

Colton

High School

Parent/Student HANDBOOK



2015 – 2016

Principal Joda Murphy

Pursue excellence, Respect and embrace diversity, Inspire school spirit, Develop enthusiasm for learning, Empower one another

Colton High School • 777 West Valley Blvd. • Colton, CA 92324
909-580-5005

Website: www.cjUSD.net/chs

COLTON High School

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COLTON JOINT UNIFIED DISTRICT MISSION STATEMENT

The Mission of the Colton Joint Unified School District, a team of caring employees dedicated to the education of children, is to ensure each student learns the academic knowledge and skills necessary to thrive in college or in the workforce and be responsible, productive citizens by providing engaging, challenging, and enriching opportunities and specialized programs in a safe environment in partnership with students, families and our diverse communities.

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PRINCIPAL'S MESSAGE

I would like to take this opportunity to welcome you to the **2015-2016 school year at Colton High School!** I look forward to building upon some of the great strides we made last year while constantly looking for more ways to improve the culture of our school. I'd ask that you take the time to familiarize yourself with the school handbook as it can be a very helpful tool.

I challenge every parent to take an active role in his or her child's education. A positive school-parent partnership will benefit the entire community and help your student to be successful. It is my hope and dream that this high school will be the hub of our community and that all of our students and families will feel welcome. I'm looking forward to an exciting new year and the opportunity to bring the **PRIDE** back to CHS!!

Joda Murphy
Principal

COLTON High School

MOTTO

As a school community, we will build a school culture that exemplifies the character traits of our motto:

COLTON

PRIDE

Pursue Excellence: Be committed to your success by coming prepared every day to put forth your best effort in all that you do.

Respect and Embrace Diversity: Respect yourself, all students, staff, the campus, and classroom procedures.

Inspire Pride and School Spirit: Be united, get involved, and have fun!

Develop Enthusiasm for Learning: Come to school motivated to learn something new every day.

Empower One Another: Help and encourage one another. Do not complain about a problem unless you are willing to be a part of the solution.

COLTON High School

Administrative Staff

Administrators	Administrative Secretaries
Principal Joda Murphy	Patricia Smith
Asst. Principal	
Asst. Principal - Veronica Elder	Secretary - Dianna Sierra
Asst. Principal - Brian Pope	Secretary - Marie Anderson
Asst. Principal - Victor Schiro	Secretary - Elba Rodriguez

Activities/ASB Director - Olivia Conboy	Athletic Director - Scott Sunderland
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Counseling Staff	Counseling Secretaries
Head Counselor – Daniel Checo	Secretary - Stephanie Betancur
Counselor - Kim Baylis	Secretary - Wendy Briones
Counselor - Myrna Cardenas	Secretary –Debra Pelton
Counselor - Rachel Garcia	

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COLTON High School Bell Schedules

DAILY			LATE START		EXTENDED		TESTING			
PERIOD	TARDY	ENDS	TARDY	ENDS	TARDY	ENDS	PERIOD	TARDY	ENDS	
0	6:19 AM	7:18 AM	8:44 AM	9:23 AM	6:19 AM	7:18 AM	1st FINAL	7:25AM	9:30AM	
1	7:25 AM	8:24 AM	9:30 AM	10:09 AM	7:25 AM	8:20 AM	PASSING	9:30AM	9:47AM	
2	8:31 AM	9:31 AM	10:16 AM	10:55 AM	8:27 AM	9:47 AM	2nd FINAL	9:47AM	11:50AM	
3	9:38 AM	10:37 AM	11:02 AM	11:40 AM	9:54 AM	10:49 AM	FINALS: DEC 14-17, June 7-10			
FIRST LUNCH; 50s-80s, & 600s										
1 st LUNCH	10:37 AM	11:07 AM	11:40 AM	12:10 PM	10:49 AM	11:19 AM	MINIMUM DAY			
2 nd 4 th	11:14 AM	12:13 PM	12:17 PM	12:55 PM	11:26 AM	12:21 PM	0	6:40AM	7:18AM	
SECOND LUNCH; PE, 30s-100s, 200s-450s, & 500s										
1 st 4 th	10:44 AM	11:43 AM	11:47 AM	12:25 PM	10:56 AM	11:51 AM	1	7:25AM	8:03AM	
2 nd LUNCH	11:43 AM	12:13 PM	12:25 PM	12:55 PM	11:51 AM	12:21 PM	2	8:10AM	8:49AM	
YELLOW JACKETS										
5	12:20 PM	1:19 PM	1:02 PM	1:40 PM	12:28 PM	1:23 PM	3	8:56AM	9:34AM	
6	1:26 PM	2:25 PM	1:47 PM	2:25 PM	1:30 PM	2:25 PM	4	9:41AM	10:19AM	
7	2:32 PM	3:31 PM	2:32 PM	3:31 PM	2:32 PM	3:31 PM	5	10:26AM	11:05AM	
							6	11:12AM	11:50AM	
							7	11:57AM	12:35PM	
Dates: Dec 18, & June 12th										
Be RESPONSIBLE, BE RESPECTFUL, and ACT WITH INTEGRITY										
	LATE START TUESDAYS, 1st Period begins @ 9:30a				Extended Day Dates			PASSING PERIODS ARE 7 MINUTES LONG.		
	August 11, 18, & 25				August 26, Sep 9 & 23,			A ONE MINUTE BELL RINGS BEFORE EACH		
	September 1, 8, 15, 22, & 29				Oct 28, Nov 18, Dec 2			PERIOD BEGINS.		
	October 13, 20, & 27				Jan 13 & 27, Feb 10 & 24			CAHSEE Dates		
	November 10 & 17				Mar 2, Apr 6 & 20			Oct 6-7, Nov 3-4		
Dec 1 & 8				May 18 & 25			Feb 2-3, Mar 15-16, May 10-11			
December 1 & 8				May 3, 17, & 24, June 3rd						

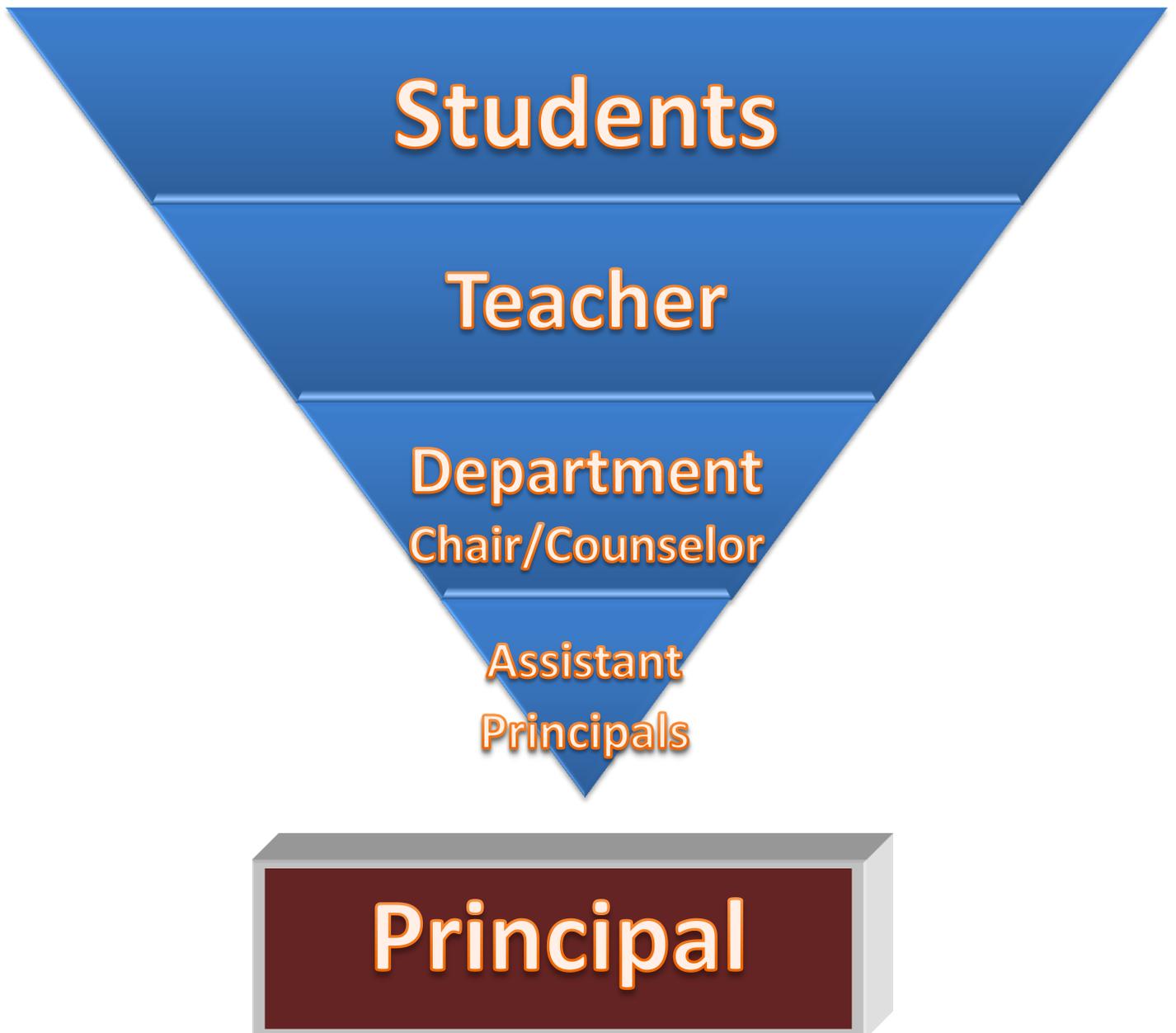
Bell Schedules

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TEACHING STUDENTS TO ADVOCATE FOR THEMSELVES

Pyramid of Communication

One of our many goals here at Colton High School is to teach our students how to advocate for themselves as they work their way through high school, and transition to college and adulthood. Of course, students are always encouraged to discuss matters with their parents and follow their parent's rules. We ask that our parents support us in this endeavor. In the event that a student has a question, academic need, concern, problem, or just needs an adult for something, we want to encourage them to follow our Yellowjacket pyramid of communication.



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FREQUENTLY ASKED QUESTIONS

HOW IS MY STUDENT DOING IN SCHOOL?

You will always be able to see how your child is doing academically by checking Zangle Student Connect at <https://zangle.colton.k12.ca.us/Production/studentconnect/> Passwords are given to your student at the beginning of the school year and are available, in person in the Administration offices.

HOW CAN PARENTS AND STUDENTS COMMUNICATE WITH TEACHERS?

We encourage parents and students to maintain contact with our teachers via email or telephone. Every teacher has a telephone with voicemail as well as an email address. You may access a list of teacher emails and phone numbers on our website. You should expect messages to be returned within 48 hours.

HOW WILL COLTON HS COMMUNICATE WITH PARENTS?

School-wide announcements, events, documents, and a multitude of resources will be posted on the school's website. Teachers, the District, and the school may communicate with you via TeleParent, a parent notification system. Teachers may send a specific message, in the primary home language, about a student's performance in class. Daily lates and absences are included in a phone call to your home. The Principal and the District also use this system to notify large groups of students or the whole school of major events or emergencies. If a parent would like TeleParent messages to go to a phone number other than the home number, please advise any of the office staff to have the number changed. If you would like to receive messages via e-mail, please fill out a Parent Involvement Form and include your e-mail address at the bottom.

HOW DO WE CHECK OUT AND RETURN TEXTBOOKS?

Colton High School has a central location in the library where all students check out textbooks. Students will be able to obtain their books during orientation and registration when they visit the library. Students will need their bar coded student identification card and schedule to have access to textbooks which they can take home for their core classes. All textbooks are bar coded; therefore, you must return the books that were checked out to you. Please note the scan ID number of the book that is checked out to you because this is the book/number you will be responsible for.

MAY WE VISIT THE CAMPUS?

Parents, guardians, and community members are welcome to visit our campus for school business. All visitors must check in at the front office with the receptionist, show current photo identification, and an official visitor pass will be issued. Classroom visits require 24-hour advanced notice. If you desire to meet with an administrator, counselor, or teacher please call or email in advance to schedule an appointment as we know your time is valuable and walk in requests may be difficult to accommodate.

IS COLTON HIGH SCHOOL A CLOSED CAMPUS?

CHS is a closed campus. Students may not leave campus at any time without proper authorization. Students will remain in the Quad area during breakfast and lunch periods. Safety is a priority here at Colton High School. There are staff, protocols, and systems in place to maintain a safe environment for all students and staff. Metal detectors may be used to conduct searches authorized by law. All visitors are required to sign in at the Reception Desk, provide picture ID, and receive a guest pass. Specially trained Campus Security Staff and administrators supervise all areas of campus. Students and vehicles parked on school property are subject to search pursuant to established legal protocols. Parents and students are encouraged to immediately report any conduct or actions that endanger students or staff to the administration. All students, staff and community

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members are also encouraged to utilize the We-Tip hotline (7 days/week, 24 hours/day) to report suspicious campus activity or crime information at 1-800-78-CRIME.

WILL YOU DELIVER MESSAGES AND ITEMS TO MY CHILD?

Please make travel, lunch, clothing, and other arrangements with your student before he/she arrives at school. One of our many goals is to teach our students personal accountability for things such as remembering their own books, lunches, clothing, sports equipment, and other necessities. As it is disruptive to the learning environment, the delivery of gifts, flowers, balloons, etc. will not be accepted at the school office.

WHAT IS THE BUS SCHEDULE?

Currently, Colton HS does not have any bus routes.

When there are bus routes available the following applies; Bus schedules are available on line and from the receptionist. On regular school days, buses leave at 2:25 p.m. from the bus-loading zone. Late buses leave at 4:15 p.m. If you ride the late bus, you will need to have a late bus sticker on your ID card, a pass signed by a teacher, or an athletic bus pass. Your student I. D. card is required to ride a school bus. You may ride the bus that services your home area.

WILL STUDENTS HAVE ACCESS TO DISTRICT PROGRAMS AND ACTIVITIES?

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities. *Board Policy 0410*

HOW DO I MAKE A SCHEDULE CHANGE?

Schedule changes will be made by your counselor for the following:

- 1) An incomplete schedule/conflict.
- 2) The student has already completed the course.
- 3) The student has not met the prerequisites for the course.
- 4) The student is missing a graduation requirement.

WHAT HAPPENS WHEN A STUDENT REACHES THE AGE OF 18?

When students reach the age of 18 they have completed their compulsory education requirement and have gained access to the responsibilities and rights of an adult. The school requires the student to complete an Adult Student Agreement Form which will indicate the student's desired lines of communication. Should the student wish, Colton High School will only communicate with the student in matters of academic progress, attendance, and discipline. If this form is not completed, it shall be understood that the student has no objection to the continued partnership consisting of student, parent and school. It is important for students to know that even when a student reaches the age of 18, they are still a student of Colton High School and are subject to all the rules and regulations of the school. Eighteen year olds have the right to sign in/out of school and clear their absences on their own. Eighteen year olds will be directly accountable to administration for their absences. Colton High School is a closed campus and leaving during lunch to get food, or to pick up homework or a project left home is not included as an acceptable absence.

WHY IS IT IMPORTANT TO UPDATE THE EMERGENCY CARDS?

In the event of an emergency, every attempt will be made to contact the parents/guardians. Each student must have an emergency card on file so that the school has the necessary information in order to make the proper contacts. We encourage all parents to keep the emergency information accurate and up to date. If you move, change your phone number, or need to change the list of individuals authorized to pick up your child, please

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contact the counseling secretaries. In the event of an emergency or disciplinary action, only the person(s) listed on the emergency card will be contacted or allowed to take the student from campus.

WHERE DO WE PARK?

When on campus for school business parents are welcome to park in front of the Administration Building on Valley Blvd. Students will park their vehicles in the student parking lot adjacent to the Hubbs gymnasium. Student vehicles must display a parking sticker in the lower left hand corner of the front window. The parking stickers are available for purchase at the business office. Students will need to show their driver's license, car registration, and insurance verification to purchase a parking permit. Cars without parking permits and those parked in restricted areas will be towed at the owner's expense. The District/school is not responsible for accidents, theft, or vandalism done to your automobile. For safety reasons students will need to keep their car locked at all times, leave their automobile immediately upon arriving on campus, and not sit in their car at any time. The speed limit in the lot is 5 M.P.H. Remember that you are financially responsible for any damage done while you are driving or parking your car. Parking permits may be revoked for violation of school policies.

HOW DO I CLEAR MY DEBTS?

All debts must be cleared prior to the beginning of the next school year. No student or his/her date will be able to purchase tickets for special events unless all debts are cleared. If you have debts to the school, no transcript will be released to you or to your parents. The Business Office accepts cash and money orders, but no checks.

MAY I SELL ITEMS ON CAMPUS TO RAISE MONEY?

Selling items, including food comes under the California Education Code (CEC). Only **ASB** approved fundraisers are permitted on campus. Please contact Activities Director Ms. Olivia Conboy if you have any questions.

WILL THERE BE SENIOR CONTRACTS?

All seniors will be bound by the District Senior and Colton HS Graduation ceremony contract which dictates certain behaviors in preparation for graduation and completion of the senior year. In the event of a conflict between the Senior Contract and any other policy, the more restrictive policy will prevail. Consequences for violation of the Senior Contract are listed on the contract itself.

HOW DO I GET A WORK PERMIT?

Students under the age of 18 need a work permit in order to work in California. During the school year you can get a work permit on site from the Work Experience Coordinator. After being hired you will pick up a work permit from the Work Experience Coordinator. The student and parent complete their portions of the form. The employer completes his/her section of the form. Return the completed form to the Work Experience Coordinator who will issue the Work Permit if the student meets all eligibility requirements. The State of California mandates that all working minor students be enrolled and attending school. Colton High School requires a 2.0 Grade Point Average. Work Experience class is offered as an elective at Colton High School; however, enrollment is limited. If you have questions, please call the Work Experience Coordinator or speak to your counselor.

MY CHILD MAY NOT PARTICIPATE IN PE, HOW DO WE GET A PE MEDICAL WAIVER?

Students that have medical conditions that make it difficult to take a physical education course must provide a doctor's note each year to be waived out of the requirement for that year. The doctor's note must state the diagnosis and specific length of time that student is unable to participate in PE.

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ACADEMICS

ACADEMIC ELIGIBILITY

Student success in academics is the first priority at Colton High School. Students must have a 2.0 GPA (grade point average) and have passed at least 4 classes in the most recent grading period (semester or quarter) in order to participate in any extra-curricular events. This includes, but is not limited to, athletics, student activities, elections for ASB and prom/homecoming court, after school field trips, clubs, dances, and performances, etc. Also see the Activity and Athletic Code for more details. CIF uses a 4.0 scale to determine eligibility.

DROPPING CLASSES

Per CJUSD Board Policy, a student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

REPEATING COURSES

Per CJUSD Board Policy, with the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

ADVANCED PLACEMENT COURSES

Students who are dedicated to academics and demonstrate strong skills may enroll in Advanced Placement courses. Students who score 3 or higher on the AP exam in the spring, are eligible to receive college credit for the course at some colleges and universities. Advanced Placement courses require commitment to hard work. There is no fee to be enrolled in an AP course. ALL AP students are expected to take the examination, and there is a fee for taking the AP examinations. A fee waiver exists for those in financial need.

GRADE POINT AVERAGE

Students receive the following points for the grade indicated (please note: the added grade point for some Honors courses is not recognized by all colleges)

Regular Courses	A= 4 points.	B = 3 points	C = 2 points.	D = 1 point
Honors / AP Courses	A= 5 points.	B = 4 points	C = 3 points.	D = 1 point

HONOR ROLL

Colton High School has established the following criteria for Honor Roll: 3.0 GPA, no D's or F's, only graded classes will count, enrollment in a minimum of 20 credits of graded classes.

PRINCIPAL'S HONOR ROLL

Colton High School has established the following criteria for Honor Roll: 3.5 GPA, no D's or F's, only graded classes will count, enrollment in a minimum of 20 credits of graded classes.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

AVID is a program designed to overcome the economic and ethnic under-representation in the student population eligible for admission to the University of California and California State University systems. For questions, please contact our AVID coordinator, Mr. Peter Goldkorn.

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

The California High School Exit Exam is required for graduation in the State. It is given once in Grade 10, twice in Grade 11 and five times in Grade 12. Students must pass the English and the Math section one time.

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2015-2016 CAHSEE ADMINISTRATION DATES

Passing both parts of the CAHSEE is now a graduation requirement for high school students. All administrations are Tuesdays and Wednesdays. The English/Language Arts portion is always given on Tuesday. The Math portion is always given on Wednesday. For the 2014-2015 school year the dates are as follows:

Oct. 6-7, 2015

Mar. 15-16, 2016 1st administration for sophomores

Nov. 3-4, 2015

Feb. 2-3, 2016

May 10-11, 2016

Results are received approximately 8-9 weeks after the administration.

*Juniors may **only** take the test two (2) times in non-successive administrations.

CALIFORNIA ASSESMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

CAASPP testing has taken the place of STAR testing. It is comprised of; Smarter Balanced Assessment Consortium (SBAC), California Standards Tests (CSTs), California Modified Assessment (CMA), California Alternate Performance Assessment (CAPA) and Standards-based Test in Spanish (STS). The window for these tests can be from February to the end of the school year.

TRANSCRIPTS

A transcript is an official record of all credits earned toward high school graduation. A parent/guardian may request a transcript at any time in writing. Students may request transcripts if they have completed Grade 10 or are 16 years old. If a student believes that there is an error on the transcript, the student will explain in writing what he/she believes the error to be. That information will be given to the counselor so that they may consult with necessary staff for a response. The following charges will apply when requesting transcripts from the records office: The first three requests are free (one business day processing). Subsequent request are \$1.00 per transcript (\$1.50 per transcript if requesting us to mail them). Transcripts needed immediately will be \$2.00 per transcript. Transcript can be ordered online (cost is different) and be sent to universities via Parchment.com.

ACADEMIC LETTERS

To qualify for the Academic Letter, a student must maintain a GPA of 3.5 or above for 3 consecutive semesters and must be enrolled in college level courses in at least four of the qualifying subjects each semester: English, Science, Math, Social Studies, Foreign Language, and Fine Arts. A student may not have D's or F's. A five point scale is used to calculate the GPA for honors courses. This letter shall be worn on any approved style of jacket or sweater. For successive semesters of qualification, the student is awarded a bar. All academic letters shall be approved by the Principal or site designee.

COMMUNITY SERVICE LETTER

To qualify for the Community Service Letter, a student must maintain a GPA of 2.0 and complete 250 hours of service by a recognized nonprofit or other site approved organization and the hours must be completed while enrolled in a high school in the Colton Joint Unified School District. Students that complete service hours above 250 will be awarded a service bar or symbol for each additional 50 hours earned. Students must submit service hours each semester to the site designee to verify completion of hours. The site Principal or set designee shall have the final approval of all hours. Students who complete the 250 hours and additional hours will be awarded their letters at the School Academic Awards Ceremony. All service hours shall be non-paid hours. This letter shall be worn on any approved style of jacket or sweater. Students will submit an application to a site designee to notify the school or supervisor of their intent and where service hours will be completed. Service hours completed through a service organization on campus during non-school hours are acceptable. Students must maintain good citizenship while obtaining the Service Letter.

DISTRICT ACADEMIC AWARD PROGRAM

To be eligible for the District's Academic Award Program, seniors must have completed classes that: Have made them

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eligible to enter the University of California system as freshmen, called “A-G” requirements (See College Admission Requirements) and have no D’s or F’s on their transcript. The Academic Award Program for high schools is comprised of three levels of recognition, including: 1.) Students who complete the “A-G” requirements with a 3.0-3.4 GPA will be designated as “Students of Academic Recognition.” 2.) Students who earn a 3.5-3.9 GPA in the “A-G” requirements will earn “Scholars of Achievement” ranking. 3.) Students who earn a 4.0+ GPA or higher in the “A-G” requirements will graduate as “Scholars of Distinction.”

VALEDICTORIAN AND SALUTATORIAN

Criteria for Determination of Valedictorian and Salutatorian per CJUSD Board Policy 5127: The valedictorian and salutatorian awards are defined as "top scholar awards." The valedictorian is the scholar with the highest total grade points as calculated for college entrance (A = 4 points; B = 3 points; C = 2 points; D = 1 point) (for Advanced Placement and Honors Classes taken: A = 5 points; B = 4 points; C = 3 points; D = 1 point) in the graduating class at the end of the seventh semester of high school. The salutatorian would be the second highest scholar. The ranking for these awards will be computed in the following way: 1.) To be eligible, the student must have completed classes that would: a.) Have made him or her eligible to enter the University of California system as a freshman, or b.) Have made him or her eligible for life membership in the California Scholarship Federation; however, the student cannot be required to join that organization. 2.) All classes that receive grades will be included in the total grade points with the exception of physical education. a.) If more than one student has the exact academic weighted grade point average, dual honors will be awarded.

SPEAKERS AT GRADUATION

Pursuant to Board Policy 5127, both the valedictorian(s) and salutatorian(s) will be offered the opportunity to be the major speaker(s) at their graduation ceremony.

HONOR GUARD

The top ten students in the eleventh grade class will be recognized as the honor guard. At the completion of the first semester in the student’s eleventh grade year, the students will be selected based on their overall academic grade point average. The students must have worked toward achieving the A-G requirements for the UC/CSU university systems. These students will wear special robes and will precede the graduating senior class during their ceremony.

SEAL OF BI-LITERACY BP 5126.1

The Board of Education wishes to publicly recognize students who have developed linguistic proficiency and cultural literacy in one or more world languages in addition to English in order to ensure broader intercultural understanding and career opportunities. To recognize and encourage the achievements of students in world languages, the district shall present a Seal of Biliteracy as an endorsement on a student’s diploma to each student who demonstrates proficiency in listening, reading, speaking and writing in one or more languages in addition to English. During commencement ceremonies, students earning this honor shall wear a medallion depicting their exemplary accomplishments in biliteracy. In addition, the recognition will be noted on the students’ transcripts.

The Superintendent or designee shall award the Seal of Biliteracy to qualified students who: 1.) Submit an application for this recognition, 2.) Meet all district and state criteria for receiving a high school diploma, 3.) Earn a minimum grade point average of 2.00, when considering all coursework, 4.) Demonstrate proficiency in one or more languages other than English, by fulfilling at least one of the following requirements: a.) Receive a passing score of 3 or higher on the Advanced Placement or International Baccalaureate examination for a foreign language. b.) Successful completion of a four-year course of study in the same foreign language, attaining an overall grade point average of 3.00 or above in those courses. c.) Pass a foreign government approved language examination and receive a certificate of competency for that language from the authorizing governmental agency. d.) Complete the district approved Dual Language Immersion Program receiving a grade of 3.00 or above in the Dual Language Immersion Program coursework. The seal shall be affixed to the diploma in recognition of the student’s accomplishments in linguistic proficiency and cultural literacy in one or more languages other than English. The student will be awarded a medallion to be worn during the graduation ceremony and the recognition of the achievement will be noted on the student’s transcripts.

CONDUCT AT GRADUATION

Per Board Policy 5127, any student participating in a graduation ceremony shall comply with district policies and regulations pertaining to student conduct. The Superintendent or designee may require graduating students to wear ceremonial attire,

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such as cap and gown, at the ceremony. However, any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at his/her option, wear his/her military dress uniform at the ceremony. (Education Code 35183.3)

NATIONAL HONOR SOCIETY (NHS)

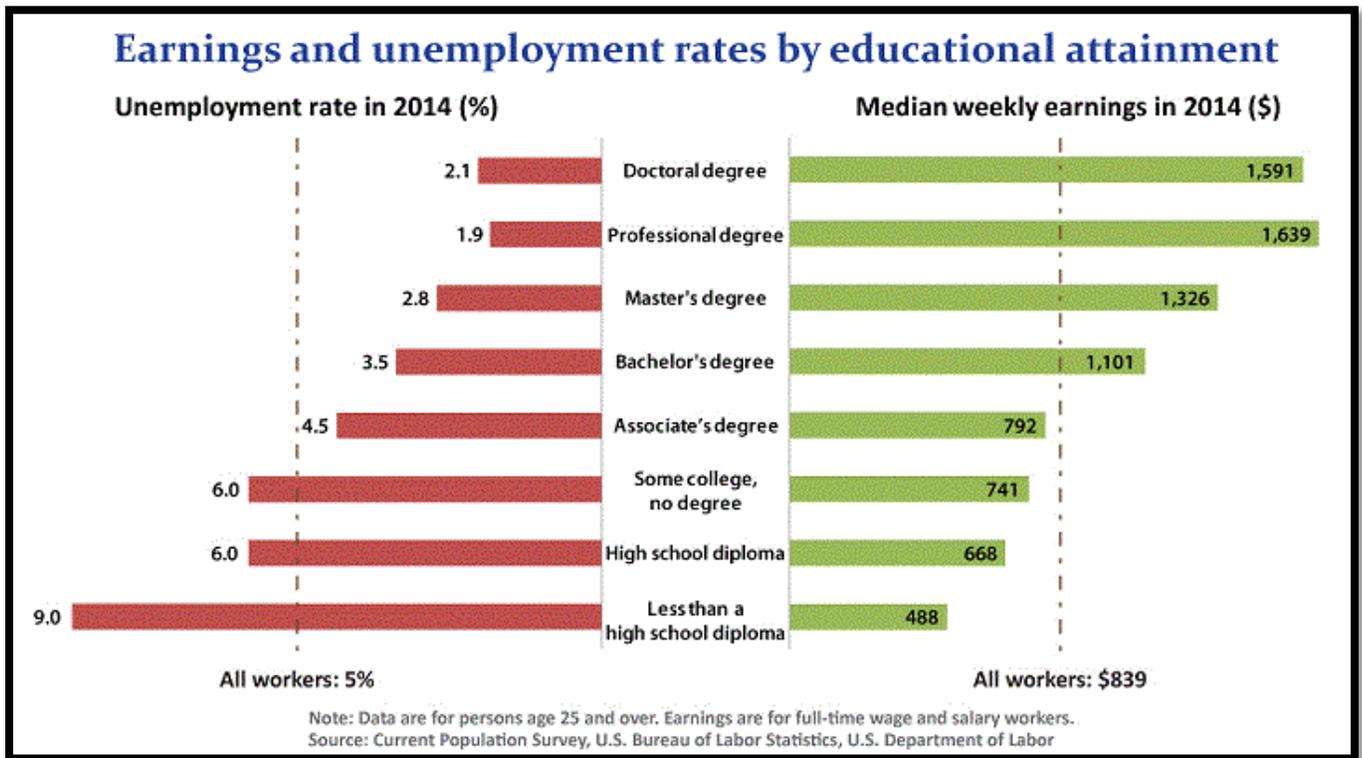
Students apply to the National Honor Society on the basis of the following criteria: Scholarship, Leadership, Service, and Citizenship. The council will select, for membership, those students in grades 10, 11, and 12 who best exemplify these qualities. Students must maintain the 3.0 GPA in order to maintain membership. Please see the club advisor for additional information.

REPORT CARD / PROGRESS REPORT DATES

Progress reports are issued alternate months beginning in September. Quarterly grades are given on alternate months starting in October. Semester grades at the end of the semesters in December and June.

SHOULD I GO TO COLLEGE?

At Colton High School we believe that all students should pursue additional education beyond high school in order to be competitive in today's global market. According to the United States Department of Labor [http://www.bls.gov/emp/ep_chart_001.htm] it pays to go to college:



WHAT DO I NEED TO DO TO GRADUATE AND GO ON TO COLLEGE?

In order to graduate with your class you need to plan ahead. It is important to attend school every day, pass your classes, and meet with your counselor yearly to select courses that will prepare you for the college of your choice. Community colleges such as San Bernardino Valley College, Riverside Community College and Crafton Hills Community College have minimal admissions requirements. You may be admitted to Community College if you have a high school diploma, a GED, or have reached the age of 18 and do not have a diploma. Community Colleges offer many vocational educational programs as well as lower division courses which you may transfer to a four year college. CSU and UC schools have more comprehensive requirements which are listed on the chart that follows. All questions regarding college admissions should

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be directed to your counselor. Four year colleges and universities generally have far more stringent entrance requirements. California State University (CSU) and University of California (UC) requirements are in the chart that follows.

A-G	SUBJECT	CHS GRADUATION REQUIREMENTS	CALIFORNIA STATE UNIVERSITY (CSU)*	UNIVERSITY OF CALIFORNIA (UC)*
A	HISTORY/SOCIAL SCIENCE	<u>3 Years / 30 Credits</u> World History U. S. History Principles of Dem. /Econ.	2 Years 1 yr. World History 1 yr. U.S History <i>1 Semester of Principles of Dem.</i>	2 Years 1 yr. World History 1 yr. U.S History <i>1 Sem of Principles of Dem.</i>
B	ENGLISH	<u>4 Years / 40 Credits</u> English	4 Years English	4 Years English
C	MATHEMATICS	<u>2 Years / 20 Credits</u> Including Algebra I	3 Years Algebra I, Geometry, & Algebra II	3 Years (4 Years Recommended) Algebra I, Geometry, & Algebra II
D	SCIENCE	<u>2 Years / 20 Credits</u> 1 yr. Physical Science 1 yr. Biological Science	2 Years Laboratory Science Biology, Chemistry	2 Years Laboratory Science (3 Years Recommended) Biology, Chemistry, Physics
E	WORLD LANGUAGE	<u>1 Year / 10 Credits</u> 1 Yr World Language, or 1 Yr Visual/Performing Art	2 Years of the same Language other than English	2 Years of the same Language other than English (3 Years Recommended)
F	VISUAL & PERFORMING ART	or *1 Year Career Technical Ed.	1 Year of the same UC/CSU approved Visual/Performing Art 1 Year of the same UC/CSU approved Visual/Performing Art	
	Career Technical Ed.			
	PHYSICAL ED.	<u>2 Years / 20 Credits</u>	NONE	NONE
	COMPUTER LIT.	<u>1 Semester / 5 Credits</u>	NONE	NONE
G	ELECTIVE CREDITS	<u>75 Credits</u>	1 Year (two semesters) of a UC/CSU approved college preparatory elective	1 Year (two semesters) of a UC/CSU approved college preparatory elective
	GPA		2.0 minimum A-G GPA with qualifying SAT/ACT score	3.0 minimum A-G GPA with qualifying SAT/ACT score, based on eligibility index criteria
	EXAMS	<u>CAHSEE</u> : Math and English/Language Arts - Must pass both parts with a score of 350 or higher and meet all district graduation requirements to earn a diploma.	SAT Reasoning OR ACT <i>PSAT recommended in 10th and 11th</i>	SAT Reasoning or ACT plus writing. SAT Subject tests recommended. <i>PSAT recommended in 10th and 11th</i>
	TOTAL	220		

HEALTH ISSUES

Students who need to see the school Nurse or Health Assistant aide must get a Health Office pass from the teacher. The Nurse or Health Assistant is available during school hours to provide general first aid, health counseling and guidance. The Health office also coordinates eye, hearing, and scoliosis examinations as well as other health-related services. Please

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note that we share our Nurse with several other schools in the District; therefore, there will be times when she is serving other schools within the district.

MEDICATIONS ON CAMPUS

In compliance with Education Code Section 49423, no medication will be accepted or administered at school without meeting the following requirements:

All medication administered by CJUSD must have a current form completed by the physician and the parent/guardian must sign the request portion. Medications given on a ten-day basis: the physician may write his/her order for school administration on the clinic's prescription pad or fax the completed medical form. All medication must be properly labeled with the student's name, dose, and current date. NO medication may be dispensed unless it is in the original prescription bottle. When a student has a unique health problem such as severe allergic reaction, seizures, heart problems, and so forth it is imperative that the school be notified so that the student's health needs can be addressed as necessary. Non-prescription medication such as aspirin will NOT be administered at school even at a parent's request. Parents have the right to bring a medication to school and administer it if necessary. Students are NOT to keep medication on your person. Students carrying medication in purses or backpacks are subject to suspension from school. Inhalers: Students at the high school level may carry your inhalers only if the physician and parent guardian have filled out the proper forms. Any student who is not experiencing relief with their inhaler should come immediately to the health office. There are certain cases where medications may be carried by a student legally for their own safety. This must be coordinated with the Health Office.

SCHOOL RULES

Students are to conduct themselves appropriately and demonstrate COLTON PRIDE while on campus, on the bus, or at any school event away or at home.

BE RESPECTFUL.

BE RESPONSIBLE.

ACT WITH INTEGRITY.

CELL PHONES/ELECTRONIC SIGNALING DEVICES/COMPUTERS

Use of devices on school grounds:

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, personal digital assistants (PDAs), and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

Times devices may be used:

Electronic signaling devices may be used before school begins and after the regular school day ends. (School begins when the first bell rings directing students to go to class—7:25 AM and school ends at 2:25 PM.) Pagers and cell phones must be turned off and not visible during the instructional day including passing periods, recesses, and lunch. (Students with a shortened schedule must wait until off-campus in order to use the cell phone.) Noncompliance will result in confiscation of said device.

Disruption may result in confiscation:

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If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day. [Parents may pick up confiscated phones in the Assistant Principal's office.]

Student Responsibility:

It is the responsibility of the student to ensure that his/her pager or cell phone is turned off and secured at all times within the above specified time period. In the case of a lost, stolen, or damaged cell phone or pager, the school or district will not be held responsible.

Consequences:

First offense –

1. Confiscation
2. Warning
3. Return to parent or guardian ONLY (unless student is 18 years of age)
4. Violation recorded in student discipline record*

Second offense –

1. Confiscation-return to parent or guardian ONLY (unless student is 18 years of age)
2. Warning
3. Suspend 1-3 days
4. Record 48901.5 and 48900K violation in student discipline record

Third offense –

1. Confiscation-return to parent or guardian ONLY (unless student is 18 years of age)
2. Suspend 1-3 days
3. Record 48901.5 and 48900K violation in student discipline record
4. Recommend to a Discipline Panel hearing with possible removal from the site

***NOTE: Flagrant disregard of the 48901.5 policy or refusal to cooperate with school authority will result in a suspension on the first offense.**

DRESS AND GROOMING

The purpose of the student dress and grooming regulations is to maintain a safe and orderly environment, to promote modesty, and to encourage students to dress appropriately and to come to school properly prepared for participation in the educational process.

A student may not remain at school or at school activities dressed in a manner which (1) creates a safety hazard for said student or for other students, (2) constitutes a serious or unnecessary distraction to the learning process, (3) tends to disrupt the campus order, or (4) is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity. Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning by enforcing District policy. At the Principal's discretion, school personnel are to enforce all guidelines relating to the following regulations. These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extra-curricular activities or specific cases. In case of questionable dress and/or grooming not covered by the guidelines, the site administrator and/or law enforcement personnel will determine the appropriateness and make the final decision.

1. No head coverings are allowed to be worn on school grounds except for sun protective hats that fit the following description: must be plain white, tan, or neutral color canvas with a 2-4 inch brim that follows the entire circumference of the hat. It must be flexible so to fit in a pocket, backpack, purse, book bag or locker. It may not be altered or customized in any way and the chinstrap or strings must match the color of the hat and may not be worn indoors. The hat may include the official school logo. ONLY during inclement weather (as determined by the site principal) may hoods or unadorned beanies be worn outdoors.
2. Clothing, accessories, body art, and/or personal items including, but not limited to, backpacks and folders, shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive, which bear weapons, drug, alcohol or tobacco company advertising, promotions, and likeness, or which advocates gang affiliations, ethnic, racial, or religious prejudice.
3. Any clothing or accessory that is a safety hazard to the wearer or others is not allowed.

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4. Clothing shall be sufficient enough to conceal undergarments at all times. See-through fabrics, halter tops, tube tops, off-the-shoulder or low-cut tops, bare midribs/midsection, and skirts, shorts, or rips in jeans shorter than mid-thigh are prohibited. Sleepwear/loungewear (including but not limited to pajama bottoms and slippers) is prohibited. Excessively baggy pants/shorts, banded or tucked pant leg bottoms, and hanging belt straps are not allowed. Skin must be visible between shorts and knee high socks.
5. Any attire or accessory containing a professional sport team name or logo is prohibited.
6. Students shall be permitted to wear College attire or accessories.
7. Shoes must be worn at all times. For elementary and middle school only: sandals must have heel straps. Flip-flops or backless shoes are not acceptable.
8. Glasses, other than prescription, shall not be worn inside school buildings or outside of buildings if they are a disruption to school activities.

Consequences

First Offense

1. Verbal warning and counseling, students will change into acceptable clothing.
2. Parent notification.
3. Written documentation of incident.

Second Offense

1. One-day in-school suspension, or lunch/recess/after school detention, or warning.
2. Parent notification.
3. Written documentation of incident.

Third Offense

1. Suspension, in-school or off-campus.
2. Parent conference.
3. Written documentation of incident

Further violations will result in further disciplinary action.

ID BADGES

While on campus during the school day students must have their own ID Badges in their possession and readily available to show when a District staff member requests a student to identify themselves by their ID Badge. The badge may not be defaced or altered in any way (not to be covered by pins, stickers, etc.). CHS will charge \$5.00 for replacement ID badges. The students who have financial difficulty will be offered alternatives to this charge. These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extra-curricular activities or specific cases.

No ID 1: Warning

No ID 3: Parent contact via automated phone call home. Coach and Club Advisors all notified.

No ID 5: After school detention/campus beautification. Parents are responsible for transportation arrangements.

No ID 8: Parent meeting

Education Code 48900 (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." If any provision of this policy or administrative regulation is held to be invalid or unenforceable by the final decision of a court or competent jurisdiction, all remaining provisions shall remain in full force and effect.

DISCIPLINE

It is the responsibility of every student to know and follow school rules. By doing so, you will be a productive and successful member of the CHS school community. All students should be self directed learners who demonstrate concern and respect for others. Students who make poor decisions will be held accountable for their actions. California State law says that a student may be disciplined, suspended, or recommended for expulsion based on "reasonable cause."

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California Education Code 48900. A pupil may be suspended from school or recommended for expulsion for committing an act as defined below:

- (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.
- (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.
- (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.
- (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.
- (r)** Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1)** "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A)** Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B)** Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C)** Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D)** 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.
 - (2)** "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.
 - (3)** "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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(s) 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 coming 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 discipline pursuant to subdivision (a).

48900.2. Sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

48900.3. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. The pupil has 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 classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.5. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48900.7. (a) Terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

48901.5 Use of an electronic signaling device during school hours [See the section on "Cell Phones and Pagers"]

48915. ...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.

(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,

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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. (ex. M-80 explosive)

Possible Interventions:

Counseling/Warning: Students are counseled and the inappropriate conduct is discussed and alternative behavior is practiced.

Referral to counselor: Student is sent to counseling to address the underlying issue/s

Phone call home: Parents are contacted regarding the conduct.

Parent Meeting with Teacher, Counselor, Administrator or Parent invitation to attend school with student: At CHS we strongly believe in an active problem solving partnership with our parents. At times, we find that we can achieve this most effectively when a parent meets with the student's teacher, counselor, or an administrator. It is sometimes requested that the parent attend school with the student for one or more periods.

Campus Beautification/Detention: When a detention is assigned for disruption or defiance of school rules, students/parents will be given a 24-hour notice of the date that the detention will be served. Failure to serve the re-scheduled detentions will result in no credit for serving the detention and may also include a one day suspension for defiance. These detentions will be served after school from 2:25 p.m. to 3:25 p.m. parents are responsible to pick up their student.

In-House Suspension: Students are placed in an alternate room for a class period or a full day.

Out of School Suspension: Students may be suspended for 1-5 school days, depending on the offense. During that time they may not be on any school campus. County law prohibits suspended students from public areas during school hours. Students will be permitted to return to school after the suspension period and after an administrative conference is held with your parent/guardian.

CJUSD Behavior Contract: Students may be placed on a behavior contract with conditions. Violation of the behavior contract will result in a recommendation for a Due Process Meeting at the Student Services Office. The Due Process Meeting may result in a change in placement (Student may be administratively placed at a different school site) or a recommendation for expulsion from the District.

Expulsion: Expulsion is the most severe avenue of discipline. Students referred for an expulsion hearing will have their grades, attendance, and behavior reviewed by a district panel that may decide to remove the student from all schools in the district.

Citations: San Bernardino County Sheriff Officers are authorized to write citations for students to appear in court. Administrators may also write Clean Sweep citations which must be signed by a police officer. Students must appear in court if they are issued either type of citation.

Plagiarism/Cheating

Cheating and plagiarism are defined as "any involvement in an attempt to obtain credit for work that is not one's own." Plagiarism is a "theft of ideas" and will not be tolerated. Plagiarism takes someone's ideas and puts them in an assignment without documenting the source. It appears to be an original idea when actually it was taken from someone else. A person does not accomplish anything positive by plagiarism. These acts will lead to disciplinary action. **First Offense:** Teacher counseling, no credit for the assignment, teacher/parent/student conference, referral to the Office for documentation of incident in Zangle. **Second Offense:** On campus suspension; loss of any ASB, Captain status on any athletic or academic team, or participating in the Leadership class; exclusion from honorary organizations (Such as National Honor Society, California Scholarship Federation, etc.) parent conference with administration. Plagiarism on scholarship materials and/or graduation speeches is severe and the administration reserves the right to invoke any reasonable consequence as a result.

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ATTENDANCE POLICIES

Colton High School believes that arriving to class on time builds responsibility and maximizes instructional time that leads to increased student achievement and success. In order to effectively and fairly monitor attendance, no passes will be issued by staff members for the first and last ten minutes of any class period to use the restroom. Attendance sweeps will be ongoing. Students out of class without a valid pass are considered tardy or truant and tardy and truancy consequences shall apply respectively.

PRINCIPAL'S PERFECT ATTENDANCE AWARD

Students must be continuously enrolled since Day 1 of the semester and present and on-time for all periods each day in the semester. Any absence beside school activity will disqualify a student for the Principal's Perfect Attendance Award.

SCHOOL ATTENDANCE REQUIRED BY LAW (ED. CODE § 48200, 48290)

California Education Code 48200 states: Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter is subject to compulsory full-time education...and each parent, guardian, or other person having control or charge of the pupil shall send the pupil...for the full time designated as the length of the school day by the governing board of the school district in which the resident of either the parent or the legal guardian is located. Four types of absences: 1. Excused [qualified] absence due to illness, medical, dental, death in immediate family, court for the student, religious holiday. 2. Unqualified absence is an absence with parent consent for reasons other than qualified. Ex: vacation, accompanying parents to parent's appointments, staying home to take care of a sibling etc. 3. Unverified absences are absences that have not been verified through parent contacting school either via phone, email, or note. 4. Truancy EC Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year.

CHRONIC AND HABITUAL TRUANCY

EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant. EC Section 48262: Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year. Students who are chronically and/or habitually truant may be subject to the following possible consequences: revocation of student parking permit, detention, Saturday school, SART-a meeting with the parent and student including an attendance contract, DART-a meeting to review the student's current school placement, citation, SARB-meeting with school and law enforcement to determine parent/student consequences, referral to the San Bernardino County District Attorney's Office or probation, request for the parent to attend school with the student for one day, as well as any other consequences pursuant to the California Education and Penal Codes. EC Section 48260.5 allows the courts to suspend, restrict or delay a pupil's driving privilege pursuant to Section 13202.7 of the *Vehicle Code* for Chronic Truancy.

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Tardy Policy

- Students will be allowed to be late to classes 6 times throughout a quarter without receiving consequences
- Upon receiving the 7th tardy during a quarter, students will receive campus beautification for each time they are late
- Students serving campus beautification will report to the campus security office at 2:35. Upon beautifying their area, students will be released (this may take 15 minutes or may take 50 minutes based on work ethic)
- Tardies will be reset for at the start of each quarter (each student will return to 0 tardies)
- Students with a pass from another staff member will not be marked tardy
- Reminder: monitor your tardies and absences in Zangle

PARENT PENALTIES PER THE EDUCATION AND PENAL CODES

EC Section 48293 (a): Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted there from, is guilty of an infraction and shall be punished as follows:

1st conviction = \$375 w/P&A

2nd conviction = \$750 w/P&A

3rd conviction = \$1,500

w/P&A

EC Section 48293 (c): The court may also order that the person convicted of the violation of subdivision (a) immediately enroll or re-enroll the pupil in the appropriate school or educational program and provide proof of enrollment to the court. Willful violation of an order under this subdivision is punishable as civil contempt with a fine of up to one thousand dollars (\$1,000).

Penal Code Section 270.1. (a) A parent or guardian of a pupil of six years of age or more who is in kindergarten or any of grades one to eight, inclusive, and who is subject to compulsory full-time education or compulsory continuation education, whose child is a chronic truant as defined in Section 48263.6 of the *EC*, who has failed to reasonably supervise and encourage the pupil's school attendance, and who has been offered language accessible support services to address the pupil's truancy, is guilty of a misdemeanor punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment.

INTERVENTIONS FOR TARDIES

Students who are tardy to class will be directed to the TNT room for check - in and processing at which time they must present their school ID card.

Tardy 1-6 : Students will go to class and teachers will mark them late and warn them.

Tardy 7 +: Campus beautification will be assigned, including conferencing with administration.

Tardy 10: Parent meeting for placement on a School Attendance and Review Team (SART) Contract with administrator and law enforcement representative present.

Further tardies may result in: District Attendance Review Team (DART), Referral to Probation, Transfer to other school site, Referral to SARB – (Meeting with District Coordinator of Student Services & Child Welfare and the District Attorney). Parents may only excuse a tardy for period 1 with a note or in person upon arrival. Acceptable reasons are medical / dental appointments, court appearances, and others approved by administration. Reasons such as car trouble, waking up / running late, missing the bus, or running into traffic are not acceptable reasons and do not qualify as an excused tardy.

SATURDAY SCHOOL

Saturday school is an opportunity for students to make up absences, receive tutoring, or make up course work. Saturday school will begin at 8:00 AM and end at 12:15 Noon. A 10 minute break is scheduled about half-way through the morning. Students bring four hours of work to complete. Students who do not bring the required amount of work will not be admitted. This school work includes all materials, books, and papers necessary to be engaged for the four-hour

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session. There is no transportation provided for Saturday School. Failure to attend an assigned Saturday School will result in further disciplinary actions.

ACTIVITIES

Activity and Athletic Code

Colton High School offers its students a variety of activities, clubs, and athletic teams to get involved in. Students must have a 2.0 GPA (grade point average) and have passed at least 4 classes in the most recent grading period (semester or quarter) in order to participate in any extra-curricular events. This includes, but is not limited to, athletics, student activities, elections for ASB & court, after school field trips, clubs, dances, and performances, etc. If an event takes place during the student's school day, students are not required to have the 2.0 GPA. If the event occurs after the close of the student's scheduled day, the GPA requirement applies. Students with a history of discipline or truancy problems will not be able to participate on a team, in an activity organization, or attend an activity. This will be an administrative decision, and can vary from temporary suspension for the activity to removal from the team or organization.

Activity/Club/Team Contract

Colton High School believes in **Pursuing Victory with Honor** and is committed to excelling in academics, leadership, responsibility, and good sportsmanship on the field and in the classroom. Your decision to participate in a Colton High School club/activity/team demonstrates the strength of your character to this commitment. As a willing participant in a club/activity/team you have become a representative of Colton High School. As a representative of Colton High School you are expected to exhibit excellent behavior, attendance, and grades. Failure to uphold any/all of the Education Code, school, or district rules may result in your removal from the club/activity/team.

Associated Student Body (ASB) Card

ASB Cards are sold to raise money for student body extracurricular activities. The card admits students to most home athletic events free of charge and will provide a discount on the yearbook, dances such as Homecoming, Winter Formal, Prom, and any other dances held, plus other school activities. You may purchase an ASB Card in the Business Office.

Assemblies & Pep Rallies

Pep Rallies promote school spirit, sports, and academics and are held in various locations on the campus.

Business Office Refund Policy

Policy for students requesting a refund for activities that are paid for through the Business Office: 1. If the student is told by the school that they cannot attend, the student is entitled to a refund provided he/she requests a refund no later than 3 PM one week before the event. (*Ex. If the event is on a Thursday, the refund request must be made by 3 PM on the previous Thursday.*) 2. If the student is told by the school the week of the event that they cannot attend, the student is entitled to a refund provided he/she requests a refund through the Business office no later than Noon on the last business day prior to the event. (*Ex.: If the event is on a Friday night the refund request must be made no later than noon on Friday. If the event is on a Saturday, the request must be made no later than noon on Friday.*)

Note: Any senior who is excluded from Senior Activities due to a violation of the senior contract will not be entitled to a refund unless the ticket to the activity is re-sold to another student.

School Dance & Grad Night Regulations

Informal school dances are for CHS students only. For the formal dances (Homecoming, Winter and Prom) you may apply to bring one guest. All guest applications must be approved by an Administrator prior to purchasing a ticket. Guest applications may be picked up in the Business Office. Dances require that tickets be bought before the day of the event. **No tickets will be sold at the door.** Once you are inside the dance you are expected to remain inside until you decide to leave. Once you leave you will not be permitted to re-enter. This includes forgotten items in your car (camera, makeup, etc.) Anyone under the influence of a controlled substance at a school activity will be held accountable as per Student Discipline Guidelines and will be referred to local law enforcement. Grad Night follows the same criteria as formal dances.

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All school rules are in effect. Students must meet eligibility requirements to attend.

Athletics

Colton High School has embraced the philosophy **“Pursuing Victory with Honor”** set forth by the California Interscholastic Federation (CIF), which envelopes the **“6 Pillars of Character”** which are outlined by the Josephson Institute and their program known as **“Character Counts”**. The Josephson Institute, CIF and Colton High School believe that athletic success can be achieved by Athletes, Coaches, Administration, Teachers, Parents and the Community who believe in the following **“6 Pillars of Character”**: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

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Important Parent Notifications Available Online

The Colton Joint Unified School District presents its Education in Review document each year to notify pupils, parents and guardians of its rights and responsibilities, pursuant to California Education Code Section 48980. This notice is to inform you that these notifications are available for your review and are posted on the district website as well as available from your student's school or district office upon request. An acknowledgement of receipt of this notice must be signed by the parent or guardian and returned to the school as required by Section 48982. A place for your signature has been provided on the flip side of the "School Emergency Card." Your signature does not indicate consent for your child to participate in any program. The notifications cover a broad range of district-related topics including, but not limited to, the following:

- A section on instructional programs includes graduation requirements and college preparation, No Child Left Behind, sex and health education, English learner programs and student records.
- A section on Health Services includes immunization and health screenings and administration of medication.
- A section on safety includes student discipline, suspension and expulsion, sexual harassment, Megan's Law sex offender notification and disaster preparedness.
- A section on special education includes rights of parents, program timelines, policies and assessments.
- A section on complaint procedures outlines each step in formal complaint procedures from filing through decision and appeals.
- Another section covers nondiscrimination policies and rights.
- A section on attendance options includes information about school attendance alternatives, open enrollment and inter-district attendance.

The notifications are available for your review at www.cjUSD.net under Parent Notifications.

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Notificaciones importantes para los padres disponibles por el web

El distrito escolar unificado de Colton presenta cada año su documento Un Repasó a la Educación, para notificar a los alumnos, padres y tutor legal sobre sus derechos y responsabilidades, según el código de educación de California sección 48980. Este aviso es para informarles que estas notificaciones están disponibles para su verificación y están publicadas en la página web del distrito así como disponibles en la escuela de su alumno o la oficina del distrito a su petición. Se debe firmar un verificativo de esta notificación por el padre o tutor legal y se debe regresar a la escuela según el acuerdo de la sección 48982. Se ha proporcionado un lugar para su firma al reverso de la “tarjeta de emergencia escolar”. Su firma no significa que ha dado su consentimiento para que sus hijos participen en algún programa. Las notificaciones cubren una extensa variedad de temas relacionadas con el distrito incluyendo, pero no limitadas a lo siguiente:

- Una sección sobre los programas de educación incluye requisitos para graduación y preparación para la universidad, el programa de ningún niño se quedará atrás, educación sexual y sobre la salud, programas para aprendices de inglés y expedientes estudiantiles.
- Una sección sobre servicios de salud incluye inmunizaciones y exámenes de salud y la administración de medicamentos.
- Una sección sobre seguridad incluye disciplina para los alumnos, suspensión y expulsión, acoso sexual, notificación de la ley Megan sobre un delincuente sexual y preparación en caso de un desastre.
- Una sección sobre educación especial incluye los derechos de los padres, cronogramas de programas, las normas y las evaluaciones.
- Una sección sobre procedimientos para presentar una queja describe cada paso de los procedimientos de una queja formal desde la presentación hasta la decisión y las apelaciones.
- Otra sección cubre las normas y derechos de no discriminación.
- Una sección sobre las opciones de asistencia a la escuela incluye información sobre alternativas para asistir a la escuela, inscripción abierta y asistencia entre distritos.

Las notificaciones están disponibles para su revisión, bajo notificaciones para los padres de familia, en www.cjusd.net.

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Anti-Discrimination/Complaint Procedures

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance, and counseling programs, athletic programs, testing procedures, and other activities. Eligibility for extra and co-curricular activities shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

Board Policy 8390, Adopted May 2000

Sexual Harassment

It is unlawful for students or employees to engage in sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone in the work or educational setting. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive environment.

Any student or employee who feels he or she has been subject to sexual harassment may file a formal complaint by completing a District "Report of Complaint" form (available at any school or at the District Office) or provide a letter outlining the complaint. The letter must include the name, address and telephone number of the person making the complaint, the name of the school or department, the name of the employee or the student involved, the statement of complaint, including all facts, dates, and policy involved, a statement of relief sought and signature of the person filing the complaint.

An investigation by the Director of Student Services will take place within 30 days.

Board Policies 6705 and 7295. Adopted October, 1992, Amended July, 1993

Title IX and Uniform Complaint Procedures

The Colton Joint Unified School District is in compliance with Title IX under Uniform Complaint Procedures. These items are required to ensure equal rights and opportunities in any program or activity conducted by a district that receives federal or state financial assistance.

If you feel that an issue of discrimination has arisen, please contact the school to seek a solution. Uniform Complaint Forms are available at the school site and at the Colton Joint Unified School District Office. They should be submitted to:

All inquiries relating to nondiscrimination, harassment or educational equity may be directed to the following compliance officers:

Title IX – Ingrid Munsterman, Assistant Superintendent, Human Resources, 1212 Valencia Drive, Colton, CA 92324 (909) 580-6691

Title II – Celia Gonzales, Coordinator of Staff Development and Special Projects, 1212 Valencia Drive, Colton, CA 92324 (909) 580-6538

Section 504 – Janet Nickell, Director of Pupil Personnel Services, 10435 Cedar Avenue, Bloomington, CA 92316 (909) 580-6002

CCR Title 5 – Todd Beal, Director of Student Services, 325 Hermosa Street, Colton, CA 92324 (909) 580-6525

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Notice to parents/guardians/students/teachers/staff

Education Code 35186 requires that the following notice be posted in each classroom.

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair; and school restrooms must be cleaned, maintained, or kept open in accordance with Education Code 35292.5. Clean or maintained school restrooms means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
3. There should be no teacher vacancies or mis-assignments as defined in Education Code 35186(h) (1) and (2) and the District's administrative regulation AR 1312.4.

If you feel that we are not adequately meeting these requirements, you have the right to file a complaint with the principal of this school.

To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office or California Department of Education's website. All complaints must be resolved within 30 days.

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I have received a copy of the 2015-2016 Parent/Student Handbook which includes the Title 1 Parent Involvement Policy, Parent compact, Parent Notifications Available Online, Asbestos and pesticide notification, and Anti-Discrimination/Complaint Procedures

Student Signature

Parent Signature

Student Name (please print)_____

Student ID # _____

Grade_____