

**KINGSBURG HIGH SCHOOL**

**STUDENT HANDBOOK  
2011-12**



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## 2011-12 SCHOOL CALENDAR

August 22, 2011	Opening Day - All Classes
September 5, 2011	Labor Day Holiday
September 19, 2011	Foggy Day Inservice
October 14, 2011	First Quarter Ends
October 24, 2011	Foggy Day Inservice
November 11, 2011	Veteran's Day Holiday
November 21-25, 2011	Thanksgiving Vacation
Dec. 23, 2011 - Jan 6, 2012	Christmas Vacation
January 9, 2012	All Day Staff Inservice (No Students)
January 11, 2012	First Semester Ends
January 16, 2012	Martin Luther King Holiday
February 6, 2012	Foggy Day Inservice
February 13, 2012	Lincoln's Day Holiday
February 20, 2012	President's Day Holiday
March 8, 2012	Third Quarter Ends
March 12, 2012	Foggy Day Inservice
April 2-9, 2012	Easter Vacation
May 28, 2012	Memorial Day Holiday
June 7, 2012	Graduation

## ATTENDANCE PROCEDURES . . .

### Absences

Acceptable (excused) Leave Days - Illness, medical appointment, death in the family, court, funeral, and personal family necessity (needs administrative approval). Transportation will no longer be accepted as an excused absence or tardy. All medical appointments must be confirmed in writing from the doctor's or dentist's office. Attendance is very important and is directly connected to student success and achievement. **On the fourth all-day excused absence without a doctor's note, parents will be notified that their student has had excessive absences. On the sixth all-day excused absence without a doctor's note, a meeting with an administrator will be required.**

Truant or Unexcused - A total of 4 unexcused absences per class will result in Step 4 of our assertive discipline policy and result in a total loss of 5 credits for the semester regardless of the grade. Students are not allowed to recover truant days or to make up missed assignments. Absences that are not cleared, overslept, did not check out, any personal appointments such as hair, nails, shopping, or any personal family necessity not administratively approved will be unexcused.

Attendance Verification: Parents are expected to notify the school of a student's absence the day it occurs. The office is open from 7:30 a.m. to 4:00 p.m. A voice mail system (extension 15 or 27) is available during all other hours for your convenience. A note should be sent with the student the first day he/she returns to school if no phone call has been made. Our automated phone calling system will attempt to communicate absences to parents, but the responsibility for contacting and clearing an absence remains completely with the parent/guardian. **At the request of our auditors, we must have all absences verified either in writing or recorded on the answering machine. Remember that all absences must be cleared within 24 hours of returning to school and all tardies must be cleared by the beginning of the following school day.**

Excessive single period absences, whether excused or unexcused, will be monitored and will be referred to the Alternative Education Committee to discuss whether the student should continue in the comprehensive high school or go to an alternate site and program.

Questions Regarding Attendance: Any parent who wishes information regarding his/her student's attendance is welcome to contact the school. Ask for the attendance clerk. We also have an online system to view your own student's records. Please contact the office to provide your e-mail address so you can register.

Field Trips and Homework Missed - Homework and tests are due **in advance** of the absence, if possible. School policy allows one day of make up for each day of acceptable leave days taken.

### Campus Passes

A student must first go to class and bring a pass from his/her teacher when signing in to see the nurse or a counselor. Students are required to have a campus pass any time they are out of class.

### Tardies

Being tardy to class is being disrespectful to the teacher and to fellow students. All students who are tardy will report to the attendance office for a tardy slip before being allowed to enter class. Any student reporting later than five minutes after the time stamped on their tardy slip will be sent to the office for another tardy. **Any tardy over 30 minutes is considered an absence.**

Excused Tardies - Ill, medical appointment, needed at home (must get administrative approval), and personal (must be for extreme cases and requires pre-approval from the administration). **Four excused tardies per semester will be allowed with acceptable documentation. Any tardy after 4 will be considered unexcused for the remainder of that semester.**

Unexcused Tardies - Overslept, transportation, completing an assignment, etc.

## **ASSERTIVE DISCIPLINE POLICY (Responsibility Center)**

### Policy for Tardy, Truancy, and Classroom Disruption

A policy to deal with tardies, truancies, and classroom disruptions has been in place at Kingsburg High School for several years and is based on the premise that the teacher has a right to teach—the student has a right to learn. The purposes of this policy are:

1. To help students to learn to accept responsibility for their own behavior.
2. To help provide a positive learning environment for all students.
3. To eliminate classroom disruptions, tardies, and truancies.
4. To help reduce the number of suspensions.

In accordance with this policy, a Responsibility Center (R/C) has been established to correspond to each of the six periods of the day. Referral to the R/C and penalties will be given for the following violations on a semester basis:

#### **Step 1 - First Referral to R/C - Report directly to R/C**

Infraction: 2 Tardies  
1 Truant  
1 Classroom Disruption

Penalty: Write a student contract acceptable to teacher. Letter mailed home.

#### **Step 2 - Second Referral to R/C (from the same class) - Report directly to R/C**

Infraction: 1 Tardy  
1 Truancy  
1 Classroom Disruption

Penalty: Write a student contract acceptable to teacher. Letter mailed home.

**Step 3 - Third Referral to R/C (from the same class) - Report directly to R/C**

Infraction: 1 Tardy

1 Truancy

1 Classroom Disruption

Penalty: Assigned to R/C until parent conference is held. Parent/guardian must contact school within five days.

**Step 4 - Fourth Referral to R/C (from the same class) - Report directly to R/C**

Infraction: 1 Tardy

1 Truancy

1 Classroom Disruption

Penalty: Assigned permanently to R/C for remainder of semester with loss of credit.

**Additional Consequences**

1. One truancy or two tardies to the R/C will be considered defiance. Further infractions will result in a mandatory parent conference and possible alternative education. If students are sent to the principal or dean from the R/C on a disturbance referral from R/C, they will be considered defiant. A second referral will result in a two-day home suspension and the possibility of a referral to the Alternative Education Committee. Any student assigned permanently to one period of R/C will be placed on involuntary contract. Any student assigned permanently to a second period of R/C will be referred to the Alternative Education Committee.
2. Any senior assigned to one period of permanent R/C during the second semester will lose senior week activity privileges which include Disneyland's Grad Night.
3. Any senior assigned to two periods of permanent R/C will also lose the privilege of walking in the Kingsburg High School graduation ceremony.
4. Any student assigned permanently to a third period of R/C will be dealt with through alternate measures (continuation school or independent study).
5. Any student assigned permanently to R/C becomes ineligible and may not participate in extra-curricular activities (includes sports, dances, etc.).
6. While assigned to R/C on a temporary basis, the student may make up work missed in class and it is their responsibility to do so. Students assigned permanently to R/C will lose credit and receive an "F" for that class for the semester.
7. Any combination of R/C referral violations may move a student to the next step of the policy.
8. Two or more consecutive truantries of an extended absence will place the student on Step 2 of the referral policy if for a first referral.

9. Any student attending Kingsburg High School on an interdistrict agreement who is assigned permanently to two periods of R/C during the school year will be referred back to his/her district of residence.
10. A student who doesn't make an effort to complete the contract and return to class will receive a discipline referral to the assistant principal and may be considered defiant.
11. Students can be sent on combination steps only if they occur in rapid succession or the student is missing so much class that the teacher cannot give the student the R/C form.
12. If administration and parents agree to place a student voluntarily in R/C permanently for any reason which should be an extraordinary circumstance, the student will lose all credit for the class and fall under all of the above restrictions and rules.

#### **MINIMUM GRADUATION REQUIREMENTS**

Minimum graduation requirement is 230 credits to include the following:

- \*4 years (40 credits) English (will be enrolled in a college prep English class and/or English E at all times regardless of total English credits)
- \*3 years (30 credits) Math (one must be Algebra 1, Algebra 1B or Geometry)
- 1 year (10 credits) Earth Science
- 1 year (10 credits) Biological Science
- 1 year (10 credits) Health/Wellness
- 1 year (10 credits) World History
- 1 year (10 credits) U.S. History
- 1 semester (5 credits) Economics
- 1 semester (5 credits) Civics
- 1 year (10 credits) Performing Arts
- 3 years (30 credits) P.E. (includes 10 credits in Health/Wellness)

Student must pass both sections (English and Math) of the California High School Exit Exam (CAHSEE).

If any class is repeated in which a grade of D or higher was earned, the repeated class counts as an elective.

Students may take P.E. athletics, P.E. Pep Squad, P.E. band, and P.E. drill team for P.E. credit in lieu of a regular P.E. class. However, the following conditions and criteria will be adhered to strictly:

1. Beginning with the Class of 2012, any student who does not pass 5 out of 6 subtests in the California Physical Fitness Test in the 9<sup>th</sup> grade will be enrolled in a P.E. class until 5 of the 6 components have been met during the testing window. The test will be given in May of each year.

2. Only 5 credits of P.E. will be given per semester regardless of the number of the above activities in which the student participated.
3. A maximum of 20 P.E. credits may be earned in four years by participating in the above activities.
4. A grade of 'P' or 'NE' will be given to students earning P.E. credit through participation in activities. Credits will count, but the grade will not be used in computing academic eligibility.
5. Students participating in activities for P.E. credit may also take regular P.E. classes for elective credit toward graduation.
6. Students in regular P.E. classes will be given a letter grade which will be used in determining academic eligibility.
7. All credits accepted by Kingsburg High School students must have been earned from an accredited high school.
8. Current Kingsburg High School students can take on-line courses for Kingsburg High School credit only under the following circumstances:
  - a. The course is a UCCP Advanced Placement course supervised by a Kingsburg High School District teacher, **and**
  - b. The course is not offered by Kingsburg High School, **and**
  - c. The course is being offered by an accredited high school.
9. Credits earned at the college level will not be added to the Kingsburg High School transcript.
10. Students who serve as statistician, team manager, etc. may earn elective credits ONLY.

#### **PARTICIPATION IN GRADUATION AND SENIOR WEEK ACTIVITIES**

District policy provides that no students shall participate in commencement exercises unless he/she has completed all graduation requirements including 230 units of credit and required courses, and passes both sections of the California High School Exit Exam. **All students must have successfully passed the High School Exit Exam in order to participate in the graduation ceremony even if all other district requirements have been met.** Students also must have paid all bills owed to the school and have returned the signed letter agreeing to expected behaviors at all senior week activities and the graduation ceremony itself.

Mid-year graduates will not be allowed to participate in the graduation ceremony without petitioning the administration at least one month in advance of the ceremony.

For the welfare and safety of all, students wishing to take part in specific activities such as Grad Nite, graduation, and other events to be determined by the administration, may be required to submit to a personal search of themselves and their possessions. Due to deposits made to transportation companies we are unable to give refunds given for Grad Nite for any reason. Mature, responsible, and thoughtful behavior is expected from all students at all times. Graduation and senior week activities are happy times, but behavior standards remain the same. The KHS faculty, administration, fellow students, parents, and community have high

expectations. Seniors should keep in mind that the graduation ceremony is a privilege not a right and belongs to the class and not anyone individual. Seniors who repeatedly misbehave during their senior year may lose that privilege. (See senior letters in discipline section).

#### **ACADEMIC PROBATION**

A student having two or more grades of F, not earning a 2.0 grade point average, or one who has been assigned permanently to the R/C during any quarter grading period, is on academic probation and will be subject to the following restrictions:

1. No participation in any athletic contest, cannot travel with the team, sit on the team bench, or suit out, but may practice with the team.
2. No participation in drama, color guard, out of class music, agriculture activities or pep squad/cheer.
3. No participation in club activities or fieldtrips held after school hours or on weekends.
4. No attendance at school dances.
5. No attendance at club sponsored field trips.

Additional Information:

1. The most recent grading period will determine the current academic probation status.
2. Any student coming in Kingsburg High School without a transcript will remain on academic probation until an official transcript is received and reviewed or until the next grading period in which they will follow the school policy.
3. Incoming freshmen will be eligible and not on academic probation for the first quarter of the freshman academic year. After the first quarter, academic probation rules will apply.

The purpose of these restrictions is two-fold. First, it is hoped that extra time will be spent on improving grades. Second, it is hoped that a desire to participate in school activities will motivate students in their efforts to improve.

Incoming freshmen are not restricted under these rules for their first quarter.

#### **STUDENTS RECEIVING FAILING GRADES**

To assist students to remain on track for graduation with their class and to carefully monitor academic difficulties, we will have the following failure policy:

1. Any student who earns two failing grades at the end of a quarter or semester shall be placed on contract.
2. Any student who earns three failing grades at the end of a quarter or semester may be referred to the Alternative Education Committee.
3. Any student with four or more failing grades at a quarter or semester shall be transferred to alternative education.

## GRADING

### Pass/Fail Grade

Students enrolled in elementary aide, office secretary, student aide, library aide, P.E. athletics, P.E. band, P.E. drill team and job skills will be graded on a pass/fail basis only. No letter grade will be given. Some teachers may offer a pass/fail option in specific courses, but this option must be outlined in their grading procedure guidelines.

### Deficiency Notices

Deficiency notices are provided in the fifth week of any grading period in order to alert parents that added academic support is needed and this will offer time for parents to intervene. Deficiency notices are sent home for students who are earning a 'D' or 'F' grade. A student must receive a deficiency notice of D or F in order for a teacher to assign a failing grade. Parents may also view grades and attendance on-line by contacting the office to provide an e-mail address.

### **LUNCH OR BREAK STUDY HALL GUIDELINES (teacher assigned)**

1. Any teacher may require a student to stay in their classroom for study hall at either (lunch or break) for any of the following *academic* reasons:
  - a. failure to complete class work
  - b. failure to complete homework
  - c. failure to complete make up assignments
2. Students will be required to stay for teacher assigned study halls.
3. Students will be quiet and study during this study hall time.
4. Your teacher will be available to provide academic help and support.
5. Refusal to stay or report to a teacher assigned study hall will be considered defiance and dealt with accordingly.

## HONOR ROLL

The staff of Kingsburg High School considers excellence in the classroom to be a worthy goal for every student. We wish to recognize those students who maintain high grades as a form of respect for their education and for their future goals. At the end of each grading period Kingsburg High School will publish the Superintendent's Straight A Honor Roll and the Principal's B Honor Roll. Students will be included on the Superintendent's Straight A Honor Roll if they receive a 4.0 GPA and 30 credits. Students will be included on the Principal's B Honor Roll if they have a 3.0 GPA, receive 30 credits, have no grade lower than a 'C', and have no more than one 'C'. We wish you a rewarding year as you engage in your studies.

## EARLY BIRD CLASSES

There are some important factors to consider with the choice of a 7<sup>th</sup> period early bird class:

1. There will be no morning transportation provided for early bird class.
2. This class meets every day from 7:00 to 8:00 a.m.
3. If you wish to drop this class at some point in the year and take only your six regular classes you will be allowed to do this. You will not be allowed, however, to add the early bird class you drop into your regular schedule. Take special care with required classes as this could place graduation at risk. You will need to wait until the following year to take the class again.
4. Students must take a full six periods during the school day in addition to the early bird class.

### Early Bird Attendance Policy

All students will sign and receive an early bird attendance letter. The following consequences apply on a semester basis.

*Unexcused Tardies:* 3<sup>rd</sup> tardy - attendance referral, letter mailed home  
4<sup>th</sup> tardy - attendance referral, letter mailed home  
5<sup>th</sup> tardy - letter mailed home, student dropped from class for semester.

*Truancy or Unexcused Absence:* 2<sup>nd</sup> truancy/unexcused absence - attendance referral, letter mailed home.  
3<sup>rd</sup> truancy/unexcused absence - attendance referral, letter mailed home.  
4<sup>th</sup> truancy/unexcused absence - letter mailed home, student dropped from class for semester.

\*For a combination of tardies and truantries, students will be dropped when they receive their 4<sup>th</sup> attendance referral.

## COUNSELING

Schedule Change Policy - Schedule changes may be initiated at the beginning of the first semester. These changes will only be accommodated during the first ten days of instruction, with completed signatures on the "Request for Schedule Change Form" and if size and balance of classes within a department can be maintained.

Schedule changes for the second semester will only be accommodated during the first 5 days of instruction, with completed signatures on the "Request for Schedule Change Form" and if size and balance of classes within a department can be maintained.

Any request for a change after the tenth day of instruction, or ten days after the first day of enrollment, (5 days after the second semester), must have the approval of the parent, teacher, department chair, counselor, vice-principal, and principal. These changes will be made only for the following serious and compelling reasons:

1. A documented medical condition.
2. Placement change due to ability as determined by department chair and teacher.
3. Seniors requesting job skills.
4. Administrative placement due to extenuating circumstances.

Changes will not be made for:

1. Dislike of class, curriculum or teacher.
2. Student failure due to excessive absences or incomplete work.
3. Student acquiring Steps in the Assertive Discipline process.

**Confidential Counseling** - If a teacher feels that an individual student could benefit academically, behaviorally, or personally from this service, they are encouraged to refer him/her to a counselor. Students are also encouraged to come in on their own for assistance at any time.

### **BUS SERVICES**

The following statement is from the California Administrative Code Title V:

"Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the school bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the school bus or being escorted across a street or highway or road. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied transportation."

Transportation is provided as a service to students and parents and is a privilege, not a right. Student conduct while on the bus or while at or in the vicinity of the bus stop shall be compatible with safety and good citizenship at all times. The bus driver has complete control of the bus operation including the behavior of the students. Students must act in a responsible and safe manner, follow all school rules, and follow any instructions given by the bus driver or any other school official. Students reported to the administration by the bus driver or staff member for not complying with school rules will be suspended from bus transportation privileges or may lose them altogether.

## GENERAL INFORMATION

### Alternative Education Committee (A.E.C.)

The Alternative Education Committee is set up to determine appropriate placement for a student. There are generally four occasions when the committee will meet:

1. A student is new to the district and/or is registering late in the semester or has experienced difficulties in another school district or has been in an alternative program elsewhere.
2. A student or parent/guardian is requesting a transfer to another program in the district.
3. A student is experiencing difficulty with the Kingsburg High School program and this is reflected in attendance, academics or behavior. Referral to this committee can be for excessive excused absences also.

The AEC is comprised of one of the assistant principals from Kingsburg High School or their designees, and the principal from the Alternative Education Center or her designee, the students and the parents or guardians of that student.

The purpose of this committee is to facilitate the education of the student by determining the best program for placement, identifying the obstacles that are keeping a student from succeeding at Kingsburg High School, and by providing support and direction for the student and the parents who are in need of alternatives and information.

A student or parent may request a meeting with the Alternative Education Committee by contacting Mrs. Rogers at the office. It is also important to call Mrs. Rogers if you are unable to make the meeting.

Students will graduate with the school where they spend the final semester of their senior year.

**Bills & Refunds** - Students owing bills, fines, or fees should clear them as soon as possible in the ASB business office during break and lunch, but at least before the close of the school year. Yearbooks will be released early to students who owe no money to the school. Yearbooks for all students who owe money will be held until the last day of school or until the debt is cleared. No student will be cleared for graduation who has unpaid fines or other debts. Bills may be paid by check until May 1. After that date, all bills must be paid with cash or money order.

In order to qualify for a refund of any kind the student must have their original receipt. No refunds will be given for any reason after the end of the school year in which the original payment was made.

**Change of Address or Phone** - Please report any change of address, phone number, or similar information to the office *promptly*. We need to keep our records current at all times.

### **Elementary Aide -**

#### **Attendance**

1. All aides must sign in at the elementary office each day upon arrival at the school.
2. Students should call the elementary school whenever ill or absent for any reason so the school can plan accordingly.
3. Students should advise teachers in advance (when possible) of any change in the daily KHS time schedule.
4. Students working at Reagan School will be allowed 20 minutes each way to and from elementary aide. Student at all other schools will be allowed 10 minutes each way.
5. Rain is the one excuse for students not reporting to aide. Report to the office for a rainy day decision. Under no circumstances will students determine on their own to remain on campus or to engage in any other activity.
6. Students will report to aide during the final schedule.
7. The elementary teacher will be responsible for the student's assignments, attendance record, and evaluation.
8. R/C procedures will apply to truancies in elementary aide and can result in permanent placement in R/C.

#### **Route:**

1. There is to be no stopping along the way at any location including the student's home
2. Students may not drive or ride in a vehicle or on a bicycle to their aide class.

**Discipline:** Noncompliance with above rules, insubordination, any other infraction of KHS rules, or any combination of these:

1. *First occurrence* - Counseling by elementary teacher and/or site administrator for disposition.
2. *Second occurrence* - Communication with KHS. Counseling with KHS advisor and/or administrator for disposition.
3. *Third occurrence* - Removal from aide program and placement in R/C for the remainder of the semester with loss of all credit for the class.
4. A student violating a suspendable offense may be removed from elementary aide, as determined by the administration.

**Eligibility** - A student who is on academic probation and is ineligible at the close of the second semester may use summer school to establish eligibility for the first quarter in the fall under the following conditions:

1. A maximum of 10 credits will be allowed.
2. The divisor used to determine GPA eligibility shall include summer classes taken to reflect the total number of classes taken.
3. Summer school classes failed or incomplete will not affect the student's academic eligibility established at the end of the second semester.

### **CIF Eligibility**

At any grading period a student shall not have more than one F **and** shall have at least 2.0 GPA to be eligible. At semester a student shall meet the aforementioned criteria **and** have completed at least 25 credits.

**Identification Cards & Student Body Cards** - Picture ID cards are issued to all students for proper identification at school dances and other functions. These are issued early in the school year. This picture ID card must be carried on your person while on campus and at all school functions should there be a need to identify yourself as a student. Students must present proper identification when asked to do so by an authorized person and may be denied entry to events without their picture ID. A student may purchase a card entitling him to admission to all regular athletic events at home **free** and at greatly reduced prices at away games. No refunds will be given for student body cards after the first home athletic event.

**Insurance** - *Kingsburg High School does not provide medical insurance for students.* California law (Education Code section 31751-52) requires that every member of an athletic team have medical insurance as well as any student who performs a duty in connection with athletic events. Please be prepared to provide proof of medical insurance when going out for sports, pep squad, or other physical activities.

**Interdistrict Transfer Agreements** - Students attending KHS on an interdistrict agreement are expected to adhere strictly to all district policies. As a guest at KHS, we ask no more of you than we ask of all our students. However, because of the special nature of an interdistrict agreement, violation of academic, attendance, or behavior policies will terminate the agreement and you will be referred back to the school in your district of residence. Interdistrict agreements must be renewed annually.

**Library** - The mission of the library media center and its staff is to support the school curriculum, state content standards, and to ensure that all students and staff are effective users of ideas and information. The library has 12 computer workstations for student use of Microsoft Office programs, electronic database subscriptions, and internet resources. Students may use computers to complete school assignments and to conduct research and investigation. To facilitate student use, the library will be open 30 minutes prior to the start of school and 30 minutes after class dismissal at the end of the day. Students may use the library before school, after school, during break and at lunchtime. When visiting the library during class time, students need a signed pass from their teacher. Our library is a place where students learn through reading, writing and research.

**Open Campus** - Kingsburg High School has an open campus, which means that students may leave campus **only during the lunch period**. **Students may not leave campus or go to their cars during snack break** or during any regularly scheduled classes without an off campus pass from the office. While school rules apply to a student off campus during the regular day, be aware that for purposes of insurance and liability, students leave campus at their own risk.

**Personal Music Devices** - Portable music devices may not be used during class time without teacher approval. If these items are used inappropriately, it will be treated as a classroom disruption. The item will be confiscated and kept in the office until the end of the day. These are also items that are at risk for theft and it is highly recommended that they not be at school for any reason.

**Skateboards, Rollerblades, Scooters, Bikes, etc.:**

1. All skateboards, bikes, etc. must be locked up during school hours (with the exception of lunch time).
2. There should be no skateboards, bikes, etc. brought into a classroom or left in a classroom.
3. There should be no skateboarding or bicycling on campus during school hours (including breaks and lunch).
4. We want to promote safe and legal skateboarding, so all skateboarders, roller bladers, bicyclers, etc. are expected to wear a helmet.
5. After hours skateboarding, rollerblading, bicycling, etc. is permitted as a way of passing through campus or getting to a location. There should be no jumping, riding in the middle of roads, etc. at any time through or on campus. There should be no extended time of riding, doing tricks, etc. on campus at any time.

Violations will be considered defiance and handled accordingly.

**Students in ROP or Elementary Aide** - Any student who, for some reason or other, does not have a class on campus is **not** to loiter on the school grounds or in Memorial Park across the street from the school during school hours. If you must remain at school for some reason, you are to be in the office. Students who do not comply with this request will be given a first warning after which they will be dropped from their current assignment and enrolled in classes on campus.

**Textbooks** - There are specific policies followed in the loaning of textbooks to students. The students must pay for damaged or lost books charged to his/her care.

**Visitors** - All parents and other visitors coming to the campus are to report directly to the office where visitor's passes or other assistance will be given. Only in very rare cases and with prior administrative approval will student visitor passes be issued.

**Work Permits** - If a student is under 18 years of age and wishes to work, he/she must secure a work permit from the attendance office. Work permits are necessary for work after the regular school day, on weekend, during holidays, and during summer vacation. Work permits must be renewed twice each year.

### DANCES

1. No suggestive, unsafe, or inappropriate dancing allowed.  
*Consequence:* First offense - Warning given  
Second offense - Removal from dance
2. Guest passes will be allowed only for the Prom. All guest passes must be requested and returned at least 48 hours in advance of the Prom. All guest passes must be approved by an assistant principal and students are limited to one guest.
3. You are responsible for the conduct of your guest.
4. **Kingsburg High School Reserves the Right to Revoke this Guest Pass at Any Time**
5. Guest pass may be picked up in the office and must be approved by a Kingsburg High School administrator at least 2 days prior to the event.
6. Guest Pass Policies:
  - a. A guest must be 20 years or under and at least a 9<sup>th</sup> grader at the time of the event.
  - b. If a high school student, the guest must be in good standing at the school of their attendance.
  - c. If under the age of 18, students who have dropped out of school will not be granted a guest pass.
  - d. A student or guest who leaves the event may not return.
  - e. Any violations of the KJUHS student conduct code during the event will result in parent notification, possible removal from the event and appropriate discipline procedures upon return to school.
  - f. If a student transfers from Kingsburg High School during a semester while on academic probation, academic probation rules will apply for that student for the remainder of that semester for any KHS event.
  - g. A transfer student must not have committed an expellable offense leading to their transfer to another school.
  - h. A transfer student must be in good standing at their new school for a minimum of three weeks.
  - i. Inappropriate or suggestive dancing is not allowed and may result in removal from a dance.

- j. We reserve the right to randomly (or on suspicion) check any guest for use of alcohol or drugs by using a breathalyzer (intoxilizer), search, or any other legal means.
  - k. **ADMITTANCE WILL BE DENIED AT THE DOOR IF ALL REGULATIONS ARE NOT MET.**
7. Those leaving more than one half hour early must sign out.
  8. Guests with passes must present picture I.D. at the dance.
  9. KHS reserves the right to randomly (or on suspicion) check any student or guest at the dance for use of alcohol of drugs by using a breathalyzer, search, or any other legal means.
  10. Kingsburg High School Independent Student students may attend Kingsburg High School dances if they are in good standing, have a 2.0 GPA and have earned at least 12.5 credits or more in the previous quarter.
- All sponsoring organizations must complete a dance form in advance of the dance. Forms are available from Mr. Davis.

#### **STUDENT BEHAVIOR DISCIPLINE POLICY**

According to the California Education Code 48900, section (r), "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."

#### **CONSEQUENCES RELATING TO STUDENT BEHAVIOR**

Student behavior infractions are accumulated for the entire year in some cases and the entire high school career in others. Any student who has more infractions than the consequences outlined or excessive infractions over the entire high school career may be subject to referral to alternative education or expulsion. Any student who is on an all day on-campus suspension or home suspension will not be allowed to participate or attend any extra curricular activity during the suspension.

#### **Affection on Campus**

*Expectation:* It is good manners and safe behavior to show affection toward a loved one by holding hands or by exchanging a quick good-bye kiss. It is not appropriate to have prolonged kissing, hugging, or sitting on one another's laps.

*Consequence:* First offense - Interruption by staff  
 Second offense - Parent contact and lunch detention

### **Campus Passes**

*Expectation:* Students on campus during class time will be expected to have written passes in their possession. Please be prepared to show your pass to any staff member who approaches you.

*Consequence:*

First offense -	Walked back to class, given truancy
Second offense -	Truancy given for period (spend remainder of period in the office)
Third offense -	1 day suspension to R/C for defiance

### **Cell Phones (Or Any Electronic Signaling Device) and Electronic Devices**

*Expectation:* Students will be permitted to have cell phones in their possession throughout the school day.

° Students **MUST** have their cell phones turned off during the class time, assemblies and rallies; cell phones shall cause no disruption.

° Should a student be observed using a cell phone (or any electronic signaling device) or a cell phone rings during class time, an assembly or a rally, discipline action will result. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.

° Student cell phones ringing in class will result in confiscation of the phone and disciplinary action.

° During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession, either by placing them into their backpacks or a teacher secured area, reducing the possibility of compromised test security.

° Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute ZERO TOLERANCE on cell phone use.

° Use of cell phone photographs during the school day may result in more severe discipline.

° No cell phone photographs are permitted in the restroom or locker room areas at any time.

*Consequence:*

First offense -	Confiscated, parent contact, one lunch detention, phone can be collected at the end of school day.
Second offense -	Will be considered defiance, two lunch detentions, confiscated and a parent will be needed to collect it.
Third offense -	Confiscated and a parent will be needed to collect it, one day on campus suspension, parent conference, loss of cell phone privilege for year (student will not be allowed to have a cell phone on campus).

### **Cheating**

*Expectation:* Students will do their own work at all times. Giving or receiving work or plagiarism is all considered cheating.

*Consequence:* First offense - 'F' grade on assignment, suspension to R/C for class block  
Second offense - Potential failure of course for the quarter, home suspension, parent conference and possible referral to AEC.

### **Conduct at Assemblies:**

*Expectation:* Assemblies are presented for the enjoyment and educational value to students. Appropriate behavior is expected of all who attend. This includes giving your full attention to the program or person speaking.

*Consequence:* First offense - Removal from assembly and parent contact  
Second offense - Removal from assembly, restricted from further assemblies and assigned to office during future assemblies, parent contact.

### **Conduct on Field Trips:**

*Expectation:* All school field trips are a privilege not a right and students are expected to conduct themselves in a manner worthy of this privilege. Therefore, all school rules and expectations apply for the entire time of the field trip. In addition, teachers may add additional expectations as needed by the type of field trip taken.

*Consequence:* Appropriate administrative action which may include suspension, loss field trips privileges, parent conference, or recommendation for expulsion.

### **Discipline Referrals (Progressive System)**

*Expectation:* Students will not violate any school rules as outlined in the Student Handbook. Every referral or entry for a "discipline issue" (other than R/C referrals) constitutes 1 disciplinary referral (cumulative every school year).

*Consequence:* 5<sup>th</sup> referral - Parent conference and student placed on contract.  
7<sup>th</sup> referral - Contract goes into effect immediately.

### **Dress Code**

*Expectation:* District policy requires students to wear clothing that is in good taste and appropriate for school. It is recognized that any apparel that draws undue attention to the wearer tends to detract from the educative process and is therefore inappropriate. Good taste and good grooming are a part of learning for both boys and girls. **There can be occasional visits by administration to random classrooms to conduct dress code checks and enforce our policy.** The administration is empowered to determine what constitutes good grooming and good personal cleanliness. The following specific standards will be enforced:

1. Shoes must be worn at all times on campus.

2. Clothing with unacceptable wording or insignias or slogans may not be worn on campus.
3. All tops must have sleeves or straps over both shoulders.
4. Any clothing which is too brief is unacceptable for school wear. Tests for too brief: Raise your arms above your head and if any skin shows around the mid-drift it is too brief. Any chest (breast) area exposure is too brief. Test for exposure: is to look down while wearing the top and if you see cleavage it is too low-cut. Any underclothing that shows means the clothing is too brief. Shorts and skirts should not be too short or revealing, especially look at the length when seated. Test for too short: Shorts must extend beyond the fingertip when arms are held straight against the side with shoulders down. (But in no case will it be shorter than a 4-inch inseam.)

The district prohibits the presence of any apparel, jewelry, tattoo, accessory, notebook or manner of grooming which by virtue of its color, arrangement or other attribute, distracts or denotes membership, affiliation, or identification with a gang.

*Consequence:*

First offense -	See administrator, student issued KHS PE clothes to wear, student clothing will be returned to student when issued clothing is returned to office, one day lunch detention. In addition, the student may forfeit the right to wear this type of clothing at school in the future.
Second offense -	See an administrator, R/C until appropriate clothes arrive, two lunch detentions. In addition, the student may forfeit the right to wear this type of clothing at school in the future.
Third offense -	Same as second offense, parent conference, and possible referral to AEC. In addition, the student may forfeit the right to wear this type of clothing at school in the future.

Club advisor, coaches, or instructors of other groups where membership or attendance is not mandatory may enforce more stringent regulations.

**Hats:** Because of the disruptive nature of dealing with hats in the classroom and concern over gang-affiliation with certain ways of wearing hats or writing on the hats, we are taking a strong position regarding responsible wearing of hats. In lieu of taking everyone's rights away as other high schools have done and banning hats all together, we are attempting to find a middle ground by asking students to wear hats appropriately, not mark them in any way, **and take them off in the classroom and**

**all other buildings on campus to show respect for your teachers and fellow students.** Hats will also be removed during the flag salute.

- Consequence:*
- First offense - Warning, hat confiscated till end of day. In addition, the student may forfeit the right to wear this type of clothing at school in the future.
  - Second offense - Hat confiscated till end of day, 2 days lunch detention. In addition, the student may forfeit the right to wear this type of clothing at school in the future.
  - Third offense - May not wear any hat for the remainder of year. In addition, the student may forfeit the right to wear this type of clothing at school in the future.

### **Fighting**

*Expectation:* Fighting is defined in the California Education Code 48900(a)(1) as: "Caused, attempted to cause, or threatened to cause physical injury to another person." Students involved in a fight are in violation of school policy. Violence of any kind, however minor, can explode and present a very real threat to innocent bystanders. Therefore, fighting will not be tolerated.

- Consequence:*
- First offense - Suspended for the remainder of the day plus 1 more day for both parties
  - (Cumulative for entire KHSD career) Second offense - Suspended for the remainder of the day plus 3 more days and parent conference
  - Third offense - immediate suspension for the remainder of the day up to a total of 5 days, and **recommendation for expulsion.**

Excessive violence or battery, as administratively determined, shall be dealt with in a more severe manner including: extending the suspension, notifying the police department, possible arrest and referral for possible expulsion.

**Gang Enhancement:** Any fight, as determined by the administration that is found to be gang related will result in a suspension for the remainder of the day plus four more and a possible **recommendation for expulsion.**

### **Forgery**

*Expectation:* The student will not forge any school work, note, pass or phone call.

- Consequence:*
- First offense - 1 day on campus suspension for defiance of school rules and truancy for classes missed
  - Second offense - 3 days suspension for defiance of school rules, truancy for classes missed and possible referral to the alternative education committee.

Subsequent forgeries will be dealt with administratively in a more serious manner.

### **Gambling**

*Expectation:* As defined in the California Penal Code, gambling is a misdemeanor and therefore a violation of school policy.

*Consequence:* First offense - verbal and written warning will be issued  
Second offense - appropriate administrative action which may include suspension and parent conference

### **General Disruption/Defiance**

*Expectation:* Students are expected not to disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

*Consequence:* Appropriate administrative action, which may include suspension and parent conference.

### **Harassment of Any Kind**

*Expectation:* It is the policy of the Kingsburg Joint Union High School District to provide an environment in which hate violence or harassment based on sex, race, color, national origin, religious creed, ancestry, physical handicap, medical condition or any other form of harassment is not permitted. The administration is empowered (using current state law) to determine what constitutes harassment.

*Consequence:* First offense - 1 day home suspension, parent conference  
(cumulative for Second offense - 3 day home suspension  
entire KHSD Third offense- immediate suspension for remainder of day and  
career) four more for a total of 5 days, referral for possible alternative education or expulsion. Suspension may be extended depending on outcome of endangerment hearing. Excessive harassment, as administratively determined, shall be dealt with in a more severe manner including: extending the suspension, notifying police department, possible arrest and referral for possible expulsion.

### **Hazing:**

*Expectation:* There is to be absolutely no form of hazing at Kingsburg High School or any of its events. This includes, but is not limited to, any form of initiation.

*Consequence:* Appropriate administrative action, which will include suspension and parent conference.

**Immoral Behavior, Possession/Possession for Sale of Pornographic Materials**

*Expectation:* Students will not have possession of any pornographic materials during the school day or on a school activity and will behave in a morally acceptable manner at all times.

*Consequence:* First offense\* - 1 day suspension from school  
(Cumulative Second offense\* - 3 days suspension from school  
entire KHSD Third offense - 5 days suspension from school and possible  
career) referral for expulsion

\*If any offense is determined to be serious by the administration, the student will be suspended for 5 days and referred to the Alternative Education Committee.

**Inappropriate Writing or Pictures:**

*Expectation:* Gang writing, glorification or depiction of illegal substance or sexual subjects is unacceptable.

*Consequence:* First offense - item confiscated, parent notification and 1 day suspension to be served in R/C and possible police notification  
Second offense - 3-day suspension  
Third offense - 5-day suspension

**Insubordination to Staff Member on Campus or at School Events and/or Insults, Verbal Abuse, or Repeated Defiance of School Rules**

*Expectation:* Not acceptable behavior

*Consequence:* 1 to 5 days suspension determined by an administration in accordance with the offense, up to and including recommendation for expulsion.

**Loitering**

*Expectation:* Under California law it is a "misdemeanor for any person not a student of the school involved to loiter in or about said premises without having lawful business." For the protection of students, the administration does not allow loitering by anyone. This includes recent graduates as well as strangers and other individuals. All persons having legitimate business on campus are to report directly to the office where assistance will be given.

*Consequence:* Violators will be warned and asked to leave. Subsequent violations by the same individual will result in a report to the Kingsburg Police Department and possible arrest.

**Lunch Detention**

*Expectation:* Students are expected to serve lunch detention when it is assigned.

*Consequence:* First offense - assigned another lunch detention  
Second offense - assigned an additional lunch detention  
Third offense - 1-day on campus suspension for defiance

**Obscene Act – Committed or Engaged in Habitual Profanity or Vulgarly**

*Expectation:* Kingsburg High School students will behave in an appropriate manner and will not commit obscene acts nor engage in habitual profanity or vulgarity.

*Consequence:* First offense\* - 1 day suspension from school

(Cumulative for Second offense\* - 3 days suspension from school

Entire KHSD Third offense\* - 5 days suspension from school and possible referral for expulsion  
career)

\*If any offense is determined to be serious by the administration, the student will be suspended for 5 days and referred to the Alternative Education Committee.

**Off Campus Passes/Leaving Campus Without Permission**

*Expectation:* Off campus passes are issued only through the attendance office.

Once a student is on campus, whether before school is in session or during class time, that student may not leave campus without a pass. The reason the student is leaving campus must be verified by a note or phone call to the attendance office **before** they leave. Leaving campus without prior permission will be considered truant **even if an excuse is brought in at a later time.** Students are not to go to their cars during the school day except at lunch. Once a student is on campus, whether before school is in session, class time or break time, that student may not leave campus without a pass.

*Consequence:* First offense - truancy for class missed, student placed on appropriate R/C step and two lunch detentions.

Second offense - truancy for class missed, parent conference, student placed on appropriate R/C Step, 1 day on campus suspension.

Third offense - 1 day home suspension for defiance of school rules, parent conference and student placed on appropriate R/C step.

**Physically Striking Any Employee**

*Expectation:* Not acceptable behavior.

*Consequence:* Immediate 5 day suspension and recommendation for expulsion from school. Suspension may be expended depending on the outcome of an endangerment hearing. An administrator will contact police department and charges will be filed.

**Possession of a Deadly Weapon**

*Expectation:* Possession of any weapon is a violation of school policy. The determination of an object's status as a weapon is at the discretion of the administration.

*Consequence:* The possession on campus of any weapon, with or without the intent of use, will result in immediate suspension for 5 days and a recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

**Possession of Fireworks**

*Expectation:* Possession of fireworks is a misdemeanor or a felony and a violation of school policy.

*Consequence:* Because of the extreme danger of bodily harm to themselves and others, anyone in possession of fireworks will be suspended for 5 days with a possible recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

**Possession of Imitation Firearm**

*Expectation:* Possession of an imitation firearm is a violation of school policy. An imitation firearm/weapon means a replica that is so substantially similar in physical properties as to lead a reasonable person to conclude that it is a firearm or weapon. Examples would include taser, pellet gun, paint ball gun or air soft gun.

*Consequence:* First Offense - Confiscated and 5-day suspension  
(Cumulative for Second Offense - Immediate suspension for remainder of the day plus four more and possible **recommendation for expulsion.**  
*entire KHSD career)*

(Please note that police treat this as a dangerous offense and could respond with weapons drawn. These firearms look real and police are required to respond accordingly.)

**Possession of Water Balloons, Squirt Guns, Etc.**

*Expectation:* Possession of water balloons and squirt guns is not allowed.

*Consequence:* Confiscated and parent must retrieve or kept by administrator until end of school year.

**Referral (Improper Behavior or Language in the Classroom)**

*Expectation:* Not acceptable behavior. Students receiving a referral will report immediately to the office. Students who fail to report to the office will receive a 1-day suspension.

*Consequence:* referred to administrator, remain in R/C for the block, parent contact, appropriate disciplinary action taken as evaluated by seeing entire disciplinary file and behavior patterns.  
(Cumulative for entire KHSD career)

Possible disciplinary actions: Block suspension to be served in R/C, 1 to 5 day suspension, loss of breaks/lunches, referral or alternative education.

**Senior Warning Letters:**

*Expectation:* Seniors are to be role models for all underclassmen and should maintain excellent citizenship throughout their senior year, through senior activities, and the graduation ceremony.

- Consequence:*
- First offense - referral for behavior, attendance or attitude problems will result in a "senior letter of warning" that senior activities and the privilege of walking in the graduation ceremony are at risk. Consequences as outlined in other discipline sections will also apply.
  - Second offense - referral for behavior, attendance or attitude problems will result in a second "senior letter of warning" indicating a loss of some or all senior week activities. Consequences as outlined in other discipline sections will also apply.
  - Third offense - Referral for behavior, attendance, or attitude problems will result in a third "senior letter" and will result in the loss of the privilege of walking in the graduation ceremony. Consequences as outlined in other discipline sections also apply.

**Student Parking and Driving of Vehicles**

*Expectation:* Student drivers are asked to cooperate with our residential neighbors by parking in the campus student parking lots. Stalls marked as staff parking are off limits to students. Students must park in marked stalls and park in only one stall. The circle drive and the alley north of room 90 (near the softball fields) are for loading and unloading only and are not for parking at any time. Speed or reckless driving is dangerous and unacceptable.

- Consequence*
- Parking*
- First offense - Move car, 1 lunch detention and hold keys until the end of the day.
  - Second offense - Move car, 2 lunch detentions and hold keys until the end of the day
  - Third offense - Move car, 1 day OCS, hold keys and parent must pick them up.
- Consequence*
- Driving Violations*
- keys will be confiscated and parent must pick them up. Consequence for defiance may apply.

### **Theft**

*Expectation:* Theft is defined in the California Education Code 48900(g) as, "Stole or attempted to steal school property or private property." Theft is unacceptable.

*Consequence:* Police report, restitution, parent conference, 1-5 days suspension and possible recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

### **Threats**

*Expectation:* Threats will not be tolerated regardless of intent or lack of intent to carry them out.

*Consequence:* 1 to 5 days suspension determined by the administration in accordance with offense and parent contact. Possible recommendation for alternative education or referral for expulsion and notification of police. Suspension may be extended depending on the outcome on an endangerment hearing.

### **Use or Possession of Tobacco**

*Expectation:* Students are not permitted to use or possess tobacco or tobacco products (i.e. lighters, matches, rolling papers, etc.) at any location on campus or during school hours including school activities, athletic events, and dances.

*Consequence:*

First offense -	confiscation of tobacco, parent contact, and one break and one lunch detention
Second offense -	confiscation of tobacco, parent contact, and two break and two lunch detentions.
Third offense -	confiscation of tobacco, parent contact, and one day on campus suspension for defiance.

### **Use, Possession, or Arranging to Provide Alcohol or Over The Counter or Prescription Medications**

*Expectation:* The use and possession of alcoholic beverages and/or the use or abuse of intoxicants (over the counter or prescription medications, etc.) of any kind by students is unacceptable.

*Consequence:*

First offense -	parent contact, immediate suspension for the day plus 4 more days (total of 5 days)
(Cumulative entire KJHSD career)	Second offense - parent contact, immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

**Use, Possession, or Arranging to Provide or Acquire Illegal Drugs or Paraphernalia**

*Expectation:* The possession or use of illegal drugs as defined in the Health and Safety Code is a misdemeanor or felony and a violation of school policy.

*Consequence* First offense - parent contact, suspension for the remainder of the day plus 4 school days (total of 5 days) and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

***For under Influence***  
(Cumulative for entire KHSD career)

***For Possession*** First offense - parent contact and police report immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on outcome of endangerment hearing.  
(Cumulative for entire KHSD career)

***For paraphernalia*** First offense - parent contact, immediate suspension for the remainder of the day plus 4 more days (total of 5 days)  
(Cumulative entire KHSD career)

Second offense - parent contact, immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

***For arranging exchange*** First offense - parent contact, immediate suspension for or remainder of day plus 4 more.  
(Cumulative entire KHSD career)  
Second offense - parent contact, immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of endangerment hearing.

**Vandalism**

*Expectation:*

*Consequence:* Vandalism is unacceptable and illegal. police report, restitution, parent conference, 1-5 day suspension and possible recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing. Vandalism of a severe nature, as administratively determined, will include all of the above consequences.