

# DON ANTONIO LUGO HIGH SCHOOL

2016-2017



**DON ANTONIO LUGO HIGH SCHOOL**

13400 Pipeline Ave.

Chino, CA 91710

(909) 591-3902

[www.chino.k12.ca.us](http://www.chino.k12.ca.us)

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## DON ANTONIO LUGO HIGH SCHOOL STUDENT HANDBOOK

### ADMINISTRATION TEAM

<b>Dr. Kim Cabrera</b>	<b>Principal</b>
<b>Mr. John Ashby</b>	<b>Assistant Principal</b>
<b>Ms. Imelda Carrizosa</b>	<b>Assistant Principal</b>
<b>Ms. Delia Lopez-Gutierrez</b>	<b>Assistant Principal</b>

### GENERAL INFORMATION

Don Antonio Lugo High School is located at 13400 Pipeline Avenue in the southwestern end of the city of Chino and in the western most portion of San Bernardino County. It was founded in 1972 as a ninth grade school to accommodate the impacted enrollment at Chino High School. Each subsequent year, a new class was added until 1980 when Don Antonio Lugo High School became a comprehensive 9th – 12th grade school. The current school enrollment is approximately 1700 which reflects a well-represented mixture of ethnic, social, and economic backgrounds. Over 147 faculty and staff members work collaboratively to provide a safe and educationally sound environment for students. The school mascot, the Conquistador, is a symbol of strength and pride. Students proudly sport the school colors of brown and gold.

**Vision:**

*Prepare* every student to meet the “A-G” four-year college requirements, and to develop the 21st century skills necessary for post-secondary career opportunities.

**Mission:**

*Provide* students with a quality 21<sup>st</sup> century education that offers programs, experiences and opportunities for college, career and life readiness.

**Motto:**

One School, One Family.

## ACADEMICS

### ACADEMIC ACHIEVEMENT (CREDITS AND GRADES)

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom as outlined in the course syllabus. Grades shall be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios. Students must pass each class with A-D grades to earn credits.

**GRADES** for academic achievement will be issued to students on grade reports as follows:

<b>A</b>	<b>Advanced</b>	90-100 percent
<b>B</b>	<b>Proficient</b>	80-89 percent
<b>C</b>	<b>Basic</b>	70-79 percent
<b>D</b>	<b>Below Basic</b>	60-69 percent
<b>F</b>	<b>Far Below Basic</b>	below 60 percent
<b>NC</b>	<b>No Credit</b>	
<b>I</b>	<b>Incomplete</b>	

### GRADE POINTS

Electives, college preparation, and honors courses are not weighted. Grades received in non-weighted courses will be computed on the following scale:

<b>A</b>	- 4 grade points
<b>B</b>	- 3 grade points
<b>C</b>	- 2 grade points
<b>D</b>	- 1 grade point
<b>F</b>	- 0 grade points

**ADVANCED PLACEMENT** courses at the high school level shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be computed on the following scale:

<b>A</b>	- 5 grade points
<b>B</b>	- 4 grade points
<b>C</b>	- 3 grade points
<b>D</b>	- 1 grade point
<b>F</b>	- 0 grade point

### CITIZENSHIP (STANDARDS AND GRADES)

High school students are expected to behave in a mature and responsible manner in class and on campus at all times. Students who engage in the following unacceptable behavior may receive an unsatisfactory mark (U) in citizenship:

- A. Shows disregard for classroom rules, and has little respect for public and personal property.
- B. Disturbs teachers and fellow students by consistent discourtesy and lack of consideration for others.
- C. Seldom has the necessary tools and materials and rarely works, even with repeated requests.
- D. Does not conform to the appropriate standards of personal dress and grooming established by District Policy and the Don Antonio Lugo High School Dress Code.
- E. Has more than four unexcused truanancies and/or tardies per quarter.
- F. Caught in an act of academic dishonesty such as but not limited to cheating or plagiarism.

**GRADES** for citizenship will be issued to all students on grade reports as follows:

<b>O</b>	<b>Outstanding</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

## GRADE REPORTS

Progress on student performance for the entire school year is reported by mail to parents every 6 weeks during the school year (there are two semesters in each school year). Progress reports are mailed home at the end of the sixth to twelfth weeks; grades on these reports are not recorded on the student's transcript. Formal report cards are mailed home at the end of the eighteenth week (the end of each school semester). Grades on formal reports are recorded on the transcript. Earned credits are also recorded on the formal report card and the transcript.

**ACADEMIC/GRADUATION REQUIREMENTS** The following graduation requirements are established to assure that all students receiving a diploma from the Chino Valley Unified School District have demonstrated mastery in these essential skills. **Students must also have an overall GPA of at least 2.0.** Students must have a total of 225 Credits (listed below are the amount of credits that you should have in each subject area). The requirement to pass the CAHSEE is currently under suspension.

SUBJECT AREA	UNITS
Language Arts	40
Social Science	30
Science	20
Mathematics	30
Physical Education/Athletics	20
Fine Arts/Foreign Language	20
Health	5
<hr/>	
Total Required Units	165
<hr/>	
Total Elective Units	60
<hr/>	
Total Minimum Units Required for Graduation:	225

All students must carry a full schedule (six period day) for three years. A five period day may be elected during the senior year, provided students can project satisfactory completion of graduation requirements. Students who experience loss of credits, which would affect their opportunity for graduation, are strongly encouraged to attend summer school or other District-sanctioned alternative education programs (see Alternative Programs).

## ACADEMIC HONORS

### **Principal's Honor Roll**

Principal's Honor Roll Awards are given all students who maintain a 3.5 grade point average or higher throughout their high school career.

### **Criteria for the Selection of Valedictorian and Salutatorian**

The selection of valedictorian and salutatorian at the high school level will be based on the following criteria:

1. The valedictorian shall be the graduating high school senior in attendance with the highest grade GPA.
2. The salutatorian shall be the graduating high school senior in attendance with the second highest GPA.
3. Grade point average, will be based on a 4.0 scale (A=4 points; B=3 points; C=2 points; D=1 point;
4. Weighted credit will be given to students who successfully complete advanced placement or
5. Each candidate for valedictorian and salutatorian must have completed all the requirements for the
6. Determination for Valedictorian and Salutatorian are made after the first semester of the senior year
7. If a tie exists, the principal may honor more than one valedictorian and/or salutatorian.

### **Merit Diploma**

The Superintendent or designee shall identify students who qualify for the Golden State Seal Merit Diploma. In order to qualify, students shall achieve the standards or achievement levels established by the State Board of Education, to include:

1. Complete all requirements for a high school diploma, and
2. Earn a scaled score of 370 or above on six (6) separate high school level point average.

grade point average.

F=0 points) for non-weighted courses.

international baccalaureate diploma program courses of study (A=5 points; B=4 points; C=3 points;

D=1 point; F=0 points).

distinguished scholar program at a comprehensive high school.

has been completed.

California Standards Tests (CST's), not including the Algebra 1, General

Mathematics, and/or Integrated Mathematics 1 CST. (Education Code 51451,

51452, CCR 876)

### **Distinguished Scholar**

The Distinguished Scholar Program is offered by the Chino Valley Unified School District to increase academic

motivation, broaden university admission options, provided access to competitive majors, prepare for college

admission exams, and develop strong academic skills in university prep students. Counselors will identify seniors

who may qualify as a distinguished scholar by reviewing student transcripts.

To qualify as a distinguished scholar a student must:

1. Complete all prescribed courses in grades 9-12 to meet the UC/CSU A-G requirements;
2. Receive a minimum of a 3.9 weighted GPA in all courses, grades 9-12;
3. Receive a grade of C or higher in all courses, grades 9-12;
4. Demonstrate evidence of school and/or community service;
5. Complete 28 semesters of coursework in the prescribed course of study.



Prescribed Course of Study for Distinguished Scholar:

English 4 Years English 9 H

English 10 H

English 11 AP

English 12 AP

Advanced Math 4 Years Geometry

Algebra 2 H

Trig/Pre-Calculus H

Calculus AB AP

Calculus BC AP

Statistics AP

Social Sciences 3 ½ Years World History H or AP

US History AP

US Government AP

European History AP

Economics H or AP

Science 3 Years Biology H or AP

Chemistry H or AP

Physics H or AP

Human Anatomy and Physiology H

Environmental Science

Foreign Language three years of the same language approved by UC/CSU

Note: GPA calculations are based upon the first seven (7) semesters from high school.

## **Graduate with Honors**

To qualify as a graduate with honors, a student must:

1. Complete all prescribed courses in grades 9-12 to meet the CVUSD graduation requirements and the

UC/CSU A-G requirements;

2. Receive a minimum of a 3.75 weighted GPA in all courses, grades 9-12;

3. Receive a grade of C or higher in all courses, grades 9-12 and;

4. Completed 28 semesters of coursework in the prescribed course of study.

Furthermore, it is recommended that the student demonstrates evidence of school and/or community service.

Prescribed course of study for Graduate with Honors:

English 4 Years English 9 CP or English 9 H

English 10 CP or English 10 H

English 11 CP or English 11 AP

Expository Reading and Writing course (ERWC), English 12 CP or English 12 AP

Math 4 Years

Algebra 1

Geometry

Algebra 2 or Algebra 2 H

Probability and Statistics

Trig/Pre-Calculus or Trig/Pre-Calculus H

Calculus AB AP

Calculus BC AP

Statistics

Social Sciences 3 Years

World History or World History H

US History or US History AP

US Government or US Government AP

Econ, Econ H, or Econ AP

European History AP

Science 3 Years

Biology H or Biology AP

Earth Science or Earth Science H

Chemistry, Chemistry H, or Chemistry AP

Physics, Physics H, or Physics AP

Environmental Science AP

Human Anatomy and Physiology H

Environmental Science AP

Foreign Language Three Years of the same Language approved by UC/CSU

Note: GPA calculations are based upon the first seven (7) semesters from high school.

## ACADEMIC DISHONESTY

### CHINO VALLEY UNIFIED DISTRICT ACADEMIC HONESTY POLICY

The Board of Education believes that academic dishonesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school site discipline rules. (BP 5131.9)

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work
- Using notes, aids, or another student's assistance to complete a test, a project or other assignment in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually
- Looking at another student's test, answer sheet, or other materials
- To prepare for a test in advance by having in your possession a copy of a test or a photograph, or digital image of a test or test answers to be given or that was given by a teacher,
  
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students; therefore, all talking during tests is considered cheating
- Text others or receive text messages which include information about a test.
  
- Copying from or allowing another student to copy from a test, homework, or other course work – which is not intended to be collaborative in nature
- Tampering with an instructor's records of grades or scores
- Abusing the privilege of Internet access
- Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. A student may authorize another student to copy or transfer their electronic files for the purpose of study or discussion
- Plagiarizing materials; that is taking the specific or general substance of another person's work or Internet research and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting references (either in the text or on a source page appearing at the end of the assignment), and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text.

**CONSEQUENCES** The consequences listed on pages 24-28 may apply to students who participate in academic dishonesty. Additional consequences may include the following:

- The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.
- The student may be dropped from the class with an "F" (failure) and no credit will be awarded if the student is involved in an act of academic dishonesty in the class where he or she is a student aide.
- The student may receive a "U" (unsatisfactory) in citizenship on the semester grade report.
- The student will lose the privilege of any and all academic honors for that school year as well as four-year academic honors (for example, California Scholarship Federation (CSF), National Honor Society (NHS), Principal's Honor Roll, etc...).
- The student will be prevented from representing the school in school, district, state or national level competitions.
- The student may face suspension from extracurricular activities including, but not limited to, sports programs, elected office, and appointed leadership positions.

- The student may be removed from the course with a grade of “F” (failure), in the case of a second offense.

How will cheating be proved against a student?

Cheating may be proved against a student under one of the following conditions:

- A. A teacher, staff member, or administrator personally observes an act of cheating, as defined above
- B. A student admits to a teacher, staff member, or administrator that he/she has committed the act of cheating
- C. An investigation is conducted and results in a finding that cheating has occurred

## ACTIVITIES/ATHLETICS

### **GENERAL INFORMATION**

The Associated Student Body Office is located in Activities Office and is the center for student activities. Information about dances, rallies or student government is available from the Director of Activities or online at [www.donlugo.com](http://www.donlugo.com)

### **STUDENT GOVERNMENT**

The Associated Student Body (ASB) is the body responsible for student affairs such as approving spending and fundraising of all student body organizations, structuring of clubs and activities, selling ASB cards, and dances. ASB officers are elected by the student body and are expected to conduct themselves in a responsible manner at all times. ASB commissioners and Renaissance members apply and are selected by the Activities Director/Renaissance Coordinator and the student executive board.

### **ASB ELECTIONS**

Anyone wishing to run for an ASB or class office must secure a petition from the Director of Activities. These petitions are to be filled out and returned by specific deadlines. Candidates are required to follow campaign guidelines issued with the petition.

### **ASB CARDS**

The ASB card is the passport to involvement at Don Antonio Lugo High School. It provides discounts on the yearbook, admission to all regularly scheduled home athletic events, plays, dances and other school activities. ASB monies pay for the total activities program. **SHOW SUPPORT AND SAVE MONEY!** The cost of an ASB card is \$40.00.

### **ASB CARDS AND STUDENT RECOGNITION**

The ASB card provides for the recognition of student achievement on campus in the *Arts, Academics, Athletics and Activities*. Don Lugo ASB provides ONE letter per student over the course of their four years for the successful completion of their sport or activity at the Varsity level or 2 years in a program such as dance team, band, color guard or leadership. They must hold an ASB card as this is how the letters, certificates, etc. are paid for. ASB will also provide the smaller “inserts” or patches for captain, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year letter and academic achievement patches. Don Lugo High School ASB is not responsible for lost or stolen awards. Student certificates, trophies and letters/patches are rewarded after students show proof of an ASB card.

### **CLUBS AND ACTIVITIES**

There are a variety of clubs and activities in which students may participate at Don Antonio Lugo High School. Club sign-ups are usually held at the beginning of the school year, but most clubs allow students to join by attending any meeting and signing up. Meeting times are announced in the daily bulletin. A list of clubs and activities is available in the ASB Office and may be found online.

## **CO-CURRICULAR PROGRAMS**

Co-curricular programs are related to, or in direct support of the general school program, or are part of a specific class that is offered for credit during the instructional day. Programs such as band, student government, drama, dance, athletics, and pep units fall into this category. Co-curricular activities are programs that are associated with the curriculum in a regular classroom.

## **DANCES**

School dances constitute some of the social activities during the school year. Classes and ASB sponsor dances and the admission price is reduced for ASB sticker holders. All dances are for Don Antonio Lugo High School students; however, guests are allowed for some dances. Guest passes for dances must be obtained from the Director of Activities and approved by administration before any ticket may be purchased. Guests 21 years of age or older **WILL NOT** be allowed to attend. All guests are required to have a picture I.D. Tickets for all dances that are held by the Student Body of Don Antonio Lugo High School, or by any club or organization will go on sale in advance to students with an I.D. card and ASB card. *Dances are considered a school activity regardless of the location and/or time of day.*

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are programs which are not specifically related to a class/course, whose primary function is of a social nature, and which fall outside of the normal school day. Special interest clubs are traditionally considered extracurricular activities and have the following characteristics:

- A. The program is supervised or financed by the school district.
- B. Students participating in the program represent the school district.
- C. Students exercise some degree of freedom in the selection, planning, and control of their program.
- D. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time.

## **ATHLETIC, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY ELIGIBILITY**

The Board of Education believes that the primary function of the school is to provide a well-rounded basic educational program designed to meet the needs of students, parents, and the community. Students shall be provided the opportunity for academic and intellectual growth in an atmosphere that provides and encourages the development of responsibility, interpersonal relationships, and emotional and physical well-being. Participation in extracurricular and co-curricular activities is a vital part in the educational, personal, and physical growth of students.

A student's success in school depends upon the individual development of responsibility for academic achievement, citizenship, and regular attendance. In order to help maintain a balance in the development of individual responsibility, standards of achievement and conduct are necessary. The co-curricular and extracurricular activities designated for this purpose include, but are not limited to, the following:

All Athletic Teams  
CSF/NHS  
Band  
Colorguard  
Dance Team  
Powder Puff  
Choir (choral groups)  
ASB (elected and appointed offices)  
Renaissance  
Leadership  
Theater Arts  
Homecoming/Prom and other Celebratory Recognition Courts

Extracurricular and co-curricular activities are intended to engage students in experiences that enrich their academic, physical, and cultural development and/or interests.

### **ELIGIBILITY CRITERIA**

The Chino Valley Unified School District requires satisfactory academic progress, citizenship, and attendance. Failure to meet one of the following standards shall result in student ineligibility.

- A. **ACADEMICS:** A student shall maintain a "C" average GPA of 2.0 or better (on a 4.0 scale) during the previous grading period.
- B. **CITIZENSHIP:** Using a marking scale of "O", "S" and "U", a student shall not receive more than two (2) "U"s during the previous grading period.
- C. **ATTENDANCE:** A student shall not have more than eight incidents of period truancy during the previous grading period. Incidents of truancy are defined as absences from class without parent or teacher permission for either all, or a portion of, a given day. Under no circumstances will absences be cleared retroactively to enhance a student's eligibility for a current or previous grading period.

#### **Student Absence on Days for Sports/Activities:**

Students who do not attend school on a day of an event/activity, but participate in such event/activity will result in the absence being recorded as a truancy (TRU), [B.P. 5113; CA Administrative Code, Title V, Section 306]. This may affect a student's participation grade or sports/activities eligibility for the next grading period.

*A student may be denied admittance to, or participation in, any dance, activity, or school-sponsored function for any outstanding detentions and/or Saturday school assignments, at the discretion of administration. A student may also be denied admission if his/her discipline record suggests he/she could be a danger to others if he/she attends.*

### **INELIGIBILITY:CO-CURRICULAR AND EXTRA-CURRICULAR**

Students who fail to meet district-adopted academic, citizenship, and attendance requirements shall be ineligible the following grading period.



- A. Students enrolled in performance activity classes, i.e., all athletic teams, band, chorus, dance, tall flag, drill team, cheerleader units, ASB/class officers, and drama, may be allowed to remain in the class but will be ineligible for participation and performances.

### **ACADEMIC LETTERS AND RECOGNITION PROGRAMS**

DLHS sponsors a number of academic recognition programs such as Renaissance during the school year. Twice a year academic letters are available for eligible sophomores, juniors and seniors to apply for based on their cumulative grade point average. In order to be eligible for an academic letter, students must hold a valid Renaissance card and have at least 3 qualifying semesters. The Renaissance program will hold recognition card drives to enroll students once a semester. This patch is awarded once.

### **CONQUISTADOR SCHOLAR PATCH**

The student must have maintained a 3.5 GPA during the first semester of the Varsity year (or second year) of participating in an extra-curricular activity such as Spirit leading, Band, Dance Team, theater, etc. The student must apply for this patch with their adviser at the end of their season prior to their banquet. This patch is awarded once.

### **SCHOLAR ATHLETE PATCH**

The student must have maintained a 3.5 GPA and be involved in a Varsity Sport to qualify for this patch. This patch is awarded only once at the end of the sport season and only once during their sports career at the students' sport banquet. This patch must be requested by the coach and will be given to the athlete by the coach.

### **CIF ELIGIBILITY**

The California Interscholastic Federation (CIF) sets the minimum standards for eligibility. Students must be currently enrolled in a minimum of 20 semester periods of work and must have passed a minimum of 20 semester periods of work at the completion of the last regular school grading period. Effective July 1, 1994, *"A student must be successfully progressing toward the graduation requirements and maintain a grade point average as set forth by the local board of trustees."*

### **ADMINISTRATIVE INELIGIBILITY**

**Students who are suspended for five days or suspended twice within a quarter, are to be declared ineligible for both co-curricular and extracurricular participation for three weeks, commencing from the time of the suspension. If an additional suspension occurs during the three-week period, the period of ineligibility is to be extended for six weeks, effective on the date of the subsequent suspension. At any time during the school year, the principal may declare any student immediately ineligible, when he/she has been suspended or arrested for the use or possession of narcotics, alcohol, weapons, assault against a teacher, school employee or other student, or as a result of any situation that the principal feels is serious enough to require such action.**

## **RESPONSIBILITY**

An important part of the school experience is the development of student responsibility, particularly as it applies to citizenship, attendance, and academic achievement as indicated in the following:

- A. The student is responsible for seeking and taking corrective action to earn and maintain eligibility. The student should maintain a strong effort in academics, conduct himself in class in an acceptable manner, and maintain satisfactory attendance.
- B. The teacher, advisor, coach, counselor, and site administration has the obligation to monitor and assist the student, where appropriate and when possible, through such activities as counseling, arranging for tutors, special study sessions, etc. Don Antonio Lugo High School has developed a plan to assist and monitor ineligible students.

## **DON ANTONIO LUGO HIGH SCHOOL ASB RULES**

Extracurricular activities beyond the scope of the co-curricular eligibility policy are within the jurisdiction of the Don Lugo Associated Student Body (ASB), and rules concerning participation in such activities are governed by the bylaws of the Don Antonio Lugo High School ASB Constitution. In order to maintain eligibility for attendance at major school dances (i.e. Winter Formal, Prom, etc.), a student must meet the requirements of the eligibility policy.

## **SUSPENSIONS**

A student is not allowed to participate in social, or extra/co-curricular activities while he/she is on disciplinary suspension. Members of groups that represent our school such as sports teams, cheerleaders, band, tall flags, ASB, or other activity groups, must be aware that any information or rules governing the school under section 48900 of the CA Education Code, such as prohibitions against alcohol, drugs, cheating, theft, fighting etc, also govern these groups, and that any infractions are grounds for suspension or removal from these groups. Additionally, the student may be prevented from representing the school in any school, district, state or national event.

## **ATHLETICS AND ACTIVITIES CODE OF CONDUCT**

Being on an athletic team or participating in co-curricular activities is a privilege. Student behavior needs to reflect positively on Don Lugo High School and the student. Students are to follow all rules and go to practices, games, and events. If you don't, the coaches or instructors can remove you from participating. If you are removed from participating, you cannot win any awards. Students must go to class ALL DAY and may be required to present an attendance card to their coach or instructor to participate that day. If a student is absent on school business (the only exceptions are medical with a doctor's note, funeral or court appearance), he or she can still play that day with appropriate verification. Any student found taking, misusing or damaging athletic or general school property, may be dropped from all athletics/groups, or may be suspended from school.

## **ETHICS CODE**

In order for students to be eligible to participate in Activities or Athletics, they must meet the following requirements:

### Co-Curricular Activities and Athletics

1. The student must maintain a GPA of 2.0 and earn passing grades in a minimum of four classes for each six-week grading period.
2. The student must maintain satisfactory citizenship. Unsatisfactory citizenship grades shall be deemed ineligible to participate in co-curricular activities. A student will be eligible to participate in athletics and/or ASB organization(s) if the student has met above requirements during the previous grading/reporting period.

The following guidelines are adopted in the interest of maintaining an outstanding extra and co-curricular program: Pursuant to the District Behavior Code CVUSD File 1003-0401, students shall conform to the regulations of the board of Education, the superintendent, the principal, and teachers of the district. Any student who is representing Chino Schools and is found to be using and/or in possession of alcoholic beverages, narcotics, dangerous drugs, or look alike substances, or involved in theft or vandalism, unprovoked physical attack, or any violation of the District Behavior code that constitutes a suspendable offense will be denied the privilege of participating in any extra and/or co-curricular activity. A student who has been denied the privilege of participating in extra and co-curricular activities is eligible to apply for reinstatement after a two-week waiting period has elapsed. Any application for reinstatement must be submitted, in writing, to the principal. The extra and co-curricular advisory committee has the authority to readmit a student for participation.

Athletes shall provide to the Athletic Director:

- Signed parental consent card
- Signed insurance card
- Proof of physical examination
- Signed athletic guidelines paper
- All uniforms, practice gear and equipment from previous sports must be returned. All lost or misplaced equipment must be paid for before participation can be continued.

## ATTENDANCE POLICY

**Policy on Absences- E.C. 48200, Board Policy 5113** - An integral part of self-discipline is maintaining good attendance habits. It is the responsibility of parents/guardians to see that students attend school, unless exempted by law. Citations require the student appear before the Juvenile Court of the San Bernardino Superior Court adjudication. In court, the student as well as the parent may be fined, required to participate in community service or to participate in intervention programs, have his or her driver's license postponed or suspended, or be subjected to additional disciplinary action as deemed appropriate by the School Review Board.

### **ATTENDANCE MATTERS - YOU MISS SCHOOL, YOU MISS OUT!**

Students should be in class every day! FAMILY VACATIONS, DOCTOR, DENTAL AND OTHER APPOINTMENTS MUST BE MADE OUTSIDE OF REGULAR SCHOOL HOURS. **Parents/Guardians are required to notify the school DAILY when their student is absent.** A parent/guardian must clear an absence within **five (5)** days of the absence or a student will be considered **truant** and may be assigned a Saturday School to clear it. Parents will be contacted by the automated attendance caller when their child is absent or tardy, and/or phone call by the Attendance Office.

### **TRUANCIES**

- Truancies are defined as absences without parent permission for either all or a portion of a given day.
- Students who are truant may be assigned Saturday School, or cited. If a student leaves a class or campus without permission from the Attendance Office, the student will be considered truant for the periods he/she missed, and may be assigned a Saturday School.
- Tardies or single period absences may not be reported nor excused by a student or a parent.
- Students absent without a valid excuse for more than (3) full days in one school year, late more than any (30) minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof shall be classified as truant.
- Any student absent for three (3) consecutive days due to illness must bring medical verification after the third day. Homework can be requested, through the Attendance Office, only after 3 consecutive days of absences. Requests require 24 hours to process and can be picked up at the Receptionist desk.
- All students after 10 excused absences within the school year require medical verification to excuse additional absences.
- Students who have 6 or more days of unexcused absences are classified by the state as "habitual truants" and may be referred to SART (School Attendance Review Team), 9 or more unexcused absences to SARB (School Attendance Review Board), and/or the D.A. (District Attorney).
- For *excessive absences and/or attendance issues*, information regarding the School Attendance Review Team and School Attendance Review Board procedures (SART/SARB) are made available at the beginning of the school year in the registration packet.

### **REPORTING AN ABSENCE** \_\_\_ There are four options...

- **Note Procedure:** Students bring notes to excuse their absences on the day they return to school (Attendance Office opens at 7am). Notes before school, at lunch and after school will be accepted. Notes will NOT be accepted during instructional class time.
- **Make a Call** - (909) 591-3902 ext. 4760. Name of person calling and relationship to student will be verified. Phone call forgery by a student, will result in a Saturday Work Study and also require "in-person" reporting of absences by a parent or guardian from that date forward.
- **In Person:** You may report an absence anytime during school hours with I.D.
- **By email:** Email must come from parent email account on file.

### **WHAT TO REPORT**

1. Full name of student
2. Grade
3. Date or dates of absences
4. Reason for absence, and expected date of return
5. Name of person calling/emailing and relationship to student – **ONLY PARENT AND LEGAL GUARDIANS MAY REPORT A STUDENT ABSENT.**

### RE-ADMIT PROCEDURE

- **Attention!** Students are required to show their **SCHOOL ID** when picking up a RE-ADMIT slip. Students must report to the attendance office upon return to school after an absence in order to pick up a RE-ADMIT slip.
- The Attendance Office opens at 7am. Getting a re-admit slip is not an excuse for being tardy to class.
- It is the student's responsibility to pick up a RE-ADMIT slip before 7:15am in order to avoid being late to class.
- Students who are sent to the Attendance Office any time after the start of the school day, may receive a detention for not following pick up protocol (by 7:15am).
- Students are required to give the RE-ADMIT slip to every teacher. Each teacher may initial the slip as verification.
- Students with a ZERO period may attend their class and report to the Attendance Office after that period ends to pick up their slip.
- The RE-ADMIT slip may be kept by the student's 6<sup>th</sup> period teacher at the end of the school day.

### SIGN-OUT PROCEDURES

**A PICTURE ID IS REQUIRED WHEN SIGNING OUT A STUDENT** - Students will be released only to a parent/guardian or persons listed on Attendance Card. A parent/guardian must come into the Attendance Office to sign their student out. Emergency cards are used **ONLY** by the Health Office when a student is injured or ill and a parent cannot be located. They are not for releasing students for personal reasons or doctor/dentist appointments. **Students cannot be signed out/released after 2:00 PM.** The Attendance Office **will not** locate students during PE classes or lunchtime. Please plan accordingly when making dental/doctor appointments.

### SHORT-TERM INDEPENDENT STUDY

If your child is going to be absent between 5-20 days, please notify the school counselor in advance and inquire about short-term independent study so that your child's academic status is not affected. The counselor will assist with contacting teachers and collecting the school work for that period of time absent. A minimum of 3 days advanced notice is required but we recommend 5 or more days. An IEP may be required for students receiving special education services.

### MAKE-UP WORK

**Excused Absence:** Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests missed during the absence that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**Suspended Students:** The teacher of any class from which a pupil is suspended shall require the suspended pupil to complete any assignments and tests missed during the suspension.

**Truancy/Unexcused Absences:** Students who miss school work because of truancy or unexcused absences shall be required to make up missed work for reduced credit as described in the course syllabus. Teachers will assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

- **Per Board Policy 5121 (d)**, students with excessive unexcused absences (25 percent absences per trimester or semester) may receive a failing grade and may not receive credit for the class. If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for non-performance.

- **Per Administrative Regulation 5121(d)**, if the student makes no attempt to make up work missed due to absences/suspension or does not submit work within the specific time limit, an "F" grade or no credit for grading purposes may be assigned. Teachers who withhold class credit because of excessive unexcused absences shall so inform the class and parents/guardians in the written course syllabus at the beginning of the trimester/semester.

## **TARDINESS - POLICY STATEMENT**

Tardiness is a disruption of the learning process, not only for the student arriving late, but also for the punctual students, interrupting instructional class minutes. In a class where several students arrive late at intervals, the rest of the class may lose 10 or 15 minutes of instruction. This is an inexcusable violation of the rights of students who deserve the full instructional class time.

### **ATTENDANCE CODING FOR LATE ARRIVALS**

- Students who arrive to school after the bell rings for Period 1, are considered LATE. They are to report to the Attendance Office to pick up a LATE SLIP as their "ticket in" to Period 1. Students are required to give the late slip to their teacher when they enter the classroom.
- Students need to show their SCHOOL ID in order to pick up a late slip. Students with no ID may be assigned a detention.
- Teachers are responsible for marking students absent or tardy. Tardies of less than 30 minutes will be recorded as an "L" in the student's attendance profile.
- Teachers will send any student who arrives more than thirty (30) minutes late to the Attendance Office. The Attendance Office will mark the student with an "M", indicating that the student was absent for the majority of the period. Three or more "M" marks are considered a truancy.
- Period 1 late arrivals of 20 or more minutes, WILL be placed in in-house suspension (ALC) for the duration of the class time. Students will not be allowed to interrupt instructional class time by arriving late beyond the 20 minute allocated grace time. Students are responsible for following up with their Period 1 teacher for missed work.

### **PROCEDURES TO LIMIT TARDINESS**

In a continuing effort to ensure that students arrive to school and to class on time, it may be necessary to conduct **Tardy Sweeps** periodically throughout the school year, which may result in a student placed in In-House Suspension (ALC) for the class period in which the sweep occurred.

### **DISCIPLINARY ACTION FOR TARDINESS**

- ◆ Tardy # 1 - 3      Teacher counsels student, contacts parent, and/or assigns a detention.
- ◆ Tardy # 4 – 5      Student referred to the Counselor. Parent contact made by Counselor.
- ◆ Tardy # 6 – 7      Teacher assigns double detention, and contacts parent.
- ◆ Tardy # 8 or more    Teacher refers student to an administrator

**When a student is sent to an administrator, no further action is required by the teacher until the next tardy. The teacher will continue to send the student with a referral after every tardy beyond the 8<sup>th</sup>. Action taken for chronic offenders will be in accordance with the above policy and at the discretion of the administrator.**

\*Tardies may not be reported nor excused by a student or a parent.

\* At any point in this process, students who fail to serve any detention will be referred to administration for further disciplinary action, which may include a Saturday School Assignment, a parent conference, a suspension, or other action as deemed appropriate by the administrator.

\*Students who do not serve their Saturday School will be placed in In-House Suspension (ALC), and/or cited.

\*By attending a Saturday School, an absence is recuperated for that student. Students may volunteer to attend a Saturday School at any time during the school year. Please see or contact the administrator for Attendance for further information.

**Note: Disciplinary action for tardiness is subject to change at any time in order to ensure a safe and secure school environment. Students and teachers will be notified of changes prior to implementation.**

## **CAMPUS PROCEDURES**

### **SCHOOL ENTRY**

Students may enter campus through the two front gates (by attendance and room 76) or the gate near the student parking lot (by hallway 1). All gates, except the front gate near attendance will be closed once the tardy bell rings. Students who arrive to school late must enter through the gate nearest the attendance office and check in at the attendance office for a tardy slip. Students are not allowed to jump over fences and may receive consequences for doing so.

### **CLOSED CAMPUS**

Students are not allowed to leave campus during school hours, for any reason, unless they have secured clearance from the Attendance Office, a lunch pass (to be used only during lunch time) or an Alternative Day schedule.

If a student leaves before the close of the school day due to having fewer than 6 periods, he/she must obtain a “short day” sticker from the Receptionist and apply it to the I.D. card. He/She must show the I.D. card to security as he/she leaves campus each day through the student parking lot gate only, otherwise he/she will be deemed truant.

### **HALL PASSES**

Students are not allowed out of class during their scheduled class time without a valid hall pass. Students who violate these rules will be considered truant and are subject to disciplinary action. Students will not be allowed out of class for the first and last ten minutes of instruction.

### **IDENTIFICATION CARDS**

Students **MUST** carry their I.D. card with them **AT ALL TIMES** and show the card to security or staff upon request. Progressive discipline will apply if any student fails to possess a Student ID while on campus or at any school function. If a student misplaces or loses their ID, they must obtain a new ID for \$5.00 in the Finance Office. IDs are required to pick up confiscated items. Students may be assigned a detention for not having their ID. They may collect the confiscated item once the detention has been served.

### **LUNCH PASSES**

Juniors and Seniors can earn off-campus lunch passes if they have good grades and citizenship. Students cannot have any “F” grades and/or “U” grades for unsatisfactory citizenship. Juniors must have a 3.5 G.P.A or higher to be eligible; whereas Seniors must have a 2.0 G.P.A. or higher. Parents are required to come to the Finance Office to sign the permission form. Forms will not be sent home with students. Students with lunch passes cannot take other students who do not have a lunch pass off campus with them.

## COUNSELING SERVICES

Each student at Don Antonio Lugo High School is assigned to a school counselor for personal, socio, and academic counseling. Students are assigned to a counselor based on their last names. An intervention counselor is also available for at-risk counseling and to provide other referrals.

### **ALTERNATIVE PROGRAMS**

In some cases, the students' well-thought-out plans do not work, and an alternative to the traditional high school program may be necessary. Students who must make up deficiencies due to failing grades are required to attend summer school, when available, and at age 16 may be eligible to attend Buena Vista Continuation High School. Adult school is also available for students who are 18 years or older. Seniors may also take classes at the adult school while maintaining concurrent enrollment at Don Antonio Lugo High School.

### **CAREER CENTER**

Students can go to the career center for information on interest inventories, ROP, work permits and college and career-oriented information. There is also information on dates representatives from colleges or the military will be on campus.

### **INDEPENDENT STUDY**

Independent study is used as an alternative educational program for students where an alternative placement would be a more conducive learning environment. Counselors review referrals and make recommendations for placement in Independent Study on a case-by-case basis.

Short-Term Independent Study is also available for students who will be absent from school from 5-20 days. Students must notify their counselor at least 2 or more days in advance to allow time to make arrangements, gather assignments and sign a contract.

### **STUDENT RECORDS (CHANGES, TRANSFERS, AND WITHDRAWALS)**

Students/Parents **must** inform the school of any change in address or phone numbers by presenting proof of school residence such as utility bill, rental agreement, mortgage statement, etc., to the Registrar immediately. Telephone bills will not be accepted as proof of residence.

When transferring or withdrawing, the parent/legal guardian **MUST** come into the Registrar's Office and fill out the appropriate form and follow all steps to complete check out. The student must turn in books to library and check out from class with teacher grades.

**Education Code 48904(b) (1) states that any school district whose real or personal property has been damaged by a pupil or whose property is loaned and not returned may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the responsible pupil until such time as the district receives restitution or the property is returned.**

### **TUTORING**

In an effort to provide students with additional assistance with their schoolwork, tutoring is available after school at no cost to the students. A schedule for tutoring is available in the counseling office.

### **WORK PERMITS**

Students under 18 years old must acquire a Work Permit prior to employment. Work permit applications are available in the Career Center. Work permits must be renewed each semester.



## DISCIPLINE POLICY

The school is a setting in which respect for rules and common decency is expected. Rules and guidelines are established for the purpose of maintaining an environment that is safe and conducive to learning. It is mandatory that students behave in a responsible and mature manner toward all members of the staff and to one another in all areas of the school program: in the classrooms, on school grounds, and at all school-related activities. Students must recognize that proper rules of conduct in classroom situations will vary from teacher to teacher, and it is their responsibility to adapt to these variations.

The teacher will exercise professional judgment regarding appropriate disciplinary measures to be taken in the classroom. If the circumstances warrant more extensive discipline (or counseling), the teacher may wish to refer the student to administration. The assistant principal will then exercise professional judgment about the appropriate disciplinary measures to be taken outside the classroom. Every effort will be made to ensure that students are treated in an appropriate and fair manner. The Discipline Policy is a guide to be used by the school to insure acceptable student conduct at Don Antonio Lugo High School.

Don Antonio Lugo High School works in conjunction with the Chino Police Department. Students who are truant, cause physical harm to others, interrupt the learning process, possess illegal drugs, destroy school property, violate school safety laws, trespass, or loiter may be issued a citation or be placed under arrest. Citations require the student appear before the Juvenile Court of the San Bernardino Superior Court adjudication. In court, the student may be fined, required to participate in community service or to participate in diversion/violence reduction programs, have his or her driver's license postponed or suspended, or be subjected to additional disciplinary measures to be taken. The Discipline Policy is a guide to be used by the school to insure acceptable student conduct at Don Antonio Lugo High School.

***Attention:*** THE CITY OF CHINO DAYTIME CURFEW LAW states that it is unlawful for any minor who is subject to compulsory education or compulsory continuing education to loiter, wander or in any other manner be in or upon the public streets, or any public place during the hours in which classes are held at the school, public or private, which the minor is or should be currently enrolled in, and/or is required to attend.

**Use of Trained Dogs:** In an effort to keep the schools free of drugs, the district may use specially trained non assertive dogs to detect and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff areas in and around classrooms, lockers, vehicles within the student parking lots or at district sponsored events.

**All rules and regulations apply to students from the time they leave for school in the morning until they return home, while on the campus, or attending school activities.**

## GROUNDS FOR SUSPENSION AND EXPULSION: EDUCATION CODE

**48900.** 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 any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a 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.

## GROUNDS FOR SUSPENSION AND EXPULSION: EDUCATION CODE (Continued)

- (d) Unlawfully offered, arranged, or negotiated to sell a 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 either sold, delivered, or otherwise furnished to a 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 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 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, 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 a complaining witness or a 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, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (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.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that 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 from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to

## GROUNDS FOR SUSPENSION AND EXPULSION: EDUCATION CODE (Continued)

discipline pursuant to subdivision (a). (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases. (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

**48900.2** Committed sexual harassment as defined in Section 212.5

**48900.3** Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

**48900.4** Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting schoolwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile environment.

**48900.7** Made terroristic threats against school official or school property or both.

**48915.** (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

(1) Causing serious physical injury to another person, except in self-defense.

(2) Possession of any knife 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 avoirdupois 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.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) 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.

(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at

a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

## II. Behavior on School Buses

Because school bus passengers' behavior can directly affect their safety and the safety of others, riders shall follow the instructions and directions of the bus driver at all times (AR 5131.1). In the case of a severe violation or repeated offense, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

### DISCIPLINE POLICY (Continued)

**Additionally, students must not engage in the following acts or behaviors:**

**Arson:** Any person who attempts to or sets fire to any building, locker, trash can, towel roll, etc. is guilty of a felony [P.C. 451, P.C. 452 and E.C. 48900(f)].

**Breaking Suspension Rules:** Students are considered in violation of suspension if they are on campus, within sight of the school, on in attendance at any school-related activity while on suspension. Students must be at home during school hours and cannot be on any school campus in the district.

**Classroom Conduct:** Any student who is disrespectful, insubordinate, disorderly, or who creates a disturbance, or is practicing poor conduct.

**Crowds:** Runs to a fight, draws a crowd or refuses to disperse after a fight

**Dress code:** All students must abide by the school's dress code (page 15) during school hours and school events.

**Electronic Devices:** See electronic device policy on page 16.

**Excessive Displays of Affection (PDA):** Exhibiting excessive public displays of affection.

**Face to Face Confrontation or Instigation of an Altercation:** Students involved in pushing, shoving, verbal abuse, or other intimidation.

**Firecrackers and Explosives:** Possession of explosive materials, firecrackers, cherry bombs, etc. is against State Law [P.C. 626.10, P.C. 12020].

**Food/Drinks** are not allowed in classrooms. Gum is not permitted on the school campus.

**Gambling:** Pitching coins, throwing dice, or engaging in any other kind of gambling

**Graffiti:** Deface, write on, graffiti, or destroy school or private property

**Harassment of Students:** Any students found to verbally abuse or harass another student, threaten another student with bodily injury, engage in any gang-type activity, or express ethnic/racial prejudice.

**Leaving Campus or Classroom Without Permission:** Students are not permitted to be out of class during class time without a valid hall pass. Students that leave campus without permission are considered truant.

**Littering:** Students throwing papers or leaving trash or food on campus.

**Loitering/Out of Bounds:** Students are not permitted to loiter in front of the school nor in restricted areas on campus. Loitering in any out-of-bounds areas by students during school hours is prohibited.

**STUDENTS ARE NOT ALLOWED TO BRING: Skateboards, scooters, cameras, laser pointers, or any other electronic devices on campus which would cause a disturbance to the instructional process.**

If these items are brought on school grounds, they will be confiscated and the following actions may be taken. Any item not picked up by a parent/legal guardian by the end of the school year will be donated to charity.

## CONSEQUENCES

Students found to engage in the behaviors listed above are subject to any of the following:

- A. Parent Contact

## DISCIPLINE POLICY (Continued)

- B. Warning
- C. Detention
- D. Saturday School
- E. Community Service Hours
- F. Restitution
- G. No Contact Contract
- H. In-House Suspension
- I. At-home Suspension
- J. Recommendation for Expulsion

*A missed Saturday school assignment may result in off campus suspension(s) or in-house suspension(s), and/or denial to participate or attend extra-curricular activities, at the discretion of the administrator.*

- A teacher may suspend a pupil from class for up to two days for violating any classroom or school rules. It is the teacher's responsibility to contact parents.
- The principal or designee may suspend a pupil from school for up to five days for violating any of the laws and educational codes listed under "Grounds for Suspension".
- Upon recommendation of the principal, the governing board may order a pupil expelled for violating any of the laws and educational codes listed under "Grounds for Suspension".
- The Police Department may be contacted as the school deems necessary.

## DRESS CODE POLICY

1. Shoes must be worn.
2. Absence of undergarments is not permitted.
3. Clothing which allows undergarments to be seen is not permitted.
4. Halter, tube or strapless tops, or bandeaus are not permitted.
5. Bathing suits are not permitted as outer wear (except when in use for a P.E. activity or athletic activity).
6. Clothing, jewelry and personal items (hats, backpacks, gym bags, notebooks, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or advocate racial, ethnic or religious prejudice.
7. Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
8. All students may only wear approved "Don Antonio Lugo High School" hats or beanies, which are not altered in any way. Plain beanies, solid color with nothing on them (no embroidery, patches, words, print or images) are allowed. Hats, hoods or beanies are not to be worn inside buildings or classrooms. Violators will have their hats/beanies confiscated and returned to a parent or guardian per dress code consequences guidelines.
9. Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
10. Jewelry or accessories, which advocate or cause disruption on campus and/or other acts of violence, may be used as weapons, or create a health or safety hazard are not permitted.
11. Gang related apparel is not permitted; including but not limited to bandanas, do-rags, etc.

Please note:

- It is not permitted to show excessive skin (i.e. tank tops that are open on the side, shirts that are too short and show midsection, shorts that show the buttocks, etc...)
- It is not permitted to wear pajamas, slippers, or men's undershirt tank tops.
- Gloves are not permitted in warm weather or in the classrooms.
- Pants must be worn at the waist.
- Leggings, spandex pants or tights may only be worn if length of top or blouse falls at the mid thigh or longer.
- Dress code violation examples:
  - Shirt image of a scantily clad individual
  - Oversized belt hanging past the waist
  - Low plunging shirt
  - Socks with marijuana images imprinted
  - Lace or see-through shirt
  - Bandana hanging from back pocket

1 <sup>st</sup> Violation	Warning, change clothing, clothing confiscated, student pick up after school with ID.
2 <sup>nd</sup> Violation	Dress Code contract, parent contact, change clothing, clothing confiscated, parent/guardian pick up of item.
3 <sup>rd</sup> Violation	Parent contact, change clothing, clothing confiscated, parent/guardian pick up of item, 30 Minute detention (if not served, progressive discipline applies)
4 <sup>th</sup> + Violations	Progressive discipline assigned at the discretion of an administrator including, but not limited to: Saturday School, all day Alternative Learning Center (ALC), suspension. Dress code contract review, parent/guardian contact, change clothing, clothing confiscated, parent/guardian pick up.

*Note: If a change of clothing is not available, the student may be placed in ALC for the remainder of the school day. No list of dress guidelines can be written that will anticipate all potential dress and/or grooming problems. In case of questionable dress, the principal or designee will make the final decision.*

**ELECTRONIC DEVICES**

**School Policy:** “Students who possess or use electronic devices, including but not limited to Ipods, smart devices and cellular/digital telephones, do so at their own risk **as the school will not take responsibility for the loss or theft** of such items and **will not investigate lost or stolen** electronic devices. Electronic devices must be turned off during class time and at any other time directed by a District/School employee.”

1. Electronic devices may be used only during **non-instructional time (before/after school and lunch) not during “passing periods”**. However, there may be times during non-instructional time when students will be instructed not to use electronic devices and they must put them away.
2. Speakers that are or can be connected to electronic devices are not allowed on campus before, during or after school and they are considered a disturbance to the instructional tranquility of the school.
3. If an electronic device is activated during class time, it will be confiscated; the student must pick it up after school (1<sup>st</sup> offense). All subsequent offenses require a “parent pick up”.
4. Students may not bring or plug in/charge electronic devices anywhere on campus.
5. Headphones/ear buds are not permitted on campus.

**Possession of Electronic Devices**

No mechanical or electronic devices shall be used in any classroom, office, or other room in the school which permits any student to listen to or record the procedures in said room, without the expressed prior consent of the teacher(s) and the principal.

**Camera Phones and Digital Cameras**

Any student who attempts to use or uses a camera phone or camera in an improper manner is subject to school disciplinary measures as well as subsequent action from law enforcement. Improper use of a cameras/camera phones include, but are not limited to, taking pictures of students in compromising positions, using the camera to gain an unfair advantage on an exam, taking pictures of a student or faculty member without parental or school consent, and taking a picture of a student and posting it on any website. Additionally, consequences for videotaping a fight include, but are not limited to, suspension (1 – 5-days) and the possibility of the Police Department being contacted.

Any confiscated item not picked up by a parent/legal guardian by the end of the school year **will be donated to charity**. Parents should pick up items within 24 hours.

**DISCIPLINE for ELECTRONIC DEVICES**

1 <sup>st</sup> Violation	Warning, item confiscated, student pick up after school with ID.
2 <sup>nd</sup> Violation	Electronic Device contract, parent contact, item confiscated, parent/guardian pickup of item.
3 <sup>rd</sup> Violation	Parent contact, item confiscated, parent/guardian pickup of item, 30 Minute detention (If not served, progressive discipline applies)
4 <sup>th</sup> + Violations	Progressive discipline assigned at the discretion of an administrator including, but not limited to: Saturday School, all day Alternative Learning Center (ALC), suspension. Electronic Device contract review, parent/guardian contact, item confiscated, parent/guardian pick up.

***Prior Teacher/Admin Consent:*** No mechanical or electronic devices shall be installed or used in any classroom, office, or other room in the school which permits any student to listen to or record the procedures in said room, without the expressed prior consent of the teacher(s) and the principal.

## MISCELLANEOUS

### BICYCLE SAFETY

Bicycles are to be kept in the designated bike rack area. Bicycle riding is not allowed on the campus. Failure to adhere to these rules will result in progressive discipline. Students in grades 4-12 who ride bicycles to and from school must wear helmets to prevent head injuries. **WARNING: If you ride your bicycle to school, it is your responsibility to secure it at your own risk.** It is the responsibility of the parent to work with the school to promote safety whenever possible. The school district is not responsible for any damage to bicycles or lost or stolen items.

### EMERGENCY DRILLS

Don Antonio Lugo High School has a comprehensive disaster preparedness plan. In the event of an emergency situation, such as an earthquake or fire, school personnel will provide students with instructions.

### FOOD SERVICES

**Lunch Procedure:** Students are not allowed to let others use their lunch numbers to purchase lunch. All students must purchase their own lunches. Only one lunch purchase per student is allowed. Please insure that you have your student I.D., know your lunch number, and remember that cutting in line or saving spots is not permissible.

**Free and Reduced Lunch Program:** Information and applications for this program are included in the registration packet. Applications must be renewed each school year. Any student who did not receive an application may request one through the District Office during the school year or apply on line through the District Web Site <https://cvfood.chino.k12.ca.us/>. For your convenience, you may set up a free account to pay for school meals at [www.myschoolbucks.com](http://www.myschoolbucks.com).

### LIBRARY

**Library hours:** Before school at 7:00 a.m., lunch, and after school until 3:30 p.m. each day. Fines will be charged on lost, overdue, or damaged books. (I.D. Card needed to check out library materials).

**Textbooks:** Only students who return textbooks that were issued to them will be given credit for those books. An obligation for issued textbooks will remain on file until the proper book is paid for or returned. Textbooks damaged by graffiti will be confiscated and the student will be charged for the replacement book. There will be a \$5.00 charge if a book is returned and the bar code has been removed or damaged.

### LOCKERS

**P.E Lockers:** Students in Physical Education (P.E.) will be provided with a P.E. LOCKER. Students are not permitted to share lockers and all changes must be pre approved.

**Locker Usage/Maintenance:** Students are urged to use locks, not to keep valuables in their lockers, and to remove all articles over the weekend. Students who leave textbooks or personal items unattended are at great risk of losing their possessions. The school is not responsible for items left unattended, lost or stolen from PE lockers. Students are responsible for all contents in their lockers. It is the student's responsibility to clean and remove all belongings from their locker at the end of the school year (or when no longer enrolled at DAL). All lockers are subject to search.



## LOST and FOUND

**Lost and Found:** Students who have lost or misplaced any personal items or books should check the Lost and Found areas located in the Activities Office and Reception Counter.

## PERSONAL DELIVERIES

**No Deliveries:** Don Antonio Lugo High School will not accept deliveries of flowers, pizza, balloons, or other items for students, nor may these items be delivered directly to students over or through the fence surrounding the school by parents, friends, or delivery personnel. **NO Lunch or School Related Drop Offs permitted.**

## PICTURE RELEASE

**Picture Release Form:** This form allows the school to release student pictures to newspapers or other media. Please return the form during program verification and indicate whether you do or do not give consent.

## STUDENT INSURANCE

**Student Insurance:** Student accident insurance is optional. Forms for regular insurance and athletic school insurance will be available at the beginning of the year through the Physical Education Department or the Athletic Department.

## STUDENT PARKING

**Student Parking Passes:** Parking passes are available in the Finance Office for a cost of \$6.00 a year. Students will be required to read and sign a contract and provide proof of registration and insurance, Student ID and driver's license. A parking pass is REQUIRED and needs to be visible. The parking lot is out of bounds at ALL TIMES during school hours, EXCEPT when permission is granted by authorized school personnel. **WARNING:** If you park in the lot, it is at your own risk. The school district is not responsible for any damage to vehicles, lost or stolen items. All vehicles on DAL property are subject to the laws and regulations of the State of California, the City of Chino and the Chino Valley Unified School District.

*Attention - STUDENTS MUST NOT PARK IN THE STAFF PARKING LOT, AG AREA, SOUTH PARKING LOT, AND NUMBERED DESIGNATED PARKING SPACES and are subject to receiving a citation if violated.*

## VIDEO SURVEILLANCE

**Video Surveillance:** In an attempt to maintain a safe and secure learning and working environment, a video surveillance system is up for consideration for installation throughout the campus.

## VISITORS

**Entry Procedure:** All visitors must obtain a Visitor's Pass from the Front Office. Students are not allowed to have visitors on campus. Brothers, sisters, cousins, or friends may not accompany students during the school day.