

CRESCENTA VALLEY HIGH SCHOOL

PARENT/GUARDIAN & STUDENT POLICIES AND PROCEDURES HANDBOOK

This packet contains important information regarding attendance, behavior expectations, dress code, suspension information, the Sexual Harassment Policy, and other critical information. Please take the time to read this packet. Should you have any questions, please call your child’s counselor or assistant principal.

CVHS MISSION STATEMENT

Within a safe and caring environment, Crescenta Valley High School provides a meaningful standards-based curriculum that fosters the critical thinking, communication, collaboration, and creativity needed to function as responsible and productive members of society.

SCHOOLWIDE LEARNER OUTCOMES

Through its standards-based curriculum and extensive co-curricular program, Crescenta Valley High School will prepare its graduates to be:

- *Knowledgeable young adults who demonstrate proficiency and show growth in the California content standards and in critical thinking.*
- *Responsible citizens who exemplify personal integrity, respect diversity, and resolve conflicts appropriately.*
- *Productive young adults who set priorities and achievable goals and who contribute time and talent to improve the quality of life in the school and community.*

PRINCIPAL DR. LINDA JUNGE ext. 1219	
ASSOCIATE PRINCIPAL CHRISTINE BENITEZ ext. 1217	
<u>Counseling Office</u> Clerk: Hermine Avanesian ext. 1241	<u>Assistant Principal’s Office</u> Clerk: Mary Torossian ext. 1212
<u>Counselors:</u>	<u>Assistant Principals:</u>
Karen Bomar C-F, T, U-V & Z ext. 1231 Janelle Evans G, H, J & L ext. 1237 Karen Carlson A, N-R ext. 1235 Lois Sheridan B, M & W-Y ext. 1229 Anet Hairapetian I, K & S ext. 1239	John Eldred A – G ext. 1218 Bill Gallimore H – M ext. 1220 Jordan Lessem N – Z ext. 1216
<i>Note: Counseling and Assistant Principal assignments are based on enrollment numbers and assigned by alpha--first letter of last name.</i>	

ATTENDANCE POLICY, CLEARANCE PROCEDURES, AND PERMISSION TO LEAVE SCHOOL EARLY

Attendance Office Clerks by Alpha:

Melba Atiga A – G ext. 1267
Annick Downhower H – M ext. 1265
Medik Avannessian N – Z ext. 1263

Regular school attendance is important if a child is to achieve his or her full potential. We urge you to make an extra effort to ensure that your student establishes a regular attendance pattern. Please refer to the Glendale Unified School District Information for Parents and Students booklet. Students who are habitually absent may be referred to the CVHS Student Attendance Review Team and sent to the GUSD Student Attendance Review Board (SARB).

Attendance calls may be made and messages left in English, Korean, Spanish and Armenian.

To report or clear an absence call 818-248-8114 (24 hours a day) or 818-249-5871 and leave the following information:

- Student's name
- Student's ID#,
- date of absence(s),
- reason for absence
- your name and relationship to the student.

CLEARANCE PROCEDURES

Daily attendance is important for a student to be successful in school. When a student is absent, the parent/guardian must call the appropriate attendance clerk and leave a message on the attendance voice mail. You can call in 24 hours a day/7 days a week. Only telephone calls are accepted to clear absences. Written notes are not accepted. Absences not cleared within three days will automatically become a truancy. The school's automatic dialing system will call home on all absences that have not been cleared. Saturday detention (ATS) or other consequences may be assigned for truanancies, but, more importantly, your student misses out on valuable instructional time. Weekly attendance will be monitored and ATS may be assigned for more than five tardies/lates in one week.

LEAVING SCHOOL EARLY

Students who have appointments and must leave campus during the day must get a permit to leave campus prior to leaving. Parents must call the office in advance and notify the school. Any student who becomes ill during the day must check out through the health office. Failure to follow the appropriate procedures may be considered a truancy and parents may not excuse this type of absence.

HEALTH OFFICE INFORMATION

Health Office Clerk: Janie Antista ext.1209

The Health Office is located across from the Attendance Office in the main building. It is staffed daily from 7:30 a.m. to 3:00 p.m. The Health Office cares for all emergencies and illnesses of students. The staff does NOT diagnose as to the type or extent of injury or illness, but suggests a student consult their family doctor.

- Parent permission, or others designated by the parent, is obtained by telephone before students may leave campus. It is vital, therefore, that all changes of home or work numbers be provided to the school as soon as possible. Students should not leave campus at any time without a pass.

- Students returning to school after injuries that necessitate crutches or a wheelchair must have a doctor's note with permission to attend school on crutches or in a wheelchair. They *cannot* be on campus without this release.
- Students returning to school after being diagnosed with a contagious medical condition must have a doctor's release to return to school. ALL notes must be processed through the Health Office.
- Students taking medication any time during the 24-hour period should inform the Health Office as to the medication and diagnosis requiring administration. All medications to be taken during school hours are to be kept in the Health Office and the student is required to have a signed medical release form on file. These forms may be obtained from the Health Office.

OFF-CAMPUS, LUNCH POLICY, AND MOTOR VEHICLES

Off-Campus Regulations

- Students are not permitted to leave campus at any time without prior approval (i.e., outside of any perimeter exit door and/or gate). The grass areas in front of school, parking lots, and/or perimeter sidewalks and beyond are considered off-campus.
- The campus is closed at snack and students may not leave without administrative approval. Students are not allowed to leave campus between classes without permission.
- If students need to leave campus during school hours due to illness, they must obtain a Permit to Leave Campus from the Health Office before leaving.
- If students need to leave campus during school hours, parents must call the attendance office in advance and students must obtain a Permit to Leave Campus before leaving. If a student fails to follow the permit procedure, that student is considered truant and the absence cannot be cleared afterward. It is important that the school knows when a student leaves campus.
- Students who violate these regulations will be assigned a consequence including ATS or suspension.
- Students may also be cited by law enforcement officers.

Lunch Policy & Regulations

- Parents must read and determine whether to give their son/daughter permission to leave campus during lunch.
- Students who violate the lunch policy or leave campus without parent permission may be assigned a consequence including ATS.
- Students are not permitted to sit in their cars or loiter in the neighborhood during lunch time.
- Students are not permitted to eat or loiter in the hallways during snack or lunch. The exception to the rule is inclement weather.

Motor Vehicles (cars, motorcycles, mopeds, and scooters)

Driving is a privilege, and students must operate their motor vehicles in accordance with traffic laws. Students are not to drive at unsafe speeds on streets adjacent to campus or in school parking lots. The intent of rules and laws is not to cause students trouble or incur monetary costs, but to protect lives and property.

Cars may be parked on city streets, but NOT on the school campus or in reserved staff parking. Students should not block driveways, move trash cans or park in crosswalks. Be respectful of neighbors (e.g., no loud music). (Police citations will be issued to violators.) Students may not leave school during the school day (other than lunch) to move their cars or retrieve items from their cars.

Problems in this area are varied, and circumstances will be considered in each case. When violations occur, any of the following may result:

- Student warning
- Notification to sheriff
- Parent contact/conference
- ATS or suspension

ID CARDS

Each student will be issued an ID card free of charge at the beginning of the school year and must carry this card during the school day and at school sponsored activities. Students who enroll at other times during the school year or who have lost their I.D. cards must report to the Health Office to obtain this I.D. card. There is

a charge for a duplicate card. Students must have I.D. cards for class schedules, textbooks, library books, state assessments, AP exams, and tickets for school-sponsored activities. Students without an I.D. card may be assigned ATS.

SCHOLASTIC AND CITIZENSHIP ELIGIBILITY FOR EXTRA/CO-CURRICULAR ACTIVITIES

Requirements: In order to participate in the extra-curricular activities at the high school level, a student must maintain a "C" (2.0 grade point average) computed on all subjects taken and pass at least 4 classes. These requirements are minimal and an individual school group may have more stringent grade or attendance requirements. Student groups included are: athletic teams and all extra-curricular groups (e.g., pep squads, A.S.B. officers, ROTC, instrumental/choral music, etc.).

Citizenship: All students involved in extracurricular activities must maintain acceptable citizenship to be eligible.

**Students may be removed or excused from a team/group for violations of the *Standards of Student Conduct*.

G.P.A. Calculation: The G.P.A. will be based upon semester and quarter grades. Students failing to meet minimum requirements at a quarter or semester grading period will remain ineligible until the next quarter or semester grading period unless they appeal and are granted probation.

Appeal Process: The ineligible student or a parent may appeal to the administrator in charge of athletics for a waiver of the 2.0 eligibility requirement. CVHS will have a committee composed of staff members to review the appeal. The committee will consider the student's ability, effort, attendance, etc. and determine whether he/she will be granted a probation period. A student may only appeal if he/she passed at least four classes. Students may only appeal once per school year and no more than twice during their four years in high school.

CITIZENSHIP AND GRADING

The grade for citizenship on a student's report card is determined by the teacher's classroom expectations.

O	Outstanding is given to a student who exceeds behavior expectations.
S	Satisfactory is given to a student whose behavior meets expectations.
N	Needs improvement is given to a student whose behavior requires some adjustment to meet expectations.
U	Unsatisfactory is given to a student whose behavior is unacceptable and disruptive to the learning process.

LOCKERS

- Students will choose their school locker during program pick-up using the CV locker app.
- All students must share a locker with another student. The only exception to this are students who choose to have a single locker on the 3rd floor of the 1000 building.
- Students must use a district approved lock on their locker; these can be purchased from the student store.
- Students who occupy a locker they have not registered for will have their lock removed along with the contents of the locker to the assistant principal's office.
- All lockers must be cleaned out by the last day of each school year and not used during summer school.
- It is the student's responsibility to secure all books/items in their ASSIGNED school and PE locker.

TEXTBOOKS

- Students are responsible for any and all damage to textbooks. Acceptable wear is appropriate but damage is not. The cost of the damage will be assessed by school personnel.

- Lost textbooks will be replaced by the student. Students may purchase replacement textbooks at full price through the school or online on their own, provided they purchase the exact same textbook with a matching ISBN. See the textbook clerk for further details.

STANDARDS OF STUDENT CONDUCT

Students enrolling at Crescenta Valley High School may rightfully expect a school climate which gives them the opportunity to learn. To achieve this goal, appropriate conditions must be maintained in the classrooms, on the campus at all school sponsored functions. Students are expected to exercise self-discipline and display acceptable forms of behavior while at school, on their way to school, on their way from school, and at school sponsored events. An atmosphere of reasonable, firm, and positive discipline can help develop acceptable behavior, concern for others, and mutual respect. In order to ensure the safety of students on our campus, students chosen at random will be wanded with a metal detector.

On regular occasions, trained drug dogs will randomly check classrooms, locker areas and student parking for drugs, alcohol, vaporizers AKA “vapes”, tobacco, nicotine and associated paraphernalia or gun powder.

The following offenses are considered non-negotiable automatic suspensions and possible expulsions by the California Education Code:

- causing serious physical injury to another or violence against others
- possession of a knife, firearm or other dangerous object
- possession or under the influence of any controlled substance
- unlawful offering or sales of a controlled substance
- robbery or extortion

ACADEMIC HONESTY

- Students may be suspended or excluded from school activities such as extracurricular activities (sports, band, cheerleading, drama, robotics etc.) and/or Advanced Placement (AP) courses for up to a semester/year, if the time commitment is determined to be a contributing factor to the academic dishonesty.
 - Contract signed (summarizing the incident and stating consequences of next offense).
 - May be reported by the counselor on the College Common Application form and letters of recommendation.
- Student cheating consequences are cumulative and remain on the student's record throughout their high school years. However, as a student matures and/or learns from their mistakes and can show an understanding of academic integrity by maintaining two full years incident free (from date of incident), any further progressive discipline consequences may be adjusted. The administrative team will evaluate each student on a case-by-case basis to determine appropriate next steps.

Glendale Unified School District values honesty and academic integrity; therefore, we pledge to help students understand these values and their importance. When cheating does occur, we will follow a progressive discipline system. Cheating includes but is not limited to (adapted from *The School for Ethical Education-Integrity Works!*-www.ethicsed.org):

- Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Plagiarism, presenting another person's work as one's own without assigning proper credit
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
- Copying from others during a test, examinations, quiz or homework
- Unauthorized exchange of information during a test or while others are taking a test
- Copying parts of an exam and giving it to other students who have to take the test
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments

Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project
Violating any other specific procedures specified by the teacher

Academic honesty starts with a conversation between the student and teacher. If cheating occurred, there is a discussion with the teacher and the student regardless if it is on a homework assignment, classwork, an essay, quiz, test, final, project or on an electronic device. The student is sent to the office to be counseled and the incident documented using the following progressive discipline actions:

1st Offense:

- Office referral
- Parent contacted by teacher
- Zero on the assignment
- "U" in Citizenship (semester of the incident)
- ATS/Must attend Character and Ethics Class and administrator should contact the parent
- Will be excluded from academic honor societies, including but not limited to; National Honor Society (NHS) and/or California Scholarship Federation (CSF), and/or school based scholarship opportunities
- Contract signed (summarizing the incident and stating consequences of next offense)

2nd Offense:

- Office referral
- Parent contacted by teacher
- Zero on assignment
- "U" in Citizenship (semester of the incident)
- In-school Suspension (1-2 days)
- Conference held between parent, counselor, student and administrator
- Contract signed (summarizing the incident and stating consequences of next offense)

3rd Offense + any additional offenses:

- Office referral
- Parent contact
- Zero on the assignment
- "U" in Citizenship (semester of the incident)
- Official Suspension off campus (1 - 5 days)
- Making up missed school work while on a suspension is at the discretion of the teacher
- Conference between parent, counselor, student and administrator

Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct that includes sexual harassment, hate violence, intentional harassment, threats, or intimidation, or communication made in writing or through means of an electronic/Internet/web-based related act directed against school district personnel or pupils, committed by a pupil or group of pupils that has the effect or can reasonably be predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, video, or images on the Internet, social media, or any technologies including, but not limited to, using a

telephone, computer, or any wireless device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Note: It is a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages). It is also a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. To report a threat or incident anonymously, please visit your visit your counselor, assistant principal, or fill out a form to deposit into 'the box' by the health office.

Disobedience and Defiance

A student who refuses to follow the directions of school staff acting in the performance of their duties may receive detention, "alternative to suspension" (ATS), or in-school suspension, class suspension or school suspension.

CRESCENTA VALLEY HIGH SCHOOL DRESS CODE POLICY

This dress policy has been developed to make sure that all students are provided with a safe learning environment. The law allows schools to regulate the dress of students and to ban those items that are disruptive or detrimental to the learning process. Attire may also be banned if it is sexually suggestive or obscene, related to gang activity, advocates the use of drugs, alcohol or tobacco or is dangerous or unsafe.

Crescenta Valley High School requirements:

- Shoes must be worn.
- Pants, Skirts, and Dresses: Bottom hem can't drag on the ground.
- Shorts, Skirts, and Dresses: Bottom hem must reach tips of fingers when standing with hands at sides
- Shirts, Sweaters, and Sweatshirts: No midriff shown when raising arms above head; all undergarments must be covered. Tube tops are not allowed.
- No clothing, jewelry or other items of apparel are allowed that:
 - advocate or advertise drugs, alcohol, or tobacco;
 - is deemed obscene, vulgar, or sexually suggestive;
 - advocate racial, ethnic or religious prejudice or are potentially libelous.
- In science and engineering labs, all students must adhere to the safety rules and regulations.
- In PE, all students must adhere to the PE dress policy so to actively participate in the PE program.
- In Athletics, students must wear appropriate clothing for their program as designated by their head coach. Students may not practice or work out without a shirt.
- For all programs, students need to adhere to a decorum of modesty when changing clothes; this includes being on busses.

Consequences for violating the dress code may include any or all of the following:

- Student warned and required to change into appropriate attire
- Citizenship grade affected
- Teacher detention assigned
- Parent contacted
- Clothing or apparel confiscated
- ATS assigned
- Suspension

Drugs/Alcohol/Nicotine

It is illegal for any student to possess for sale, obtain for use, or be under the influence of alcohol, illegal drugs, or substances.

Note: GUSD Student Support Services authorizes and funds random drug dog searches at CVHS.

Breathalyzers are also used randomly or as needed at school functions. Students who attend any school sponsored event may be randomly tested before, during or after entry.

Electronic Devices

Students shall be permitted to have in their possession a cell phone, smart phone, smart watch on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school District employee. Cell phones may be used in the event of a school-related emergency as determined by the principal. Although such devices may be brought onto a school campus, they are to be turned off and students are prohibited from using them during instructional time (i.e. in the classroom, during an assembly, etc.) unless given permission by a teacher and/or administrator. Cell phones may be used before and after school and during snack and lunch. The Board does not assume liability if any such devices are damaged, lost, or stolen.

The use/presence of an electronic device/cell phone during any form of assessment is considered academically dishonest and administration will follow the GUSD Academic Honesty Policy.

Fighting

Fighting is prohibited at school and at any school sponsored event. The definition of fighting is:

- Two or more students who engage in mutual combat (with malice).
- Physical assault on another person with or without injury.

General Personal Abuse

Personal abuse toward other students and toward school staff include, but are not limited to, the following:

- Disobedience and discourtesy.
- Abusive language: making reference to another person in less than dignified terms including profanity and obscenity.
- Sexual harassment.
- Threats to individuals or their property.

Non-permitted Objects

The following objects are not permitted on campus. If found, the object will be confiscated. Return of the object is at the discretion of the administrator.

- Laser pointers and other objects that are potentially dangerous (e.g., “shocker” type device) and/or may disrupt the educational process.
- Sharpie-type permanent pens/markers are not allowed to be in student's possession. Students may use these only under teacher supervision.
- Skateboards, scooters, bicycles and other wheeled devices cannot be used on campus and must be secured.

Smoking

Possession of tobacco in any form (e.g., cigarettes, chewing tobacco, cigars, e-cigs, vapes, etc.) and other related items (e.g., lighters/matches) on campus is illegal, and such items may be confiscated by any school officials. Smoking is not permitted on any part of the campus or sidewalks around the perimeter of the school or across the street from CVHS (within 1000 feet from school). Smoking or possession of tobacco, nicotine, or vaporizers AKA “vapes” and associated products is also not permitted at any school-sponsored off-campus activities.

Truancies (unexcused absences)

Truancy is defined as:

- The failure of the student to attend class without a valid excuse.
- A student leaving class without the teacher's permission or misusing a pass.
- A student leaving the campus without going through the attendance or the health office.

Students who are truant may be assigned to ATS. Parents are encouraged to phone the attendance office personnel to check on student attendance records.

Misrepresentation

If a student misrepresents an adult to clear tardies and/or absences, a parent or guardian will be notified, and the student will be assigned ATS or suspended from school.

Tardiness and Lateness

Each student is expected to be in his/her seat and ready to learn before the tardy bell rings. A student is marked "Late" if they enter class within the first 29 minutes of class. A student is marked "tardy" if they enter any time after the first 30 minutes of class.

1. The first three tardies/lates are dealt with by the classroom teacher who may assign his/her own detention and notify the student when to report. Teachers may also contact parents/guardians.
2. At the 4th tardy/late students may be referred to a counselor and/or an administrator and be assigned ATS.
3. Habitual tardiness will result in disciplinary actions by an administrator.
4. Any student that accumulates more than five tardies/lates in one week may be assigned ATS the following week.

Theft

Students should not bring valuable possessions to school, especially large sums of money or gift cards. CVHS is not liable for stolen items. Any student who steals from the school, a staff member, another student, a vehicle, residence, or place of business during school hours or at school-sponsored activities will be subject to serious consequences.

Vandalism

Vandalism includes the following: graffiti or willful disfigurement of any surfaces either private or public in or about CVHS or other facility. Such surfaces include tables, desks, chairs, or property of the school or staff. Also included would be damage from fire, water, or fire extinguisher.

Weapons

In order to help provide a safe school environment, the Glendale Unified School District has approved the random use of metal detectors to search individuals on campus and at school activities. The possession of any knives, including Swiss-army type pocket knives, stun guns, firearms, pepper spray or any other type of weapon is prohibited by law.

ALTERNATIVE TO SUSPENSION (ATS)

This program is designed to keep students in school rather than out of school on a suspension. If a student is assigned to ATS, he/she must report to school on the assigned Saturday from 7:55 a.m. to 10 a.m. unless otherwise notified. Appropriate student behavior is expected while at ATS. If a student is asked to leave ATS they will face a possible school suspension. A student who has committed a severe violation such as fighting, possession or use of drugs, threatening a teacher or staff member or other student, will not be assigned to ATS.

Failure to report to detention or ATS

- If a student misses a teacher's detention without permission, the teacher will fill out an Office Referral and send the student to an administrator. The student will receive an ATS assignment, or other disciplinary action.

- If a student is tardy to or fails to report to ATS for any reason other than verified illness, he/she will be subject to the following progressive discipline action: two (2) ATS, in-school suspension, suspension.

SUSPENSION AND EXPULSION

A. In-School Suspension

In-School Suspension is an alternative to at-home suspension. Students are provided with the opportunity to complete classwork/homework during the duration of their suspension. Students will be required to report to the in-school room at the start of school and will be released from school with parent/guardian permission at the start of lunch. The assistant principal will notify the parent/guardian by telephone and send the appropriate documents home for parent/guardian review and signatures.

B. Suspension by Teacher/Class Suspension

A teacher may suspend any student from his/her class for the period (previously enumerated items) and the day following. The teacher must send the student with a Class Suspension Form to the principal or his designee, and the teacher must notify the parent by telephone that day regarding the violation and arrange and hold an intake meeting—i.e. a parent conference.

C. School Suspension

Suspension is defined as removal from ongoing instruction for adjustment purposes. Suspension shall be imposed when other means of correction fail to bring about proper conduct. The law provides for suspension of pupils upon a first offense in cases where the student's continued presence is a danger to persons or property or threatens to disrupt the instructional process.

Suspension shall be imposed when other means of correction fail to bring about proper conduct. The law provides for suspension of pupils upon a first offense only in cases where the pupil's continued presence is a danger to persons or property or threatens to disrupt the instructional process. A pupil may be suspended for acts related to school activity or attendance, including but not limited to:

1. while on school grounds,
2. while going to or coming from school,
3. during the lunch period (on or off campus),
4. during, or while going to or coming from a school-sponsored activity.

It is the intent of the law that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy or otherwise absent from assigned school activities. (Education Code 48900)

- During the entire period of a suspension from school, a student is not permitted on or near the school campus nor to attend any school-sponsored event or activity. (If the period of suspension includes a Friday, the student is not eligible to attend school-sponsored event or activity until the student has been readmitted to school.)
- Students returning to school from suspension must meet with an administrator.
- Teachers are not required to allow a suspended student to make-up work missed during the period of suspension. However, if a student is awaiting his/her expulsion hearing, teachers are required to provide work. It is the teacher's discretion whether or not a student is able to make-up work missed during the period of suspension.

CALIFORNIA STATE EDUCATIONAL CODE

E.C. 48900 Suspension A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
 2. Willfully used force or violence upon the person of 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 possess, 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.
- (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) Unlawfully possessed 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 as to 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, or 289 of 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 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) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
 1. While on school grounds.
 2. While going to or coming from school
 3. During the lunch period, whether on or off the campus.
 4. During, or while going to or coming from, a school sponsored activity.
- (q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

E.C.48900.2 Suspension - Sexual Harassment In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive

educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3 inclusive. (Add. Stats. 1992, Ch. 909)

E.C.48900.3 Suspension - Act of Hate Violence In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5 (Add. Stats. 1994, Ch. 11 98)

E.C. 48900.4 Suspension - Intimidation In addition to the grounds specified in sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has 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 reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. (Add. Stats.1994, Ch. 1017)

E.E. 48900.7 Suspension - Terroristic Threats

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic 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 (\$1,000), 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 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. (Add.Stats. 1997, Ch. 405)

INVOLUNTARY TRANSFER

Prior to recommending an involuntary transfer, the school shall:

1. Exhaust all resources in trying to correct truanancies or irregular attendance of the student.
2. Provide written notice to the pupil and parents stating the school's recommendation to transfer, including the facts and reasons for the decision. Such notice shall advise the parent of his/her right to appear before the Secondary Placement Committee and shall include the time and date of the meeting.

EXPULSION

The Board of Education may order a pupil expelled for continued violation of the offenses listed when other means of correction have repeatedly failed to bring about proper conduct. Also, a pupil may be expelled when, due to the nature of the violation, his/her presence causes a continuing danger to the physical safety of the pupil or others, and that other means of correction are not feasible.

Expulsion Hearing: The parent must be notified, in writing, at least 10 days prior to a pupil's expulsion hearing. The notification must include the time and place of the hearing, the specific charge, a copy of the district rules pertaining to the discipline, and the right of the pupil and parent to appear with or without counsel and present evidence. The hearing shall be closed to the public, unless the parents request that it be open. (Education Code 478114)

Important Note: Information in this packet subject to change

QUESTIONS? If you have any questions on the discipline policy of the School District or Crescenta Valley

High School, please do not hesitate to contact a member of the administration on campus at (818) 249-5871.

At CVHS Mindfulness Matters

“Mindfulness is paying attention in a particular way: on purpose, in the present, and non-judgmentally.”

~Jon Kabat Zinn

Stressing Out? Feeling Overwhelmed?

Follow the acronym **STOP**

(Stop, Take a breath, Observe your experience, Proceed)

– Elisha Goldstein

S:	Stop what you are doing and put things down for a minute.
T:	Take a few deep breaths. If you'd like to extend this, you can take a minute to breathe normally and naturally. Follow your breath coming in and out of your nose, “breathing in, breathing out.”
O:	Observe your experience just as it is – including thoughts, feelings, and emotions. Reflect about what is on your mind and notice that thoughts are not facts, and they are not permanent. Notice any emotions present and how they're being expressed in your body. Then notice your body . Are you standing or sitting? How is your posture? Any aches or pains?
P:	Proceed with something that will support you in the moment: talk to a friend, rub your shoulders, take a walk.

Glendale Unified School District GRADUATION REQUIREMENTS			UC/CSU "a-g" ADMISSION CRITERIA YOU MUST EARN A "C" OR BETTER IN:	
<u>COURSE</u>	<u>YR./SEM</u>	<u>CREDIT</u>		
World History U.S. History	1 yr. 1 yr.	10 10	A	<u>History -- 2 years</u> World History 1 year U.S. History 1 year
English	4 yrs.	40	B	<u>English -- 4 years</u> English 9, 10, 11, and 12
Integrated Math I Integrated Math II	1 yr. 1 yr.	10 10	C	<u>Math -- 3 years</u> (4 preferred) Integrated Math I 1 year Integrated Math II 1 year Integrated Math III 1 year
Physical Science Life Science	1 yr. 1 yr.	10 10	D	<u>Science -- 2 years</u> (3 preferred) Physical Science (with lab) 1 year Life Science (with lab) 1 year
Not required			E	<u>Language other than English-LOTE</u> (2 years required, 3-4 preferred)
Visual/Performing Art	1 yr.	10	F	<u>Visual/Performing Art (VAPA)-1 year</u>
N/A			G	<u>Academic Elective—1 year</u> 1 year or 2 semesters of any of the Courses on the approved A-G list.*
Additional Graduation Requirements:			*A complete listing of all high school approved A-G courses may be found at https://hs-articulation.ucop.edu	
Health	1 sem.	5	For more information regarding admissions to University of California: http://admission.universityofcalifornia.edu	
Career Prep	1 sem.	5	California State University: https://www2.calstate.edu/attend/admissions	
Physical Education	2 yrs.	20	Required College Entrance Exams: (UC requires the Essay/Writing portion)	
American Gov't	1 sem.	5	SAT: www.collegeboard.org	
Economics	1 sem.	5	OR	
General Electives	14 sem.	<u>70</u>	ACT: www.act.org	
Total Credits Required:		220		