

# **CHINO HILLS HIGH SCHOOL**

2022-2023



16150 Pomona Rincon Road  
Chino Hills, CA 91709  
(909) 606-7540

# Student/Parent Handbook

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## **ADMINISTRATION**

<b>Dr. Randal Buoncristiani</b>	<b>Principal</b>
<b>Mehran Akhtarkhavari</b>	<b>Assistant Principal</b>
<b>Viviana Gentry</b>	<b>Assistant Principal</b>
<b>Jim Reed</b>	<b>Assistant Principal</b>

# **Chino Hills High School**

### **Vision**

To be a school that encourages personal and academic achievement and integrity for all students in a challenging, safe, and supportive environment.

### **Mission**

To provide an environment of respect and cooperative learning among students, staff, and parents, where all students engage in relevant standards-based curriculum and activities that fosters responsibility and academic excellence.

### **Beliefs**

We believe passion drives life-long learning.  
We believe respect fosters growth and unity.  
We believe integrity promotes positive character and good citizenship.  
We believe determination cultivates success.  
We believe excellence is achieved when we reach our individual potential.  
WE BELIEVE IN OUR STUDENTS!

## **School-wide Learning Outcomes**

### **P.R.I.D.E.**

- Passion
- Respect
- Integrity
- Determination
- Excellence

### **GENERAL INFORMATION**

Chino Hills High School is located at 16150 Pomona Rincon Road, Chino Hills, CA. Chino Hills High School is part of a unified school district comprised of four comprehensive high schools, one continuation high school, and one opportunity high school. The current student enrollment is approximately 2,900 which reflects a well-represented mixture of ethnic, social, and economic backgrounds. Over one hundred and ninety faculty and staff members work collaboratively to provide a safe and educationally sound environment for students. The school mascot, the Husky, is our symbol of strength and pride. Students proudly sport the school colors of Forest Green, Navy Blue and Silver-gray.

### Regular Day Schedule

8:35 - 9:32	1 <sup>st</sup> Period
9:38 - 10:40	2 <sup>nd</sup> Period
10:46 - 11:43	3 <sup>rd</sup> Period
11:49 - 12:46	4 <sup>th</sup> Period
12:46 - 1:16	Lunch
1:22 - 2:19	5 <sup>th</sup> Period
2:25 - 3:22	6 <sup>th</sup> Period

(Most Mondays)

### PLC Time Schedule

9:25 - 10:14	1 <sup>st</sup> Period
10:20 - 11:12	2 <sup>nd</sup> Period
11:18 - 12:07	3 <sup>rd</sup> Period
12:13 - 1:02	4 <sup>th</sup> Period
1:02 - 1:32	Lunch
1:38 - 2:27	5 <sup>th</sup> Period
2:33 - 3:22	6 <sup>th</sup> Period

### Assembly/Rally/Activity Day Schedule

8:35 - 9:21	1 <sup>st</sup> Period
9:27 - 10:13	2 <sup>nd</sup> Period
10:19 - 11:24	3 <sup>rd</sup> Period/Rally
10:25 - 11:16	Rally/3rd Period
12:22 - 1:08	4 <sup>th</sup> Period
1:08 - 1:38	Lunch
1:44 - 2:30	5 <sup>th</sup> Period
2:36 - 3:22	6 <sup>th</sup> Period

### Minimum Day Schedule

8:35 - 9:17	1 <sup>st</sup> Period
9:23 - 10:05	2 <sup>nd</sup> Period
10:11 - 10:53	3 <sup>rd</sup> Period
10:59 - 11:41	4 <sup>th</sup> Period
11:47 - 12:29	5 <sup>th</sup> Period
12:35 - 1:17	6 <sup>th</sup> Period

### Final Exam Day Schedule

	Day 1	Day 2
8:35 - 10:04	1 <sup>st</sup> Period	2 <sup>nd</sup> Period
10:10 - 1:39	3 <sup>rd</sup> Period	4 <sup>th</sup> Period
11:39 - 11:50	Nutrition	Nutrition
11:56 - 1:25	5 <sup>th</sup> Period	6 <sup>th</sup> Period



# Show Your Husky Pride with the 3 Be's

Common Areas	Be Safe	Be Respectful	Be Responsible
<b>School Grounds</b>	<ul style="list-style-type: none"> <li>- walk at all times</li> <li>- Allow everyone personal space</li> <li>- Sit on benches</li> <li>- Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>- Be courteous by using manners and positive language</li> <li>- Follow school dress code</li> <li>- Keep our campus clean by throwing away trash.</li> <li>- Adhere to the rules and regulations outlined in the Husky Student Handbook</li> <li>- Respect school's and others' property</li> </ul>	<ul style="list-style-type: none"> <li>- Utilize passing periods efficiently and effectively</li> <li>- pick up litter</li> <li>- Move to class on time</li> <li>- Always have school ID</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>- Wash hands</li> <li>- Dispose of trash in garbage</li> <li>- Leave immediately</li> </ul>	<ul style="list-style-type: none"> <li>- Allow for personal space and privacy of others</li> <li>- Respect school's and others' property</li> <li>- Plan ahead, use restroom during passing period and lunch</li> </ul>	<ul style="list-style-type: none"> <li>- Inform adults of vandalism</li> <li>- Flush toilets</li> <li>- Keep restroom clean</li> <li>- utilize hall pass during classroom time</li> </ul>
<b>Instructional Settings</b>	<ul style="list-style-type: none"> <li>- Remain with your class</li> <li>- Wait for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>- Follow classroom rules</li> <li>- Be a positive group member</li> <li>- Use electronic devices only as permitted by instructor</li> <li>- Help others</li> <li>- Be polite and acknowledge differences</li> </ul>	<ul style="list-style-type: none"> <li>- Attend school daily and follow the bell schedule</li> <li>- Bring materials for learning, have homework completed and ready for class</li> <li>- Be accountable, admit mistakes and accept the outcome</li> <li>- Adhere to Academic Honesty policy</li> <li>- Seek help and be resourceful</li> </ul>
<b>Community Events</b>	<ul style="list-style-type: none"> <li>- Adhere to all school safety guidelines and policies</li> </ul>	<ul style="list-style-type: none"> <li>- Cheer positively and enthusiastically</li> <li>- Be a positive fan/audience member</li> <li>- Treat visiting players and guests with courtesy and positive language</li> </ul>	<ul style="list-style-type: none"> <li>- Compete fairly and accept outcomes graciously</li> <li>- Adhere to the District Code of Conduct</li> <li>- Listen attentively</li> </ul>
<b>Parking Lots</b>	<ul style="list-style-type: none"> <li>- Observe all traffic ordinances</li> </ul>	<ul style="list-style-type: none"> <li>- Respect school's and others' property</li> </ul>	<ul style="list-style-type: none"> <li>- Take all materials for the day (car is not to be used as a locker)</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Walk at all times</li> <li>- Report spills</li> </ul>	<ul style="list-style-type: none"> <li>- Wait patiently for your turn and allow others personal space</li> <li>- Keep your hands, feet and objects to yourself</li> <li>- Keep our campus clean by throwing away trash</li> <li>- Be courteous by using manners and positive language with staff members</li> </ul>	<ul style="list-style-type: none"> <li>- Clear your area and place trash in proper containers</li> <li>- Sit only in appropriate places</li> </ul>



**Be Safe! Be Respectful!! Be Responsible!!!**  
**Be Ready to Learn!!!!**



# **Student Responsibilities & Behaviors**

A student at Chino Hills High School is expected to be aware of and to accept his/her individual responsibilities and behavior in the following areas:

## **Conduct**

All students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds. While going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards their teachers, other staff, students, and volunteers. BP15341(a).

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the public schools in the presence or hearing of a pupil is guilty of a misdemeanor (E.C. 13449). Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils, and at a place which is on school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor and is punishable by a fine of not less than fifty dollars (\$50) nor exceeding five hundred dollars (\$500) (E.C. 13560).

## **Positive School Climate**

The Board of Education desires to enhance student learning by providing an orderly, caring and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use. BP 5157(a).

The District's curriculum shall include age-appropriate character education which includes but is not limited to the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds. BP5137(b)

## **Classroom Discipline**

Each teacher has the responsibility to impose controls and penalties upon students whose behavior distracts from a safe and positive learning environment. Students do not have the right to interfere with the learning process of others. Therefore, students must follow teacher-imposed classroom rules.

Failure to do so will result in the following:

- Denial of certain privileges granted to other students
- Conference with parents to secure their assistance in improving the quality of performance and/or behavior of students
- Detention and/or assignment of Community Service
- A student/teacher/parent behavior contract
- Referral to Counselor
- Referral of the student who commits a serious offense(s) to the Assistant Principal

## **Detention Policy**

Teachers shall assign all detentions for classroom infractions, such as tardiness, disruptive behavior, etc. (A.R. 5144d)

- Detentions must be served by the assigned date in the detention room or as arranged with the school administration. Students must serve their detention within a one-week period. If they fail to serve their detention, the detention will be doubled.
- If the student fails to serve the assigned doubled detention, the student is referred to the Assistant Principal's office for further disciplinary action.

Detentions may be served on Tuesdays and Thursdays after school, (2:30 –3:00 p.m.) and Wednesday mornings (6:45 –7:15 a.m.) in the detention room.

## **Bullying**

Bullying of any kind is not allowed at Chino Hills High School. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any students.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*“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 Ed. Code 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 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.*

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Student's can report Bullying to a teacher, administrator, or other school staff.

## **Sexual Harassment**

Sexual harassment of any kind is not allowed at Chino Hills High School.

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any persons who files a complaint, testifies or otherwise participates in district complaint processes. (BP5145.7(a)).

“Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, and other unwanted verbal, visual, or physical conduct of a sexual nature, made against another person of the same or opposite sex in the educational setting, when made on the basis of sex in the work or educational setting (CVUSD File: 5145.7(A).

## **Campus Cleanliness**

All students will be expected to deposit all litter, including wrappers and soda bottles, into one of the trash containers located throughout the campus. Those students who fail to heed this warning will be cited for violation of Penal Code Section 374.4. This violation carries a penalty of community service and/or a \$100 - \$750 fine. Photography may be used to identify offenders.

## **Responsibility for School Property**

"California law authorizes any district to withhold the grades, diploma, and transcripts of any pupil who, upon authorized demand and after affording the pupil due process rights, willfully fails to return loaned school property, or who willfully damages or defaces real or personal school property, unless or until the pupil or pupil's parent or guardians paid for the property. The school district may provide a program or voluntary work for the minor in lieu of the payment of monetary damages" (Section 48904.3).

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the District may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made. (AR5125.2)

## **Excessive Public displays of Affection (PDA)**

Students found exhibiting excessive public displays of affection will be subject to the following disciplinary actions:

- Student issued a warning
- Parent contacted
- Student may be referred to administrator for possible disciplinary action including, but not limited to, parent contact, referral, detention, or Saturday School

## **Fighting**

Fighting on campus is an unacceptable way of resolving differences. Students who fight on campus are jeopardizing their opportunity to remain at Chino Hills High School and will be subject to, but are not limited to any of the following actions:

- Student counseled
- Conflict mediation
- Parent contacted
- Referral to outside agency (i.e.: Counseling, law enforcement, etc.)
- No Contact Contract
- Student placed on a behavior agreement
- Student Success Team (SST)
- Student suspended up to five (5) days
- Placement in Alternative Learning Center (ALC)
- Expulsion
- Denial of certain privileges granted to other students
- Conference with parents to secure their assistance in improving the quality of performance and/or behavior of student
- Detention and/or assignment of alternate consequence which can include Community Service

## **Gum Chewing**

Gum is not allowed on campus at any time. Students may be subject to, but are not limited to any of the following actions:

- Student counseled
- Parent contacted
- Detention and/or assignment of alternate consequence which can include Community Service
- Student Success Team (SST)
- Placement in Alternative Learning Center (ALC)
- Denial of certain privileges granted to other students
- Conference with parents to secure their assistance in improving the quality of performance and/or behavior of student



## **Tobacco Products and Vape Pens**

Students shall not possess, smoke, or use tobacco, or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48900, 48901)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5, Education Code 48901)

- A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
- An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe or hookah
- Any component, part, or accessory of a tobacco product, whether or not sold separately

Students may be subject to, but are not limited to any of the following actions:

- Student counseled
- Parent contacted
- Referral to outside agency (i.e.: Counseling, rehabilitation, law enforcement, etc.)
- Student placed on behavior agreement
- Student Success Team (SST)
- Placement in Alternative Learning Center (ALC)
- Denial of certain privileges granted to other students
- Conference with parents to secure their assistance in improving the quality of performance and/or behavior of student
- Detention and/or assignment of alternate consequence which can include Community Service

## **Discipline of Students**

Pupils must comply with school regulations, pursue the required courses of study, and submit to the authority of teachers (E.C. 10609).

- Every pupil must attend school punctually and regularly; conform to the regulations of the school; obey promptly all directions of teachers and others of authority; observe good order and propriety of deportment; be diligent in study; respectful of teachers and others in authority; kind and obligating to school mates; and refrain entirely from the use of profane and vulgar language (Art. Sec., 62; Title V. Calif. Admin. Code).

Students who elect not to comply with the student responsibilities and behaviors may be subject to one or more of the following:

- Student Counseled
- Conflict mediation
- Parent contacted
- Referral to outside agency (i.e.: Counseling, law enforcement, etc.)
- No Contact Contract
- Student placed on behavior agreement
- Student Success Team (SST)
- Student suspended up to five days
- Placement in Alternative Learning Center (ALC)
- Expulsion
- Denial of certain privileges granted to other students

- Conference with parents to secure their assistance in improving the quality of performance and/or behavior of student
- Detention and/or assignment of alternate consequence which can include Community Service

### **Use of Breath Testing Devices**

The Board of Education is committed to maximizing the health and safety of district students and recognizes the district's role in helping to protect students from the dangers associated with illegal alcohol use and alcohol abuse. To support the district's substance abuse prevention efforts, the Board desires to establish an alcohol testing program in the district's high schools that will provide a deterrent from alcohol use and help refer alcohol users to appropriate services.

The Board of Education authorizes school trained administrators and school resource officers to use a device which measures the alcohol content of a student's breath whenever, in the judgement of school officials, there are reasonable grounds for suspecting that the student is under the influence of alcohol. (BP 5131.61)

A testing device which measures the alcohol content of a student's breath may be used in conjunction with the investigation of that student for a violation of Board Policy No. 5144.1.

NOTE:

- The test must be justified at its inception: That is, there shall be reasonable grounds for suspecting that the student is under the influence of alcohol.
- Parents/Guardians and students will be notified, in writing (this is that notification), that a student will be asked to take a breath test for alcohol when there are grounds for suspecting that a student is under the influence of alcohol in connection with school attendance or any school-related activity. They will be further notified that whether to take the test or not is the student's choice; but that the state of suspicion based on the observed symptom is enough for the school to take disciplinary action.

### **ALC (Alternative Learning Center)**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law. (BP5144.1(c))

The staff supervising ALC will ensure students complete their assigned schoolwork. Moral value units may also be presented. Parents will be notified if their student is assigned to the supervised suspension classroom.

Please note at CHHS, students who leave ALC will be reassigned ALC for the duration of the time they were assigned:

- If a student leaves ALC with a parent, when they return, they are to complete their ALC assignment
- If a student leaves ALC without permission or is truant, they are to be re-assigned ALC to complete their discipline when located. They may also be subject to additional discipline.

## **Chino Valley Unified School District GROUNDS FOR SUSPENSION AND EXPULSION**

### **Education Code**

**48900** A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a)
  - (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil, or school personnel,
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

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

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

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

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

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

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.

- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
  - (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
    - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
    - (2) Due to the nature of the act, the presence of the pupil causes a continuing
  - (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
    - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
    - (2) Brandishing a knife at another person.
    - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (6) 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.
- (7) Possession of an explosive.
  - (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
    - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
    - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
    - (3) Is not housed at the school site attended by the pupil at the time of suspension.
  - (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or
    - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
    - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

### **Behavior Code for Senior Activities**

Each senior student and the parent(s) or guardian of each senior student shall be given the opportunity to sign a "Notification of Behavior Regulations for Senior Activities." In the event the student and/or the parent(s)/guardian(s) of the student refuses to sign the document, the student will be excluded from all senior activities until such time as the document is signed.

Anytime during the second semester of a school year any senior student who commits or participates in the commission of any act enumerated in the District Behavior Code, Education Code 233, 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48915(a) and/or 48915(c) while going to or coming from school, or a school-sponsored activity, or during the lunch period, shall be subject to the following consequences:

1. Exclusion from the activity and turned over to the appropriate authority,
2. Suspension or expulsion from school, and
3. Exclusion from future activities.

For seniors, these activities include, but are not limited to:

- Junior/Senior prom
- Senior field trip
- Senior week
- Senior Awards Night
- Graduation ceremony

For the first (1<sup>st</sup>) violation the student will be excluded from all activities, except the graduation ceremony, for the remainder of the school year. For the second (2<sup>nd</sup>) violation, the student will be excluded from the graduation ceremony. (AR 5144€, AR 5144(f))

### **Use of Contraband Detection Dogs**

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall be called to witness the inspection. If a dog "alerts" on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

### **Questioning and Apprehension by Law Enforcement**

The Board of Education believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement office has interviewed the student on school premises.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906) BP 5145.11(a)

### **Possession of Cellular Phones and Electronic Signaling Devices**

Students may possess or use personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital phones provided 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. Any signaling device may be used *ONLY before* school begins and *after* the regular school day ends or during the lunch period when outside.

Permitted devices shall:

- Be turned off during class time and at any other time directed by a district employee (device shall not be used during class as a calculator and/or for text messaging.)
- Not disrupt the educational program or school activity

If a disruption occurs or a student uses any mobile communication device for improper activities, an employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

Students who violate District or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion, transfer to alternative programs, referral to a student success team (SSC), or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with board policy and administrative regulation BP 5131(d)

The Superintendent or designee shall notify local law enforcement as appropriate. BP5131€

While we understand the disappointment that comes when a loss or theft occurs on campus, CHHS will not be responsible for replacement of lost or stolen cell phones or electronic devices. Thefts will be turned over to law enforcement.

Electronic communication devices are the personal property of students and are voluntarily brought to school. The District assumes no liability for lost or stolen personal property.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with Board Policy and Administrative Regulation 5145.12 – Search and Seizure.

When a student uses any prohibited device or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until appropriate time.

Possible Consequences:

- Student counseled
- Parent contacted by teacher
- Confiscation of an item for a class period
- Student placed on behavior agreement
- Denial of certain privileges granted to other students
- Conference with parents to secure their assistance in improving the quality of performance and/or behavior of student
- Detention and/or alternate assignment

## **CVUSD Code of Conduct**

All school activities, co-curricular and extracurricular, in the classroom and on the playing field/competition platform, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social, and moral development of its students. It is within this context of Board Policy 5131.8 that the following code of ethics for all students is presented.

As a student, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority by maintaining a minimum 2.0 grade point average.
2. Show respect for others.
3. Respect the integrity and judgment of campus and event officials.
4. Exhibit respect, responsibility, and proper conduct at all school-related extracurricular and co-curricular activities and events.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity, and other offensive language and gestures.
7. Adhere to the expectations established by campus and event officials.
8. Adhere to the established rules and standards of the extracurricular and co-curricular activity.
9. Respect all equipment and facilities. Use them safely and appropriately.
10. Refrain from the use of alcohol, tobacco, marijuana, vape pipes, illegal and nonprescriptive drug, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association (AMA).
11. Know and follow all state, section, competition, and school athletic/activity rules and regulations as they pertain to eligibility for participation.
12. In all activities, exhibit character and dignity.

13. Will not harass (physical, written, verbal, or other means), sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

A student who is found to have violated the criteria outlined in this Exhibit and comprehensively in Board Policy 5131.8, may be restricted from participating in athletics/activities and may be subject to appearance before the school's code of conduct committee for disciplinary procedures which may include, but are not limited to, suspension or expulsion in accordance with law, board policy and administrative regulation.

We recognize that under CIF bylaw 202, there could be penalties for false or fraudulent information. We also understand that the Chino Valley Unified School District will enforce its Board Policy 5131 – Conduct, and policy regarding the use of illegal drugs for any violations of these rules.

## **Dress Code**

### **Guidelines for Student Dress and Grooming at School and at School Activities:**

- Student dress and/or grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.
- Student dress and grooming shall be appropriate to the activity levels and types that can be reasonably expected to occur during the school day.
- Each school shall allow students to wear sun-protective clothing, including but not limited to hats, as approved by the principal, for outdoor use during the school day. (E.C. 35183.5) (cf5141.7 – Sun Safety)

### **Specific Minimum Dress and Grooming Standards for Grades 7-12**

- Shoes must be worn.
- Absence of undergarments is not permitted.
- Clothing which allows undergarments to be visually observed is not permitted.
- Bare midriffs are not permitted.
- Halter, tube, and strapless tops are not permitted, and skirts or shorts that show the buttocks are prohibited.
- Bathing suits are not permitted as outer wear (except when in use for a P.E. activity or athletic activity).
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic, or religious prejudice.
- Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
- Jewelry which creates a health or safety hazard is not permitted.
- Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
- Accessories which advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
- Approved hats may be worn during outside activities for sun protection.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the students' control (EC 49066) (cf. 5121 – Grades/Evaluations of Student Achievement).

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. (AR 5132)

### **Specific Guidelines for CHHS**

1. Shoes that pose a safety hazard are not permitted.
2. "Gang affiliated" attire is not permitted. The determination of what constitutes gang attire may change and will be determined by the school and district administrators in consultation with local law enforcement agencies.
3. Graffiti type writing/tagging is not allowed on items brought to school (To be determined by school administration)

4. Pajamas and slippers are not to be worn on campus.
  5. Apparel that is suggestive or too revealing and/or distracts from the learning environment is not permitted (example: Skintight dresses, low cut tops, clothing with holes in inappropriate places, etc.)
  6. Hats and sunglasses may not be worn indoors (example: classroom, office area, etc.)
- 

### **DRESS CODE VIOLATIONS**

<b>OCCURRENCE</b>	<b>CONSEQUENCE</b>
1	Counseled, change of clothing and student can retrieve violation item at the end of the school day. Assignment of ALC if change of clothing is not possible
2	Warned, change of clothing, and student can retrieve violation item at the end of the following school day. Assignment of an ALC if change of clothing is not possible.
3	Parent Contacted. Student issued an administrative detention. Parent must pick up of violation item(s).
4	Conference with parents to secure their assistance in improving the quality of performance and/or behavior of student. Parents pick up of violation item(s).

**Note:** *The dress code is designed to create a safe learning environment that is conducive to learning. Clothing or grooming that incites students to commit unlawful acts or disrupt the orderly operation of the school is not permitted. No list of dress guidelines can be written that will anticipate all potential dress and/or grooming problems. Although opinions may vary, interpretations of the standards are both the right and responsibility of the school administration. School administration has the final authority concerning the propriety of clothing, hairstyles, and jewelry worn on school property, at school activities, or anytime a student is representing CHHS. Student/Parent ID must be shown to pick up item(s).*

### **Deliveries to Students**

For the security, safety, and health of our students, the School Resource Officer and Administration have decided that the delivery of lunches will not be allowed at CHHS.

In an effort to minimize class disruptions, Chino Hills High School will not accept deliveries (i.e.: flowers, pizza, balloons, or food items, backpacks, sports bags, money, etc.). Items may not be delivered directly to students during instructional time. Items brought to class will be taken to the reception desk in the front office for pick-up after school.

Books, papers, gym clothes may be dropped off to students and can be placed in a clear or see-through bag. Students may not be called out of class to go pick items up.

### **Off-Campus Lunch Passes**

Seniors and Juniors are eligible to apply for the privilege of having an off-campus lunch pass. Applications are available after each grading period in the Assistant Principal's office and must be signed by a parent. Eligible Seniors must have a 3.0 GPA or higher and eligible Juniors must have a 3.5 GPA or higher. Eligible students cannot have any U's in citizenship.

If the pass is lost, a replacement pass is also \$5.00. Students with off-campus lunch passes cannot take other students who do not have a lunch pass with them. The off-campus lunch pass privilege is for lunch time only. All students with a lunch pass must exit and enter through the Husky Entrance.

### **Student Identification**

All students are required to carry two things every day at CHHS: School Issued ID card and current Class Schedule. Students may be issued a detention if they do not carry their school issued ID card and current class schedule. Students can purchase an agenda at registration and may keep their current Class Schedule stapled or taped inside the Agenda to make it easy to locate.

Teachers will require that students have a pass in order to leave class for any reason. Students found outside of class on campus during instruction time without a CHHS hall pass may be subject to detention or other discipline. In addition, the Library requires a completed Library Pass for a student to use the library or computer lab during class time when not with their class.



## **Student Store<sup>177</sup>**

The Chino Hills High School Student Store will be open daily a half hour before school, during nutrition break and lunch break, and after school as needed. The store carries a wide variety of school supplies, PE clothes, various snacks, as well as items requested by faculty and Chino Hills High School spirit items are available for student purchase. The student store accepts cash, VISA, and MasterCard. (Note: transaction fee for use of a debit or credit card is 1.95% of the total, plus .25).

## **Lost and Found**

Students who have lost or misplaced any personal items or books may check the Lost and Found areas:

- On Center Ice stage for clothing, backpacks & books
- In AP Offices or Reception for valuables such as jewelry, cell phones, wallets & eyeglasses
- In the library for textbooks

## **Student Insurance**

Student accident insurance is optional. Forms for regular insurance and athletic school insurance will be available at the beginning of the year through the Physical Education Department or the Athletic Department. Students must have insurance to participate in extracurricular activities.

## **Lockers**

Students in Physical Education (P.E.) will be provided with a P.E. LOCKER. Students are encouraged to buy and use a lock. Students are reminded not to keep valuables in their lockers, and to remove all articles over the weekend. Students who leave textbooks or personal items unattended are at great risk of losing their possessions. Chino Hills High School is not responsible for items left unattended, lost or stolen from PE lockers.

All lockers are the property of the Chino Valley Unified School District and are thereby subject to search. Students are not permitted to share lockers and all changes must be pre-approved. Students are responsible for all content in that locker. It is the student's responsibility to clean and remove all belongings from their locker at the end of the school year (or when no longer enrolled at CHHS).

## **Cafeteria**

All students may be served at any of the cafeteria lunch lines or food carts. Please ensure that you have your Student I.D., know your lunch number, and remember that *line cutting is not permissible*.

Information and applications for this program are included in the registration packet. Applications must be renewed each school year. Any student who did not receive an application may request one through the District Office during the school year or apply online through the District Web Site <https://cvfood.chino.k12.ca.us/>.

## **Campus Security**

In accordance with District Policy, Chino Hills High School is a **closed campus**. Students are not allowed to leave campus during school hours, for any reason, unless they have:

- An Off-Campus Pass through the Attendance Office
- An approved I.D. card indicating an Off-Campus lunch pass (to be used during lunch time)
- An Alternative Day Schedules

Students **MUST** carry their I.D. card with them **AT ALL TIMES and** show the card to security or staff upon request. (Failure to possess an I.D. while on campus or a school function may result in the student receiving a detention). Students are not allowed out of class during their scheduled time without a valid hall pass. Students who violate these rules will be considered truant and are subject to disciplinary action.

## **Video Cameras**

In an attempt to maintain a safe and secure learning and working environment, a video surveillance system is being installed throughout the campus. Only students with a permit from the Video class may take video on campus.

## **Picture Release Form**

Parents must turn in the form indicating yes/no. This form is to allow the school to release student pictures for newspapers or other media. This form is in our registration packet yearly and must be returned at registration.

## **Emergencies**

Chino Hills High School has a *Comprehensive Safe School Plan*. Our plan includes procedures, protocols, and board policies regarding school safety.

Chino Hills High School is committed to the safety and security of each student, staff member, and visitor. Thus, the major purpose of Our Comprehensive Safe School Plan is to save lives, prevent injuries, and protect property in the event of a disaster; in addition, to providing appropriate strategies and programs that maintain a high level of school safety. By doing so, our goal to provide an environment of respect and cooperation among students, staff, and parents, where all students will engage in relevant standards-based curriculum and activities that foster productivity and responsibility, can be accomplished.

## **In the Event of an Earthquake or Natural Disaster**

In the event of an emergency, please contact the District Office at 909-628-1201 and look on the district webpage for updated information. In the event of an earthquake or other natural disaster, if you wish to pick your student up from the school site, please form a line at the gate on the south end of the football stadium and be prepared to show picture ID. Persons picking up students **must** be on that student's Emergency Card. Students will be located by school staff to be released to parents.

## **Emergency Organization Plan**

An emergency plan has been prepared at CHHS devoted to the safety and welfare of all students and personnel during school hours. The major objectives of the plan are to save lives and protect property in the event of a disaster. The plan includes specific team assignments of school personnel in the event of a disaster and complete emergency procedures to be followed. These procedures include directions on what to do in the event of an earthquake, fire, lock-down, or student disorder. As a part of our plan, emergency supplies are stored on campus. Other emergency procedures are discussed during School Site Council Meetings for parent input.

## **School Parking Regulations**

For students who choose to use the student parking lot, a parking pass is required and needs to be visible on the left bottom of the car's dashboard. Parking passes are available for a cost of \$20.00 a year. If you purchase your permit during 2<sup>nd</sup> semester, your fee will be \$10.00, but be aware that the number of student parking permits is limited due to space availability. Students may not park in any of the staff lots, including the lot directly in front of the admin building off Pomona Rincon, and the two parking lots off Picasso. If a student is seen parking in these spaces, they are subject to receiving a citation. Students will be required to read and sign a contract and provide registration, ID, driver's license, and valid proof of insurance. **WARNING: If you park in the lot, it is at your own risk.** All vehicles on CHHS property are subject to the laws and regulations of the State of California, the City of Chino Hills, and the Chino Valley Unified School District. The school district is not responsible for any damage to vehicles or lost or stolen items. The parking lot is out of bounds at ALL TIMES during school hours, EXCEPT when permission is granted by authorized school personnel. If students want to park free of charge, there is a limited amount of parking available on city streets around the school, please be aware of all street signs indicating city requirements.

## **Bicycle Safety**

A bicycle rack is provided for bike riders near the aquatics center. No riding of bicycles is allowed on campus. **WARNING: If you ride your bicycle to school, it is your responsibility to secure it at your own risk.** The school district is not responsible for any damage to bicycles or lost and/or stolen items.

## **Skateboards**

Students who use skateboards as a mode of transportation to school MUST secure them in the bike rack. Students may not carry skateboards to classes. The school is not responsible for a skateboard being picked up by another student and not responsible for any damages or if it is lost and/or stolen. No riding of skateboards is allowed on campus at any time.

## **Student Drop-Off Information**

Parents may drop students off in the student parking lot on Pomona-Rincon Road; you may access student drop off through the first open driveway in the student parking lot. Students are not to be dropped off in the staff parking lots, or along Picasso Drive, Vermeer Drive, or Butterfield Ranch Road. Students are not to enter the staff parking lots to enter or exit school. Non-compliance may result in disciplinary action.

NOTE: Student pedestrians should enter our campus through the student walk-through gate located in Parking Lot B on Picasso, following this walkway until you are on campus.



## **Bus Riders**

For information regarding bus routes, bus fees, bus passes and eligibility for bus service, please contact the CVUSD Transportation Office at (909) 628-1201, extension 1525.

## **Bus Conduct**

In order to help ensure the safety and well-being of students, bus drivers, and others, the Board of Education expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. (BP 3131.1)

Continued disorderly or serious misbehavior shall be sufficient reason for a student to be denied transportation (by the Principal) on a school bus.

## **Visiting Chino Hills High School**

To ensure a safe environment, we require all visitors to submit a government issued picture ID through the Raptor System at the reception desk before entering campus.

**A parent who would like to visit a classroom, must make an appointment 24 hours prior to that visit** by calling the teacher or Assistant Principal's Office. Unauthorized visitors will be immediately removed from campus. As a general rule, students are not permitted to bring guests on campus to attend classes with them. Any exceptions must be cleared through the Principal's Office two weeks in advance.

Alumni of CHHS may not visit without written notice to the receptionist, from the teacher they are visiting, 24 hours prior to that visit.

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars, by imprisonment in the county jail for a period of not more than 10 days, or both (CA Ed. Code 44811). If a person who is not a student, officer, or employee of a public school, and who is not required by his or her employment to be on the campus or any other facility owned, operated, or controlled by the governing board of that school, enters a campus or facility, and it reasonably appears that the person is committing any act likely to interfere with the

peaceful conduct of the activities of the campus or facility, or has entered the campus or facility for the purpose of committing any such act, the chief administrative officer or his or her designee may direct the person to leave. If that person fails to do so or if the person willfully and knowingly reenters upon the campus or facility within thirty days after being directed to leave, or within seven days if the person is a parent or guardian of a student attending that school, he or she is guilty of a misdemeanor and shall be punished by a fine of not more than \$500.00, by imprisonment in the county jail for a period of not more than six months, or by both the fine and imprisonment (CA Penal Code Section 626.7(a)).

### **Visitor Parking on Campus**

Visitors may park in the designated "Visitor Parking" in the lot directly in front of the administration building. Please note that our parking lots have assigned parking, and as such, you may not park in any numbered or designated spaces without a permit. Doing so may result in a parking ticket.

### **Teacher Conferences**

Anyone who would like to meet with a teacher may do so by contacting the teacher directly, via phone, e-mail, or any method the teacher has made available. You can also contact your student's counselor to help facilitate this process. You must call at least 24 hours in advance for an appointment to see a teacher. Additionally, our Back to School Night in the fall and Parent/Teacher Conference Night in the spring, provide parents with opportunities to meet with their child's teacher for information on their progress.

### **Contacting a Teacher**

All faculty members at Chino Hills High School have access to Voice Mail and Email. When calling, you may dial the teacher's extension at any time to leave a message. Dial 5 and the teacher's room number. Email addresses are on the school website: <http://www.chino.k12.ca.us/Domain/38>. The best way to reach a teacher is through their CVUSD email account.

### **Creating a Parent Portal Account**

Aeries Parent Portal Account is one of the ways teachers can communicate with parents regarding grades, assignments, and other important school-related activities. To activate your portal account, you will need:

- Internet access (Mozilla, Firefox, Google Chrome, and Microsoft Internet Explorer version 10 or greater work best). Unfortunately, Safari and AOL are not supported by this program.
- The email address you provided to your school at registration
- Your "credentials" which include:
  - a. Your student's Permanent ID as listed in the student information system (see your student's ID card)
  - b. The primary phone number you provided to the school
  - c. A ten-digit Verification Passcode (VPC) which requires a parent to go to the AP office at the school

Once you have all the above listed items, you can begin the sign-up process. Open your Internet browser and go to the Chino Valley Unified School District web page ([www.chino.k12.ca.us](http://www.chino.k12.ca.us)); select "Parents" and the "Aeries Parent Portal" line on the drop menu. This will redirect you to the Aeries Parent Portal where you can register/log in. If you need additional assistance, please do not hesitate to contact any of your school Assistant Principals or their secretaries.

### **Student Progress Reports**

Progress Reports are mailed home and reflect the 6- and 12-week semester progress of your student. At the end of each semester report cards are mailed home (twice yearly). If you would like to track progress at other times, students may pick up a walk-around form at the switchboard or in the counseling office and the Aeries Portal may be utilized. Teachers will process walk around forms on the assigned dates noted on the walk-around form.

### **Website**

Be sure to check the Chino Hills High School website at <http://www.chino.k12.ca.us/Domain/38>. For important information such as dates of events and general information about activities on campus. Testing dates and holidays are also listed on the website. Both student and parents should visit the website every week.

# Curriculum and Instruction

The Curriculum and Instruction staff is made up of administration, counselors, a counseling assistant and a clerk. Together they regulate a myriad of functions for the school and students, including, but not limited to, counseling, attendance, programming, graduation, and career/college.

## **Grades/Evaluation of Student Achievement**

Grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement in mastering course content.

Grades are based upon objective criteria. Teachers shall communicate their grading criteria to the site principal, parents/guardians and students at the beginning of the school year and/or beginning of each trimester/semester.

Grades for academic achievement will be issued on grade reports as follows:

### **For Grades 7 – 12**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

## **Effects of Absences on Grades**

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. (BP 5121)

## **Citizenship (Standards and Grades)**

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

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

## **Incomplete (I)**

An "I" refers to incomplete work as a result of extended illness or some circumstance which the teacher feels warrants an extension of time. Incomplete work must be made up within four (4) weeks, unless an extension of time is recommended by the teacher.

Receiving an incomplete grade shall have no effect on a student's academic eligibility. If the resolution of an incomplete grade lowers the student's grade point average to below 2.0, the student shall be considered ineligible.

## **No Grade (NG)**

A No Grade (NG) signifies that a student has not been enrolled long enough for a grade to be determined. A student who has been enrolled for at least one-half (1/2) of the grading period shall receive a grade.

## **Early Withdrawal**

A student who withdraws from a class during the first three (3) weeks of the semester/trimester may do so without any entry on his/her permanent record. After the first three (3) weeks of the semester/trimester, withdrawal from a class may result in a withdrawal/failure (W/F) being entered on the student's transcript, unless otherwise decided by the principal or designee that extenuating circumstances exist, at which point a withdrawal/pass (W/P) may be given.

## **Grade Points – Grades 7 Through 12**

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

- A – 4 grade points
- B – 3 grade points
- C – 2 grade points
- D – 1 grade point
- F – 0 grade points

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

- A – 5 grade points
- B – 4 grade points
- C – 3 grade points
- D – 1 grade point
- F – 0 grade points

All other courses will be computed on the 4-point scale.

## **Grade Criteria**

Grades are based upon objective criteria. Teachers shall communicate their grading criteria to the site principal, parents/guardians, and students at the beginning of the school year and/or beginning of each semester.

Students shall not receive any credit for a grade of “F.”

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course. When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the teacher based in California frameworks, content standards, curriculum embedded and/or District assessments, and other relevant curriculum and instruction measurements of achievement. This evaluation will be based on the following criteria for grades 7 through 12:

Assessments: 60 – 75% of the final grade

Assignments and class discussions: 25 – 40% of the final grade

A grade may be affected because of cheating. A student who is found to be cheating shall receive an “F” grade on the assignment, project, test, or any other activity where the cheating occurred.

## **Makeup of Work Missed Because of Absence**

If the student makes no attempt to make up work missed due to absences/suspension or does not submit work within the specific time limit, and “F” grade, or no credit for grading purposes may be assigned.

## **Grade Notification**

Keeping parents duly informed of their student's progress is the responsibility of each teacher. Whenever it becomes evident to a teacher that a student is in danger of failing a course and/or at any time a student's grade falls below 65% a teacher will notify parents by phone, mail, email, or conference. Teachers shall document this notification.

## **Grade Changes**

The grade given at the completion of a course shall be final, except where clear evidence exists for clerical or mechanical error, fraud, bad faith, or incompetency as per Education Code 49066.

A grade change may not be made as the result of coercion by any person(s) or to make a student eligible for extra/co-curricular activities, class ranking, or award.

Any change of grade shall be accomplished within one semester following the date of notification of the original grade. Any request by a teacher for a grade change shall be personally approved by the principal or his/her designee.

### **Appeal of Grade Assignment**

If a student or parent/guardian feels a grade has been unfairly or inappropriately assigned, the first appeal should be made to the teacher who issued the grade and should focus on the teacher's established and communicated grading criteria. If the issue cannot be resolved by a conference with the teacher, the parent may request a meeting with the Assistant Principal. At such a meeting, the teacher shall also be present. If the issue is still unresolved, an appeal in writing shall be made to the principal and his/her designee and then to the Superintendent or his/her designee.

Any challenge to a grade awarded by a teacher shall be made within one semester following the date of notification of the original grade. Progress report grades shall not be subject to appeal.

### **Repeating Classes**

A student may repeat a course and receive (either elective or core credit depending on the original grade) credit towards graduation for the following reasons:

- Meet college entrance requirements
- Recommended by a teacher or counselor
- Required to repeat a semester for intervention/remediation purposes
- Meet CVUSD GPA graduation requirements

### **Supplemental Instruction Grading**

Students who earned a "D" or "F" in a course may repeat the course in which the "D" or "F" was earned via supplemental instruction. Students who receive a failing (F) grade via supplemental instruction will have No Grade (NG) entered on their transcript. (AR 5121)

Academic achievement is measured by participation in class and performance on class assignments and tests. Each class is worth 5 credits and students must earn grades A – D to earn these credits. Graduation requirements are 225 credits, and an overall GPA of 2.0 (see graduation requirements).

Students who fail a regular class on campus will be required to make up that class, either in summer school, credit recovery or adult school. Due to large class sizes, repetition of a class on campus may not be possible.

Students who cheat during a final will receive an "F" on the final. If this is a 2<sup>nd</sup> offense in the same class, the student will receive an "F" in the class that will be reflected on the transcript along with the appropriate disciplinary actions. (BP 5131.9)

### **Student Programs**

Students will receive a copy of their proposed schedule at the start of the school year. Students will review their schedule for accuracy, grade level, honors, AP, CP, Special Education, etc. Most classes are yearlong. Students will be directed as to how to proceed, if they have questions or problems with their schedule.

Students may request program changes for the following reasons only:

- An incorrect placement.
- A teacher-initiated request for a level change.
- Change in proficiency status.
- Summer school classes passed.
- Prerequisites not met or failed in a previous class.

Requests for program adjustments will NOT be made after scheduling deadlines for the following reasons:

- To change for period preference.
- To change teachers.

The school may initiate changes for the following reasons:

- Closing, adding, or balancing classes.
- Teacher's contractual class size agreement.
- Administration Decision

## **Supplemental Instruction (formerly Summer School)**

Supplemental Instruction is offered during the summer. The courses offered are Intervention classes and Standard Based classes (for students who have previously failed the course). Information regarding Supplemental Education is distributed by the Chino Valley Unified School District Alternative Education Center (909-628-1201, extension 5300) in the spring. Credits earned in the summer may be applied towards eligibility requirements. Supplemental Instruction grades may be combined with second semester grades of the previous school year to determine eligibility for the next grading period.

## **Additional Intervention Services**

- Alternative Learning Center (ALC)
- Student Success Team (SST) Meetings – meeting held with student, parent, teachers, counselor, and administrator to develop a plan for interventions to assist a student in areas of concern.
- Tutoring (small group) – Before and/or after school, by individual departments/teachers on a voluntary basis.
- Peer counseling
- Behavioral Contracts
- Individual and Group Counseling –Chino Youth Services (CYS).
- Special Education – For students who qualify (assessment available).
- English Language Development (ELD) Instruction – for students who qualify as needing additional instruction in the area of speaking, reading, and writing English
- Specialized Classes
- Wellness Center
- Speech – Language Assistance
- Adaptive P.E.

Students who transfer to alternative programs for behavioral intervention will be required upon returning to CHHS to meet with the Principal or designee to discuss follow-up interventions to ensure successful transition back in a comprehensive high school setting. A behavior contract may be required by the Principal or designee to ensure student commitment to maintaining appropriate behaviors at CHHS.

## **Alternative Programs/Credit Recovery Opportunities**

In some cases, the students' well-thought-out plans do not work, and an alternative to the traditional high school program may be necessary. Students who must make up deficiencies due to failing grades are required to attend summer school, when available, and at age 16 and in the 11<sup>th</sup> grade, may be eligible to attend Buena Vista Continuation High School. Adult School is also available for students who are 18 years or older. Seniors may also take classes at the adult school while maintaining concurrent enrollment at Chino Hills High School. A meeting with the school counselor will start the referral process.

- |  |   |
|--|---|
| • Independent Study                    | • Work Experience                               |
| • R.O.P.                               | • Credit Recovery Classes                       |
| • Adult School                         | • Dual Enrollment Program (via Chaffey College) |
| • Buena Vista Continuation High School | • Virtual School                                |
| • CVLA (Chino Valley Learning Academy) |   |

## **Graduation Requirements**

The following graduation requirements are established to assure that all students receiving a diploma from the Chino Valley Unified School District have demonstrated mastery in these essential skills. Students must also have an overall GPA of at least 2.0. Students need to have a total of 225 credits. Below are the credits that you should have in each subject area:

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



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

### **Tutoring**

In an effort to provide students with additional assistance with their schoolwork, tutoring is available after school at no cost to the students on Tuesdays and Thursdays in room 190 and on Monday and Wednesdays in the Athletic Office. Lunchtime tutoring is available on Tuesdays, Thursdays, and Fridays in room 232. A schedule for additional tutoring resources is available in the counseling office.

### **AVID**

The mission of AVID is to ensure that students succeed at a four-year university, those who are first in their family to go to college, or those who are historically underrepresented at four-year universities. AVID students will engage in rigorous curriculum and activities of the school, increase their enrollment in four-year colleges, and become educated, responsible participants and leaders in a democratic society. For additional information, please see the Counseling Office.

### **The State Seal of Biliteracy (SSB) Assembly Bill 615**

The State Seal of Biliteracy is to be awarded to high school graduating students that have demonstrated mastery of another world language in addition to English. A State Seal of Biliteracy would be affixed on the High School Diploma or Transcript of graduation students attaining proficiency in one or more languages in addition to English.

### **Career Center**

Chino Hills High school is committed to the belief that every student has the opportunity for growth and development. The Chino Hills High School Career Center offers a variety of resources to students. There are file cabinets and bookshelves full of information on careers, colleges, universities, trade school, and military opportunities, along with financial aid and scholarship information. College, career and military representatives visit our campus on a regular basis, providing students with the most up-to-date information on their facility, answer questions and address concerns. Various representatives provide college application assistance and on-site admission here at Chino Hills High School. The Career Center offers over 50 Baldy View ROP classes to students for elective credits. Students earn anywhere from 5 to 20 credits and many ROP classes have articulation agreements with community colleges or UC A-G approved. Baldy View ROP provides free career training to students, providing a smooth school to career transition. The Career Center also has seven computers available to the students with favorite sites bookmarked for easy access to career assessments, college, and scholarship searches. There are TV's available for students to view the many DVD's and video's available in the Career Center library. The Career Center provides a variety of career assessments to all students in an effort to help student's identify what careers fit their interest level. Another great service the Career Center provides is a list of job openings. The most up-to-date job openings are acquired with the help of the Chino Hills High School, Work Experience Class.

### **Work Permits**

Students under 18 years old must acquire a Work Permit prior to employment. Work Permit Applications are available in the Career Center. There is a 24-hour turn-a-round time for processing Work Permits. Work Permits must be renewed each semester. State law requires that student's ages 14 to 18 obtain a special work permit prior to employment. This permit may be obtained in the Career Center during lunch and after school.

### **Work Based Learning**

Focusing on the California's Career Readiness Initiative, Chino Hills H.S. is dedicated to preparing our students with 21<sup>st</sup> Century Career and College skills through our Linked Learning Academies in Digital Design, Hospitality and Tourism, and Health Science (HSA). Students will receive career awareness, exploration, preparation and training during the four years of their Academy Pathways by exposure to industry specific careers through guest speakers, field trips, media presentation, and career research. Additionally, students will be required to participate in job shadowing, community service or internships to expand their understanding of the real world of work. Since each of our Academies strives to educate students on current industry standards we are always looking to partner with business and industry professionals to serve as advisory boards members, guest speakers

and industry mentors. For more information on inspiring the work force of the future please contact our Work Based Learning Coordinator – Sylvia\_Casillas@chino.k12.ca.us, or at extension 5469.

## Academies

### Available Pathways

Career pathways that are offered at CHHS are:

- Health Science Academy (HSA)
- Hospitality, Tourism, and Recreation
- Design, Visual & Media Arts

## Academic Honesty

The very spring and root of honesty and virtue lie in good education."—Plutarch

One of the functions of an education is to create students with enough confidence and moral integrity to shun cheating, a form of academic fraud. Within the last few years, cheating at schools has increased dramatically. The Chino Hills staff is committed to academic integrity and has, therefore, outlined the school's philosophy on academic honesty in the school's parent/student handbook.

There are two types of academic dishonesty seen at the high school level: cheating and plagiarism.

- **Cheating** is defined as practicing trickery or fraud--acting dishonestly—which includes
  - copying on exams, homework, or research
  - using cheat sheets or crib notes
  - opening books on closed-book exams and assignments
  - buying, selling, or sharing old exams, papers, or homework.
    - Please note that being in groups does not license students to "copy" each other's work. Groups are designed to aid students in thinking, and, unless otherwise instructed by the teacher, the product of group work must be each student's own words and ideas.
- **Plagiarism** is defined as the act of taking and passing off as one's own the ideas, writings, etc. of another and includes
  - using another's exact words (in whole or weaving phrases with one's own words into a "mosaic") without quoting and citing a reference
  - paraphrasing another's ideas without citing a reference.
    - By acknowledging sources, a writer provides an indication of academic honesty, builds his or her ethos, and shows an awareness of audience by making it easier for readers to consult sources.

It is each student's responsibility to preserve academic honesty. Students who help others cheat will be subject to the same penalties as the one copying or plagiarizing. To guard against plagiarism,

- Keep all papers covered during testing and safeguard papers (in hard copy and computer format) from would-be plagiarists.
- Be present when receiving feedback on a paper from someone not known well or whose academic integrity is uncertain.
- When enlisting others to help type a paper, etc., make sure the style and content of the paper is not changed. Although a typist may mean well, this may cost a student a grade.

Although the Chino Hills High staff members prefer to focus on the positive actions of students, the ugly reality of academic dishonesty exists. With parental help and student awareness, this can be a positive year in each student's academic development.

## **What Is Academic Dishonesty?**

As you know, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and, therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

**Academic dishonesty includes, but is not limited to:**

### **Cheating**

1. Copying from others.
2. Posting Information on Social Media
3. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
4. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
5. Taking an exam, or taking a picture of an exam, for another student, or permitting someone else to take a test for you.
6. Asking another to give you improper assistance, including offering money or other benefits.
7. Asking for or accepting money or any other benefit in return for giving another improper assistance.
8. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
9. Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
10. Altering a graded exam and resubmitting it for a better grade.
11. Working together on a take home exam, unless specifically authorized by the teacher.
12. Gaining or providing unauthorized access to examination materials.

**Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.**

### **Plagiarism in Papers and Assignments**

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing.  
This includes:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, parenthetical documentation and/or a works cited.
7. Making up data for an experiment ("fudging data").
8. Citing nonexistent sources (articles, books, etc.).

### **Other**

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

**Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.**

(from Michael Josephson and Melissa Mertz' *Changing Cheaters: Promoting Integrity and Preventing Academic Dishonesty*. Josephson Institute of Ethics, 2004.)

Sources:

1. *Goldkey-Beacom College Academic Honor Code*, <http://goldkey.gbc.edu/advisement/honorcode.html>
2. *University of Pennsylvania Code of Academic Integrity*, <http://www.upd.upenn.edu/osl/acadint.html>
3. *Cornell University Code of Academic Integrity*, <http://cainfo.cornell.edu/AJC.html>

## **Consequences for Breaching the Academic Honesty Contract**

### **First Offense:**

- Teacher will contact parent
- Student will receive an automatic zero (failing grade) on assignment/project
- Student will serve a 30-minute detention assigned by teacher
- Student will be referred to the School Counselor
- Student will watch Video #1 (additional instruction) on avoiding plagiarism or cheating
- Student will receive a "N" (needs improvement) in citizenship on the semester grade report
- Notated on school records

### **Second Offense:**

- Teacher will contact parent
- Student will receive an automatic zero (failing grade) on assignment/project
- Student will attend a Saturday School
- Student will be referred to the Assistant Principal and School Counselor
- Student will watch Video #2 (additional instruction) on avoiding plagiarism or cheating
- Student will be excluded from all extracurricular activities (Sporting events, dances, rallies, practices, performances, field trips, clubs etc.) for two weeks (Husky Code of Conduct)
- Parent/Student/Teacher/Counselor Conference
- Student will receive a "U" (unsatisfactory) in citizenship on the semester grade report
- Notated on school records

### **Third Offense:**

- Teacher will contact parent
- Student will receive an automatic zero (failing grade) on assignment/project
- Student will be received an All Day ALC
- Student will be referred to the Assistant Principal and School Counselor
- Student will be suspended from all activities (listed in the second offense) for three months (Husky Code of Conduct)
- Parent/Student/Teacher conference with Principal
- Student placed on Behavior Contract
- Student will receive a "U" (unsatisfactory) in citizenship on the semester grade report
- Notated on school records

### **Academic Recognition Program**

Our goal is that all students will not only excel in the classroom, but also be involved in at least one co-curricular activity. Educational research shows that students, who are involved in some type of school activity, achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for you to become involved in the *Husky Family*.

- **ACADEMIC LETTER** Can be earned by students who accumulate 20 Renaissance points.
- **VARSITY LETTER** Can be earned by a student who completes the requirements defined by each discipline (i.e. English, Math, etc.). See each department for more information
- **SCHOLAR ATHLETES** who maintain a 3.5 or higher GPA during the season of their varsity sport can earn a Scholar Athlete patch.
- **ACTIVITIES SCHOLAR** A student who maintains a 3.5 or higher GPA during the season of their varsity activity can earn an Activities Scholar patch (Example: Spirit leaders, ASB, Band, Drum Line, Color Guard, etc.)
- **4.0 PATCH** Can be earned if the student earns a 4.0 during the season of his/her sport or activity.
- **"5" PATCH** Can be earned by a student who gets a 5 on an Advanced Placement Test
- **SAT PATCH** Can be earned by a student who scores 2000 or higher on their SAT's
- **RECOGNITION BY INDIVIDUAL CLASSROOM TEACHERS**

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

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

1. The valedictorian shall be the graduating high school senior in attendance with the highest-grade point average.
2. The salutatorian shall be the graduating high school senior in attendance with the second highest grade point average.
3. Grade point average will be based on a 4.0 scale (A=4 points; B=3 points; C=2 points; D=1 point; F=0 points) for non-weighted courses.
4. Weighted credit will be given to students who successfully complete advanced placement or international baccalaureate diploma program courses of study (A=5 points; B=4 points; C=3 points; D=1 point; F=0 points).
5. Each candidate for valedictorian and salutatorian must have completed all the requirements for the distinguished scholar program at a comprehensive high school.
6. Determination for Valedictorian and Salutatorian are made after the first semester of the senior year has been completed.
7. If a tie exists, the principal may honor more than one valedictorian and/or salutatorian.

### **Merit Diploma**

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

1. English language arts/literacy (ELA) – students must have earned one of any of the following:
  - a. A grade of B+ or above (or numerical equivalent) in a single course (each semester) completed in grade nine or ten or eleven.
  - b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment
2. Mathematics – students must have earned one of any of the following:
  - a. A grade of B+ or above (or numerical equivalent) in a single course (each semester) completed in grade nine or ten or eleven.
  - b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment
3. Science – students must have earned one of any of the following:
  - a. A grade of B+ or above (or numerical equivalent) in a single course (each semester) completed in grade nine or ten or eleven.
  - b. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
4. U. S. History – students must have earned one of any of the following:
  - c. A grade of B+ or above (or numerical equivalent) in a single course (each semester) completed in grade nine or ten or eleven.
  - d. A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
5. Two additional subject areas – students may choose from any of the following:
  - a. Any additional qualifying grade or score listed above, earned for the subject of ELA, mathematics, science, or U. S. History not already used to meet eligibility

- b. A grade of B+ or above (or numerical equivalent) upon the completion of high school courses in other subjects
- c. A qualifying score that demonstrates mastery of other subjects as determined by the LEA for an examination produced by a private provider or the LEA

### **Distinguished Scholar**

The Distinguished Scholar Program is offered by the Chino Valley Unified School District to increase academic motivation, broaden university admission options, provide access to competitive majors, prepare for college admission exams, and develop strong academic skills in university prep students. Counselors will identify seniors who may qualify as a distinguished scholar by reviewing student transcripts.

To qualify as a distinguished scholar a student must:

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

Prescribed Course of Study for Distinguished Scholar:

- English 4 years – 9H, 10H, 11AP, 12AP
- Advanced Math 4 years – Integrated Math 2, Integrated Math 3, Trig-Pre-Calc H, Calculus AB AP, Calculus BC AP, Statistics AP
- Social Studies – 3.5 years – World History H or AP, US History AP, US Government AP, European History AP, Economics H or AP
- Science – 3 years – Biology H or AP, Chemistry H or AP, Physics H or AP, Human Anatomy and Physiology H, Environmental Science
- Foreign Language 3 years of the same language approved by UC/CSU

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

### **Graduate with Honors**

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

1. Complete all prescribed courses in grades 9-12 to meet the CVUSD graduation requirements and the UC/CSU A-G requirements;
2. Receive a minimum of a 3.75 weighted GPA in all courses, grades 9-12;
3. Receive a grade of C or higher in all courses, grades 9-12 and;
4. Completed 28 semesters of coursework in the prescribed course of study.

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

### **Prescribed course of study for Graduate with Honors:**

English 4 Years:

English 9 CP or English 9 H

English 10 CP or English 10 H

English 11 CP or English 11 AP

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

Math 4 Years:

Integrated Math 1

Integrated Math 2

Integrated Math 3

Probability and Statistics

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

Calculus AB AP

Calculus BC AP

Statistics

Social Sciences 3 Years:  
World History or World History H  
US History or US History AP  
US Government or US Government AP  
Econ, Econ H, or Econ AP  
European History AP

Science 3 Years:  
Biology H or Biology AP  
Earth Science or Earth Science H  
Chemistry, Chemistry H, or Chemistry AP  
Physics, Physics H, or Physics AP  
Environmental Science AP  
Human Anatomy and Physiology H  
Environmental Science AP

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

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

### **Senior Awards Night**

Senior Awards Night is scheduled for the end of every year. Awards are given to senior students for academic and personal achievement. Students who will be recipients are given a special invitation to the awards ceremony, but all students are invited to attend. The Ultimate Husky Award, and Departmental Plaques and Certificates are also given on this momentous night.

## **CHHS Library & Textbook Information Policies & Procedures**

If you've received a notice from the library that you owe textbooks to the library or have outstanding fines, you may not participate in the priority registration process. The Library will be open July 28<sup>th</sup> – August 3<sup>rd</sup> to assist you in clearing any and all fines and for textbook return. Hours of operation: 8 am to 4:30pm.

As part of the priority registration process in August, students will...

- receive their school I.D. card or ASB card during registration; make sure to bring it to the Library.
- receive preliminary schedules from the counseling office, this also must be brought to the Library for book check out.
- Need to bring a backpack or bag to carry books home.
- Once textbooks are received = student MUST check the book for any pre-existing damages; if damages (not already noted) are visible, student MUST notify the library right away for replacement.
- All textbooks should be covered at all times - please do not put tape on the book itself.
- Students name should be written on the inside front cover.
- To protect books from damage. DO NOT DROP backpacks on the floor! New textbooks are valued over \$85/each, please handle them with care!

Students: Once you check out a textbook, YOU become the caretaker of that book. It is checked out to you. If you leave it in a classroom, YOU are still responsible for it! You are also responsible for returning it directly and in person to the library staff. Always wait for confirmation that the book turned in is yours and there are no outstanding fines. *In accordance with Chino Valley Unified Board policies (Article 5125.2)*, Chino Hills High School reserves the right to withhold grades, diploma or transcripts until reparation is made. If student is unable to make payment, arrangements can be made for voluntary work for the student do to.

## **Misuse of a book while it is checked out to you will result in fines.**

Once school starts:

- Some classes will schedule to visit the library to checkout novels or texts. If the student does not come with a class, make-up textbook checkout times are: before school, lunch, and after school
- You MUST have your ID and schedule with you to check out any Text or Library book or to use the computer! Make it a habit to carry it on you every day. If it is lost you may get a replacement ID at the Activities office for \$5.
- All Library books are checked-out for 2 weeks at a time, maximum 3 weeks at one time.
- Any Library and textbooks fines are be paid by CASH only.

if you have any questions, please call the library 909-606-7540 ext. 5434.

Monday – Friday, 8 am – 4:30pm (closed the month of July).

Welcome to the new school year!

Your Chino Hills High School Library Staff

## **Library/Computer Lab (No Food or Drinks allowed)**

The Library is open before school at 7:00 a.m., lunch, and after school each day. Students may check out books for personal use. Fines will be charged on lost, overdue, or damaged books. An I.D. Card is needed to check out library materials. In addition, a class schedule is needed to check out textbooks

During school hours no student will be allowed in the library without a library pass. Students are responsible for books checked out to them and MUST return the exact book to the library when they drop a class or finish the class. If your student has checked out a book and is responsible for said book, it is not advised that textbooks be left unattended in a teacher's classroom as other students may damage or lose the book.

## **Registrar's Office**

The Registrar can help you in the following areas:

- Enrollment or Withdrawal from Chino Hills High School
- Requests for Transcripts and Report Cards
- Change of address or telephone number (new address – provide documentation, i.e.: utility bill)

Chino Hills High School has joined forces with Parchment to offer you the option of having your official transcripts sent directly to the colleges of your choice. For more information, including a direct link, please visit our website at [www.chinohillshigh.com](http://www.chinohillshigh.com).

## **STUDENT RECORDS (Changes, Transfers, and Withdrawals)**

Because student records contain pertinent data and emergency information, it is imperative that the student information be kept current. Students/Parents must inform the school of any change in address or phone numbers by presenting proof of residence to the Registrar immediately. Telephone bills will not be accepted as proof of residence.

When transferring or withdrawing, the parent/legal guardian must come into the Registrar's Office and fill out the appropriate form and follow all steps to complete check out. The student must check into Records Office to receive a grade withdrawal form to check out with each individual teacher the day prior to their last day. They will turn in books to the library and complete the withdrawal process in the Records office.

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

## **Health Office**



The Health Office is a service offered to students who are ill. The Nurse and/or Health Clerk will assess student's health status and a determination will then be made if the student is to go home or return to class. Students must get a Health Office Visit Pass from their teacher before going to the nurse.

\*Note: Student must be signed out in the Attendance Office; if it is determined they should go home.

Students coming to the health Office need a written pass from their teacher unless it is before school, nutrition break, lunch, after school, or an emergency. Every student must have a current emergency card on file in the health Office. These cards are filled out at registration and must be signed by a parent or guardian. Please make certain all new or pre-existing Health Information is provided on the Emergency Card.

MEDICATION (prescription or non-prescription, including Tylenol, Motrin or cough drops) IS NOT ALLOWED ON CAMPUS, with the exception of Epi-Pens and Inhalers (Students may obtain clearance to carry an Inhaler, but this requires a physician's order and completion of all required forms). ALL OTHER MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE WITH REQUIRED FORMS SIGNED BY A PARENT/GUARDIAN AND A PHYSICIAN. The school Nurse will sign to allow the student to carry their inhaler after student properly demonstrates use of medication and assurance that the student is aware of school rules.

Medication forms are available during registration and in the health Office at any time. Medications can be administered only if accompanied by a medication form COMPLETED by both parent/guardian and physician. If a student was prescribed a temporary brace, crutches, or orthopedic device, then the student must bring a doctor's note to the nurse, and he/she must come to the Health Office to get a school P.E. excuse and/or a referral slip to arrange to use the elevator.

### **Student Going Home**

Students may not use cell phones or an outside telephone to contact anyone to check them out of school due to illness or injury. The student must come to the health Office and they must follow the procedures for contacting parents or authorized individuals listed on their emergency card. Parents, if a student has any medical limitations due to temporary or chronic health problems, which may require special accommodations for the safety and welfare of that student during the school day, please contact the HEALTH OFFICE. If a student goes home ill from school, he/she is not to return that day.

### **Students Who Drive to School**

Students that drive and are ill are required to have parent/guardian FAX a written statement providing consent for the student to drive themselves home. The statement must include a parent/guardian signature and a contact phone number. The following exception may occur: If the student is vomiting, dizzy, has a Migraine, they will not be allowed to drive themselves home. The school Nurse will assess the situation to determine if the student can drive home.

## **Attendance**

It is the responsibility of parents and/or guardians to see those children 6 to 18 years old attend school unless exempted by law or graduated from high school (**E.C. 48200, E.C. 48400**). Two hundred and forty minutes have been set by law as a minimum day's attendance at school (**Section 11052**).

**STATE REGULATIONS REQUIRE STUDENTS TO BE IN SCHOOL DAILY.** School attendance and class participation are integral to students' learning experiences, parents/guardians and students are encouraged to schedule medical and other appointments during non-school hours. (BP5113)

A student's absence shall be excused for the following reasons:

1. Personal Illness
2. Quarantine under the direction of a county or city health office (EC 48205)
3. Medical, dental, Optometric, or chiropractic appointments (EC48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (EC 48205)

- a. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (EC 45194, 48205)
5. Jury duty in the manner provided by law (EC 48205)
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
7. Service as a member of a precinct board for an election pursuant to Elections EC 12302)
8. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in EC 49701 and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (EC 48205)
9. To attend his/her naturalization ceremony to become a United States citizen (EC 48205)
10. Participation in religious exercises or to receive moral and religious instruction in accordance with District policy, subject to the following conditions (EC 46014):
  - a. The student's parents/guardian shall provide written consent for the absence.
  - b. The student shall attend at least the minimum school day.
  - c. The student shall be excused from school for this purpose on no more than four days per school month.

### **Reporting an Absence**

Parents/Guardians are required to notify the Attendance Office daily when their student is absent for any reason. This may be done easily in one of two ways:

- Call the school Attendance Hotline at (909) 606-7540, extension 5407. This line is available 24 hours a day. State the student's name, your name, and your relationship to the student, date(s) of the absence(s), and reason for absence.
- Send a note with your student on the day he/she returns to school. The note should include the same information as above. Notes should be turned in to the attendance office before school, at lunch or after school.
- A student absence will not be cleared without submission of the above information.

**\*IMPORTANT\*** All absences must be cleared within **five days** of the student's return to school. On the sixth day the absence becomes unverified and cannot be changed after this date (BP AR5113b). Unverified absences may result in student receiving zero credit in his/her classes. Students who forge notes or phone calls or impersonate a parent or guardian will receive a Saturday School. Parents/guardians may not allow the student or another person to act on their behalf in the area of phone calls and notes to excuse student absences – they will be considered forged. Students must attend Saturday Schools that are assigned. One "reschedule" per student per year is allowed if the parent contacts the school's Assistant Principal office by 3:00 p.m. the day prior to the schedule date.

### **Tardy Policy**

Students must be inside their classroom when the bell rings. If a student enters the classroom after the bell has rung and has no valid excuse or pass, they will be marked tardy.

- |                        |  |
|------------------------|--|
| 1 <sup>st</sup> Tardy: | Teacher will issue student a warning                               |
| 2 <sup>nd</sup> Tardy: | Teacher will clarify expectations to students                      |
| 3 <sup>rd</sup> Tardy: | Teacher will clarify expectations to student and issue a detention |

4<sup>th</sup> Tardy: Teacher will clarify expectations to student, issue a detention, and send student to their appointed counselor

5<sup>th</sup> Tardy and thereafter: Teacher will clarify expectations to student, issue a referral to appointed assistant principal's office. Student may also be referred for a Student Success Team (SST) meeting or to our schools Student Attendance Review Team (SART) for contact by the District Attorney, and/or a meeting with the SART team.

### **Truancy Policy**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district (E.C. 482609 [s]).

- The attendance supervisor or his/her designee, a peace officer, a school administrator or his/her designee, or a probation officer may arrest or assume temporary custody, during school hours, of any minor student to compulsory full-time education or to compulsory continuation education found away from his home and who is absent from school without valid excuse within the county, city, or city and county, or school district (Amend. Stats. 1994, Ch. 1023) (E.C. 48264).
- Habitual Truant (Persons Age 13 to 18) – The court may suspend, restrict, delay, or revoke your driving privilege for one year, if one is convicted of being a habitual truant from school (California Driver Handbook).
- Chino Hills Municipal Code Section 9.12.010(a) states that a student who is truant from school and is outside of instructional areas (public places including school parking lots) between the hours of 8:30 a.m. and 1:30 p.m. is subject to arrest and citation for truancy. Students at CHHS will be issued citations if found during class time outside of the instructional areas. This includes the school parking lots and the drop off lanes.
- The truancy policy at Chino Hills High School is based on the belief that trancies from class are premeditated acts of the students. When a student is truant from class/classes or is absent with the knowledge of his/her parents, the following will occur:
  - a. The student will be assigned a Saturday Work Study and parents will be contacted. An auto dialer calls nightly for all absences of three or more periods in one school day.
  - b. Students may not be able to make up work missed due to trancies. Students who fail to show up for their Saturday Work Study will receive disciplinary action.

### **District Truancy Calls**

Truancy calls generated by the district will be sent to those students who have accumulated 3 or more unexcused, truant or unverified absences. A second call will be issued after the 6<sup>th</sup> absence and will require that the student and parent/guardian attend a mandatory S.A.R.T. meeting. Further action (referral to S.A.R.B.) may occur if absences continue to accumulate.

### **Short Term Independent Study**

Any student who finds it necessary to be absent for a period of 5 to 20 days, may qualify for Short Term Independent Study. Please notify the Attendance Office 15 days prior to the anticipated absence to see if you are eligible. Short Term Independent Study funding is limited and eligibility for this program may be limited.

### **Absences Requiring Early Dismissal**

Request for early dismissal of students are strongly discouraged. Appointments should be made after school or on student-free days. All students who leave campus prior to their last class must be signed out by a parent/guardian in the Attendance Office. Any student leaving campus during school hours must have an off-campus pass (per Chino Hills Municipal Code Section 11.20.01, Truancy Law). **Leaving campus without properly signing out is considered a Truancy and the student will be issued a Saturday Work Study.** A student cannot be excused after the fact.

### **Students Who Drive**

Students who drive and must leave campus during school hours are required to bring a note written by a parent, stating the student has "permission to drive" themselves off campus, along with the reason, time of release, and

parent's signature, including a date and phone number where a parent can be reached should we need any further information. You can find a sample note on our website – Chino Hills High.com.

### **Procedures for Students Who Become Sick While on Campus**

- Students must report to the Nurse's Office to call home if sick. They are not allowed to call from classroom or cell phone. The nurse will monitor the student until a parent is contacted.
- Students sent home by the Nurse must sign out in the Attendance Office after the Health Office has authorized the sign out.
- A parent/guardian of the student must come into the Attendance Office to sign out. Students will only be released to a parent, guardian, or emergency contact (one of 3, age 18 or above, listed on the emergency release card). Anyone signing a student out is required to show I.D and check in through the Raptor System. No student will be called out of class until parent/guardian has been identified.
- Students who leave campus without being signed out are considered truant. A note or phone call after the student leaves campus will not excuse the truancy.
- Students who drive and are required to leave during school hours, must bring a note written by the parent, stating student has permission to "drive themselves" off campus along with reason, time to be released and parent signature and date.
- No phone calls will be accepted to release a student early.
- Students are not allowed to wait in front of the school for parents.

Please plan accordingly and allow sufficient time for signing students out. It is difficult to locate a student during lunch. If a student will be signing out during P.E. class, please write a note to the P.E. teacher to release your student at a designated time. This will allow him/her time to meet you in the Attendance Office to be signed out. With sufficient lead-time, the Attendance Office can send a call slip to a class prior to P.E. *Students shall not be signed out during the last eleven minutes of the instructional day.*

### **Make-Up Work**

Students who are absent due to an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, according to a reasonable make up schedule shall be given appropriate credit. (Ed. Code 48205) Typically, for each day of absence, a make-up day is granted.

If the student makes no attempt to make up work missed due to absences/suspension or does not submit such work within the specific time limit, an "F" grade or no credit for grading purposes may be assigned. If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences ( Ed. Code 49067). Incomplete work as a result of extended illness or some circumstance, which the teacher feels warrants an extension of time, must be made up within four (4) weeks unless the teacher recommends an extension of time.

### **Extended Absence Requiring Homework**

If an excusable absence exceeds three (3) days, please contact the teachers to request homework. Parents will need to give student's name, grade and anticipated date of return. Homework requests require 24-hour preparation time. Homework will generally be available for pick-up between 3:30 p.m. – 4:00 p.m., on the day following the request. If necessary, you may deliver completed and properly identified homework (include teacher's name and period) and pick up additional homework as the absence continues. Please remember to notify the Attendance Office of a student's absence when you request homework.

### **Re-Admit Procedure**

- All students when returning from an absence must have their parent/guardian call the attendance or bring a note from their parents and present notification from a doctor or dentist if the absence was due to a medical/dental appointment.
- The student, upon returning to school following an absence, must clear his absence in the Attendance Office before attending classes.
- If an absence is determined to be an "unexcused absence", then any make up work will be assigned solely at the discretion of the instructor.

### **Leaving Class Without Permission**

- If a student leaves his class or campus without permission from the office, the student will receive a truancy for the periods that he/she missed.
- If a student leaves before the close of the school day he/she is considered a truant.
- If a student needs to leave campus for any reason (e.g. Doctor's appointment, family emergency, illness) during the school day, he/she must obtain an outside pass from the Attendance office before leaving campus.

## **STUDENT ACTIVITIES/ATHLETICS**

### **General Information**

The Associated Student Body Office is located in Activities Office. Information about dances, rallies or student government is available from the Activities Office.

### **Student Government**

The Associated Student Body (ASB) is the body responsible for student affairs such as approving the organization of clubs and activities, selling ASB cards, and dances. ASB officers are elected by the student body and are expected to conduct themselves in a responsible manner at all times.

### **ASB Elections**

Anyone wishing to run for an ASB or class office must secure an application from the Activities Office in the Spring of each year when announced through the student bulletin. These petitions are to be filled out and returned by specific deadlines. Candidates are required to follow campaign guidelines issued with the petition.

### **I.D. Card/ASB Insignia**

Each school has been directed by the State of California to institute security measures on campus. One of those measures is that every student must carry his/her I.D. card with him/her at all times.

All students will be given a Chino Hills High School ID Card. Students will be expected to carry it at all times. The cost to replace a lost I.D. card is \$5.00. Students are encouraged to purchase ASB cards before school begins. Purchasing an Activity Card keeps the price of the yearbook down, gives discounts at dances, free admission to home athletic events and league contests, reduced rates for theatrical productions, and rooter bus fares, reduced admissions to away games, and noontime special attractions. These are just a few reasons to buy a card. Depending on activities planned, savings can be up to \$200 or more. Even more important, it identifies students as members of the Associated Student Body of Chino Hills High School. Funds raised through the sale of the Activity Cards are used to defray student body activity expenses, such as pep rallies, Chaperones and security at dances, awards and certificates presented throughout the year, and many other miscellaneous expenses. Activity cards are not transferable, and at no time shall a student lend his or her card to another student. If caught, the card will be forfeited. Also, a student who is involved in the following activities is highly encouraged to be an ASB Card holder:

- Associated Student Body Offices
- Class Offices
- Athletic Teams
- Cheerleaders, Song Leaders, and Mascots
- Band, Colorguard, Dance Team and Drumline
- Clubs
- ASB elective positions such as Dance King and Queens, etc.
- All other activities so designated by the ASB organization.

# Clubs and Organizations

Students are encouraged to become involved in the many co-curricular activities offered at Chino Hills High School. Students interested in forming a club on campus should first search for a teacher interested in helping as an advisor and then come to the Student Activities Office for necessary details. Clubs and other organizations will be legally chartered when they have their application approved by the A.S.B. Executive Board. Until the club or organization is sanctioned, and a constitution is approved, there can be no fundraising or meetings. Every organization must have a new charter each year, plus an updated constitution. No exceptions! The Inter-Club Council shall control the activities of all organization fundraising and activities.

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

## **Co-Curricular Programs**

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

## **Extracurricular Activities**

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

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

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

## **Co-Curricular and Extracurricular Eligibility**

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

A student's success in school depends upon the individual development of responsibility for academic achievement, citizenship, and regular attendance. In order to help maintain a balance in the development of individual responsibility, standards of achievement and conduct are necessary.

The co-curricular and extracurricular activities designated for this purpose include, but are not limited to, the following:

All Athletic Teams  
CSF/NHS  
Band  
Dance Team  
Powder Puff

Color guard and others  
Choir (choral groups)  
ASB (elected and appointed offices)  
Drama  
Homecoming Court

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

## **Eligibility Criteria**

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

- A. **ACADEMICS**: A student shall maintain a "C" average GPA of 2.0 or better (on a 4.0 scale) during the previous grading period.
- B. **CITIZENSHIP**: Using a marking scale of "O", "S" and "U", a student shall not receive more than two (2) "U"s during the previous grading period.
- C. **ATTENDANCE**: A student shall not have more than eight incidents of period truancy during the previous grading period. Incidents of truancy are defined as absences from class without parent or teacher permission for either all, or a portion of, a given day.

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

## **Co-Curricular and Extracurricular Ineligibility**

Students who fail to meet district-adopted academic, citizenship, and attendance requirements shall be ineligible the following grading period. Students enrolled in performance activity classes, i.e., all athletic teams, band, chorus, dance, tall flag, drill team, cheerleader units, ASB/class officers, and drama, may be allowed to remain in the class but will be ineligible for participation and performances.

## **CIF Eligibility**

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

## **Fundraising**

All fundraising projects must:

- Be on the list of projects approved by the Board of Education
- No advertising of upcoming fundraisers can start until CVUSD Board approval.
- Be approved by the Activities / Administration office with use of the fundraising form.

## **Posters and Announcements**

The Activities Director or the Administration must approve all posters, announcements, and handouts to be displayed at Chino Hills High School. An indication of that approval must be displayed on the posters/announcements. The individual(s) responsible for the posters/announcements are accountable for removing them. Blue painter's tape is to be used for hanging any posters on any surfaces, and string on the railings. Nothing is to be displayed (taped) on painted doors. **NO TAPE is allowed on the blue doors.**

## **Dances**

Student identification cards and dance contracts must be presented to purchase tickets to dances. Students must have a 2.0 G.P.A. to purchase dance tickets. Tickets may be purchased prior to the dance at nutrition and lunch breaks.

The following behavior guidelines are in effect for all school dances:

- Behavior on and off the dance floor must be socially acceptable and adhere to the Behavior Guidelines of Chino Hills High School. Dance movements and mannerisms must reflect the standards of modesty and "good taste." Dance movements, commonly known as "Dirty Dancing" or "Grinding," which depict or suggest private, sexual acts are a distraction or bothersome to others and deemed totally inappropriate and unacceptable. This includes front to back dancing. Physically dangerous dancing or

movements, such as “slamming” or “moshing” are not allowed. Individuals, couples, or groups engaging in such acts may be removed from the dance, without refund, properly disciplined by school standards, and parents contacted. Students who have unserved detentions or Saturday Work Study assignments are prohibited from next rally and/or dance

Wristbands will be required for all students entering the dance. If behavior/dancing is deemed inappropriate, students will be warned, and the wristband removed. If a second infraction occurs, the student will be removed from the dance.

The following items will not be allowed at any school dance, and will be taken away and will not be returned:

Alcohol	Medication (it will be returned)
Flasks	All Tobacco Products
Gum	E-Cigarettes & Vapor Pens
Glow in the Dark Items	Lighters/matches
Pencils/ pens	All illegal substances
Markers	Liquid items including perfume, mouthwash & lip gloss
Water Bottles	Eye Drops (test & toss)
Weapons	Canes
Wallet Chains / lanyards	Zoot Chains

Every student at every dance will be searched upon arrival. Breathalyzers will be on site and used if necessary.

Violations of the behavior or dress code guidelines will result in removal from the activity. No refund will be given. Parents will be notified and expected to pick up the offender. Further disciplinary action may follow on the next scheduled school day.

#### Dance Rules:

- Student identification must be presented for entry into a dance and student's name MUST be on “dance list.”
- Students may not be admitted into any dance one hour from the start of the dance.
- All school rules are in effect throughout the duration of the dance and to and from any school activity.
- Students WILL follow the CHHS Dress Code as listed in the Parent/Student Handbook
- Violation of any school rule during the time of the dance will result in removal from the dance and/or other disciplinary action.
- No inappropriate contact or gestures may occur during the dance or activity (no obscene dancing).
- Any student determined to be under the influence or in possession of illegal substances will not be allowed to participate in the dance/activity. In addition, no refund for dance/activity will be given and disciplinary action will take place in a timely manner.
- Small purses are encouraged.
- Students will be allowed to exit the dance one hour prior to the conclusion of the dance.

### **Dance Guests**

If you would like to bring a guest to a dance and/or school event, you must have a Dance Guest pass approved prior to purchasing tickets. Passes must be submitted to any AP Office. Getting approval for a guest pass will be a two-day process, you must plan accordingly.

Guest must be at least a freshman in high school and may not be older than **20 years of age**; must have a legal form of picture ID to be admitted and all school rules apply to the guest.



# Athletics

At Chino Hills High School, we are proud of our sports and athletic programs. We have a wide range of sports offered to all Chino Hills High School students, so there is a program for practically every student's interest and talent. The Husky athletic program has established a tradition of excellence on the field of play as well as performance at a high level in the classroom.

## Sports Offered:

Fall Sports:	Football, Boys' and Girls' Cross Country, Girls' Tennis, Girls' Volleyball, Boys' Water Polo, Girl's Golf
Winter Sports:	Boys' and Girls' Basketball, Competitive Cheer, Boys' and Girls' Soccer, Wrestling, and Girls' Water Polo
Spring Sports:	Baseball, Boy's Golf, Boys' and Girls' Swimming, Boys' Tennis, Boys' and Girls' Track, Badminton, Softball, Boys Volleyball

Chino Hills High School is affiliated with the Southern Section of the California Interscholastic Federation (CIF) and is a member of the Baseline League. We encourage any student to tryout regardless of his or her ability or talent. Students are encouraged to talk to the coaches of the sport, PE teachers, Athletic or Activities Director at any time during the year, if they are at all interested in participating in athletics. Students may be charged a fee for bus transportation to and from extra-curricular and athletic activities. A student must attend school all day on the day of the game, if he/she wishes to participate.

## **Procedures**

All athletes need to register on [homecampus.com](http://homecampus.com) and turn in a pre-participation physical and history form to be cleared by the Athletic Trainer prior to trying out for a sport. Physicals expire at the end of every school year, not calendar year.

## **Athletes Must Pick Up and Return the Following to the Athletic Training Room:**

- Emergency card/insurance form
- Signed assumption of risk form
- Proof of physical examination by a medical doctor
- Signed athletic guidelines form for participation in extra and co-curricular activities
- Athlete's Code of Ethics

All uniforms, practice gear, and equipment from previous sports must be returned before participating in another sport.

Failure to comply with the above requirements will result in the following:

- Restriction from participating on any Chino Hills High School athletic team and co-curricular activities group
- Restriction from participating in any Chino Hills High School activities, dances, etc.
- Restriction from receiving any letter or award
- Withholding of grades, diploma and/or transcripts (AR 5125.2[a])

## **Insurance**

All students must have insurance to participate in after-school sports. Parents may use their own insurance or purchase school-approved insurance.

## **The Athletic Trainer**

Daily hours for the athletic trainer at Chino Hills High School are usually during lunch, 6<sup>th</sup> period and after school. The Athletic Trainer provides the following services:

- Prevention of athletic injuries
- Recognition, evaluation and immediate care of athletic injuries
- Rehabilitation and reconditioning of athletic injuries
- Guidance in selection of athletic equipment and supplies
- Nutritional guidance
- Forms and record keeping for athletic participation
- Injury information on the athletes, parents, doctors and coaches
- Liaison between team doctors, coaches, parents and athletes
- Clearing house for all athletic participation

Students wishing to participate in the Student Athletic Trainer Program should contact the head Athletic Trainer in the spring, prior to the year you wish to be involved.

<b>Athletic Director</b>	<b>Extension</b>	<b>E-Mail</b>
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Jia Aguilar	ex: 5164	Jia_Aguilar@chino.k12.ca.us
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### **Student Athlete at the Collegiate Level**

All potential student athletes must register with the Eligibility Center (formerly known as the NCAA Clearinghouse) at <https://web1.ncaa.org/eligibilitycenter>. Students are encouraged to register with the Eligibility Center during their junior year in high school. However, the most important aspect of the entire process is to make sure the students have completed all of the necessary coursework prior to graduating and have earned the required grade point average & test score.

In order to determine if you are on track to meet the eligibility requirements for the NCAA Eligibility Center, see the web address listed above for specific requirements and/or see your counselor for an *Eligibility Standards Quick Reference Sheet*. For specific information on whether classes taken count towards the requirements, go to the *Prospective Student-Athlete* link on the Eligibility Center website and click on The List of Approved Core Courses (formerly 48H) link on the left-hand side. To find out the courses approved specifically for Chino Hills High School, enter the school code 050564 and click the submit button at the bottom of the page. If a class taken is not listed, see your counselor to determine if the class should be on the list.

### **NCAA Crash Course - A Blueprint for Aspiring Student-Athletes**

An NCAA Eligibility Night is scheduled on October 23 at 6:00 p.m. in the large gym to inform students of the requirements of NCAA and to see if they have met the criteria. There will be representatives from Division I, II, and III athletics as well as community college and the NCAA Eligibility Center.

This NCAA Crash Course is designed to help any student-athlete navigate through the complex maze of NCAA certification, academics and athletics. With the new initial-eligibility standards that went into effect with the class of 2017, it's imperative that every student-athlete has the most up to date information in order to make a successful transition to the college level.

Questions regarding the NCAA Eligibility Center procedures may be addressed to the Athletic Director.

## **Counseling**

<b>Counselors</b>	<b>Assignment</b>	<b>Extension</b>	<b>E-Mail</b>
Karen Espinosa	A, SPED	5409	Karen_Espinoza@chino.k12.ca.us
Jennifer Hansen	B-C, HSA	5408	Jennifer_Hansen@chino.k12.ca.us
Kathie Spaun	D-F, AVID	5428	Kathie_Spaun@chino.k12.ca.us
Lisa Behounek	G – M	5431	Lisa_Behounek@chino.k12.ca.us

Shelley Bateman	N – R, NCAA	5410	Shelley_Bateman@chino.k12.ca.us
Stephanie Arrington	S – Z, ELD	5429	Stephanie_Arrington@chino.k12.ca.us
Janyt Camper	Intervention/PLUSS	5426	Janyt_Camper@chino.k12.ca.us

### **California College Guidance Initiative (CCGI)**

The mission of the CHHS Counseling program is to enable all students to experience educational success by providing guidance in the areas of academic, career and personal and social development. Counselors are dedicated to helping students overcome challenges that interfere with learning. Counselors advocate for an environment that supports all students, helping them achieve their full academic potential along with a balanced high school experience.