

# Helendale Secondary Schools

Students' Rights and Responsibilities

Standards of Student Conduct Handbook



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[www.helendalesd.com](http://www.helendalesd.com)

Riverview Middle School & Academy of Careers and Exploration

## Principal's Message

This handbook contains information that is important and useful. I urge you to read it thoroughly and thoughtfully. These guidelines are written in order to create an environment conducive to learning and a school where all feel safe and secure. The expectations for behavior written in our Code of Conduct are based on the essential value of respecting the rights and dignity of each other. Our school can continue to be an outstanding community when all adults treat all students with respect, when all students treat all adults with respect, and when all students treat each other with respectful and responsible behavior. When all of us work together with each individual doing his or her part, we can truly make a difference. I will always encourage you to accept the challenge to be a model of respectful behavior.

Your high school and middle school years provide you with the wonderful opportunity to discover your unique talents and gifts. One way to learn is through the variety of clubs, organizations and teams that exist at ACE and RMS. There are outstanding athletic teams, musical programs, student leadership, and academic groups that will help you to learn more about yourself and to develop friendships that may last a lifetime.

Take a chance by getting involved and trying something new. These school years are unlike any other time in your life. Study hard, challenge yourself, set high goals, and enjoy yourself. We are very fortunate to have a great school with great students, teachers, and families. Make this time some of the most important and productive years of your life.

The adults who work here will offer you help along the journey. Please ask for our assistance. We want to be a part of your success. Along with the faculty and staff, I wish you an exciting and successful year.

Sincerely,  
Mr. Richards  
Principal

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## Applicability

**Unless specifically indicated otherwise, the rules defined in this handbook shall apply to students on all school property and at all school functions, including, but not limited to, field trips, conferences, homebound instruction, alternative placements, and athletic events and competitions. The rules outlined in this handbook apply to students coming and going from school, on the bus, and at school bus stops. Students are expected to read this handbook thoroughly and be knowledgeable of its contents.**

HELENDALE SECONDARY SCHOOLS RMS/ACE  
Students Rights and Responsibilities Standards of Student Conduct Handbook

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## **RIVERVIEW MIDDLE SCHOOL MISSION STATEMENT**

The middle school student is a person with unique and rapidly changing emotional, physical, and intellectual qualities. Choices made during these critical years affect the future. Therefore, the community, parents, and staff work together with the student for educational growth.

Opportunities to achieve are provided through vigorous instruction coupled with high expectations, appropriate activities, and consistent discipline.

As this educational program moves ahead, changes will focus on specific needs of Riverview Middle

School students in keeping with district and state policies.

## **ACADEMY OF CAREERS AND EXPLORATION MISSION STATEMENT**

The Academy of Careers and Exploration exists to prepare every student to learn and work in the 21st century. At the heart of this mission is our belief that all students can learn, a belief that is coupled with our commitment to high standards of learning that we expect all students to achieve.

### **BELIEF STATEMENTS**

- Every individual has the right to a safe and secure educational environment.
- Student educational achievement is the primary responsibility of the student, shared and supported by parents, teachers, staff, and the community.
- We are committed to academic excellence within a climate of mutual caring, trust, integrity, and respect for the individual.
- Students, as adults-in-training, are responsible for their own actions, personal growth, and Self-discipline.
- We are providing the knowledge and technological resources that will assist students in becoming contributing members of a diverse society.
- Educational achievement and life-long learning are essential for success.

## **ACE EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)**

Students graduating from the Academy of Careers and Exploration will be able to exemplify:

- Grit: Persisting through obstacles
- Occupational Development: Prepare for Career and College
- Achievement: Succeeding in academics
- Lifelong Learning: Inspiring a passion for education
- Social Proficiency: Growing through communication and collaboration

## Bell Schedules and School Hours

**Helendale Secondary Schools Office Hours: Monday-Thursday 7:00 am - 3:00 pm**  
**Regular School Day 7:20 am - 3:30 pm Monday-Thursday**  
**Minimum Day Fridays 7:20 am -12:06 pm**

### Regular Daily Schedule:

#### High School Regular Day

P. 1	7:20-8:32	(72)
P.2	8:36-9:36	(60)
P.3	9:40-10:40	(60)
P. 4	10:44-11:44	(60)
Lunch	11:44- 12:14	(30)
P.5	12:18-1:18	(60)
P.6	1:22-2:22	(60)

#### Middle School Regular Day

P. 1	7:20- 8:32	(72)
P.2	8:36-9:36	(60)
P. 3	9:40-10:40	(60)
Lunch	10:40-11:10	(30)
P.4	11:14-12:14	(60)
P.5	12:18-1:18	(60)
P.6	1:22-2:22	(60)

#### High School Minimum Day

P. 1	7:20-8:06	(46)
P.2	8: 10-8:48	{38}
P.3	8:52-9:30	(38)
P.4	9:34- 10:12	(38)
P.5	10:16-10:54	{38}
P. 6	10:58-11:36	(38)
Lunch	11:36-12:06	(30)

#### Middle School Minimum Day

P.1	7:20-8:06	(46)
P.2	8: 10-8:48	{38}
P.3	8:52-9:30	(38)
P.4	9:34-10:12	(38)
P.5	10:16-10:54	(38)
Lunch	10:54-11:24	(30)
P.6	11:28-12:06	(38)

**Assembly Schedule:****High School Assembly**

P. 1 7:20 8:10 (50)

P.2 8:14 9:04 (50)

P. 3 9:08 9:58 (50)

Assembly 10:02 11:02 (60)

Lunch 11:02 11:32 (30)

P.4 11:36 12:26 (50)

P. 5 12:30 1:28 (58)

P.6 1:32 2:22 (50)

**Middle School Assembly**

P. 1 7:20 8:10 (50)

P. 2 8:14 9:04 (50)

P.3 9:08 9:58 (50)

Assembly 10:02 11:02 (60)

P.4 11:06 11:56 (50)

Lunch 11:56 12:26 (30)

P. 5 12:30 1:28 (58)

P. 6 1:32 2:22 (50)

**VISITOR CHECK-IN PROCEDURES**

Parents and guardians are welcome on campus. For scheduling convenience, we ask that an appointment be made to visit a classroom. To ensure the safety of our students, all visitors must do the following:

- Sign in at the office (school receptionist area) and state purpose of visit.
- Present a photo I. D.
- Wear a visible "visitor" badge at all times.
- Agree to be escorted by school personnel to the appropriate destination.
- Check out through the office upon leaving campus.

**Note:**

- Non-students are not allowed to visit campus unless accompanied by a parent or guardian.
- All rights to visit the campus may be reviewed by the administration at any time.
- All RMS and ACE students arriving late or leaving early must enter or leave through the office.

**APPOINTMENTS**

Please set up an appointment if you would like to see a counselor, administrator, or teacher. School employees have many scheduled meetings, conferences and deadlines; therefore, appointments are necessary. Our office staff will gladly help make the necessary arrangements. Parents are encouraged to monitor their child's progress by checking

www.helendale.illuminateed.com, using a weekly grade check form, as well as viewing quarterly progress reports and report cards. Parents should contact teachers and schedule conferences at any time during the school year when questions or concerns arise.

### **PUPIL INFORMATION/CHANGE OF ADDRESS**

When address or telephone number changes occur, at any time during the school year, the parent or guardian should notify the office immediately. Keeping our records up to date allows school personnel to contact a parent or guardian in case of an emergency.

### **STUDENT RECORDS**

Information can be given out on a student, once it has been verified that the requesting party is the student's parent or legal guardian. Verification will be made by asking questions referencing birth date, place of birth, middle name, or other pertinent information.

### **EMERGENCY CARDS**

All students must have a current emergency card on file. Students will not be permitted to leave campus during the school day without having a current emergency card on file in the office.

### **INCLEMENT WEATHER**

During inclement weather, listen to the following radio stations, Y102, FM 102.3, for the latest information regarding school closure. Automated telephone calls will be made, when possible, to inform families of any closures or alterations in school hours due to inclement weather.

### **ENGLISH LEARNERS**

The English Learner (EL) program is designed to assist students who have language difficulties influencing their academic progress. Upon enrolling, students who indicate a language other than English in their educational background are tested. Further testing to determine the most appropriate coursework placement of the student may result.

### **TEXTBOOK INFORMATION**

Textbooks are checked out through the teachers during the first week of school. Students are responsible for all books checked out to them. If a book is lost, stolen, or damaged, students will be charged. Students who choose to leave their textbooks in a teacher's classroom rather than carrying their books do so at their own risk. Students changing classes must return the old book before the new book will be issued. All textbooks are the property of the Helendale School District and must be returned at the end of the school year. Students are required to return the same books they were issued. Books not returned by the deadline will be considered lost. Lost



and/or damaged textbooks shall be paid for by the student. It is the responsibility of the student to keep his or her textbooks covered and in good condition. As a reminder, students with account balances may be denied report cards and/or may not be allowed to participate in extracurricular school activities, including, but not limited to, dances, athletics, Fun Day, and promotion or graduation ceremonies.

## **ACADEMIC HONESTY**

Cheating involves the claiming of credit, effort, or authorship for work that is not of the student's origin, whether on a test, class work, homework, special projects, or other written or constructed materials. Cheating will result in a zero on that assignment and may result in disciplinary action.

## **BREAKFAST/LUNCH**

School lunch and breakfast include various entrees, fresh fruit and vegetables, salad bar, and milk choice. Applications for free or reduced cost meals are available in the office or can be accessed online at [www.lunchapplication.com](http://www.lunchapplication.com). You can pay for student meals online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). School meals are not offered on credit.

## **ACCIDENTS AND INJURIES**

All accidents or injuries to students must be reported immediately to the Office, and an accident report must be completed. First aid may be administered on campus. There is no school nurse on site; however, if the situation warrants, paramedic services will be requested. In all cases, an attempt will be made to notify a parent or guardian as soon as possible. It is essential to have a properly completed emergency card on file at the school to ensure prompt and effective treatment and parental notification.

## **MEDICATIONS**

Under California Law if prescribed medication must be given during school hours, proper forms are to be filled out by the parents and the doctor. The forms may be obtained from the office. The medication must arrive in the original container labeled with the following information: Pharmacy name and telephone number; prescription number; physician's name; student's name; name of medication; dosage, schedule, and dose form; expiration date. Only one medication is permitted per bottle. Over-the-counter medication must have the necessary paperwork on file and be in the original, unopened container. Specifically, no student may carry any medication/drugs on them at school. All medication needs to be locked in the nurse's room of the school office. Students in possession of medications, even those with prescriptions, are subject to disciplinary action.

## **SEARCH AND SEIZURE CANINE DETECTIVES**

E.C. §32280-32288; §35160- 35160.1; BP5145.12; AR 5145.12- School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. School lockers remain the property of the HSD even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in disciplinary action as prescribed in E.C. §48915. The Board approves the use of Canine Detectives to provide students, staff and community with a safe and secure school environment.

## **DISMISSAL**

All students are required to leave campus within 15 minutes after the dismissal of school. The only exception to the policy will be those who participate in a sanctioned after school activity and need to remain on campus. All school rules apply after school.

## **TRAFFIC PLAN**

1. Enter campus at 13943 Rivers Edge Road
2. Drop-offs and pick-ups may only occur in the campus parking lot.
3. Drivers must obey all laws, including not parking in handicap or red zones while waiting for student dismissal.
4. All students and drivers are asked to use courtesy and caution when entering and exiting the parking area.
5. Drivers picking up or dropping off students are not permitted to do so in the busses only turn around.

## **STUDENT PARKING POLICY**

1. Identify those persons granted permission to use the school parking lots.
2. Ensure that persons granted parking permission meet all requirements as stipulated by the HSD and California Vehicle Code, CVC 21113.

## **PARKING SAFETY CODES:**

- All students must show proof of having a valid California Driver's License, proof of registration and proof of liability insurance for any and all vehicles that they intend to drive to school in order to obtain a parking permit.
- Parking permits must be displayed and clearly visible in the front windshield of the car at all times when the car is in the parking lot.
- All students must drive in a safe and courteous manner, obeying all of the rules of the road. Students are required to drive at no more than 5 MPH while in the parking lot.

- Students are to park in a single marked space.
- Students are only to park in designated student spaces during school hours.
- Spaces reserved for staff, parents, and visitors may not be used by students. No parking is allowed in the school bus loading/unloading zone.
- Any student not adhering to the code may be subject to a ticket, fine, and possible loss of campus parking privileges, CVC, 21113, A.B.C.
- The Helendale School District and ACE are not responsible for any loss, damage, and/or theft.

**NOTE: Rules and regulations related to safety, including parking, may be altered, amended, or changed at the sole discretion of the administration without advanced notice.**

## **ATTENDANCE**

Students are required by California law to attend school regularly and promptly. An accurate attendance record of all absences and tardies is kept for each student. **MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.**

## **STUDENTS TARDY TO SCHOOL/CLASS**

Getting to school on time is an important responsibility. Any student arriving late to school and not in seat by the 7:20 am bell will be marked tardy. Students are expected to be in class on time. Once a student has been issued five tardies in a grading period, the student will be issued a consequence. The consequences are as follows:

<b>1-5 tardies:</b>	<b>Warning</b>
<b>6-9 tardies:</b>	<b>Lunch Time Detention per tardy</b>
<b>10-13 tardies:</b>	<b>After School Detention per tardy</b>
<b>14 and above:</b>	<b>Saturday Detention per tardy</b>

Please understand that our focus is on getting students to class on time and making learning our priority. We are hoping to avoid consequences and create productive work habits that will continue throughout your endeavors.

Note: Consequences for tardies will align with the discipline procedures outlined in PBIS; however, it may become necessary for the administration to modify or amend the process for severe or chronic truancy.

### **Tardy Sweep:**

1. Tardy Sweeps will be conducted periodically throughout the year. Teachers have been instructed to shut their classroom doors at the beginning of class, and to send those students still outside to a designated "Tardy Sweep" room.
2. Teachers will accept students back to class when they present a Tardy Excused Pass.

**It is important that all parents, guardians, faculty, and staff actively urge students to arrive to class on time.**

### **STUDENT ABSENCES**

Regular attendance and punctuality are essential if a student is to receive maximum benefit from an instructional program. Absence and tardiness are counter-productive to educational success. In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program and by causing teachers to unnecessarily repeat and review information and material previously covered. Even though it is possible for students to make up much of the work missed due to absence, it is impossible to completely compensate for loss of classroom time. In order to reinforce student recognition of these relationships, excessive excused or unexcused absences may be used in determining grades. It is essential that students attend school on a regular basis and absences result from legitimate and compelling reasons only.

Each teacher will mark a student absent any time he or she is not present in a scheduled class. When a student misses a class or an entire day OR is more than 30 minutes late to school, one of the following must occur:

- A parent must call the office regarding the absence.
- The student must bring a note signed by the parent/guardian to the office upon his or her return. The note should include the student's full name, date, and reason for the absence.
- Once the student returns to school, if the absence is not verified by the parent/guardian, the absence will remain "unexcused" until items 1 or 2 above have been completed.
- 

**Note: IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO CONTACT THE SCHOOL REGARDING ABSENCES**

If after three (3) days the absence has not been verified, it will be converted to a truancy.

- A student absent because of illness for five (5) or more days may be required to submit a doctor's note to substantiate the absence.
- Using forged notes or making unauthorized telephone calls to clear absences will be cause for disciplinary action.

- An ACE student must attend at least 3 class periods and an RMS student must attend 4 periods on the day of a competition, play performance, dance, etc. or he/she may not be eligible to participate in the competition, performance, or event.
- A student with an unresolved unexcused absence or truancy may be assigned Saturday School to recuperate the attendance credit. Multiple unresolved unexcused absences or truanancies will result in an invitation to attend the School Attendance Review Board (SARB).
- If a student has been issued a SARB Letter, he/she may not be allowed to attend/participate in an event.

**NOTE: As set forth by the State of California; ten (10) excused absences is considered to be excessive and a physician's verification is recommended. A student who has ten or more absences due to illness can be subject to the SARB process in order to determine if an alternative educational program is appropriate. Parents/guardians who find it necessary to keep their student out of school for reasons other than illness are encouraged to send their student to school for at least part of the day so that the student will not miss important assignments or be counted absent for the entire day. Students who will be absent for five days or more may qualify to be put on independent study. Requests for independent study need to be made at least one week prior to the time of the absence. Exceptions can be made on an emergency basis.**

## **STATE LAW REGARDING SCHOOL ATTENDANCE**

**Education Code 48260 defines truant as "any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than a (thirty) 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof." Education Code 48263 further states, "If any minor pupil is habitually truant, or in irregular in attendance at school, the pupil may be referred to a school attendance review board" (SARB).**

### **SARB PROCESS - Education Code Section 48260**

- Three (3) unexcused absences or tardies more than 30 minutes and/or 10 absences excused or unexcused= Truant, first SARB letter is mailed home.
- Continued absences or even 1 more unexcused absence or tardy more than 30 minutes = Second SARB letter is mailed home and a meeting with the Administrator is scheduled for the student and parent/guardian.
- Continued absences or even 1 more unexcused absence or tardy more than 30 minutes =Third SARB letter is mailed home, classified as habitual truant and subject to summons to appear at SARB hearing and a possible fine.

## **PENALTIES - Education Code Section 48293**

SARB Hearing - The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.

- First Conviction Second Conviction Third or Subsequent V.C. 13202.7  
272 (a) (i) P.C.
- A fine of not more than \$100.00 plus penalties could amount to as much as \$315.00.
- A fine of not more than \$250.00 plus penalties could amount to as much as \$750.00.
- A fine of not more than \$500 plus penalties could amount to as much as \$1600 Conviction or Criminal Prosecution.

**NOTE: Any minor under the age of 18 years, but 13 years of age or older who is a habitual truant may have his or her driving privilege suspended for one year.**

**Failure to enroll your student in an approved educational program could result in a \$2500.00 fine + 1 year county jail + probation up to 5 years**

## **ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE**

Student must be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work for absences due to these reasons (E.C. 46010, 46010.3, 48208):

1. Personal illness (school will require doctor's note verifying absence after 3 days).
2. Quarantine under the direction of health officer.
3. Personal medical, dental, optometric, or chiropractic appointment (requires doctor's note).
4. Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the immediate household of the child (limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. Exclusion for illness or medical appointment of a child whom the pupil is the custodial parent.
7. Personal court appearance (requires verification) .
8. Prior Principal approval for employment conference.
9. Employment in the entertainment industry for a maximum of up to five absences per school year.
10. Observance of a religious holiday or ceremony (recommend three days advance notice to school).
11. Religious retreat (limited to four hours per semester).
12. Prior principal approval for reasons which may not be included elsewhere, but are pursuant to uniform standards established by the governing board.

**\*\*\*"OUT OF TOWN" OR "PERSONAL REASONS" ARE NOT EXCUSABLE REASONS FOR STUDENT ABSENCES AND WILL BE RECORDED AS A TRUANCY.**

## STUDENTS EXCUSED FROM CLASS FOR ATHLETICS/ ACTIVITY/ FIELD TRIP EVENTS

If dismissal time for an athletic/activity/field trip event is during a class, students must report to that class before reporting to the authorized supervisor (i.e., coach, teacher, or field trip director). Students will receive an unexcused absence for that period if they do not check in for attendance purposes prior to departure. Whenever possible, teachers will receive prior notification of scheduled athletic competitions/ activities/ field trip events and have rosters available of students needing to be dismissed . Office staff will, whenever possible, call the classroom to notify teachers that it is time to dismiss students for these scheduled events.

## PERSONAL ELECTRONIC DEVICES/PERSONAL PROPERTY

Students are discouraged from bringing valuable personal property, especially personal electronic devices (MP3 players, iPods, cell phones, video game devices , etc) to school. ***The school does not assume any liability for damage, loss, or theft of any personal items brought to campus.*** Students are strongly discouraged from bringing large amounts of money. Students are not allowed to sell or trade items for personal gain. The use of any electronic device is ONLY permitted on campus while under the direct supervision of school officials.

While discouraged, students are allowed to possess cell phones and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the direct supervision of school employees. All students may use these devices on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the entire duration of the school day. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers and campus monitors, may take these devices away from students if used during times not permitted or if the use of these devices by students while under school jurisdiction is deemed disruptive or inappropriate.

The following are inappropriate uses of electronic signaling devices: video recording, harassment , threats, intimidation, electronic forgery, cyber bullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day. Students are not to use materials or text messages to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts. Inappropriate use of electronic signaling devices will result in disciplinary action that includes but is not limited to out-of-school suspension, citation under CleanSweep, and recommendation for expulsion.

The following protocol will be followed when students use an electronic signaling device without permission: The student will have the option to surrender their phone to their teacher and have it returned at the end of the class period OR they may surrender their phone to administration.

The unauthorized use of electronic devices will be tracked, and consequences will be determined by administration based on the student incident procedures outlined in PBIS. Students who use these devices inappropriately or at unauthorized times and refuse to surrender the electronic device to school staff will receive consequences for defiance.

## **RIGHT TO SAFE SCHOOLS**

According to the California Constitution, Article II, Section 28 (c) - All students and staff of public, primary, elementary, junior high and senior high schools have the inalienable right to attend campuses that are safe, secure and peaceful. C.C.R. Title 5, Sec. 300

## **RESPONSIBILITIES OF STUDENTS**

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his/her teachers and others in authority; be kind and courteous to schoolmates and refrain from the use of profane and vulgar language. (Reg. 77, No. 39) Education Code 48908

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

## **TEACHER DISCIPLINE PLANS**

Each teacher will establish, at the beginning of the school year, a set of class behavior expectations aligned with the PSIS philosophy for the classroom endorsed by the school administration. The Course Guidelines will include a hierarchy of consequences for classroom infractions. To maintain necessary discipline, teachers are authorized under Education Code to take action, up to and including suspension of students from the classroom. A referral to the Administrator's office will be included as steps in the classroom discipline plan.

## **HELENDALE SCHOOL DISTRICT POSITIVE BEHAVIOR SUPPORT POLICY (PBIS)**

It is the philosophy of the Helendale School District that each and every student in the district is entitled to an equal opportunity to participate in the educational program. In order to provide this, it is essential that adequate control be maintained in the classroom and educational setting. No person or student has the right to interrupt, restrict, or prevent other students from being provided with an education which is rightfully theirs. Thus, every student shall have an opportunity to receive an education without fear of intimidation, threats, coercion, disruptions, etc. To support and sustain an environment conducive to meaningful learning, all schools within the Helendale School District participate in the Positive Behavior Interventions Support program. The behavior of all individuals on campus is guided by the following three criteria: **(1) Be safe (2) Be responsible (3) Be respectful.**



## OPERATION CLEANSWEEP

The Helendale Secondary Schools site is a CleanSWEEP campus. Operation Clean SWEEP {Success With Enforcement/Education Partnership} was adopted by the Helendale School District in 2004. It is a law enforcement/education/probation partnership program devised and run by the San Bernardino County Sheriff's Department designed to reduce incidents of crime and violence on middle and high school campuses in San Bernardino County. The principal benefit of the program is the Juvenile Citation element, which brings the advantages of citing offending students to school districts that do not have the luxury of their own school police force. Trained staff may issue citations, which are reviewed by the Sheriff's Department and submitted to Juvenile Traffic Court for prosecution. The offending youth, with his or her parents, faces a court appearance and a fine and/or community service. Please note, the school may discipline offenders according to Education Code in addition to CleanSWEEP citations.

Listed below are the violations and possible judgments {fines}. Others might be imposed at the discretion of the judge:

<b>Code</b>	<b>Violations</b>	<b>Possible Judgments</b>
25.022 {a}	Daytime Loitering	Com Service Up to \$170.00
PC 308{b}	Smoking or tobacco products {Includes pipes, papers, Skoal, etc}	"SmokelessSaturday" \$75.00/130 hrs Com Service
PC 374.4	Littering {Even if you clean up your mess}	Community Service \$100 to \$750.00
PC330	Gaming	Com Service/ Up to \$170.00
PC415	Fighting or disturbing the peace {Includes challenging, gestures, etc}	"Anger Management" Up to \$400.00
PC485	Keeping Lost Property	ComService/\$170.00
PC488	Petty Theft	ComService/\$1,000.00
PC 594.1 {e}{ 1)	Minor possesses aerosol paint can	Com Service/\$1,000.00
PC 594.2 {a}	Minor possesses graffiti tools {Included permanent markers}	Com Service/ \$1000.00
PC640.6	Affix graffiti {Any tagging, gang related or not}	Up to 200 hrs. Com Service \$1,000.00/DL Suspension
PC647{D}	Under the influence Alcohol/Drug Diversion {Alcohol or marijuana)	\$1,000.00/ DL Suspension
BP25662	Minor possesses alcohol {Any person under 18 years old}	Alcohol/ Drug Diversion \$250.00/DL Suspension**
BP 25658{b}	Minor consuming alcohol	Com Service/Drug Program Up to\$170.00/ DL Suspension
HS 11357{e}	Possessing less 1 oz. marijuana	\$250 to \$500 I DL Suspension **Automatic Driver's License Suspension

## DISCIPLINE STANDARDS

**Participation in Activities** - If a student is suspended and/or in the expulsion process within 30 school days of a school-sponsored event, he/she will not be allowed to attend or participate in the event-this includes student travel programs operated in conjunction with EF Tours or Smithsonian Student Travel. In addition, if a student has a GPA lower than 2.0 and/or has been issued a SARB Letter, he/she may not be allowed to attend/participate in an event. Attendance/Participation includes, but is not limited to dances, Winter Ball, athletic events, talent shows, prom, promotion ceremonies, graduation, Field Day/Fun Day, and Grad Night. Due to the fact that the school is responsible for the safety/welfare of all its students, the Administration will evaluate guest participation in events/activities on a case-by-case basis. School Administration reserves the right to deny participation in any school-sponsored event/activity of any person or persons.

**Defiance** - Defiance is the refusal to obey lawful authority. The teachers and other members of the staff are required by District policy and state law to provide proper supervision over our students. Any instructions given to a student by a staff member must be followed. A student may contact a counselor, teacher, or administrator regarding any problems or concerns in a staff member's request. Willful disobedience, defiance, and disrespect toward adults will not be tolerated. Abusive language or obscene gestures toward an adult or fellow students will not be tolerated. Students cannot have permanent markers or any other tagging instruments on school grounds.

**Fighting** - Students determined to be guilty of fighting will be suspended and/or expelled and referred to Clean Sweep personnel to be cited for violation P.C. 415.5- fighting at school, a misdemeanor. Students cited will have to appear in court with their parent or guardian and may be fined and given community service.

**The consequences include the following:**

Up to \$500.00	Fine
Up to 50 hours	Community Service
3-6 months	Summary Probation (Check in with Parole Officer)
6 weeks	Anger Management Class (Twice Weekly)
Time off Work	Students/Parents Appear in Court

If a student currently attending the school does not maintain acceptable grades and attendance, and/or becomes a discipline problem, parent contact will be made and the student will be placed on probation.

**Littering** - Students found throwing trash or leaving trash behind may be subject to lunch clean up and/or citation by Clean Sweep personnel if other corrective measures have failed.

**Personal Conduct** - Racial Slurs of any kind will not be tolerated. Disciplinary action against this type of serious misconduct will be taken.

- All pupils have the right to participate fully in the educational process, free from discrimination and harassment.
- California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity.
- Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution.
- Overt or excessive displays of physical affection between students on campus are not allowed.

Violation of this policy will result in disciplinary action and parent contact.

**Sexual Harassment** - It is the intent of the school to provide an educational environment for all students which is free of sexual harassment which can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work and increases absenteeism or tardiness. Conduct which is prohibited in the District and which may constitute sexual harassment include: unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; display of sexually suggestive behavior; objects or written material in the educational environment; any act of retaliation against an individual who reports a violation of District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**Threats/Intimidation/Bullying** - Students who make threatening statements, whether written or oral, toward other students or staff members, even if there is no intent to follow through with the act, will be taken seriously and will result in disciplinary action. Incidents of racial slurs, sexual harassment and/or threats/intimidation are to be reported immediately to the administration for investigation. Students may face up to a five day suspension for bullying, and may be recommended for expulsion based on severity and/or frequency. Any occurrence of bullying should be reported to a staff member on campus or to the bully tip line on Helendale School District's website: <http://www.helendalesd.org/>

**Transportation** - Students must abide by the district's guidelines or will forfeit bus transportation privileges [Board Policy AR5131.1 (a)]. Bus transportation is a privilege and not a responsibility of the school. Rules and regulations for the safe conduct of bus riders are determined by the bus company, First Student. Bike racks are provided. Owners of bicycles should lock their bikes to safeguard their property. Loitering at the bicycle rack is prohibited. The school is not responsible for damage or theft of parts while the bicycle is parked at school. Bicycles are not to be ridden on campus at any time. It is a violation of California Law not to wear a bicycle helmet. All students need to adhere to this policy.

Skateboards are not to be ridden on school property at any time. Skateboards must be carried on campus and stowed during the school day either in the bicycle racks or, with permission, in a teacher's classroom. The school is not responsible for theft or damage to skateboards stowed on campus.

**Vandalism/Tagging** - Students may be suspended for causing or attempting to cause damage to private property including backpacks. Damaging school property includes defacing or destroying such property and is cause for suspension/expulsion. The parent/guardian may be held liable for damage. Permanent markers are not allowed on campus. If a student is found to be in possession of any permanent markers, the marker(s) must be surrendered to staff members. Disciplinary action may result.

**Water Fights/Dangerous Horseplay** - Students involved in water fights or dangerous horseplay of any kind will be subject to disciplinary action, up to and including suspension or expulsion. These activities may include but are not limited to splashing water from fountains or water bottles, play fighting, playing chase, and "messing around" that involves physical contact.

**Weapons/Explosives/Firecrackers/Dangerous Objects** - A pupil may not possess, sell, use or furnish any firearm, knife, explosive or other dangerous object. Weapons or look-alike weapons are not permitted on campus or at any school function at anytime. Knives of any kind are not allowed.

**Drugs/Alcohol/Tobacco** - Possession of any kind of dangerous substance, including possession of smoking paraphernalia such as lighters, is illegal and carries severe consequences up to and including expulsion and citation under CleanSweep (see Board Policy 5131.62 and Board Policy 35813).

#### **CAUSE FOR SUSPENSION OR EXPULSION**

California Education Code 48900: (Grades K-12)

- a (1) Caused, attempted to cause, or threatened to cause physical injury to another person: or (2) Willfully used force or violence upon the person on another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid,

substance, or material as a controlled substance , alcoholic beverage, or intoxicant. Committed or attempted to commit

e. robbery or extortion.

f. Caused or attempted to cause damage to school property or private property. Includes electronic data/files.Stolen

g. or attempted to steal school property or private property.

h. Possessed or used tobacco,or any products containing tobacco or nicotine products, including,but not limited to, cigarettes,cigars,miniature cigars,clove cigarettes, smokeless tobacco, snuff , chew packets,and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

i. Committed an obscene act or engaged in habitual profanity or vulgarity.

J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

k Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Knowingly received stolen school property or private property.

m. Possessed an imitation firearm. As used in this section."imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n. Committed or attempted to commit a sexualassault as def ined in Section 261,266c, 286, 288, 288a, 289 or the Penal Code or committed a sexualbattery as defined in Section 243.4 of the Penal Code.

o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

p. Unlawfully offered, arranged to sell,or sold the prescription drug Soma.

q. Engaged in, or attempted to engage in,hazing as defined in Education Code Section 48900

r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261

s. A pupil aid or abets as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

t Aid or abet the infliction or attempted infliction of physical injury

48900.7 Pupil has made terrorist threats against school officials or school property,or both

THE FOLLOWING THREE (3) VIOLATIONS APPLY TO STUDENTS IN GRADE 4-12

\_\_\_ 48900.4 Intentionally engaged in harassment,threats, or intimidation against school personnel,a pupil or groups of pupils

48900.3 Hate Violence

48900.2 Sexual Harassment

**California Education Code 48900.2 (Grades 4-12)**

Committed sexual harassment as defined in Section 212.5.

**California Education Code 48900.3 (Grades 4-12)**

Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence, as defined in subdivision (e) of Section 33032.5.

**California Education Code 48900.4 (Grades 4-12)**

Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

- a)(1) Causing serious physical injury to another person, except in Self defense
- a)(2) Possession of any knife, or other dangerous object of no Reasonable use to the pupil
- a)(3) Unlawful possession of any controlled substance, (except for the first
- c)(1) Possessing, selling, or otherwise furnishing a firearm
- c)(2) Brandishing a knife at another person
- c)(3) Unlawfully selling a controlled substance offense of not more than one ounce of marijuana
- a)(4) Robbery or extortion
- a)(5) Assault or battery upon any school employee
- c)(4) Committing or attempting to commit a sexual assault
- c)(5) Possession of an explosive

**California Education Code 48900.7**

Has made terrorist threats against school officials or school property, or both. For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**California Education Code 48915 MANDATORY RECOMMENDATION FOR EXPULSION (Grades K-12)**

- (A) 1. Causing serious physical injury to another person, except in self-defense.
- 2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis. Robbery or extortion.
- 4. Assault or battery, as defined in Sections 240 and 242 of the penal Code upon any school employee.
- 5. Possessing, selling, or otherwise furnishing a firearm.

- (C)
1. Brandishing a knife at another person.
  2. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 10053) of Division 10 of the Health and Safety Code.
  3. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

## DETENTION

The principal or designee may assign, based on the sole discretion of the administration, a lunch detention or a one (1) hour after-school detention to students who fail to comply with school policy. For lunch detentions, a copy of the detention notice is given to students for the purpose of parent notification. It is always the student's responsibility to inform parents of lunch detentions. Parents/guardians will be notified by phone at least twenty-four (24) hour before an assigned after-school detention. Detention assigned by office administration is mandatory. Failure to attend assigned detentions or accumulation of multiple detentions will result in further disciplinary action.

Rules for Detention:

1. Arrive on time to the assigned room.
2. Be quiet and orderly; follow any directions the detention proctor/teacher might give.
3. Any violation of rules for the detention program will result in additional disciplinary action and/or detentions being assigned.

## OFFICE REFERRALS

Office referrals may be issued for any school rule infraction. The referral may include parent contact by phone or email, detention, in-school suspension, exclusion from activities, suspension, or any other consequence deemed appropriate by the principal or administrative designee. Following the philosophy of PBIS, students will receive an office referral for committing three (3) of the same misbehaviors, or six (6) of misbehaviors of any kind, or behavior is determined to be a **major infraction** requiring administrative action.

The following referral procedure will assist the administration in determining the minimum consequences for a student receiving a referral:

- First Referral: The student may receive either a lunch detention or a one hour after school detention. Parent/Guardian will be contacted.
- Second Referral: The student will receive an in school suspension. Parent/Guardian will be contacted.
- Third Referral: The student will receive either an in-school suspension or out-of-school suspension and will be referred to the Check-In/Check-Out program. Parent/Guardian will be contacted.

- Four or more: The student will receive an out-of-school suspension and will continue to participate in the Check In/Check-Out program. Additional support services will be explored including, but not limited to, counseling, SST, etc. Parent/Guardian will be contacted.

***The administration, at their sole discretion, may elevate the consequence and punishment a student receives based on the severity of the infraction.***

## **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) is an administrative option in lieu of home suspension. A student assigned to ISS will be confined to a classroom during the normal school day. The student will be under the supervision of a campus supervisor who will be responsible to the principal. ISS requires the student to obtain class work prior to his / her assigned ISS date from his / her regular teachers and to complete this work during the ISS period.

The following rules must be followed by all students assigned to ISS:

1. Students will spend a full school day in ISS.
2. Students may either bring lunch or will be escorted to the cafeteria to purchase lunch. Lunch will be eaten in the room.
3. There will be absolutely no talking except to the supervisor.
4. Students are responsible for obtaining assignments (prior to ISS) from their teachers. Students must work productively at all times on work approved by his/her teachers.
5. Misconduct of any kind will not be tolerated.
6. If a student is removed from ISS for misconduct, a home suspension will be assigned.
7. Students are to report to the room designated for the ISS at the assigned time with textbooks, papers, pencils and/or other school supplies.
8. Students will be escorted if they must leave the ISS room for a valid reason.

## **CAMPUS RULES**

Helendale School District has adopted a behavioral plan that mandates safe, responsible, respectful behavior (PBIS). The following section articulates what this mandate looks like in various contexts. It is by no means meant to be an exhaustive list of rules. Rather, this section provides guidelines and examples of appropriate behavior in different parts of our school campus.

### **On School Grounds:**

- Walk to classes.
- Obtain a pass when out of class during class time.
- Break is a designated time for snack and use of the restroom facilities. It is not a play period.
- No one is allowed in the parking lot during school hours.



- No one is allowed on the block retaining wall, in the planter beds, on the rocks, or behind or between portables.
- Loitering in the office is not allowed. Students in the office must have a valid reason for being there.
- No gum or sunflower seeds (the shells ruin the vacuum cleaners) are allowed on campus anywhere, anytime.
- No running on campus other than on the field or basketball courts
- Do not climb, stand, or jump on any bench, table, roof, or tree.
- All bikes must be parked in the bike rack area and should be locked. Do not ride bikes on any part of school grounds.
- Skateboards, roller skates, and skate shoes are not allowed on campus. Students who ride skateboards to school must carry the board when on campus to either the bike rack area or to a teachers classroom to be stowed during the school day. Staff members are not responsible for skateboards.
- Knives, other weapons, look-alike items matches, lighters, and fireworks are prohibited at school.
- Fighting, slap boxing, kicking, play fighting, or rough play is not allowed.
- Do not deface or damage school property or another person's property.
- Keep your language CLEAN.
- Avoid public displays of affection.

#### **In the Classroom:**

- Bring all needed materials.
- Pay close attention to teachers and presenters and turn in all assignments on time.
- Be prompt to class.
- Be neat in appearance and help to keep the classroom and campus clean and orderly.
- Follow directions the first time they are given.
- Adjust to differing teacher expectations. The teacher will establish academic and behavioral expectations for each class.
- Show respect to everyone on campus.
- Arrange to make up work when absent by choosing a study buddy in each of your classes to help with missed notes and assignments.
- Consume only bottled water. No other food or drink is allowed inside the classroom without permission from the classroom teacher

#### **At lunch:**

- Walk to lunch.
- Eat food in designated areas (in the cafeteria or at one of the picnic tables).
- Use good table manners and demonstrate respectful behavior.
- Clean up your eating area prior to leaving. Throw away your own trash.
- Giving places or crowding into the lunch line is not allowed.

## **RACIAL DISCRIMINATION ALLEGATIONS**

For information on reporting racial discrimination allegations, please refer to the Helendale School District Uniform Complaint Procedures which follows and also refer to the Civil Rights Act of 1964, Title VI website at [www.justice.gov/crt/cor/coord/titlevi.php](http://www.justice.gov/crt/cor/coord/titlevi.php) for additional information.

- **UNIFORM COMPLAINT PROCEDURES**

Occasionally a concern or disagreement may arise regarding particular school or classroom procedures. We believe it is helpful to present the school policy in these situations.

Parents with questions or concerns about individual classroom practices, grades or other classroom-related incidents or procedures as it relates to their child should (and are encouraged to) speak with the classroom teacher about their concern. Generally, most problems can be worked out in a parent-teacher conference. Should a parent feel the matter has not been resolved satisfactorily, they may then choose to discuss the matter with the principal.

Further action would include a meeting with the District Superintendent who would then handle the matter according to district policy.

Please see Board Policy BP 1312.3 (a) and (b) in the back of the handbook when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, gender, age, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance.

## **DRESS CODE**

Students must wear appropriate school clothing at all times. If an item creates or is a safety hazard for the student or other students, constitutes a serious or unnecessary distraction to the learning process, or tends to disrupt campus order, the item will not be allowed. A student out of compliance with the dress code will be sent to the office or restroom to immediately modify his/her clothing in a manner that no longer violates the policy. If necessary, a student may be sent home with parents to modify the unacceptable clothing. Refusal to take steps as directed to comply with proper dress as described in this policy shall be cause for disciplinary action. The principal or principal's designee shall be responsible for determining if clothing or apparel is in compliance with the dress code.

Students will be required to change their attire to comply with the above dress code immediately. Students will be made to change if their attire is determined by a school official as obscene, sexually provocative, or distracting. Students who refuse to change or modify their attire will be issued an office referral for defiance.

### **Guidelines for Student Dress:**

- Clothing that is too tight, revealing, or sexually provocative will not be permitted. Any clothing that is revealing (even which you may consider questionable) we recommend be left at home.

- No low necklines, large armholes, shoulder straps narrower than one inch, or tube tops may be worn .
- Undergarments or undergarment parts should not be visible at any time.
- No halters, half-tops, short blouses, or bare mid-sections (front or back) will be permitted-this includes when sitting or when being active.
- No excessively baggy, sagging, or intentionally pulled down items or clothing are allowed. Pants/shorts/skirts must fit at the waist, with or without a belt.
- Excessively baggy and long shirts are not allowed.
- Garments must be complete and in good repair.
- Clothing should be selected for school that is not obscene or offensive. Clothing advertising alcohol, drugs, profanity, sexually suggestive images or messages, or with satanic or gang related symbols is prohibited.
- Shorts determined to be reasonably offensive or distracting by any teacher or administrator are prohibited. Skirts shorter than mid-thigh must be worn with visible shorts or colored tights.
- Hats may be worn on campus and in classrooms where the teacher has permitted them. Students must remove their hats if asked to do so by any school official. Teachers will establish their own rules related to when hats may be worn in their classrooms. Students are expected to remove their hats while in the office.
- Appropriate footwear must be worn at all times while on campus.
- Any jewelry considered unsafe or distracting must be removed.
- Unnatural hair color, makeup, or hairstyles which may be distracting or disrupt the educational process are not allowed. Distracting body art must be covered.
- Street gangs and hate groups operating throughout Southern California have been associated with a number of instances of violence and illegal activities. Many students and their parents fear the presence of such gangs on a school campus may cause violence endangering students who may or may not be members of such groups. Clothing, jewelry, and personal items that a student has including notebooks, book covers, magazines, drawing, pictures, fanny packs, gym bags, water bottles, backpacks, clothing, or any other item that signifies gang affiliation or otherwise disrupts the instructional process may be cause for disciplinary action. The wearing of gang signs, insignia and distinctive modes of dress are a violation of policy on Student Dress. Such group identification is prohibited on Helendale School District campuses and at any Helendale School District function or activity. Any clothing or accessories identified by the San Bernardino County Sheriff's Department as being gang or hate group related, as well as any clothing that may disrupt the educational process will be forbidden on campus.
- Bandanas are prohibited.

***Administration reserves the right to amend dress code to promote student safety in accordance with these policies.***

## **DANCE RULES AND DRESS CODE**

- Students suspended 30 days prior to the dance will NOT be admitted.
- All tickets must be purchased in cash only and pre-sale only - tickets will not be sold at the door.
- Ticket sales to guests for high school dances will be determined by the administration prior to each event. If it is decided that guests can attend an event, each ACE student may bring only one guest to each dance.
- If a high school student plans to bring a guest, both the ACE student and the guest must complete and submit a Dance Guest Application/Contract for administrator approval prior to the purchase of any ticket. Forms are available in the office.
- Upon entry at the event, all students and guests must show Picture ID along with their receipt for a Dance Ticket which doubles as their Ticket at the door for admittance.
- The guest age limit for high school dances is 9th grade through 19 years old- guests may not have reached their 20th birthday by the date of the dance/event.
- There is no admittance sixty minutes after the start of the dance and no-one leaving the dance will be readmitted.
- Dancing determined to be sexually explicit or otherwise inappropriate is not allowed.
- Dancing in an uncontrolled manner which could create harm to students is not allowed.
- Any violation of school rules will result in discipline in accordance with school policy and possibly immediate removal from the dance. No refunds will be given for any reason.

### **SEMI-FORMAL ATTIRE**

#### **Ladies**

- \* Dresses
- \* No Jeans of Any Color
- \* No Tennis Shoes

#### **Gentlemen**

- \* Collared Shirt w/tie
- \* No Jeans of Any Color
- \* No Tennis Shoes

### **FORMAL ATTIRE**

#### **Ladies**

- \* Evening dress
- \* Dress shoes

#### **Gentleman**

- \* Tuxedo Suit w/tie
- \* Dress Shoes

- Attire that is overly revealing , low cut, sheer or sexually explicit is not allowed.
- No sports caps, bandanas or dew rags. Modesty and good taste are key. Seek prior administrator approval if in doubt.
- Dress code is strictly enforced. If dressed inappropriately, students/guests will not be allowed to enter.
- If a dance is not specifically advertised as semi-formal or formal, standard student dress code will apply.

## **DRESS CODE FOR OFF-CAMPUS EVENTS**

Students are representatives of their family, their school, and their community. Safe, responsible, respectful choices of clothing are required at all school sanctioned events. Unless the event is specifically advertised as formal or semiformal, standard dress code will apply. This includes but is not limited to attendance at school competitions, field trips, school-sponsored concerts, and community service work. If an event such as a dance or choir concert is designated as semi-formal or formal, then the dress code for semi-formal or formal dances outlined above will apply.

## **ASSOCIATED STUDENT BODY (ASB)**

The student government, under the supervision of the Principal and an ASB faculty sponsor, is responsible for administering the activities of the student body. Members are elected by the student body or by their respective grade-level classes. Middle school and High School student government students meet Monday through Friday as an elective Leadership class. The functions of each student government are stated in their Student Body Constitutions and By-Laws. All student activities are processed through student government. Fundraising activities, Spirit Assemblies, Spirit Week, academic recognition, canned food drives, charitable penny drives, and student assemblies are examples of these activities.

## **ASSOCIATED STUDENT BODY- ASB CARDS**

Associated Student Body (ASB) membership costs \$25.00 per year payable at the Office. If not already identified as an ASB card, student ID cards will be punched to identify students as active members of the ACE/R.M.S. Student Body or a temporary card will be assigned. ASB membership is required to receive an academic, activity or athletic letter. Membership provides free admission to all home athletic events. Many ASB activities offer discount prices to ASB members such as dance tickets. Funds raised through the sale of ASB cards are used to defray student body activity expenses.

## **FUNDRAISING**

Permission to conduct fundraising activities must be made in advance of any fund raising activities. Permission is controlled by student government under the supervision of the ASB advisor, the Principal, and the Helendale School Board. All proposed sales require club minutes and completed "Club Sales Activity Forms" to be submitted to student government for consideration and approval. All required forms are available in the office. Unapproved sales activities will be dealt with administratively and may result in the 'freezing' of club financial activity. Please plan ahead and submit fundraising requests in a timely manner.

## **POSTERS/FLYERS**

Permission to post flyers and posters must be obtained in the Office. Approved posters will be stamped or signed and then they may be posted in designated areas only. It is the responsibility of the sponsoring organization to promptly remove all posters after the advertised event.

## **SCHOOL DEBTS**

Any student whose name appears on the debt list may not be able to participate in extra-curricular activities including, but not limited to, the following: athletics, choir, dances, drama, field trips, promotion, graduation, Grad Night, Winter Ball, prom, summer tournaments. All records, report cards and diplomas will be held if a student has an outstanding debt at a Helendale Secondary School or at a previous school.

## **CHECKS**

Personal checks for the exact purchase amount are accepted for most activities. Returned checks are subject to fees and the loss of check writing privileges. Please make sure checks are made payable to ACE/RMS ASB.

## **LOST AND FOUND**

The lost and found is located in the school office. Check there for any items you may have lost. Found articles other than clothing should be returned to the office. Found clothing may be brought directly to office.

## **SCHOOL CLUBS AND ORGANIZATIONS**

We recognize the importance of student organizations. It is believed, however, that such organizations should exist for the benefit of all students and not to the detriment of any. In the interest of all students the following rules and regulations governing student organizations are in effect:

- School sponsored student organizations shall meet on school premises on school days with a faculty sponsor present. Off-campus activities must have the approval of the Principal.
- Applications for membership shall be extended to all student applicants who qualify on the basis of school approved club purposes and objectives.
- All school sponsored organizations are directly responsible to the Principal for procedures to be followed.

Secondary school students participate in a number of organizations other than those approved by the ASB. These include community service, religious, social and youth-serving types. Such organizations and their members are prohibited from on-campus activities during school time or at school sponsored events.

Students who are interested in forming a club are encouraged to speak with the Principal to discuss requirements and procedures for club formation. There is a formal process for club formation. All clubs must follow the guidelines set forth by the ASB/USB constitution and are subject to ASB/USB and administrative approval.

Many opportunities for involvement in school activities exist throughout the year:

- All students must attend at least half the school day (4 class periods for RMS, 3 class periods for ACE) on the day of an afterschool event or the last school day before a weekend or holiday school event in order to be eligible to participate. All parents and students are required to sign a Code of Conduct prior to participating in any organized school activity or sport. Failure to follow rules will result in disciplinary action or removal from the club/sport. All school sports physicals and emergency packets are in effect for one year. Parents need to make appointments prior to the paperwork deadline to ensure that their student can participate. If required paperwork is not submitted to the Athletic Director prior to the established deadline, the student will not be allowed to try out or participate in the extra curricular activity.

## **STUDENT I.D. CARDS**

At the beginning of the school year, each student is issued an ID card for the current school year. The ID card is issued for school purposes only and includes the student's picture, name, and grade level. Students are encouraged to wear their ID cards at all times while on campus. Student ID cards must be presented to gain admittance to ASB and Athletic events, and when making breakfast and/or lunch purchases. Refusal by any student to show his/her ID card could result in denial of privileges may result in a disciplinary action.

## **VOLUNTEERS**

Parents and Community members are encouraged to volunteer. Parent Volunteers are asked to fill out a Volunteer Information form with the School Administrative Manager in the office. After your approval is granted, the volunteer will pick up form and take to the District Office and submit it to the Administrative Secretary. An appointment for fingerprinting will be made. Once the District office receives clearance you will be allowed to volunteer at any of our school sites. Schools need volunteers to help serve in a variety of capacities, such as Parent-Teacher Organization work, coordination and promotion of events, field trip chaperones, field day volunteers, snack bar supervision at home games, drivers to athletic team competitions, classroom volunteers for special projects/labs, and much more. Please contact the office (760-952-1266) for more information.

## ATHLETIC ELIGIBILITY

Students participating on Athletic Teams (all levels) must meet the eligibility standards of the State of California and the California Interscholastic Federation (CIF). Students who meet initial criteria and then fall below the minimum requirements of State and CIF eligibility may be placed on academic probation. Upon the completion of a probationary period, a student must meet all eligibility requirements or he/she will become ineligible to participate in extracurricular programs until the end of the following grading period. Student eligibility will be evaluated at each grading period. Ineligible students can regain their eligibility only after meeting the requirements the following grading period.

### Definitions

- Grading period = Approximately nine (9) weeks
- Probation period = Two (2) weeks

### To be eligible a student must:

- Have no more than 1 failing grade
- Have a 2.0 G.P.A.

All incoming ninth graders and transfers from other schools, will either be eligible or on probation as long as they have passed four classes at their previous school with 20 credits. Failure to do so means the student may not receive a letter, award or certificate, or use district transportation when provided. All athletes must also file all required paperwork (athletic packets, physicals, etc) by the posted deadlines, or they may not be allowed to try-out or participate. See "Extracurricular Eligibility" for more details.

## ATHLETIC EVENT TRANSPORTATION

An athlete must ride to and from an away athletic contest by district-approved transportation. Additionally, an athlete cannot drive themselves or ride with a friend regardless if the athlete is 18 years of age. ***Exception: An athlete may ride home with his/her parent(s) only if the parent makes a written request. The request must be approved and signed by the Athletic Director and Coach. Failure to follow these guidelines may result in probation or removal from the team.***

## ATHLETIC UNIFORMS AND EQUIPMENT

Athletes not turning in and owing for equipment will have a debt turned in to the office within five working days after the sport has ended. A debt letter is sent out by the office to inform the athlete and parent of the amount of the debt and payment due date. The parents are also informed that the athlete will not be allowed to participate in any other sport unless the athlete turns in or pays for equipment, etc. The student will be placed on the school's debt list and will not be allowed to participate in any extracurricular activities until the debt is cleared.

Some sports teams require that uniforms and equipment be checked out and in before and after each competition. The school handles the laundering of uniforms for these teams. Athletes are



expected to follow the guidelines for use of uniforms and equipment set forth by the Athletic Director and coach.

## **CURRICULUM**

All students receive a balanced curriculum consisting of English/Language Arts, Science, Social Science, Mathematics, and Physical Education courses. High School students also receive courses in Foreign Language and Fine Arts. This core curriculum is based on the Common Core standards and minimum college admission requirements to the UC/CSU system. Exploratory and elective courses are offered in addition to the core curriculum.

### **English/Language Arts**

The English/Language Arts programs at RMS and ACE are literature based. Literature is used to help students understand literary components, as well as explore major social issues and values and relate them to their own lives while learning the conventions of Standard American English. Integration with the History/Social Science program is enhanced through the use of literature that coordinates with the time period under study. All students read, discuss, and write in and about a variety of literary genres.

### **Mathematics**

Go Math is the publisher of choice for our mathematics department, providing a curriculum that adheres to Common Core Standards. Algebra is considered a part of the 8th grade curriculum and is also a high school graduation requirement. The seventh grade math curriculum is designed to prepare students for successful mastery of prerequisites of Algebra I. High school students must also earn ten units in a geometry based course. Additional resources and textbooks are made available online.

### **Science**

Science classes are interactive and include hands-on projects, demonstrations, and labs. In the Human Body portion of the 7th grade science module, a health curriculum is addressed which includes basic wellness; first aid; drug, tobacco, and alcohol abuse prevention. High school science classes include Earth Science, Biology, Environmental Science, Chemistry, and Human Anatomy and Physiology. For some classes, prerequisites apply.

### **History/Social Science**

The curriculum for history/social science is fully aligned with California standards for each grade level. Seventh grade studies world history from the fall of the Roman Empire to New World exploration. Eighth grade studies U.S. history from the exploration period to approximately 1914. Tenth grade students revisit World History, going more in depth and including modern times. Eleventh grade revisits United States history, also going more in depth and including modern times. Seniors study government and economics. All students in grades 7, 8, 10, and 11 are required to prepare a formal History Project.

## Physical Education

All secondary students in grades 7-10 are required to participate in a P.E. program that focuses on physical wellness, cardiovascular fitness, strength, flexibility, team sports, and sportsmanship. Our program enables students to participate in a variety of activities at a level of skill that produces a feeling of satisfaction and achievement. Students are required to change clothes for P.E. and wear the clothing required.

- A. They save street clothes from perspiration, wear and tear.
- B. They are less restrictive than street clothes and facilitate participation in physical activity.
- C. They are provided at a more affordable price than most quality, durable activewear.
- D. The staff can determine who is enrolled in class and who does not belong in the area.

It is mandatory for all P.E. students to dress. There is no excuse not to dress for PE. If a student is feeling ill or should have limited activity, the student still must dress. If a student refuses to dress, the student may be sent to the administration office for discipline. In inclement weather, students may wear sweats. PE clothes are available for purchase in the office.

## Required P.E. Clothing

- Athletic shoes that offer good support and traction
- Absorbent socks
- Navy shorts/sweatpants
- Appropriate color T-shirt or sweatshirt (gray)
- *Any jewelry that might be a hazard needs to be removed prior to P.E.*

## P.E. Excuse

If for any medical reason a student cannot take part in full physical education activities, a note from the parent/guardian must be presented to the P.E. teacher before class starts. The note should include the date and the medical reason why the student is not to participate fully in P.E. Notes from parents/guardians restricting student participation will be honored for one day. For excuses in excess of three days, a doctor's note stating the reason for the restricted participation is required. Students are required to dress out for P.E. even if they are not participating. An alternate assignment may be given to students who, for medical reasons, cannot participate fully in regularly scheduled P.E. activities.

High school students are expected to come to P.E. class prepared, which includes having appropriate clothing to participate. Students who do not dress out will be considered in defiance of the P.E. dress policy. The following consequences are in effect each quarter:

- 1st and 2nd Non-dress = warning and loss of participation points.
- 3rd and 4th Non-dress = detentions and loss of participation points.
- 5th Non-dress = Detention or loss of participation points.
- 6th Non-dress = suspension for defiance of P.E. dress code policy.

Not having proper footwear for safe participation in P.E. activities constitutes a non-dress. Loaner shoes are not available. The above policy is recycled each grading period. Students who do not dress out cannot participate and will be in jeopardy of failing P.E.

## **GRADING**

Grades may be based on a combination of tests, projects, presentations, homework, and class work (including class participation) that demonstrate the student's ability to demonstrate mastery of the course's content standards or learning objectives. Courses grades reflect the A, B, C, D, F system on a 4.0 grade point scale. An additional grade points are added for high school Honors and Advanced Placement courses. Grading criteria for each course are published in each teacher's syllabus distributed at the beginning of the course.

Parents/guardians may go to [www.illuminateed.com](http://www.illuminateed.com) to check their child's grades in core classes. Passwords and login information is available upon request.

## **GRADING PERIODS**

The high school and middle school year is broken into quarters and semesters. Please see the calendar for the these dates.

High school students must earn a passing grade in a course in order to receive credit. Some courses have minimum grade requirements in prerequisite courses. For more information, please see the Academic Counselor or the Principal.

## **HOMEWORK**

Independent practice is an integral part of our educational program. Time is built into the school schedule for students to work on independent assignments from their classes under the supervision of a credentialed teacher. However, the school does not guarantee that all students will complete all of their assigned independent work within the time provided. These assignments will need to be completed at home. Special projects may also require work to be done while at home. Parents/guardians with questions about assignments are encouraged to contact their child's teachers and visit the teacher websites accessible through [www.helendalesd.com](http://www.helendalesd.com).

## **MAKE-UP WORK**

It is the student's responsibility to gather make-up work after an absence. The student can request missed work from teachers on the first day back from his/her absence or email teachers. Students are given one day of make-up time for each day of an excused absence. Special circumstances will be handled on a case-by-case basis.

Extra credit work will not be offered or accepted as a substitute for missing assignments. If a student falls behind academically, the school will only allow teachers to accept make-up work from a student at their sole discretion. There may be a grading penalty for the make-up work.

Individual teachers reserve the right to determine if they will accept any late work that is not from excused absences. Each teacher's policy regarding late or missed work should be published in their course syllabi.

### **PROMOTION CEREMONY POLICY (8th Grade)**

The 8th grade Promotion Ceremony is a privileged event. With this in mind, any 8th grade student who has six (6) failing grades throughout the year in his/her core academic classes (Language Arts, Math, Science, and Social Science) or a student who has been suspended for 15 or more days during the school year (including In-School Suspensions) will not be allowed to participate in the Promotion Ceremony. The 30-Day Participation Policy and Debt Clearance Policies also apply.

### **ENROLLMENT ELIGIBILITY ACADEMY OF CAREERS AND EXPLORATION**

Students of the Academy of Careers and Exploration will be required to meet and maintain a baseline academic standard. All students are expected to meet the minimum enrollment criteria:

#### **Prospective and Newly Enrolled Students:**

- Students enrolling in grades 7-12 are expected to enter ACE with a minimum Grade Point Average (GPA) of 2.0 from their previous institution.
- Students are expected to maintain a minimum GPA of 2.0 during the entirety of their enrollment.
- Students who fail to meet the initial enrollment eligibility standard will need to attend an alternate area high school until their first marking period GPA meets the enrollment requirement.
- Students who are admitted to ACE who allow their GPA to fall below the enrollment eligibility will be placed on Academic Probation. Students must meet the enrollment eligibility within one marking period to be taken off of Academic Probation. Failure to comply will result in the dismissal of the student from ACE.
- Students who do not meet the enrollment eligibility may still attend ACE, but will do so on Academic Probation. Students entering ACE will need to meet the minimum GPA requirement at the end of the first marking period of their enrollment to be taken off of Academic Probation.

#### **Currently Enrolled Students:**

- Students currently enrolled in grades 7-12 will need to maintain a GPA of 2.0 during the entirety of their enrollment.
- Students must meet the enrollment eligibility within one marking period of that school year to be taken off of Academic Probation for that year.
- Failure to comply may result in the dismissal of the student from ACE.
- A student may be placed on Academic Probation no more than once in a school year. Any student who fails to meet the enrollment eligibility standard after being placed on Academic Probation within one marking period will be dismissed from ACE

- A student may be placed on Academic Probation no more than twice during the entirety of their enrollment. A student who has been placed on Academic Probation twice during their enrollment and then falls below a 2.0 GPA will be dismissed from ACE.

## EXTRACURRICULAR ELIGIBILITY

Helendale Secondary Schools require that a student participating in extracurricular activities, such as clubs, student government, and sports teams, maintain a GPA of 2.0 in all academic subjects, have no more than 1 "F" and maintain at least a "C" in citizenship, if applicable. Grades will be based on official grading periods. Students who do not meet the requirements may not be allowed to apply for clubs or try out for a sport (c.f., CIF Bluebook code 204).

If a student meets the requirements and is qualified and then drops below the set standards, he/she may be placed on academic probation. If this occurs, the student will be placed on academic probation for a period of two consecutive weeks. During those two weeks, the student will not be allowed to participate, practice, or attend meets/ activities. At the end of the probationary period, the student, coach/advisor, and principal or athletic director will decide on the eligibility of the student. Additionally, students who receive an in-school suspension or out-of-school suspension, will not be eligible to participate in ANY extracurricular activity, as either a participant or spectator, for 30 school days.

## Academy of Careers and Exploration GRADUATION REQUIREMENTS

	GRADE	CREDITS	COURSE
ENGLISH (4 years)	9	10	English /Honors English I
	10	10	English II/ Honors English II
	11	10	English III or A P English III
	12	10	English IV or AP English IV
<b>Total Credits</b>		<b>40 required</b>	
SOCIAL STUDIES (3 years)	10	10	World History
	11	10	U.S. History or AP U.S. History
	12	5	American Government or AP American Government
	12	5	Economics or AP Economics

<b>Total Credits</b>		<b>30 required</b>	
MATHEMATICS	9-12	10	Algebra I
	9-12	10	Geometry or Practical Geometry
	9-12	10	Applied Geometry, Algebra II, Pre-calculus, Calculus, Consumer Math
<b>Total Credits</b>		<b>30 required</b>	
<i>(Math course placement is determined by test scores, teacher recommendations, and previous math. Algebra II is needed to satisfy A-G requirements for admission to the CSU and UC systems.)</i>			
SCIENCE (3 years)	9-12	10	Physical Science
	9-12	10	Life Science /Biology
	9-12	10	One (1) additional year of Physical or Biological Science
<b>Total Credits</b>		<b>30 required</b>	
PHYSICAL EDUCATION (2 years)	9	10	Physical Education Course 1
	10	10	Physical Education Course 2
<b>Total Credits</b>		<b>10 required</b>	<i>(One {1} year of Dance= One {1} semester of P.E.)</i>
FOREIGN LANGUAGE or PERFORMING ARTS ( 1 year)	9-12	10	One year of Foreign Language One year of Fine/Performing Arts
<b>Total Credits</b>		<b>10 required</b>	<i>(Units may not be split between Foreign Language and Fine/Performing Arts. A-G requirements include two (2) years of foreign language and one (1) year of Fine/Performing Arts.)</i>
ELECTIVES	9-12	10	
<b>Total Credits</b>		<b>60 required</b>	<i>(All courses not taken for required course credit can be used for elective credit.)</i>
Promotion Requirements	50 Units- 10th Grade 100 Units - 11th Grade 150 Units - 12th Grade		
Graduation Requirements	Earn a minimum of:220 credits Earn 160 credits in required courses and 60 credits in electives		

## **CLASS CHANGES**

High school student requests for class changes should be received in the office no later than two weeks into the school year and within the first 5 days into the second semester. Requests for changes after the deadline require a parent conference with the principal, counselor, teacher and parent. Due to limited course offerings, requests for class changes may be denied.

## **DROPPING CLASSES**

A student who drops such a course after the first six weeks of the semester shall receive an F grade on his/ her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

## **REPEATED CLASSES**

With the approval of the Principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive subject area credit for taking the course only once. Both grades shall appear on the transcript and be computed into the student's GPA. Elective credit will be awarded in sequential courses only.

## **4-YEAR COLLEGE/ UNIVERSITY MINIMUM COURSE REQUIREMENTS**

English	4 years
Foreign Language	2 years (same language)
Mathematics	3 years (Alg I, Geom, Alg II)
Visual Performing Arts	1 year (music, art, or drama)
Social Science	2 years
Academic Elective	1 year (beyond the above)
Science	3 years

## **COMMUNITY COLLEGE - CONCURRENT ENROLLMENT**

This program is for remediation and enrichment purposes and gives a student who is behind in credits a chance to make them up, provided the student scores at the appropriate level on the Victor Valley College or Barstow College Assessment Test. It also offers the opportunity of completing certain core classes to accommodate taking an extra high school class or specialized coursework during the normal school day. Transportation to community colleges is not provided. For information, contact the ACE/RMS counselor.

## **COLLEGE ENTRANCE EXAMINATIONS**

College entrance examinations taken during high school years identify students whose scores indicate they have the ability to succeed in college. School group results are used to compare students' performance to comparable and national student groups. All sophomores enrolled in October will take the PSAT at no charge. For more information about any of these tests, including testing dates and registration procedures, see your Counselor.

1. The Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a multiple choice test that measures verbal and mathematical reasoning abilities and writing skills important to doing college work. This test may be taken in 9th, 10th, and 11th grade. Students taking this test in their junior year may qualify for the National Merit Scholarship.
2. Scholastic Aptitude Test (SAT I and II), Achievement Test (ACH), American College Testing Assessment (ACT) measure how well students can perform the skills necessary for college coursework. It is strongly recommended that college bound students take these tests during the spring semester of their junior year and during the fall semester of their senior year.
3. Advanced Placement Examinations: Students may earn college credit while in high school and save tuition dollars by taking Advanced Placement Exams. At some universities, students are exempt from tests required of all entering students if they can earn a "3" or above on an AP exam.

## **SCHOLARSHIPS**

The Counselor has information regarding scholarships and awards that are available to ACE students. A scholarship bulletin is posted in the ACE office, and information regarding available scholarships will be shared when possible at school. Parents and students are also encouraged to attend the annual Financial Aid Workshop. Students who are interested in applying for scholarships and financial aid may pick up applications in the ACE office. The information provided on scholarships is extremely important. Together, with the guidance provided by the Counselor, Advisory teachers, and other staff, this important information can broaden the students' educational opportunities. Students may be able to obtain education and training that would otherwise be beyond their financial capacity.

## **ACADEMIC LETTERS**

Following the end of each semester, an ACE Letter with academic insignia shall be awarded to each student who, for two consecutive ACE semesters, has earned a GPA of 3.6 or higher and are ASB members. Students who carry a 4.0 GPA for two consecutive semesters will also receive an eagle insignia to place on their academic letter. Students must have purchased their ASB card for each qualifying semester to receive a letter. For each two additional consecutive semesters meeting the qualifications mentioned above, the student will be entitled to receive a bar. Eligibility shall be determined each full semester in September/October for the prior school



year. The additional bar must be claimed on an ongoing basis. An ASB card is also required to receive a bar. Letter display requirements are listed below.

### **ACTIVITY LETTERS**

Students may receive an Activity letter at the end of the school year for participation in various clubs on campus. Each club or organization has its own criteria for awarding letters. Students who repeat eligibility in the same club or activity may receive a bar. Students must have purchased an ASB card to receive a letter or bar. Letter display requirements are listed below.

### **ATHLETIC LETTERS**

Students may receive an Athletic letter at the end of a sports season for participation in various sports teams on campus. Each sport has its own criteria for awarding letters. Students who repeat eligibility may receive a bar. Students must have purchased an ASB card to receive a letter or bar. Letter display requirements are listed below.

### **LETTER DISPLAY REQUIREMENTS**

All awards including letters, bars, and patches may only be placed on an ACE High School Official Letterman's Jacket (navy body and white sleeves) or an ACE designated sweater.

### **CAREER PLANNING**

All students will annually review a four-year academic plan with the guidance of the Academic Counselor. Career planning opportunities including a student aid workshop, career days, college fairs, etc. will be provided throughout the year for all students.

### **WORK PERMITS**

All working minors under 18 years of age must hold a valid permit to work, including students enrolled in a work experience education program operated by the school. Students should apply through the office when wanting to work on school days, weekends or during vacations. In order to qualify for a work permit you must maintain a 2.0 GPA, not have any outstanding debts to the school and maintain positive attendance. Until the age of 18, working students must observe the following legal restrictions:

- Unless enrolled in a work experience program, they may not work more than 4 hours on a school day.
- If students are out of school for the day, they are not permitted to work that night.

Work permits are issued on a one-year basis. A permit may be canceled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that

any provision or condition of the permit is being violated. A new work permit is required for each employment. For information, contact the office.