

# **Helendale Secondary Schools**

## **Riverview Middle School & Academy of Careers and Exploration**

### **Students' Rights and Responsibilities Standards of Student Conduct Handbook**

**15350 Riverview Road  
P.O. Box 249  
Helendale, CA 92342  
760-952-1266  
[www.helendalesd.org](http://www.helendalesd.org)**

Riverview Middle School & The Academy of Careers and Exploration  
15350 Riverview Road, Helendale, CA 92342  
(760) 952 –1266 <http://www.helendalesd.org>

## Principal's Message

It is with great pride and enthusiasm that I welcome you to our Helendale Secondary Schools: Riverview Middle School and the Academy of Careers and Exploration (A.C.E.) High School. Our entire staff is committed to providing all of our students with the best education possible. The high levels of student achievement at both schools are indicative of the hard work of our caring teachers and staff, our dedicated and involved students, and our supportive parents and community members. Working together, we enable our students to accomplish great things.

This year, we are making a concerted effort to welcome and encourage greater involvement in the schools by students, parents, and community members. This school, like all other organizations, is not a building. It is a network of relationships—a place where people connect with each other, with teachers and staff, and with new knowledge and skills. I am confident that our commitment to excellence, our partnerships with parents and community members, and the disciplined, meaningful work of the students themselves will make this school site an outstanding place for students to be.

Respectfully,

Heather Lewis, 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.*

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

## 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

*We believe:*

- *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.*

## A.C.E. EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

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

- *Read, write and apply information and knowledge that will enable them to be successful in a vocation or a freshman level*

*college class.*

- *Use technology to gather, analyze, manage, integrate, and present information into the world of work or higher education.*
- *Use mathematical reasoning, including but not limited to algebraic and geometric operations to identify, analyze, and solve problems.*
- *Set short term as well as life and career goals and demonstrate an ability to manage time in such a way as to attain their goals.*
- *Effectively communicate ideas and cooperatively work with others.*
- *Think critically and be able to solve problems alone or as part of a group.*

## **District Board of Trustees**

*Jim Hoover*

*Barbara Schneider*

*Valeria Brown*

*John Senneberne*

*Herm Engeshardt*

## **A.C.E. Board of Trustees**

*Jim Hoover*

*Cathy Labadie*

*Heather Lewis*

## **Helendale School District Superintendent**

*Brian Dietz*

### **Classified Staff**

**Rosie Abrego**

*Food Service*

**Kelly Ann Bernard**

*RSP Aide*

**Judy Carpenter**

*Campus Monitor*

**Theresa Crossland**

*Food Service*

**Gail Donahue**

*Campus Monitor*

**Phyllis Gilian**

*Aide*

**Allyn Nichols**

*Library Aide*

**Mary Norton**

*Title I Aide*

**Deanna Springer**

*RSP Aide*

**Unidentified**

*Custodian*

## **Administrative Staff**

**Principal**

*Heather Lewis*

**School Secretary**

*Lill Meza*

**Assistant Secretary**

*Cindy Hensley*

**Counselor**

*Sarah Everett*

## Contact Information

*Phone: 760-952-1266  
760-952-2396*

*Fax: 760-952-1178*

*Website: <http://www.helendalesd.org>*

*Address: 15350 Riverview Rd  
P.O. Box 249  
Helendale, CA 92342*

## CERTIFICATED FACULTY

### Riverview Middle School

#### 7th Grade

Linda Hoover

Language Arts, Science

[linda\\_hoover@hesendale.k12.ca.us](mailto:linda_hoover@hesendale.k12.ca.us)

Mike Keener

Math, Social Science

[mike\\_keener@hesendale.k12.ca.us](mailto:mike_keener@hesendale.k12.ca.us)

#### 8th Grade

Todd Lagergren

Algebra, Social Science

[todd\\_lagergren@hesendale.k12.ca.us](mailto:todd_lagergren@hesendale.k12.ca.us)

Marie LeSavage

Language Arts, Social Science

[marie\\_lesavage@hesendale.k12.ca.us](mailto:marie_lesavage@hesendale.k12.ca.us)

Virginia Price

Science, Social Science

[virginia\\_price@hesendale.k12.ca.us](mailto:virginia_price@hesendale.k12.ca.us)

#### Instructional Support

Donald Tonic

Learning Center Director

[donald\\_tonic@hesendale.k12.ca.us](mailto:donald_tonic@hesendale.k12.ca.us)

Joe Losi

Individualized Instructional Support

[joe\\_losi@hesendale.k12.ca.us](mailto:joe_losi@hesendale.k12.ca.us)

### Academy of Careers and Exploration

#### English Department

William Brown

English I and II, Creative Writing

[william\\_brown@hesendale.k12.ca.us](mailto:william_brown@hesendale.k12.ca.us)

Jason Olmstead

English III, Media Communications

[jason\\_olmstead@hesendale.k12.ca.us](mailto:jason_olmstead@hesendale.k12.ca.us)

Media Publications, Technology

#### Foreign Language / ESL Department

Salvador Alvarez

Spanish I, II, and III

[salvador\\_alvarez@hesendale.k12.ca.us](mailto:salvador_alvarez@hesendale.k12.ca.us)

Math Department

Mario Gonzalez      Geometry, Algebra II, Consumer Math      mario\_gonzalez@helendale.k12.ca.us  
Demetria Lee      Algebra I, Geometry, Psychology      demetria\_lee@helendale.k12.ca.us

Physical Education / Health Department

Jeff Spotts      P.E. Course I and II      jeff\_spotts@helendale.k12.ca.us

Science Department

Michelle Antiporte      Chemistry, Anatomy & Physiology,      michelle\_antiporte@helendale.k12.ca.us  
Algebra I

Larry Kast      Earth Science, Biology,      larry\_kast@helendale.k12.ca.us  
Environmental Science

Social Science Department

Joe Losi      World History, U. S. History      joe\_losi@helendale.k12.ca.us

Special Education / Individualized Academic Instruction

Donald Tonic      Learning Center Director      donald\_tonic@helendale.k12.ca.us

Visual and Performing Arts

Diann Puryear      Introduction to Music, Choir      diann\_puryear@helendale.k12.ca.us  
Jami Wiseman-Graham      Dance      AcademyofCareersandExploration@gmail.com

## Bell Schedules

Helendale Secondary Schools Office Hours: 7:00 a.m. to 4:00 p.m. *Monday-Friday*

### Riverview Middle School

#### School Hours:

*Monday-Thursday* 7:40-2:20

*Friday/Minimum Days* 7:40-12:00

#### Regular Daily Schedule (Mon.-Thurs)

*Period 1* 7:40-8:35

*Period 2* 8:38-9:33

*Nutrition Break* 9:33-9:43

*Period 3* 9:46-10:41

*Independent Practice* 10:41-11:08

*Lunch* 11:08-11:38

<i>Period 4</i>	11:41-12:36
<i>Period 5</i>	12:39-1:49
<i>Period 6 / Advisery</i>	1:52-2:20

### Minimum Day Schedule

(First and last day of school, parent-teacher conferences, and every Friday—see school calendar)

<i>Period 1</i>	7:40-8:27
<i>Period 2</i>	8:30-9:17
<i>Nutrition Break</i>	9:17-9:27
<i>Period 3</i>	9:30-10:17
<i>Period 4</i>	10:20-11:07
<i>Lunch</i>	11:07-11:35
<i>Independent Practice</i>	11:38-12:00

### A.C.E. High School

#### School Hours:

<i>Regular Days</i>	7:40-3:40
<i>Minimum Days</i>	7:40-12:00

#### Regular Day—Monday, Wednesday, Friday

<i>Homeroom</i>	7:40-7:50				
<i>Period 1</i>	7:50-9:20	<i>Nutrition Break</i>	9:20-9:30	<i>Period 2</i>	9:30-11:00
<i>Period 3: Study Skills</i>	11:05-11:50				
<i>Lunch</i>	11:50-12:25				
<i>Period 4</i>	12:30-2:00				
<i>Nutrition</i>	2:00-2:10	<i>Period 5</i>	2:10-3:40		

#### Regular Day—Tuesday, Thursday

<i>Period 6</i>	7:40-9:40
<i>Nutrition Break</i>	9:40-9:50
<i>Period 7</i>	9:50-11:50
<i>Lunch</i>	11:50-12:25
<i>Period 8 / Advisery</i>	12:30-1:30
<i>Nutrition Break</i>	1:30-1:40
<i>Period 9</i>	1:40-3:40

#### Minimum Day—Monday, Wednesday, Friday

(First day of school, parent-teacher conferences, approximately every other Friday—see school calendar)

<i>Period 1</i>	7:40-8:35		
<i>Period 2</i>	8:40-9:35	<i>Period 4</i>	9:40-10:35
<i>Period 5</i>	10:40-11:35	<i>Lunch</i>	11:35-12:00

## Minimum Day—Tuesday, Thursday

(parent-teacher conferences and the last day of school—see school calendar)

Period 6	7:40-8:55		
Period 7	9:00-10:15		
Period 9	10:20-11:35	Lunch	11:35-12:00

## Inclement Weather

*During inclement weather, listen to the following radio station,  $WY_{102}$ ,  $FM_{102.3}$ , 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.*

## 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 R<sub>M</sub>S and A<sub>CE</sub> students arriving late or leaving early must enter or leave through the office.*

## APPOINTMENTS

If you would like to see a counselor, administrator or teacher, please set up an appointment. School employees have many scheduled meetings, conferences and deadlines; therefore, appointments are necessary. Our office staff will gladly help make the necessary arrangements.

## 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, or 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.*

## MEDICATIONS

All prescriptions must be checked in to the office and remain there to be administered by the secretary or other designated personnel on duty unless specific instructions are on file from a physician stating otherwise. See page 11.

## STUDENTS TARDY TO SCHOOL / CLASS

Getting to school on time is an important responsibility. Any student arriving late to school after the 7:40 bell has rung will go directly to the office. Students are expected to be in class on time. If a student is late to class (within five minutes) during the school day, he/she will go directly to his/her classroom and be issued a tardy ticket. Tardy tickets are documents that have the student's name, the period, the reason for the tardy, and the issuing staff member's initials. A copy of the tardy ticket is given to the student for his/her records. Once a student has been issued five tardies in a grading period, the student will be issued a consequence. The consequences are as follows:

# of times	Action
5/6	Students will be seen by an Administrator, parent will be contacted, student will be assigned one (1) lunch detention each tardy (#5 and #6)

- 7/8 Students will be seen by an Administrator, parent will be contacted, student will be assigned one (1) hour after school detention for each tardy (#7 and #8). Transportation will not be provided.
- 9 Student will be seen by an Administrator, parent will be contacted, student will be assigned Saturday School to recuperate missed instructional minutes.
- 10 Parent and student conference with Administrator. Suspension for defiance of attendance policy.
- 11 or more Student will be seen by an Administrator, parent will be contacted, student will be assigned out of school suspension for defiance of attendance policy (48900k).

Parents can excuse up to five tardies that occur before 8:10 a.m. each grading period. The excuse may come in the form of a written note, a personal visit, or a phone call to the school only on the day of the tardy.

Students who are already on campus but more than five minutes late to a class will be considered truant and will be referred to the office and parents/guardians will be notified. For the first and second tardy-truancies, a student will be assigned a one (1) hour after school detention. Subsequent tardy-truancies will result in Saturday School, In-School Suspension, and Out-of-School Suspension for defiance of the attendance policy.

## 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.*

### 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. 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 is 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.

### 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 = Truant, first SARB letter is mailed home.
- Continued absences = Second SARB letter is mailed home and a meeting with the Administrator is scheduled for the student and parent/guardian.
- Continued absences = Third SARB letter is mailed home, classified as habitual truant and subject to summons to appear at SARB hearing and a possible fine.

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### 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	A fine of not more than \$100.00 plus penalties could amount to as much as \$315.00.

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

Parents are responsible for a child's attendance from age 6 until age 18 (Education Code 48200).

## 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 10 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 when 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.*

## 18-YEAR-OLD POLICY (A.C.E.)

*For purposes of any procedure verification of absences from school, a student 18 years of age or over, with respect to his / her own absences from school, shall have all responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or other person having charge of the minor. (E.C. 460112)*

*Eighteen-year-old students and their parent/guardian must make arrangements with the A.C.E. Office for this to take effect. However, this right does not authorize the student to violate the closed campus policy (i.e. request their own off-grounds passes) or circumvent any other school regulation (A.C.E. Policy). For instance, 18 year old students may not sign their own permission slip for field trips; a parent/guardian signature is required.*

*In addition to the information above, the office secretary is more than willing to assist you with attendance problems. Please feel free to contact the office at 952-1266. Phone calls for off-grounds passes are not always honored unless the person calling can definitely be identified.*

## OFF GROUNDS PASSES

Closed Campus - Students must remain on the campus until their day is completed. Students may only leave the campus during school hours with an off-grounds pass from the office. This permit verifies that both the school and the parents / guardians know of their student's whereabouts when not on campus. Off grounds passes are not issued to students to leave for lunch. Written request for off grounds passes for medical appointments or court hearings and / or family emergencies must be turned in to the office before a student's first period class. These passes are typically for students who are driving themselves to school and to these appointments or hearings. Proof of medical appointment or court summons may be required.

- Leaving campus during school hours without prior approval from the office will not be cleared for any reason and will result in a truancy.
- Students are not allowed to be in the parking lot except before or after school. The only exceptions are written permission from an administrator or direct supervision by a staff member.
- Violation of this rule will result in disciplinary action.

## STUDENTS EXCUSED FROM CLASS FOR ATHLETIC / 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.*

## DELIVERY OF MESSAGES AND GIFTS TO STUDENTS

*Student learning is a top priority. Uninterrupted classroom instruction is essential in order to meet the goal of quality education; therefore, the following policy on delivery of gifts, pizza, and/or Fast Food to students during school hours is in place: The delivery of the above stated items to students is not permitted. Gifts include, but are not limited to money, flowers, cards, balloons, candy, etc.*

*Only valid emergency messages will be delivered to students during the school day. Other messages will be delivered during breaks. School staff will screen such requests to determine if a valid emergency does indeed exist. Parents/Guardians should contact the school office when needing to convey messages to students rather than calling or texting students on their personal cell phones.*

## 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.

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. Students in high school, grades 9-12, may also use these devices during the lunch period and nutrition breaks. These devices must be kept out of sight and turned off during the instructional program and in the classroom or during class time. 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: 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.

Students who use electronic signaling devices during unauthorized times will receive the following consequences:

- 1st Offense: Device will be confiscated. The student may pick up the electronic device in the office at the end of the day.
- 2nd Offense: Device will be confiscated. Parent/Guardian must pick up the electronic device at the end of the day.
- 3rd Offense: Device will be confiscated. Parent/Guardian must pick up the electronic device at the end of the day. Student will be assigned a one hour after-school detention.
- 4th Offense: Device will be confiscated and held in the office until the end of the school year.

Students who use these devices inappropriately or at unauthorized times and refuse to surrender the electronic device to school staff will be suspended for defiance.

## **USE OF CELL PHONES DURING EMERGENCY SITUATIONS**

*Students and parents are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. Should this occur, emergency communication could also be affected. It is important that during these times cell phones and other electronic signaling devices be used sparingly so that emergency services have priority to assist the students and staff on site. As a part of our safety plan, in the event of an emergency, students may be instructed not to use personal electronic signaling devices so that school communication with emergency personnel will not be impeded.*

## **RESPONSIBILITIES OF STUDENTS**

**C.C.R. Title 5, Sec. 300**

**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.**

## **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.**

**Helendale School District**

# Positive Behavior Support Policy

*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 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 Clean SWEEP 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 Clean SWEEP citations.*

*Listed below are the violations and possible judgments (fines). Others might be imposed at the discretion of the judge:*

<b>Code</b>	<b>Violation</b>	<b>Possible Fine</b>
SBTC 25.022 (a)	Daytime Loitering	Community Service Up to \$170.00
PC 308 (b)	Smoking or tobacco products (Includes pipes, papers, Keal, etc)	"Smokeless Saturday" Up to \$75.00/ 30 hrs Community Service
PC 374.4	Littering (Even if you clean up your mess)	Community Service \$100 to \$750.00
PC 330	Gaming	Community Service / Up to \$170.00
PC 415	Fighting or disturbing the peace (Includes challenging, gestures, etc)	"Anger Management" Up to \$400.00
PC 485	Keeping Lost Property	Community Service / Up to \$170.00

PC 488	Petty Theft (Taking anything not yours)	Community Service / Up to \$1,000.00
PC 594.1 (e)(1)	Minor possesses aerosol paint can	Community Service / Up to \$1,000.00
PC 594.2 (a)	Minor possesses graffiti tools (Included permanent markers)	Community Service / Up to \$1000.00
PC 640.6	Affix graffiti (Any tagging, gang related or not)	Up to 200 hrs. Community Service Up to \$1,000.00 / DL Suspension
PC 647 (f)	Under the influence (Alcohol or marijuana)	Alcohol / Drug Diversion Up to \$1,000.00 / DL Suspension
BP 25662	Minor possesses alcohol (Any person under 18 years old)	Alcohol / Drug Diversion Up to \$250.00 / DL Suspension **
BP 25658 (E)	Minor consuming alcohol	Community Service / Drug Program Up to \$170.00 / DL Suspension
HS 11357 (e)	Possessing less than 1 oz. marijuana	\$250 to \$500 / DL Suspension

\*\*Automatic Driver's License Suspension

## TEXTBOOK INFORMATION

Textbooks are checked out through the Media Center during class visits at the beginning of each year. 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 requiring textbooks after class distribution will be sent to the Media Center by their teachers. 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, Field Day, and promotion or graduation ceremonies.

## MEDIA CENTER & LIBRARY INFORMATION

*The Media Center is open daily, offering students the opportunity to use Internet and computer-based resources, including Questia, our online digital library service. A modest selection of reading material is also available for checkout. Students must use their own Helendale School District (HSD) Network and Questia account when logging on to the library system and have their student ID cards available. An Internet contract signed by both the student and his or her parent or guardian must be on file. Students who use available technology for non-academic purposes may have their Media Center and HSD Network privileges suspended or revoked and may also be subject to disciplinary action.*

### TECHNOLOGY / INTERNET

*Every student has the opportunity to use school computers to complete assignments. Students may use the computers to produce reports, themes and other written assignments. Other software is also available to assist students with Math, Science and English. Students do not have to be registered in computer classes or have previous computer experience to use the Media Center, notebook computers, or other technologies. Students who wish to access the Internet must have an Internet Contract. The form, which also addresses issues of appropriate use, must be on file in the office. If this agreement is violated, Internet and Media Center privileges may be revoked and disciplinary action taken.*

### 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 denial of membership in Renaissance and other honor societies or other school honors programs.*

## Academy of Careers and Exploration GRADUATION REQUIREMENTS

	GRADE	CREDITS	COURSE
ENGLISH (4 years)	9	10	English I / Honors English I
	10	10	English II / Honors English II
	11	10	English III or AP English III
	12	<u>10</u>	English IV or AP English IV
		40 Total Credits Required	
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	<u>5</u>	Economics or AP Economics
		30 Total Credits Required	
MATHEMATICS (3 years)	9-12	10	Algebra I
	9-12	10	Geometry or Practical Geometry
	9-12	<u>10</u>	Applied Geometry, Algebra II, Pre-calculus, Calculus, Consumer Math
		30 Total Credits Required	

(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.)

SCIENCE (3 years)	9-12 9-12 9-12	10 10 <u>10</u>	Physical Science Life Science / Biology One (1) additional year of Physical or Biological Science
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30 Total Credits Required

PHYSICAL EDUCATION (2 years)	9 10	10 <u>10</u>	Physical Education Course 1 Physical Education Course 2
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20 Total Credits Required

(One (1) year of Dance = One(1) semester of P.E. )

FOREIGN LANGUAGE OR FINE/PERFORMING ARTS (1 year)	9-12	<u>10</u>	One year of Foreign Language One year of Fine / Performing Arts
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10 Total Credits Required

(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.) All Freshmen are required to take foreign language and Music. All Sophomores are required to take foreign language.

ELECTIVES	9-12	<u>60</u>	
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60 Total Credits Required

(All courses not taken for required course credit can be used for elective credit.)

#### PROMOTION REQUIREMENTS

50 Units - 10th Grade  
100 Units - 11th Grade  
150 Units - 12 Grade

#### GRADUATION REQUIREMENTS

Earn a minimum of: 220 credits  
Earn 160 credits in required courses and 60 credits in electives  
Pass the California High School Exit Exam

## A.C.E. HIGH SCHOOL 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 a Period or other Extended Day course during the first six weeks of the semester may do so without an entry on his/her permanent record. 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 Director or designee because of extenuating circumstances. If a student concurrently enrolled in University of Nebraska ISHS drops a course after the initial drop period, the student will be responsible for the course tuition, according to the guidelines set forth in the A. C. E. Independent Study High School contract.*

## 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

## REPEATED CLASSES

*With the approval of the Director 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. (Mathematics and Foreign Language)*

## ADVANCED PLACEMENT COURSES

Advanced Placement Courses will be offered in a variety of subjects to Juniors and Seniors at the A.C.E. Students enrolled in AP courses earn one (1) extra grade point. A = 5, B = 4, C = 3, D = 1.

## A.C.E. HIGH SCHOOL 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 course work during the normal school day. Transportation to community colleges is not provided. For information, contact the A.C.E. Counselor, Mrs. Everett.*

## 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 SAT 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 / NMQT) 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 (ACT), 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 Advance 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 A.C.E. students. A scholarship bulletin is posted in the A.C.E. office, and information regarding available scholarships will be shared during Advisory courses 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 A.C.E. 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.

## 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 and placement into EL classes may result from testing.*

## TUTORING

*An Independent Practice or Study Skills period is available to all students. Middle school students receive homework support Monday through Friday, while high school students receive support on Mondays, Wednesdays, and Fridays. High school students may also address academic needs during their Advisory period on Tuesdays and Thursdays. All students in Helendale Secondary Schools also have access to the Learning Center, where they can receive additional academic support.*

## SPECIAL EDUCATION STUDENTS

*Our Special Education program exists to serve students with unique educational needs. To qualify for special assistance in this program, the student needs to be referred by the Student Success Team (SST) for testing. Referral to the SST can be made by teacher, parent, or counselor. For information, contact the principal.*

## STUDENT SUCCESS TEAM

*The SST is composed of an administrator, counselor, psychologist, parents, student, current teachers and instructors of specialized programs for which students qualify. The team explores and determines all options available to enable the student to be more successful either in one particular area, or in a total program. Parents or staff members may request an SST meeting for a student who is not excelling. For information, contact the principal.*

## CONFERENCES

*Parent-Teacher conferences are scheduled twice during the school year for all students. In addition to open conference periods, school requested Pupil Intervention Plan conferences may also be scheduled for students who are struggling to meet school or state standards. Parents are strongly encouraged to attend these conferences with their students. In addition, we encourage parents to contact teachers and schedule conferences at any time during the school year when they have questions or concerns regarding their child's progress.*

## DISCIPLINE POLICY

### *PHILOSOPHY STATEMENT*

*In conformity with the California Education code, and other codes and court decisions, the Board of Education establishes the*

*following policy regarding student behavior and the management thereof:*

- A. Students shall respect all constituted authorities. Agents of this constituted authority are all teachers, counselors, principals, or other certificated or classified personnel. This shall include conformity to school rules and regulations, and those provisions of the law which apply to the conduct of juveniles or minors.*
- B. No student shall deprive any other student, or group of students, an opportunity to gain an education. Thus, any action, behavior, or practice which interferes with this right cannot be tolerated. If, in the judgment of an administrator, teacher, or any other staff member, a student is causing others to lose their rights to an education within the total educational setting, he/she may be suspended. Any student who commits an assault or battery upon another is jeopardizing his/her opportunity to receive a free public education; expulsion may be a consequence, even if it is a first offense. Habitual violations of board policy regulating student conduct shall be grounds for exclusion or expulsion. Non-students who cause similar disruptions shall be turned over to police authorities.*
- C. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Public displays of affection are inappropriate especially in a school setting; disciplinary action will be taken at the discretion of school administration. Respect for real and personal property will be shown by all.*
- D. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided will be given every opportunity to do so and will be assisted in every way to achieve scholastic success to the limit of individual ability.*

*Students determined to be guilty of fighting will be suspended 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.*

## **TEACHER DISCIPLINE PLANS**

*Each teacher will establish, at the beginning of the school year, a discipline plan 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.*

## **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 EFTours or Smithsonian Student Travel. In addition, if a student has a GPA lower than 2.0 and/or has been issued a SAR 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.

## DISCIPLINE STANDARDS – CONTINUED

**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** - 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.

**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 across the bridge or 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 across the bridge or on school property at any time. Skateboards must be carried on campus and should be stowed during the school day either in the bicycle racks or, with permission, in a teacher's classroom.*

**Vandalism/Tagging** - *Students may be suspended for causing or attempting to cause damage to private property including back packs. 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/Fire-crackers/Dangerous Objects** - *A pupil may not possess, sell, use or furnish any firearm, knife, explosive or other dangerous object. Weapons or lock-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 Clean Sweep (see Board Policy 5131.62 and Board Policy 35813.3).*

## 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 to 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.*

### Guidelines for Student Dress:

- *No 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.*
- *There should be no body hugging clothing (such as Spandex) worn to school unless under other clothing.*
- *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. A student should be able to walk across the room, hands in the air, without the item of clothing falling below the bellybutton.*

- Excessively baggy or long shirts are not allowed. Shirts hanging below the fingertips when arms are at the side are too long. Any shirt determined to be too baggy or too long must be tucked in.
- Garments must be complete and in good repair. Hems and seams must be sewn; rips, holes, and tears must be patched. No cutoffs are allowed.
- Clothing should be selected for school that is not obscene or offensive. Clothing advertizing alcohol, drugs, profanity, sexually suggestive images or messages, or with satanic or gang related symbols is prohibited.
- Shorts should be as long as the student's fingertips when standing up straight with arms relaxed at the sides. Skirts shorter than mid-thigh must be worn with visible shorts or colored tights.
- Clothing must be worn as it was intended to be worn by the manufacturer. Example: the straps on bib overalls must be fastened over the shoulder and buttons along the side near the hips must be fastened.
- Hats/head gear may be worn on campus, but not in the classrooms. Baseball caps must be worn with the bill in front, shading the eyes. No hats, head gear, hoods, or sun glasses are to be worn in classrooms, the office, Media Center, or multipurpose room.
- Appropriate footwear must be worn at all times while on campus. Bedroom slippers, shower shoes, and beach shoes are not allowed. Shoes must be fastened with appropriate closures. Shoes should not pose a health or safety hazard. Students in grades 9-12 are allowed to wear flip flops to all classes except for P.E.
- No potentially dangerous objects such as chains, spikes, or extra long (hanging) belts are allowed. Any jewelry considered unsafe or distracting must be removed.
- Unnatural hair color, make-up, or hairstyles which may be distracting or disrupt the educational process are allowed. Distracting body art (tattoos) must be covered. Students may not have writing or stickers on their person.
- 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, drawings, 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 Hemetdale School District campuses and at any Hemetdale 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.

## 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.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property. Includes electronic data/files.
- g. Stolen 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.*
- l. *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 sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 or the Penal Code or committed a sexual battery 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 Section 32050*
- 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.*

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.*

## CAUSE FOR SUSPENSION OR EXPULSION – CONTINUED

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.
- 4. Robbery or extortion.
- 5. Assault or battery, as defined in Sections 240 and 242 of the penal Code upon any school employee.

- (C)
1. Possessing, selling, or otherwise furnishing a firearm.
  2. Brandishing a knife at another person.
  3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 10053) of Division 10 of the Health and Safety Code.
  4. 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 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.

## SATURDAY SCHOOL

*The principal or designee may require truants, as defined by California Ed. Code 48260, to attend classes conducted on one day of a weekend to make-up lost instructional time (California Ed. Code 37223). Saturday School may also be assigned as a behavioral consequence. Failure to attend Saturday School is considered defiance and will result in further disciplinary action. Transportation is not provided. Students must arrange their own transportation. Saturday School is held on designated Saturdays from 8:00 a.m. to 12:00 noon and has a structured curriculum that includes standards-based assignments in language arts and math.*

## 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.

- After the 3<sup>rd</sup> day of ISS in a trimester or the 4<sup>th</sup> day of ISS in a semester, students will be suspended from school for 1-5 days.

## OFFICE REFERRALS

Office referrals may be issued for extreme or chronic problems. A copy of the referral is mailed home. The referral may include parent contact by phone, detention, Saturday school, in-school suspension, exclusion from activities, suspension, or any other consequence deemed appropriate by the principal or administrative designee.

## LUNCH

Students sign up for lunch in the multipurpose room before the beginning of school. Tardy students are responsible for lunch sign up in the office. Orders are placed prior to 8:30 a.m. Therefore, students placing orders after 8:30 a.m. cannot be guaranteed the stated menu item. School lunch costs \$2.75 and includes an entrée, salad bar, and milk choice. Applications for free or reduced-cost lunches are available in the office.

## 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.

## INSURANCE

Although care is exercised to prevent accidents, the school cannot assume responsibility for accidents or injuries to students participating in school work in the classrooms, laboratories, physical education activities, cheer team\* or in athletic\* practices and competitions.

An insurance company, not connected with the school, offers an accident policy that gives coverage for school sessions. This company will furnish each student with a form listing the benefits covered. Parents have the opportunity to buy this insurance if they wish.

\* Students must be covered by some form of medical insurance in order to participate in extracurricular athletic or cheer teams.

## SUN PROTECTIVE CLOTHING

Sun-protective clothing that meets the following criteria may be worn:

- Hats and/or sunglasses may be worn during passing periods, lunchtime, outdoor assemblies, outdoor P.E., and before/after and to/from school.
- Hats must be foldable allowing them to be folded and placed in a student's pocket or backpack while the student is indoors. Hats must be in compliance with the Student Dress Policy.
- The administration is responsible for determining the appropriateness of a hat and whether the hat meets District criteria and provides substantive protection from the sun.

## AFTER SCHOOL ACTIVITIES

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.

## 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 per bottle. Over-the-counter medication must have the necessary paperwork on file and be in the original, unopened container.

## TRAFFIC PLAN

1. No drop-off/pick-up on Vista Rd. or on Riverview Rd. These are heavily trafficked areas, and there are no crosswalks in front of the school.
2. Drop-offs and pick-ups may only occur in the campus parking lot.
3. Students receiving rides are required to wait behind the gate until their parent(s) or guardian(s) stop in the designated pick-up area.
4. All students and drivers are asked to use courtesy and caution when entering and exiting the parking area.

## STUDENT PARKING POLICY

### *OBJECTIVES:*

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 H. S. D. and California Vehicle Code, CVC 21113.

### *STUDENT PARKING:*

Student parking is only permitted in designated parking areas. Students who wish to park on campus in the established student parking areas must obtain a parking permit from the office. The cost of a permit is \$5. Please Note: Due to limited space, there will only be a limited number of parking permits available. All funds generated by general student parking support the A. S. B.

### *PARKING SAFETY CODES:*

- All students must register their vehicles with the A. C. E. office by obtaining an A. C. E. Parking Permit. This permit must be displayed in the vehicle (rearview mirror) that they drive to school.
- All students must show proof of having a valid California Drivers License, proof of registration and proof of liability insurance for any and all vehicles that they intend to drive to school.
- 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 in the front of the school along Riverview Road are reserved for staff, parents, and visitors. No parking is allowed in the bus slip.
  - 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 the A. C. E. are not responsible for any loss, damage, and/or accidents to vehicles in the campus lots.

## STUDENT GOVERNMENT

*The student government, under the supervision of the Principal and a 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 student government meets weekly. High School student government meets three times a week. 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.*

## UNITED STUDENT BODY - USB CARDS (A. C. F.)

*United Student Body (USB) membership costs \$20.00 per year payable at the Student Store. Upon payment, student ID cards will be punched to identify students as active members of the A. C. F. Student Body. USB membership is required to receive an academic, activity or athletic letter. Membership provides free admission to all home athletic events. Many USB activities offer discount prices to USB members such as dance tickets and reduced yearbook prices. Funds raised through the sale of USB cards are used to defray student body activity expenses.*

## SPIRIT ASSEMBLIES

*Spirit Assemblies are the responsibility of student government and school administration and are held at frequent intervals during the school year. Announcements are made to alert students to the date of upcoming Spirit Assemblies. Students are not allowed to bring food or beverages into the multipurpose room during Spirit Assemblies. While demonstrations of school spirit are appreciated and encouraged, student conduct during an assembly must be appropriate, respectful, responsible, and safe. Students who conduct themselves inappropriately will be removed from the assembly and could face further disciplinary action.*

## STUDENT STORE

All students are encouraged to patronize the Student Store. The store is run by and for the student body and is typically open during nutrition breaks. Several food items including drinks and various snacks are available during the nutrition period. Non-food items, such as USB cards, dance tickets, and other items may also be sold in the store during nutrition breaks or during lunch. All food and drink items purchased in the student store need to be eaten outside of the classroom with the exception of bottled water.

## FUNDRAISING

*Permission to conduct fundraising activities is controlled by student government under the supervision of the Faculty Sponsors and the Principal. 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. 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 will 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. Returned checks are subject to fees and the loss of check writing privileges. Please make sure checks are made payable to the correct school or organization (RMS or ACE).*

## LOST AND FOUND

*The lost and found is located in the multipurpose room. 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 the multipurpose room.*

## 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. The card may also show verification of Internet access and ASB/USB membership. 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/USB and Athletic events, when making lunch purchases, utilizing any on-campus library/textbook services and when gaining access to the Media Center and the Internet. Refusal by any student to show his/her ID card could result in denial of privileges may result in a disciplinary action. Replacement cards may be purchased (for a cost of \$5) in the office.

## PARENT VOLUNTEERS

*Parents are encouraged to volunteer and serve as Parent Volunteers. Parent Volunteers are asked to fill out a Volunteer Information form at the district office. For volunteers who work directly with students, fingerprinting is required. Schools need volunteers to help serve in a variety of capacities, such as Parent-Teacher Organization work, even coordination and promotion, 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 district office (760-952-1180) for more information.*

## 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 A.S.B. 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 A.S.B./U.S.B constitution and are subject to A.S.B./U.S.B and administrative approval.*

## 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:*
- *Pass all classes (no failing grades)*
  - *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.*

*High school student athletes must purchase an A.S.B. card. 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 "Extra Curricular Eligibility" on page 38 for more details.*

## ATHLETIC EVENT TRANSPORTATION

*An athlete must ride to and from an athletic contest by district-approved transportation. 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. An athlete cannot ride home with a friend. Written requests must be submitted to the school secretary at least 24 hours prior to the game.*

## **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 extra-curricular 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.*

## **A.C.E. HIGH SCHOOL LETTER DISPLAY REQUIREMENTS**

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

### **ACADEMIC LETTERS**

*Following the end of each semester, an A.C.E. Letter with academic insignia shall be awarded to each student who, for two consecutive A.C.E. 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 on-going 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.*

## **DANCE RULES AND DRESS CODE**

- *The "Participation in Activities" Rule (30 Day Rule) will apply.*
- *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 A.C.E. student may bring only one guest to each dance.

- If a high school student plans to bring a guest, both the A.C.E. 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 9<sup>th</sup> grade through 19 years old - guests may not have reached their 20<sup>th</sup> birthday by the date of the dance/event.
- There is no admittance thirty minutes after the start of the dance and no-one leaving the dance will be readmitted.
- Dancing that involves both parties rubbing up against each other 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

#### Gentlemen

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 semi-formal, 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. Seniors involved in Career Internships must abide by the dress code of the supervising employer as well as the by the dress code of the school. 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.

## A.C.E. HIGH SCHOOL CAREER PLANNING

All students will create and annually review a four-year academic plan with the guidance of the Academic Counselor. All students are required to enroll in an Advisory course that includes curriculum specifically designed to help students set and attain their post-secondary goals. Seniors will also participate in the Career Internship Program as a part of their Senior Project. The program provides opportunities for seniors to discover their vocational interests and aptitudes as employees in the workplace. Preparation for the program begins during Junior Advisory classes. For more information, contact the Principal.

## 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.

## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county program that helps further the career and vocational education of students 16 years old and older and provide them with entry-level skills needed to obtain jobs or to pursue further training. ROP classes are offered at high schools throughout the high desert. Students can earn from 5 to 20 credits per semester. The ROP offers classes utilizing the "hands on" approach to learning. Programs are taught by skilled instructors in an industrial environment. Students actually work with the materials, services and equipment used in industry. Emphasis is shifted from textbook study of subject matter to the development of skills required in actual job situations.

- Students are encouraged to take vocational courses in high school, regardless of whether or not a college education is a student goal.
  - Credits earned in ROP courses carry the same value as credits earned in academic classes and apply toward meeting elective course requirements for graduation.
  - In all classes, students may earn Certificates of Completion listing their competencies.
- For more information, contact the Principal or the Academic Counselor. Transportation is not provided.

## 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 California State content 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

Glencoe/McGraw Hill is the publisher of choice for our mathematics department, providing a curriculum that adheres to California State 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; and drug, tobacco, and alcohol abuse prevention. Family life/sex education is covered as well, with the ENABL (Education Now and Babies Later) program. This curriculum is made available to all 7th grade parents to preview. High school science classes include Earth Science, Biology, Anatomy, 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 active wear.
- D. The staff can determine who is enrolled in class and who does not belong in the area.

It is mandatory for all 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 will be sent to the administration office for discipline. In inclement weather, students may wear sweats. Uniforms will be available for purchase in the office.

### Required P.E. Clothing

For P.E., the following clothes are required:

- Athletic shoes that offer good support and traction
- White or gray absorbent socks
- Navy shorts for warm weather / navy sweatpants for cool weather
- Appropriate color T-shirt or sweatshirt (red for Riverview Middle School / Gray for A.C.E. High School)
- 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.

In an attempt to help students, loaner P.E. clothes are available. To check out loaner clothes, a student must bring an ID card or school-issued planner. If a student does not bring his/her P.E. clothes or dress out, the following consequences will occur for each grading period:

1 <sup>st</sup> -3 <sup>rd</sup> non-dress	Student must check out loaner clothes. If a student refuses to check out loaner clothes, he/she will lose double the amount of P.E. grade points.
4 <sup>th</sup> -5 <sup>th</sup> non-dress	Loss of P.E. grade points in addition to participation in alternate activities or other consequences deemed appropriate by the P.E. instructor. Student must still check out loaner clothes. If a student refuses to check out loaner clothes, he/she will lose double the amount of P.E. grade points.
6 <sup>th</sup> -7 <sup>th</sup> non-dress	Loss of P.E. grade points and assigned detention. Student must still check out loaner clothes. If a student refuses to check out loaner clothes, he/she will lose double the amount of P.E. grade points.
8 <sup>th</sup> non-dress	Loss of P.E. grade points and assigned Saturday School. Student must still check out loaner clothes. If a student refuses to check out loaner clothes, he/she will lose double the amount of P.E. grade points.
9 <sup>th</sup> non-dress	Loss of points, suspension, and parent conference. Student must still check out loaner clothes. If a student refuses to check out loaner clothes, he/she will lose double the amount of P.E. grade points.

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 point is added for high school 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.mygradebook.com](http://www.mygradebook.com) to check their child's grades in core classes. Passwords and log-in information is mailed home with the first mid-term progress reports.

## GRADING PERIODS

*The middle school year is broken into three trimesters. Conferences open to all parents are scheduled at the close of the first trimester. Additional conferences are scheduled by parent or teacher request. Midterm and final trimester grades are mailed home.*

*The high school year is broken into semesters. Conferences open to all parents are scheduled at least four weeks prior to the end of each semester. 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.*

## **CITIZENSHIP**

*It is important that all students exhibit positive leadership characteristics, demonstrate responsibility, and show respect at all times. In concert with this philosophy, all Riverview Middle School students will receive a citizenship grade each trimester. The grade will be determined by the following factors: referrals, suspensions, truancies, tardies, and input from grade-level teachers. This grade will determine eligibility for participation in assemblies and school-sponsored activities (dances, athletic events, etc). Students who earn passing grades for citizenship (A-D) will be eligible for all activities. A student who earns an "F" in citizenship will be placed in a separate classroom and work on an alternate assignment during the activity.*

## **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.org](http://www.helendalesd.org).*

## **MAKE-UP WORK**

*It is the student's responsibility to gather make-up work after an absence. If a parent wants to request homework, the parent needs to contact the school between 7:30 and 8:30 a.m. on the day of the absence to get the assignments for that day. Otherwise, the student can request missed work from teachers on the first day back from his/her absence. 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 that is within one week of the request. For example, if a student or parent asks for make-up work from missing assignments on September 15th, the student will only be allowed to make up assignments from September 8th-15th. 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.*

## TESTING PROGRAM

*All students will participate in California State Standards in the spring. All tenth graders will also take the PSAT in October and the California High School Exit Exam (CAHSEE) in March. Upper classmen who have not yet passed both sections of the CAHSEE will be allowed to retest on select administration dates determined by the State of California Department of Education. Parents will receive a report of their child's scores for these tests through the mail.*

*In addition to these assessments, regular benchmark assessments are given during the midpoint and near the end of each grading period in core classes, including a final exam administered during the last seven to ten days of school. Performance on these assessments is used to facilitate and improve instruction and assist teachers in determining each student's level of mastery for the standards taught and practiced during that grading period.*

*High school students can receive information about other tests that they may be interested in taking, such as the SAT or ACT, from the Academic Counselor.*

## RENAISSANCE

The Renaissance program is designed to recognize and reward the academic achievement of Helendale Secondary School students. Renaissance cards are passed out after each full grading period entitling students to special privileges such as assemblies, discounts and "freebies" from the Student Store and the business community. Renaissance cards are given to students who meet all the following requirements:

- Attended for one complete grading period
- Earned a grade point average of 3.0 or better
- Earned no grade lower than a "C-" in any class
- Had a maximum of five absences or tardies during the qualifying grading period
  - Did not receive any bus letters, referrals, or suspensions
  - Maintained a citizenship grade of "B" or better (RMS)

A "Most Improved Overall" student may also be selected by school staff for a Bronze card. Any student found to be "loaning out" his/her card will lose it for the remainder of the grading period. Students must have their card with them to qualify for periodic rewards/privileges.

## PEER MEDIATION (RMS)

*At the middle school level, peers have a great influence on one another. Peer mediation is a process whereby students act as neutral third-party facilitators in helping other students resolve conflicts that arise within the school setting. Student peer mediators receive special training in listening skills and conflict resolution techniques. Students themselves may request to meet with a peer mediator, or staff may make the recommendation.*

## FIELDTRIPS

*All students must ride the bus to a fieldtrip destination. If a parent wants their child to ride home with them from a fieldtrip, the school must be notified in writing five days prior to the school trip. Furthermore, if parent volunteers are utilized as drivers for an event, the parent driver must submit a copy of his/her driver's license and insurance, as well as complete a special form for the District*

five school days prior to the event. The school reserves the right to deny any request.

## EXTRACURRICULAR ELIGIBILITY

Hesendale 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 "F's," 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., CFF Bluebook code 204). If a student meets the requirements and qualifies 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 these two weeks, the student will not be allowed to participate, practice, or attend games/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.

## SCHOOL CLUBS AND SPORTS

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

**At Riverview Middle School:** Noon sports, cross country, volleyball, basketball, soccer or track and field, golf, student government, Condors Against Destroying the Desert (C.A.D.D.), Academic Pentathlon, Peer Helpers, Yearbook, Newspaper

**At A.C.E. High School:** Ncentime Activities, club sports, CFF cross country, CFF volleyball, CFF basketball, CFF baseball, CFF softball, CFF golf, student government, Academic Pentathlon, Chess Club.

All students must attend at least half the school day (4 class periods for R.M.S., 3 class periods for A.C.E.) 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.

## CAMPUS RULES

Hesendale School District has adopted a behavioral plan that mandates safe, responsible, respectful behavior. 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. In narrow halls or on ramps, stay to the right.
- 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, on the front lawn, or behind or between portables during school hours unless instructed to be there by an

adult.

- *Loitering in the office is not allowed. Students in the office must have a valid reason for being there.*
- *No sunflower seeds (the shells ruin the vacuum cleaners) or gum are allowed on campus anywhere, anytime.*
- *No running on campus other than on the field or basketball courts—never on the blacktop in front of rooms.*
- *Do not climb, stand, or jump on any bench, table, roof, or tree.*
- *Chin-up bars are to be used during lunch and P.E. only. There is no twirling, standing, pushing, or sitting on the chin-up bars. The bars are for chin-ups only. One person at a time is allowed per section.*
- *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 teacher's classroom to be stowed during the school day. Staff members are not responsible for skateboards.*
- *No throwing or spitting of water is allowed.*
- *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.*
- *No permanent markers, with the exception of highlighters.*
- *Do not drop trash on campus. Please deposit trash in one of the many trash cans located throughout campus.*
- *Keep your language CLEAN. Avoid public displays of affection.*

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

- *Walk to classes.*
- *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.*

#### **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.*
- *Begging or forcing other students to give you food is not allowed.*
- *Giving places or crowding into the lunch line is not allowed.*
- *No glass containers are allowed.*
- 

## **CAMPUS RULES (CONFINED)**

#### **In the Media Center:**

- *Students are not allowed in the Media Center without staff supervision.*

- *When using the computer network, use your assigned log-in name and password. Do not log in as "student."*
- *No food or drink is allowed in the Media Center. Any bottled water must be consumed outside.*
- *Leave backpacks/ bags at the designated table. Take only needed paper, pens, or pencils to your seat.*
- *Be prepared to show student ID to a staff member to verify Internet, network, or library privileges.*
- *When working on documents, save frequently.*
- *Log off of your account when you are done.*
- *Students who experience technical difficulties should inform supervising staff members right away. Switching mouse devices or other hardware is prohibited.*
- *Students are not allowed to check out books unless the library aide is present.*
- *Computers are for academic purposes only.*
- *Students should not change the configuration of any machine without prior consent from a supervising staff member.*

## MOVING OR TRANSFERING OUT

*It is important to keep the office informed of any change in address or telephone number. Before a student transfers to another school, the student must bring a note signed by his/her parent/guardian requesting the transfer. The student should plan to bring this notification in time so that he/she can spend one full school day checking out. All school materials and payment for lost/damaged materials must be settled in the office when checking out.*

## 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.*

## TECHNOLOGY / LAPTOP PROGRAM

*Recognizing the importance of technology in teaching and learning, students on campus have access to a wide variety of technologies. Students will be called upon to use digital libraries and Internet resources, as well as to display learning through the creation of word-processed documents, data bases, spreadsheets, and digital slide presentations. During the school day, students and teachers have access to an updated computer lab, a mobile lab, and several laptop and desktop classroom computers. Students may also check out a mini laptop from the school for use in class or at home. Checking out a laptop requires the completion of a laptop contract and a fifty dollar deposit. For more information, please see the Principal.*

## **TRAVEL PROGRAM (A. C. E.)**

*Every school year, students completing grades 9-11 have the opportunity to participate in the Student Travel Program. One trip is planned for late June of each school year, alternating domestic and international locations. The Travel Program is operated in conjunction with L.F. Tours or Smithsonian Student Travel. Informational meetings are held twice a year to provide students and families with information about each year's planned trip.*

*Participation in the Travel Program is voluntary. Students are responsible for payment, but organized fundraising activities sponsored by the school are provided throughout the year. It is possible for students to fundraise multiple years for one trip. For more information, please contact the Principal or designated trip adviser.*