

GLENDALE HIGH SCHOOL
PARENT/GUARDIAN & STUDENT INFORMATION
2019-2020

This packet contains important information regarding attendance, behavior expectations, dress code, suspension information, sexual harassment policy, and other pertinent information. Please take the time to read this packet. This packet is also available online at www.GlendaleHigh.com. Should you have any questions, please call your child's administrator or counselor (*students are divided alphabetically by last name*).

Administration Office- Room 1106

Ms. Diana Hernandez (Am-Az, B, C, D, E, F)
Dr. Alen Akhverdyan (G, H, I, J, K, L)
Mr. Mark Rubio (Aa-Al, M, N, O, P, Q)
Ms. Charlotte Sassounian (R, S, T, U, V, W, X, Y, Z)
Clerk- Karin Bashian Ext. 81106

Categorical Office - Room 4112

Ms. Sarah Kleinberg
Clerk - Ms. Jasmen Keshishian

Counseling Office- Room 4113

Mrs. Arsine Hovannesian (Am-Az, B, C, D, E, F)
Mr. Chad Horton (G, H, I, J, K, L)
Ms. Mayra Gonzalez (Aa-Al, M, N, O, P, Q)
Ms. Jacqueline Tabor (R, S, T, U, V, W, X, Y, Z)
Clerk- Gregg Vasiliou Ext. 84132

Attendance Office- Room 1102

Clerk- Kathy Lanz (A-F)
Clerk- Paul Fee (G-M)
Clerk- Anahid Keshishian (N-Z)

Absence Line: Call to clear all absences

Phone Number: 818-409-1742

Press 1 for students with last names A-F
Press 2 for students with last names G-M
Press 3 for students with last names N-Z

ATTENDANCE POLICY

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.

CLEARANCE PROCEDURES

When a student is absent, the parent/guardian **must** call their designated Attendance Office Absence Line and leave a message on the attendance tape. Only telephone calls are accepted to clear absences. Written notes are not accepted. **Absences not cleared within three days will automatically become a truant.** The school's automatic dialing system will call home on all absences that have not been cleared. Saturday detention, School Attendance Review Team (SART) meetings, School Attendance Review Board (SARB) meetings, or other

consequences may be assigned for trancies, but, more importantly, your student misses out on valuable instruction.

Please call the number listed in order to clear absences. Leave the following information:

Student's name, grade level, ID#, date of absence(s), reason and your name and relationship to the student. *You may leave your absence message in your primary language.*

Absence Line Phone Number: 818-409-1742

Press 1 for students with last names A-F

Press 2 for students with last names G-M

Press 3 for students with last names N-Z

PERMISSION TO LEAVE SCHOOL

Students who have appointments or need to leave campus during the day must get a permit to leave campus from the Attendance Office prior to leaving. Parents must call the Attendance Office directly (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. *Once a student has left school, the student is not allowed to loiter in the neighborhood or nearby or on another school's campus.*

PROGRESSIVE DISCIPLINE POLICY

The primary purpose of a school is to ensure that students have the opportunity to develop to their full potential personally, academically, socially, and physically. This development can best take place in an environment, which protects students' rights. To achieve our goal, appropriate behavior must be maintained in the classroom and on the campus at all times. In an effort to create an environment conducive to learning, students are expected to respect themselves and others, exercise self-discipline, and display acceptable forms of behavior. Glendale High School is committed to creating an atmosphere of reasonable, firm, and positive discipline to help develop acceptable behavior, concern for others, and mutual respect.

Discipline Intervention Program

The following discipline (minor problems include talking, failure to bring instructional materials, tardiness, disruptive behavior, etc.) and attendance problems are subject to the policy listed below. These steps will be followed, but they can be modified for unusual circumstances.

1. The teacher will provide the students and the Administration with a written set (copy) of guidelines for their classes, which include academic expectation, behavior expectations and consequences. These guidelines are reviewed with each class.
2. The teacher will counsel/advise the student of unacceptable behavior and will assign the student trash pick-up or an after-school teacher held detention. Teacher will contact parent/guardian regarding the behavior in question.

3. After the parent/guardian has been contacted but the behavior continues, the student is sent to the office on a first referral. The student will be counseled by the appropriate administrator and detained in the office until the end of the period unless the teacher requests that the student return to class. A copy of the referral and the action taken by the administrator will be mailed to the student's home.
4. Subsequent referrals will result in progressive disciplinary consequences including the teacher notifying parent/guardian, additional detention assigned by the teacher and/or administrator, Saturday detention (ATS), in-school suspension or suspension. The parent or guardian may be requested to appear at school for a student/teacher/administrator/counselor conference. Note: If the parents speak a language other than English, District-employed translators may be used to clarify the conversation.
5. If the problem continues, the student may be suspended, or be transferred to another school.

Truancies (unexcused absences)

1. Students are expected to attend all classes unless excused by a parent or guardian. To excuse a student, the parent/guardian must call their respective absence line. All absences must be cleared within three days or they automatically become a truant.
2. A truancy is defined as the failure of a student to attend class without a valid excuse or a student leaving class without the teacher's permission.
3. Teachers notify the administrator through email or phone call of students who are habitually truant so that appropriate measures can be taken. Administrators will provide a consequence to all students for truancies.
4. Students who are habitually truant from school (ten or more times per class) can have their schedules adjusted or may be considered for continuation school. **Note: Habitual truants in one or more classes may result in a "U" citizenship grade.**

Students who continue to be truant or have excessive absences/tardies will also be placed on a Student Attendance Review Team (SART) contract. If necessary, students will be referred to the Glendale Unified School District's School Attendance Review Board (SARB) for further action.

5. Parents are encouraged to routinely monitor their student's attendance through Parent Portal.

Tardiness (late to class or activities)

All students are expected to be in their seats or at their work stations before the tardy bell rings.

1. Students may be assigned a teacher held detention or trash pick-up by their individual teachers for lates/tardies and teacher will notify parents.
2. Failure to attend a teacher's assigned detention may result in the student being referred to the student's administrator by the teacher.

3. Students who are habitually **Late/Tardy** (6 or more times per class) will be assigned progressive discipline as administrator deems appropriate. Note: Continual late/tardiness in one or more classes may result in a “U” citizenship grade.
4. **Late** is defined as when a student arrives after the opening bell through minute 29. **Tardy** is defined as when a student arrives at or after minute 30 through the ending bell. If a student is tardy 30 minutes or more to class on three separate occasions, the student will receive one full day absence (e.g., 3 tardies of 30 minutes or more = 1 absence).

Citizenship Grading (determined by the teacher’s classroom expectations):

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

PROHIBITED CONDUCT INCLUDES (But not limited to—see GUSD Board of Regulations for complete list):

A. Disobedience and Defiance

A student who refuses to follow the directions of school staff in the performance of their duties may receive a phone call home, detention, ATS, a teacher’s class suspension, school suspension, or adjustment to a specialized program.

Skateboards, bicycles, scooters, hoverboards, etc. may never be ridden on campus at any time and are prohibited on school grounds at all times. Students will first be given a warning, on their second offense they will have their skateboard, bicycle, hoverboard, etc. confiscated and may be required to have their parent/guardian pick it up from the Assistant Principals’ Office as well as be given a citation from the SRO.

Littering and/or throwing of food or water (at each other) are prohibited on campus. Consequences could range from individual or group trash pick-up, ATS, up to and including In-School Suspension or Suspension.

To ensure student safety and to keep the school clean, there are a few locations that are considered out of bounds during snack and lunch. Students are considered out of bounds in the parking lots and driveways, sitting in the stairwells and hallways, in Moyse Stadium, under the bleachers, the fields, tennis courts, construction areas and anywhere where there is an out of bounds sign painted.

Students will also be respectful, considerate, and patient while waiting in the lunch lines during snack and lunch. Students who are caught cutting in line will be given a warning on the first offense. If the behavior continues, administrators will assign additional consequences on a case-by-case approach including ATS and suspension for ongoing defiance.

Other than the Cafeteria and Student Store, only student organizations who have met the California “Competitive Food Sales” requirements and have been approved to sell food items can do so during or before/after the school day. Students are not allowed to sell food/beverage items during school for personal gain nor are they permitted to have food delivered to the school.

B. Fighting

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

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

Because the circumstances with respect to a fight are always considered, the following consequences will result depending on the severity of the incident:

1. Suspension with parent notification/conference
2. Arrest by law enforcement officials
3. Adjustment transfer to another school/program
4. Expulsion from the school district

If a student has two fights in one school year, district officials are notified and the student may be involuntarily transferred.

In addition, improper use (threats, bullying, etc.) of Internet social networks (Facebook, Instagram, Twitter, Snapchat, TUMBLR, etc.) that cause campus disruptions (fights, verbal arguments, etc.) may be subject to the following disciplinary action depending on the severity of the incident:

1. ATS
2. In-School Suspension
3. Suspension
4. Adjustment transfer to another school/program
5. Expulsion from the school district

C. Theft

Any student who steals from the school, a school staff member, another student, vehicles, residences, or places of business during school hours or at a school sponsored activity will be subject to the following consequences depending upon the circumstance:

1. Suspension with parent notification/conference
2. Arrest by a law enforcement officials
3. Involuntary transfer to another school/program
4. Expulsion from the school district

D. Smoking

Since the possession of tobacco, smokeless tobacco, and/or paraphernalia (i.e. electronic cigarettes, vaporizers, etc.) on campus is illegal, any form of tobacco will be confiscated by any school staff member. Smoking, vaping, and chewing tobacco is not permitted on any part of the campus including buildings, parking lots, quad area, auditorium, athletic facilities, restrooms, or sidewalks around the perimeter of the school. Smoking, vaping, and chewing tobacco are also not permitted at any school sponsored off-campus activity. Violation of tobacco regulations will result in parent contact, a police citation by the GPD, referral to TUPE program, ATS and/or suspension from school, depending upon individual circumstances.

Important note: Smoking or Vaping in the designated student parking lots will result in automatic revocation of the student's parking permit.

E. Vandalism

Vandalism includes the following: graffiti or willful disfigurement of any surfaces either private or public in or about Glendale High or any other school. Such surfaces include tables, desks, chairs, or property of the school or staff. Also included would be damage from fire, water, or fire extinguisher. **Note: Parents are financially responsible for all damages as a result of vandalism.** Violation of these regulations will result in parent notification and one or more of the following consequences:

1. Detention and clean up if necessary
2. Suspension with parent notification/conference
3. Arrest by law enforcement officials
4. Involuntary transfer to another school/program
5. Expulsion from school district

F. Drugs

Any student who possesses for sale, obtains for use, or is under the influence of alcohol, illegal drugs, or substance shall face the following consequences:

1. Suspension with parent notification/conference
2. Arrest by law enforcement officials
3. Involuntary transfer to another school/program
4. Expulsion from the school district

Note: GUSD Student Support Services authorizes and funds random drug dog searches at GHS. Glendale High may also conduct random alcohol breathalyzer tests at school sponsored activities.

G. Cyberbullying and Bullying

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or any technologies including, but not limited to, using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. 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 by means of an electronic 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

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 the Counseling or Assistant Principal's Office for a "Help A Friend" form.

Consequences:

1. ATS
2. In-School Suspension with parent notification/conference
3. Suspension with parent notification/conference
4. Arrest by law enforcement officials
5. Adjustment transfer to another school/program
6. Expulsion from the school district

H. General Personal Abuse

Personal abuse toward school staff or fellow student includes the following: Abusive language or making reference to another person in less than dignified terms, including profanity and obscenity; sexually harassing another individual; threatening to damage or steal another individual's property. Also included would be failure to respect the authority of any school staff member. Violation of these regulations will result in any combination of the following consequences:

1. Parent contact/conference
2. Detention
3. Suspension
4. Removal from class with "F" grade
5. Involuntary transfer to another school

I. 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 knives, stun-guns, firearms, explosives, or any other type of dangerous object, including pepper spray, and laser pointer is prohibited by law. Violation of these regulations will result in the following consequences:

1. Suspension with student/parent conference
2. Notification of law enforcement officials
3. Expulsion from the school district

J. Electronic Devices (i.e. Cell Phones, portable video games, earbuds, etc.)

Students shall be permitted to have in their possession an electronic signaling device (i.e. cell phone) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school District employee. Electronic signaling devices may be used in the event of a school-related emergency as determined by the principal or for a health purpose. **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 can be used before and after school and during snack and lunch. **The Board does not assume liability if such devices are damaged, lost, or stolen.**

The use of electronic devices (i.e. portable video games, earbuds, etc.) is also not allowed during the instructional day. **The use/presence of an electronic device during any form of assessment will result in a grade of "0" on the assessment, a teacher phone call home, and administrative action.**

The use of electronic devices during a State test or College Board test such as the PSAT or Advanced Placement (AP) tests are prohibited and will result in an automatic suspension from school.

Devices used by students to video, photograph, or text message unlawful activities will be confiscated and may be searched by school administration and/or police officer(s).

Students are not permitted to photograph or videotape/record staff without their permission.

The use of any electronic device during school time or activities will be considered a disruption of school activities and subject to the following disciplinary action:

1. Parent/guardian notification and campus beautification/detention.
2. ATS and possible school administrator confiscation of the device until the end of the school day.
3. In-School Suspension
4. Suspension
5. Adjustment transfer to another school/program
6. Expulsion from the school district

K. Dress Code

Glendale High School has a dress code designed to promote a campus that is safe, secure, and provides a positive learning environment. The dress code is established to promote learning, not to deny students their self-expression. Students are expected to dress in a manner that promotes our educational environment. Please also refer to Glendale Unified School District's Administrative Regulation 5132.

- No oversized/baggy pants or undersized/skinny clothing not fitting at the waistline or hanging over the heels. All pants/shorts must fit at the waistline.
- No clothing with see-through fabric which exposes the body, bare midriffs, tube-tops, muscle shirts, or or halter-tops. Clothes must be sufficient to conceal undergarments at all time and blouses and shirt straps must be least two inches wide.
- No clothing, garments or adornments that could have gang designations or affiliations.
- No clothing, jewelry, or other items of apparel that advocate racial, ethnic or religious prejudice or superiority or are potentially libelous.
- No jewelry, which creates a health or safety hazard or could be used as a weapon. No clothing or accessories that display any material which is obscene or which promotes drugs, tobacco, alcohol, gang affiliation, criminal activity or which is sexually suggestive.
- No hats, caps, beanies, berets or hoods may be worn inside a building or classroom. This rule applies to both male and female students.

Consequences of violation of the dress code are as follows:

- 1st Offense: Verbal warning, parent contact, violation recorded in school records, student required to change into appropriate clothing. Improper clothing or accessories will be confiscated and kept until the borrowed t-shirt/clothing is returned to the office cleaned. In extreme cases, until the parent retrieves them.
- 2nd Offense: Administrative detention and/or ATS assigned in addition to all of the above consequences. Item(s) may be kept for an extended period of time.
- 3rd and Subsequent Offenses: Repeated violations of the dress code are considered willful defiance and are offenses for which students can be suspended.

L. Glendale Unified School District Academic Honesty Policy – High Schools

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 or Violations of Testing Procedures are recognized as deliberately seeking one's own gain in academic, extracurricular, or other schoolwork in order to (or with the intent to) gain an unfair advantage to include but not limited to:

- Unauthorized exchange of information during a test or while others are taking a test
- Copying from others during a test, examinations, quiz or homework

- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Copying parts of an exam and giving it to other students who have to take the test
- 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
- 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
- Creating a disadvantage for another student by hoarding or by sabotaging materials or resources
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
 - *(The School For Ethical Education-Integrity Works!-www.ethicsed.org)*
- Plagiarism is defined by the presentation by a student of materials or work prepared by another person/persons (including internet material) as the student's own work and without assigning appropriate and necessary credit.

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 California Junior Scholastic Federation (CJSF), 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 or Out-of-school Suspension(1-2 days)
- Will be excluded from academic honor societies, including California Junior Scholastic Federation (CJSF), National Honor Society (NHS) and/or California Scholarship Federation (CSF), and/or school based scholarship opportunities
- 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)
- 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
 - Student 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 his/her high school years. However, as a student matures and/or learns from his/her 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.

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 the ATS plan, he/she must report to school on the assigned Saturday from 8:00 a.m. to 10:00 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 students will not be assigned to an Alternative to Suspension.

SUSPENSION

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 Assistant Principals' Office at the start of school and will be released from school at the end of the school day. 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

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 Teacher 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.

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 of California Education Code 48900.

INVOLUNTARY TRANSFER TO CONTINUATION SCHOOL

Prior to recommending an involuntary transfer, the school shall:

1. Exhaust all resources in trying to correct truancies 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 rules when other means of correction have repeatedly failed to bring about proper conduct. Also, a student 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 when other means of correction are not feasible.

FURTHER INFORMATION ON SEXUAL HARASSMENT

(Board Policy 5145.7) The Board of Education prohibits sexual harassment of any student by any employee, student, or other person in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal (See Board Policy 4012). Students and staff are required immediately to report incidents or complaints of sexual harassment to the principal or appropriate designee or to a District administrator.

Students who feel that they are being harassed should immediately contact the principal or designee; a complaint of harassment can be filed with the Assistant Superintendent of Educational Services, who shall render a decision as soon as practical after receipt of the complaint. In the event a student is not satisfied with the decision of the Assistant Superintendent, it may be appealed to the Superintendent who shall, as soon as practical, render a final decision.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned. Nothing in this policy precludes a complainant from seeking relief in other forums, but in such forums certain complaints and remedies may prove to be unavailable to those who failed to bring them to the District's attention.

Important Note: Information in this packet is subject to change anytime during the school year reflecting new Board, School, and California Education Code policies.

Revised August 20, 2019