, D, or F = placed in Earth Science

## **Senior Expectations**

**It is important that all seniors recognize that participation in graduation is a privilege, not a right.** Seniors who commit a serious disruption of school activities including, but not limited to, streaking; consuming, possessing or being under the influence of alcohol or illegal drugs; fighting; or any offense which results in suspension during their senior year will not be allowed to participate in the graduation ceremony or the senior activities associated with the closing week of school. "Pranks" may be considered vandalism which can result in suspension. In addition, seniors who owe the school

money must pay all fines prior to graduation practice in order to participate in the graduation ceremony. All seniors and their parent / guardian sign a "Contract of Expectations" at the beginning of the school year detailing the specifics of what is required in order to participate in graduation, including specific attendance information. Contracts are required of all seniors; however, the consequences for seniors remain the same even if the signed contract is not returned.

## Senior Finals

Seniors may choose to be exempt from their final exam under the following circumstances:

- They currently have an "A" in the course
- At the teacher's discretion, they currently have a "B" in the course
- It is the second semester final in a year-long course
- It is the (only) final in a semester-long course

## Sexual Harassment

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. The Board shall not tolerate sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. The Board encourages students to immediately report incidences of sexual harassment to a school administrator. The Superintendent shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

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

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## Special Education Students and IEPs

The IEP of special education students will be maintained by the special education staff. General education teachers are required to be familiar with the IEPs for their special education students. The IEP contains information regarding accommodations necessary for the student's success. By law, at least one general education teacher must be present at IEP meetings. Additionally, the law requires that accumulations in IEPs be followed by classroom teachers. IEP information is also to be kept confidential.

## Student Study Team (SST)

Student Study Teams are called to address academic concerns. SST meetings will be scheduled by the SST Coordinator and occur Tuesday through Thursday before school at 7:10am or after school at 2:45pm. SST will be set up for students with 3 or more F grades. All teachers are expected to attend and contribute to the meeting.

## Student Rights

Students have rights, as do all citizens, under the constitution, as well as state law and district policy. Student rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, advisory committees, school newspaper, teachers, school staff, and any other channels of communication, as long as that process does not substantially disrupt the orderly operation of the school.
2. The right to an education in a safe, clean environment.
3. The right to full use of class time for receiving instruction and for learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.
5. The right to a hearing as established under Education Code 48900.
6. The right to seek redress of grievances through the district's grievance procedure.

## Staff Meetings

Staff meetings are typically held each Monday after school. Meetings are labeled as Staff Development, Staff Meeting, District Early Out, Department Meetings, and WASC Focus groups. Most meetings will take place in the CHS Library on Monday beginning at 1:45. The school secretary will give each staff member a tentative list of staff meetings for the school year.

## Tardy Policy

### Center High School Tardy/Unexcused Period Absence Policy

***Students are expected to arrive to classes on time. Unless students have a valid excuse to be absent, they are also expected to attend each class, including first block. Each semester students who are tardy or who have an unexcused period absence (class cut) will incur the following consequences:***

#### **1-6 Overall Tardy/Unexcused Period Absence**

- Teacher warning
- Classroom Consequences
- Teacher-Parent Contact Recommended
- ***Robo Call Home (Tardy/Unexcused Period Absence)***

**Beginning with the 7<sup>th</sup> Overall Tardy/Unexcused Period Absence**

- After School Detention and/or Lunch Detention for each tardy/class cut from that point forward until the end of the semester.
- All detention must be served within the week it is assigned.
  - Unserved detention will **double** during the following week. (Valid excused absences allow unserved detentions to be carried over to the next week with no penalty.)
  - Students who do not complete detentions during the week they are assigned will also be placed on **Social Probation** beginning on Friday. The student will remain on **Social Probation** until all earned detention is served.
  - Students found to be participating in a team or club activity while on **Social Probation** will be removed from the team or club for the remainder of the semester.
- Once unserved detentions have been doubled, if they are not completed within the week, administration will add additional consequences up to suspension out of school.

There are seven opportunities to serve detention weekly, three (3) after school (Tu, W, Th) and four (4) during lunch (Tu – F).

Students with three (3) or fewer assigned detentions will be required to serve after school. Lunch detention will be added to after school detention when students have four (4) or more detentions to serve within the week. Students are expected to serve all assigned detentions continuously until all detentions are served.

Should a student continue to have excessive tardies once detention and/or other consequences have been instituted the student will be placed on a tardy contract and his/her parent will be notified that he/she may be required to attend school with the student if tardies/class cuts continue.

**Social Probation Will Include:**

- Non Participation in **Any** Extracurricular Activities
  - Athletic Teams (Practice & Games)
  - Cheer/Dance teams
  - Drama
  - Clubs
  - Non Academic Field Trips
  - After School Activities such as Homecoming, Dances, Powder Puff or Sports O Rama

Center High School  
Excessive Tardy Notification

Date:

Dear Parent/Guardian of

Please see the attached copy of the Center High School Tardy Policy, and also the copy of your student's attendance to date. Please note that your student has more than X tardies or more than a combination of X tardies and unexcused period absences.

Please be advised that if your student continues to be tardy to classes or cut classes, he/she and possibly you, will be subject to the escalating consequences outlined in the CHS tardy policy.

Shirley McNichols  
Assistant Principal  
(916) 338-6438  
smcnichols@centerusd.org

***Please sign and return the bottom portion of this form to Ms. McNichols in the Student Center within five days. Thank you.***

---

***I have read and understand CHS tardy/class cut policy, and have reviewed the information with my student.***

---

Print Student's Name

---

Student Signature

---

Date

---

Parent's Signature

---

Date

---

Parent's Phone Number

## **Theatrical – Release Video Movies**

Non-instructional theatrical-release video movies are not to be shown during instructional time. This includes the time allotted for finals. Additionally, assignments and homework, either for regular credit or extra credit, fall under this policy. The only exception is for movies of historical or literary significance, pending approval of the site principal. No film rated PG-13 or R will be allowed without prior written approval from parents and an administrator. Please see CUSD Board Policy and required forms.

## **Transportation of Students**

Transportation guidelines are established by the CUSD Board of Education. Defined guidelines must be followed for all off-campus activities in which student participation is required. Complete a Transportation Request/Use of Bus Form, which may be obtained from the Main Office and submit it to the school secretary. Requests must be submitted in a timely manner, and never later than two weeks before the activity. All transportation requests must be submitted to the district office.

FACULTY-PROVIDED TRANSPORTATION FOR STUDENTS IS PROHIBITED unless a Driver's Insurance Verification Form (obtained from the main office) is completed first. The DMV clearance form holds the faculty member legally and financially responsible in the event of an accident. Most individual auto insurance policies have liability limits far below the necessary coverage for transportation of students. All transportation requests must be submitted to the site administration and/or athletic director.

## Valedictorian and Salutatorian Policy

Center Joint Unified School Board policy 5127 states that, “Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.”

### Valedictorian

The multiple measures used to determine the valedictorian(s) shall be as follows:

1. Any and all students with grades of “A” in all courses attempted during high school.
  - The calculation will be based on the first seven semesters of high school courses which excludes the 2nd semester of the senior year.
  - All courses on the transcript will be used for this calculation. This includes, but is not limited to: online courses, courses taken at a college or university, courses taken at another accredited high school or charter school.

#### And / Or

2. The student with the highest weighted grade point average.
  - The cut-off for this calculation will be to the 100th place value
  - In the event that two or more students have identical grade point averages after rounding to the 100th place, all will be named a valedictorian.

### Salutatorian

The multiple measures used to determine the salutatorian(s) shall be as follows:

1. Any and all students with grades of “A” in all courses, with the exception of one (1) grade of “B”, attempted during high school.
  - The calculation will be based on the first seven semesters of high school work which excludes the 2nd semester of the senior year.
  - All courses on the transcript will be used for this calculation. This includes, but is not limited to: online courses, courses taken at a college or university, courses taken at another accredited high school or charter school.

#### And / Or

2. The student(s) with the 2nd highest weighted grade point average.
  - In the event the student(s) with the second highest gpa was/were already named a valedictorian under the criteria listed under “Valedictorian” above, the next highest gpa will be used for the purposes of selecting the salutatorian(s).
  - The cut-off for this calculation will be to the 100th place value
  - In the event that two or more students have identical grade point averages after rounding to the 100th place, all will be named a salutatorian.

### Valedictorian and Salutatorian Speeches

All speeches will be previewed by the administration prior to being performed at either the Senior Awards Night Ceremony or graduation ceremony. Speeches will contain memories of the class, hopes for the future and motivational attributes. Speeches deemed inappropriate by the administration will not be permitted to be performed. The administration reserves the right to determine if a speech is inappropriate. If a speaker veers off an approved speech, he/she may be subject to having the sound system turned off while speaking. He/she may also face further disciplinary action.

Salutatorian(s) - Up to 2 salutatorians will be allowed to give speeches during the Senior Awards Night Ceremony. Speakers will be chosen randomly from the pool of the salutatorians wishing to speak.

Valedictorian(s) - Up to 2 valedictorians will be allowed to give speeches during the graduation ceremony. Speakers will be chosen randomly from the pool of the valedictorians wishing to speak.

## Visitor Passes

As a general rule, no student visitors will be allowed at CHS during the school day. Any special circumstances that will necessitate a site visit must be cleared with site administration 48 hours in advance. All adult visitors must register with the main office upon arrival to obtain a visitor pass and permission to visit a classroom.

## Voice Mail

Teachers are instructed to utilize the school voice mail system. On the teacher's recorded message, the teacher should provide the following:

Name

Subject(s) taught

It is the expectation of the district administration that all phone calls are returned within 24 hours.

## Walk Throughs

Walk-through observations provide site and district staff with relevant information regarding instructional practices, levels of student engagement, and student proficiency levels. Routine observations provide a forum where the teacher and administrator can engage in relevant conversations regarding instructional practices and student proficiency.

During the walk-through observation, the administrator might focus their attention on the method of instruction, the degree of student engagement, the learning environment, or something that has been discussed during a staff development meeting. The teacher should anticipate some form of follow up whether in the form of a written note or verbal conversation.

## Work Day

All teachers are to report to campus by 7:25 am and remain on campus until 2:40 pm. Teachers chronically arriving late or leaving early without administrative permission are subject to disciplinary action.

## Workplace Injuries

When an employee is injured on the job the site Administrator needs to immediately be notified. The administrator on duty will assess the situation and likely ask the employee to submit an incident report with School Insurance Authority (SIA) by calling the SIA nurse at 1-877-742-3467.

## WP and WF Policy

After the tenth class period, withdrawals must be staff initiated **and** approved by an administrator. After the tenth class period, but before the end of the first or third quarter report period, students will be subject to a "WP" (withdrawal/pass) or "WF" (withdrawal/fail) grade. No credit is awarded, and the

WP/WF will appear on the semester transcript. There are no class withdrawals during the final quarter in either semester.

