

# CHINO HIGH SCHOOL

## Parent Student Handbook 2022-2023

5431 Park Place, Chino, CA 91710

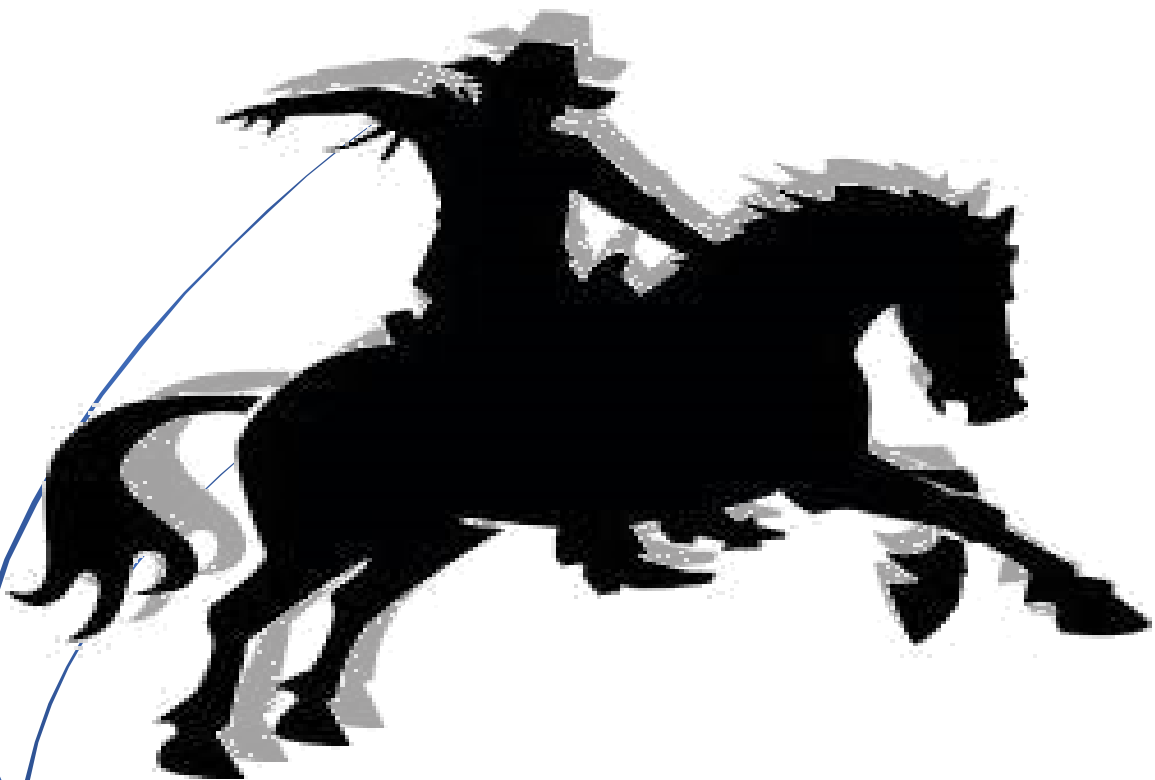
(909) 627-7351

FAX (909) 548-6004

<https://www.chino.k12.ca.us/chinohigh>

**Chino Valley Unified School District**

Main Phone: (909) 628-1201



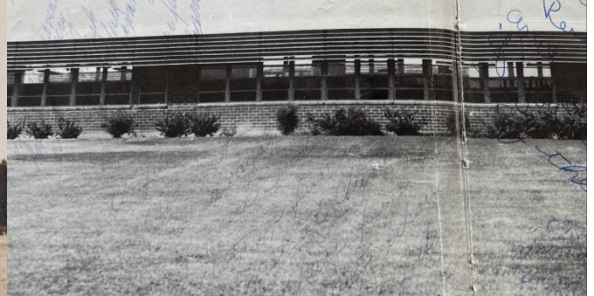
Revised 10/31/22

# Through the years...

Then  
1910



1951



In Progress



2015



Now



## **Chino High School Vision Statement**

Chino High School is committed to providing excellence in education for all students. The school designs programs and provides learning experiences that promote academic achievement and prepare them for successful entry into post-secondary education and a career. Chino High School provides a safe and productive learning environment in which students are free to communicate effectively and solve problems through critical thinking and multi-levelled experiences within curricular and extra-curricular activities.

Chino High School staff is empowered to develop and utilize innovative methods of teaching to best prepare graduates that are lifelong learners and valuable contributors to society. Through the collaboration of school staff, home and community, every Chino High School graduate is offered the opportunity with access to skills preparing them for the demands of the 21<sup>st</sup> Century.

## **Chino High School Mission Statement**

Chino High School provides students a safe and positive learning environment. Administration, teachers, and staff are responsive to their needs, prepare them to meet graduation requirements, provide the opportunity to enter post-secondary education, and become responsible, productive citizens.

### **CHINO HIGH SCHOOL COMMITMENTS:**

**Be Safe**  
**Be Respect**  
**Be Responsible**  
**Be Resilient**



## COMMUNICATION PATHS CHINO HIGH SCHOOL (909) 627-7351

### ACTIVITIES / CALENDAR

Eloisa Castillo	x3461
Lourdes Dominguez	x3461

### ADMINISTRATION

John Miller Sec: Maria Rodriguez	x3079
Sangeeta Morar Sec: Renay Prescott	x3073
Jonathan Cervantes Sec: Cindi Garcia	x3072
Jasmine Norman Sec: Gloria Rodriguez	x3071

### ATHLETIC TRAINER

Kevin Sells	x3353
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### ATHLETICS/WORK EXPERIENCE

Michael Hinkle	x3352
Terrie Briones	x3352

### ATTENDANCE x3020

Ana Paula Fernandes	x3022
Bertha Solis	x3021

### COUNSELORS x3028

Annette Allen	A-Esq, CHOMP, NCAA
Rigoberto Aragon	Rendon-Z
Lucia Gibbs	Est-F, AVID, BST, International
Sandy Gonzales	G-Marq
Todd Pollara	Mars-Remis
Rachel Guillemet	9,10 Intervention Marq-Z
Kaishauna Kern	9-10 Intervention A-Mark

### COUNSELING OFFICE

Christina Rossen: Counseling Clerk	x3028
Korina Kuo	x3058

### FINANCE OFFICE / STUDENT STORE

Richelle Kuhns	x3425
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### HEALTH OFFICE

Mary Theis – Nurse	x3045
Judy Ellsworth – Health Tech	x3047

### LIBRARY/TEXTBOOKS/FINES

Dorinda Sullivan	x3286
Kris Salazar	x3285
VACANT	x3283

### RECORDS OFFICE

Julie Flores – Registrar	x3040
VACANT – Records Clerk	x3041

### CHS SECURITY

Danny Guaracha	x3020
Victor Rosalez	
Robert Beltran	
VACANT	

<b>Chino P.D. Officer Marissa Torres</b>	<b>x3050</b>
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# CHINO HIGH SCHOOL

## BELL SCHEDULES 2022-2023

Regular Day	
0 Period	7:30-8:27
1st	8:35-9:32
2nd	9:38-10:40
3rd	10:46-11:43
4th	11:49-12:46
Lunch	12:46-1:16
5th	1:22-2:19
6th	2:25-3:22

Collaboration- Late Start Friday	
0 Period	7:30-8:27
1st	9:25-10:14
2nd	10:20-11:12
3rd	11:18-12:07
4th	12:13-1:02
Lunch	1:02-1:32
5th	1:38-2:27
6th	2:33-3:22

Assembly/Rally Schedule	
0 Period	7:30-8:27
1st	8:35-9:21
2nd	9:27-10:13
3rd	10:19-11:05
Assembly/Rally	11:11-12:16
4th	12:22-1:08
Lunch	1:08-1:38
5th	1:44-2:30
6th	2:36-3:22

Minimum Day	
0 Period	7:30-8:27
1st	8:35-9:17
2nd	9:23-10:05
3rd	10:11-10:53
4th	10:59-11:41
5th	11:47-12:29
6th	12:35-1:17



Final Exam	
0 Period	7:30-8:27
1st/2nd	8:35-10:04
Nutrition	10:04-10:15
3rd/4th	10:21-11:50
5th/6th	11:56-1:25



# Chino High School Collaboration Friday Dates

## Collaboration- Late Start Dates:

Aug. 12,19 2022   Sept. 2,9,16,23,30 2022   Oct. 7,14,21,28 2022   Nov. 4 2022   Dec. 2,9 2022  
Jan. 6, 13, 20 2023   Feb. 3,10,17,24 2023   March 3,10,17 2023   Apr. 14,28 2023   May 5,12,19 2023

## Assembly/Rally Schedule:

Aug. 26 2022   Nov. 18 2022   Jan. 27 2023   March 24 2023   Apr. 28 2023

## Minimum Days:

Aug. 8 2022   Sept. 1 2022   March 9 2023   May 23 2023

## Final Exam Dates:

Dec. 14,15 2022   May 24,25 2023

**\*These dates are subject to change.**

August 12, 19

September 2, 9, 16, 23, 30

October 7, 14, 21, 28

November 4

December 2, 9

January 6, 13, 20

February 3, 10, 17, 24

March 3, 10, 17

April 14, 28

May 5, 12, 19



*Note: These dates are tentative and subject to change*



# CHINO HIGH SCHOOL

## 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 drugs, 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 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.

By signing below, both the participating student or student athlete, and the parent, legal guardian/caregiver hereby commit to the code of conduct.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Caregiver Signature

\_\_\_\_\_  
Date

## Code of Conduct Committee Form

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ ID#: \_\_\_\_\_

Activity/Sport: \_\_\_\_\_

Coach/Advisor: \_\_\_\_\_

The code is instituted upon the belief that students who are involved in co-curricular, extracurricular and school activities be positive role models and are expected to adhere to the Chino Valley Unified School District's Code of Conduct. Students who have been suspended under California Education Code 48900/48915 will have violated the District's Code of Conduct.

The athletic/activities director of Chino High School makes a recommendation as follows:

☐

Suspension – Duration:

\_\_\_\_\_

☐

Dismissal – Duration:

\_\_\_\_\_

☐

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Due Process Procedures**

The District acts in the best interest of students and respects the student's right to due process. Students who are suspended or dismissed from a co-curricular or extracurricular activity may appeal a suspension or dismissal imposed by the coach/advisor and school athletic/activities director in accordance with the District's Student Code of Conduct.

A student, parent, or guardian may initiate an appeal in writing to the school principal's office within five (5) school days after the disciplinary action is imposed. An informal hearing will be held by the school's appeal committee. The student and parent/guardian must attend. The decision of the appeal committee shall be final and shall not be subject to further review.



## Code of Conduct Committee Form (cont.)

### Reinstatement

A student who has been suspended from participation in a co-curricular or extracurricular activity must apply to the reinstatement committee. An application must be made in writing and submitted to the school principal's office. This is the sole responsibility of the student. A hearing will be held the following Monday following the receipt of the application for reinstatement. The decision of the reinstatement committee shall be final.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Caregiver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach/Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic/Activities Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Date

### **Chino Valley Unified School District**

Exhibit approved: June 28, 2018

Revised: June 6, 2019





## Chino High School School Wide Expectations



	Classroom	Common Areas*	Bathrooms	PE/Athletics	Technology/Library	Offices	Events
<b>Be Safe</b>	Place backpack under your chair, Walk in class. Use class equipment as intended.	Use appropriate physical contact. Keep walkways clear. Stay to the right. Move with a purpose. Use skateboards/scooters/bikes off campus.	Wash hands/flush toilet/keep clean.	Use appropriate physical contact.	Stay in designated sites. Finish food and drinks before entering.	Keep doorways/walkways clear.	Keep Exits and walkways clear. Comply with directives.
<b>Be Responsible</b>	Be punctual. Work bell to bell. Come prepared for class. Use professional language.	Have agenda/hall pass when outside of class. Throw away trash in trash cans. Use professional language. Carry your ID with you at all times.	Be quick/be clean/go back to class.	Use equipment as intended. Dress out. Stay in designated area.	Wait for teacher instructions. Shut down computer properly.	Go directly to destination. Sign in and take a seat. State your business clearly.	Sit in assigned area. Keep belongings in classrooms. Use professional language / volume.
<b>Be Respectful</b>	Respect learning environment classmates, and staff. Use appropriate language. Use cell phone for academic purposes.	Respect personal space. Listen to music through headphones. Moderate volume. Clear campus unless afterschool activity. Comply with staff directives.	Respect privacy/ report suspicious activity.	Comply with staff directives.	Stay on assigned computer/assigned task. Limit volume in library.	Use a calm and respectful tone of voice.	Show school spirit. Clap for each other. Show good sportsmanship.
<b>Be Resilient</b>	Ask for assistance when needed.	Wait patiently in line.	Use time wisely.	Be a good sport.	Stay focused.	Accept responsibility.	Positively support your CHS family.

\*Quads, walkways, lunch areas

## MTSS B

### **Tier 01 All Students**

- School wide expectations
- Classroom Expectations
- Cowboy Cash and raffles
- Freshman Transition
- PBIS Instructions for expectations
- Student of the month awards
- Counseling referrals
- ROX referrals
- Clubs
- Parent Conference
- Counseling appointments
- Administration supervision
- 5 Star incentives/communication
- Remind w/ classroom teachers
- Aeries App

### **Tier 02 Supplemental Supports**

- Small Group Grief Counseling
- ROX group for girls
- Intervention Counselors
- Peer Counselors
- Code of Conduct
- Social thinking worksheets
- (IEP) referrals for SSP or BIP
- Referral to specific campus clubs
- Renaissance Student of the month
- Freshmen/Link Crew Mentors
- Tutorial
- E.T.S./Upward Bound/AVID College Tutors

### **Tier 03 Intensive Supports**

- SST monitoring
- 504 Accommodations
- Chino Human Services
- BIP / SSP (IEP)
- No Contact Contract
- 1:1 Check in monitoring/Behavior points
- IEP Accommodations
- ERMHS
- Behavioral Health Counseling

# STUDENT RESPONSIBILITIES & BEHAVIORS

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

## THE TEACHING – LEARNING PROCESS

Students deserve the best instruction the Chino High School staff can provide. For the learning process to be successful, staff, parents, and students need to work together as a team. When a student is successful, we as a team have been successful. If a student is not successful, then we will look at the team for improvement and demonstrate resilience. Teachers facilitate learning, parents provide a supportive home environment, and students have the responsibility to come to school every day prepared to work hard and avail themselves to the learning process. Together as a team we will be successful for all our students!

## CAMPUS CLIMATE

All students will be expected to do their part in creating a safe campus. They will 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 could be cited. This violation carries a penalty of community service and/or a fine.

Chino Municipal Code 12.20.034 *Vandalism*, littering:

- A. To pick, dig, remove, destroy, injure, mutilate or cut any tree, plant, shrub, bloom or flower, or any portion thereof; or cut, break, deface or injure any building, monument, sign, fence, bench, equipment or property; or cut or remove any wood, turf, grass, soil, rock, sand, or gravel is prohibited.
- B. To throw, discard, place, or dispose of any garbage or refuse in any place other than a garbage can or other receptacle maintained for that purpose is prohibited.

Students may not stand in the common areas in large groups for safety reasons.

Students will not be permitted to display overt, public displays of affection at any time during school hours, or during school-sponsored activities.

## VANDALISM

At Chino High School we will be taking a strong stand to preserve a positive school climate and to make sure that our facility is clean and is a place that we can all be proud of. Vandalism and/or defacement of school grounds including, restrooms, desks, books, personal materials, or any school fixture or building etc. will not be tolerated and immediate school and law enforcement consequences will be applied.

Students may not possess any markers, stickers, decals, spray paint, paintballs, thick crayons, etchers, or any other item or device used to damage and or write on school or personal property.

Students may not be in possession of any graffiti writing or drawings on their folders or on any papers in their possession.

Students may not display graffiti on their clothing, backpacks, hats, shoes, or any other personal item brought to school (either written by the student or purchased as a style).

## CLASSROOM DISCIPLINE

Each teacher has the responsibility to impose progressive discipline with 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 and will respect their learning space. Therefore, students must follow classroom expectations classroom rules.

Failure to do so may result in the following:

- 1) Referral to Counselor
- 2) Conference with parents to secure their assistance in improving the quality of performance and/or behavior of students
- 3) Detention and/or assignment of campus beautification duty
- 4) A student/teacher/parent behavior contract
- 5) Referral of the student who commits a serious offense(s) to the Assistant Principal
- 6) Denial of certain privileges granted to other students

## DETENTION POLICY

*Teachers shall assign all detentions for classroom infractions, such as tardiness, disruptive behavior, etc.*

- *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.*
- *Students may be presented with the option of performing campus beautification in lieu of in class detention assignments. Students will be provided with the necessary materials and safety supplies to complete this task if they choose to do so.*

***Detentions may be served after school on Tuesdays (3:30 p.m. – 4:00 p.m.) Room TBA  
or before school on Wednesdays (7:50 a.m. – 8:20 a.m.) Room TBA.***

## FRIDAY WORK/STUDY (FORMER SATURDAY SCHOOL)

Administration shall assign students a Friday Work/Study Detention for more serious school infractions including but not limited to serious classroom disruptions, attendance related discipline, etc.

- Friday Work/Study Assignments must be served by the assigned date in the detention room or as arranged with the school administration. Students must serve their Friday Work/Study assignment on the date assigned.
- If a student fails to serve his/her Friday Work/Study assignment he/she will be reassigned another day of Friday Work/Study and the following consequences may occur:
  - 1<sup>st</sup> offense – Friday Work/Study will be re-issued, and student will serve all day ALC.
  - 2<sup>ND</sup> offense – Friday Work/Study will be re-issued, and student will serve two days of all-day ALC.
  - 3<sup>rd</sup> offense – Friday Work/Study will be re-issued, and student will be suspended for defiance.
- Students may re-schedule 1 Friday Work/Study per semester if parents call a school administrator on the Thursday before the Friday Work/Study is to be served. If they fail to serve their Friday Assignment, the assignment will be doubled.
- If the student fails to serve the assigned doubled Friday Work/Study, the student is referred to the Assistant Principal's office and will be sent to all day ALC or suspended.
- If a student accumulates 3 Friday Work/Study Assignments at any time during the school year that student will be sent to all day ALC or may be suspended.
- Students will be presented with the option of performing campus beautification in lieu of Friday Work/Study assignments. Students will be provided with the necessary materials and safety supplies to complete this task if they choose to do so.

***Friday Work/Study assignments will be scheduled throughout the year, (3:30pm –5:30pm) Students who arrive late may be denied attendance for the assignment.***

***Students must show their Chino High School Student ID card to the teacher before entering the FWS room.***

## **RESPECT FOR FACULTY**

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. (**E.C. 44811**).

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 or not less than fifty dollars (\$50) nor exceeding five hundred dollars (\$500) (**E.C. 44812**).

## **SEXUAL HARASSMENT**

Sexual harassment of any kind is not allowed at Chino High School. "Sexual harassment" shall mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting (**CVUSD File: 1003.0401-\$**).

## **NONDISCRIMINATION/HARASSMENT OF STUDENTS**

The Board of Education desires to ensure equal opportunities for all students in admission and access to the District's Educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. All District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

Discrimination may also include retaliation towards students and their parents/guardians for engaging in a "protected activity". Such "protected activities" include complaining of or reporting discrimination, participating in an investigation of such a complaint, and advocating for the civil rights of a student regardless of whether the complaint relates to the complaining person or someone else. The Board prohibits discrimination, including intimidation, harassment and retaliation of any student by any employee, student or other person in the District. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision. The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing, retaliatory or other discriminatory behavior. BP 5145.3(b) NONDISCRIMINATION/HARASSMENT OF STUDENTS Students who engage in discrimination, including harassment and retaliation in violation of law, board policy, or administrative regulation shall be subject to discipline up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment, retaliation, or other prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

Grievance Procedures the Board hereby designates the following position as coordinator for nondiscrimination to handle complaints regarding discrimination, including harassment and retaliation, and inquiries regarding the District's nondiscrimination policies:

Richard Rideout  
Assistant Superintendent, Human Resources  
Chino Valley Unified School District  
5130 Riverside Drive, Chino, CA 91710  
(909) 628-1201 ext. 1110

Any student who feels that he/she has been subjected to discrimination including harassment and retaliation should immediately contact the coordinator, principal or any other staff member. Any student or school employee, who observes an incident of discrimination, including harassment and retaliation, should report the incident to the coordinator or principal, whether or not the victim files a complaint. Upon receiving a complaint of discrimination including harassment and retaliation, the coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7 – Sexual Harassment. (cf. 5145.7 - Sexual Harassment) BP 5145.3(c) The Superintendent or designee shall ensure that the student handbook clearly describes the District's nondiscrimination policy, procedures for filing a complaint regarding discrimination including harassment and retaliation, and the resources that are available to students and parents/guardians, who feel that they have been the victim of discrimination or harassment. The District's policy may also be posted on the District's website or any other location that is easily accessible to students and parents/guardians.



## 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).

“Any student who fails to return loaned school property such as a textbook, library book, or equipment furnished by the school SHALL NOT BE ISSUED A REPORT CARD OR ADDITIONAL PROPERTY until payment is made for the loaned property or until the loaned property is returned to the school. The same applies to intra- and inter-district transfers of student records (cums)”

(CSU File 1003.4.301).

“Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is guilty of a misdemeanor. The parents or guardian of a minor who willfully and maliciously commits any act within the scope of this section shall be liable for all damages so caused by the minor” (**E.C. 19911**).

## DISCIPLINE/DUTIES OF PUPILS

- Pupils must comply with school regulations, pursue the required courses of study, and submit to the authority of teachers.
- 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 “Duties of Pupils” may be subject to one or more of the following:

- Warning/Counseling
- Parent/Guardian contact made by teacher, and possibly administrator
- Meeting with school staff, SST Process
- Behavior Plan
- Referral to appropriate support services/classes
- Assignment of Detention
- Assignment of Friday Work/Study (former Saturday Work/Study)\*
- Assignment of ALC for one or more periods
- Assignment of all day ALC or 2-period ALC on consecutive days
- Suspension
- Expulsion Recommendation

**\* Students must attend Friday Work/Study assigned. One “reschedule” is allowed per student for the year if the parent contacts a school administrator prior to the scheduled Friday Work/Study.**

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

When a student is assigned all day ALC, his/her teachers will be notified 24 hours in advance to supply work for that student. The teacher shall provide all assignments and tests that the student will miss while suspended. If no classroom work is assigned, the staff supervising ALC shall assign 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 CHS 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, then they are to be assigned ALC to complete their discipline when they are located and will receive 1 full day of ALC the following day.
- If a student leaves ALC without permission and is truant, they will complete their ALC assignment when located and be assigned a Friday Work/Study (former Saturday Work/Study) for truancy.
- If a student is dismissed from ALC for disruption or defiance, he/she will be suspended.

### **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 Form for Senior Activities." In the event the student and the parent(s)/guardian(s) of the student refuse to sign the document, the student will be excluded from all senior activities until such time as the document is signed.

**Policy 5144:** Any time 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, while at a school, or a school-sponsored activity, or during the lunch period, shall in addition to the penalties enumerated in Education Code, be subject to the following consequences:

1. Exclusion from the activity and turned over to the appropriate authority
2. Suspension or expulsion from the school
3. Exclusion from school activities for the remainder of the school year.

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

1. Junior/senior prom
2. Senior field trip
3. Senior week
4. Baccalaureate
5. Graduation ceremony

For the first (1st) violation the student will be excluded from all activities, except the graduation ceremony, for the remainder of the school year. For the second (2nd) violation the student will be excluded from the graduation ceremony.

An attempt shall be made by the principal or designee to notify the parent(s)/guardian(s) of such a student immediately. Appropriate disciplinary action shall be taken on the school day immediately following the activity if the incident occurred during non-school hours.

Any senior student's guest who commits or participates in the commission of an 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 attending a school activity will be removed from the activity and turned over to the appropriate authority. Restitution for damages caused by any type of vandalism will be required.

## DISCIPLINARY CONSIDERATIONS

In order to encourage high standards of student conduct and behavior, the principal may deny the privilege of participation in graduation ceremonies and/or activities in accordance with school rules. School rules shall ensure that the student and parent/guardian receive written notice of the privilege(s) to be denied, the grounds for such denial and the means whereby a student may appeal this decision.

**\* Please Note: Below is a copy of the Senior Bulletin, which includes behavior standards, that is sent home to ALL Seniors at the beginning of the school year. It reads as follows:**



Dear Seniors and Parents/Guardians:

Congratulations upon reaching what I hope will be an exciting and memorable time in your lives! Graduation for the Class of 2023, which once seemed so far away, will be upon us sooner than we may believe.

With all of the fun, joy and expectations that come with the final year of high school, also come certain responsibilities. I encourage all seniors to make the most of their time at Chino High School by completing the year on a positive note both academically and in conduct. Unequivocally, Chino High Seniors are expected to be role models for the underclassmen and should act in ways that make us all proud.

Unfortunately, every year some high school seniors are not allowed to take part in senior activities, including walking in the commencement ceremony, because they violated school/district rules and/or laws. Frequently, acts that begin intended as *fun* pranks turn into vandalism. Behaviors at school activities turn into errors in judgment. **Please note: any senior who is suspended from school may be barred from participating in Senior activities and/or commencement.** Past history, academic records or initial intentions will not change the necessary consequences.

Appropriate behavior is also expected at the commencement ceremony itself. Graduation is for the senior, but even more, it is for the parents, relatives and friends who come to rejoice together. Conduct that is inappropriate, unbefitting, or negative, can cause a senior to be removed from the ceremony and grad night activities, with no refund. The ceremony is meant to be one of dignity.

This message is not intended to carry a negative tone, but to inform students and parents formally so that there will be no questions as to the consequences of certain inappropriate behaviors. It is my sincere wish that you would avoid consequences stemming from poor judgment.

On behalf of the staff of Chino High School, I wish you wonderful and lasting memories of your senior year. I look forward to seeing all of you at the Commencement Ceremony on Tuesday May 23, 2023.

Sincerely,

John Miller  
Principal

# SUSPENDABLE OFFENSES

**Students shall conform to the regulations of the Board, the Superintendent, the Principal, and teachers of the district.**

Rules pertaining to student discipline shall be communicated to every student at the beginning of the school year or when transfer students enroll during the school year.

**Cause for Discipline:** Education Code Section 48900 (a-o) Discipline, including suspension or expulsion, may be imposed in accordance with Board policy and regulations when it is determined that the student has committed the following:

- (a) 1. Causes, 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 any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcohol 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 any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This section does not prohibit use or possession by a pupil of his/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 any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.  
2. Except as provided in Section 48910, a pupil enrolled in Kindergarten or an of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in Kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (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 Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is the complaining witness or 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.

**Students in grades 4 through 12 are also subject to suspension or recommendation for expulsion for any of the acts listed below:**

Education code 48900.2	Committed sexual harassment as defined in Education Code 231.5 (Education Code 48900.2).
Education Code 48900.3	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education code 33032.5.

- Education Code 48900.4 Intentionally harassed threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- Education Code 48900.7 Made terroristic threats against school officials or school property, or both.

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

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, 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.

Education code Section 48915 (c): The principal or superintendent of school shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in a subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

"Physical injury" shall mean a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss of impairment of function of any bodily member or organ; a wound requiring extensive suturing; or serious disfigurement (Board Policy 1004.05, Page 1 of 7).

"Firearm" shall mean any device, designed to be used as a weapon, from which is expelled a projectile by force of any explosion or other form of combustion (P.C. 1200[b]).

Immediate disciplinary action will be taken against any student who engages in any form of vandalism, including graffiti. Such action will include suspension from school and/or recommendation for expulsion to the Board of Education.

Only unaltered medically/religiously required hats/head coverings or unaltered school hats, as approved by the school principal, are allowed (principal's discretion) (Administration Regulation 1003.0402-R – Student Dress and Grooming). The wearing of "rags," shoes, shoelaces, and belts, bandanas, or other items of attire reflecting non-school sponsored club or gang affiliation is prohibited.

Any exception regarding the wearing of hats, uniforms, etc., must be approved by the Principal of the school, i.e., band uniforms, athletic attire, school hats. No list of dress guidelines can be written that will anticipate potential dress and/or grooming extremes. In cases of questionable dress, the Principal will make the final decision.

**BE IT FURTHER RESOLVED** that the Superintendent shall post a copy of this resolution at all school sites and shall undertake appropriate steps or causes knowledge thereof to be made known to all pupils in attendance within the district and their parents.

- A teacher may suspend any pupil from his or her class, for any of the acts enumerated above for the day of the suspension and the day following. It is the teacher's responsibility to contact the parents on a teacher suspension.
- The principal may suspend any pupil from the school for any of the reasons enumerated above for no more than five consecutive school days.
- A suspended pupil shall be allowed to complete all assignments and tests missed during the suspension that can be reasonably provided and, upon satisfactory completion, shall be given appropriate credit.
- Upon recommendation by the principal, the governing board may order a pupil expelled upon finding that the pupil committed one of the above offenses and that other means of correction have repeatedly failed to bring about a proper conduct or, due to the nature of the violation, the presence of the pupil causes a danger to physical safety of the pupil or others, and that other means of corrections are not feasible.

**PLEASE NOTE: From time to time, drug-sniffing dogs may be on campus or at school activities.**

## **STATE, COUNTY, DISTRICT RULES AND REGULATIONS**

### **STUDENT DRESS CODE AND GROOMING**

All students are expected to dress appropriately. The school reserves the right to determine whether student dress is disruptive to the educational process. Students whose dress is considered disruptive to the educational process will be sent home.

### **GUIDELINES FOR STUDENT DRESS AND GROOMING AT SCHOOL AND AT SCHOOL ACTIVITIES**

- Student dress 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 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.
- Each school shall allow students to wear sun-protecting clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day. (Education Code 35183.5)



# DRESS CODE

## Specific Minimum Dress and Grooming Standards:

1. Shoes must be worn.
2. Absence of undergarments is not permitted.
3. Clothing which allows undergarments to be seen is not permitted.
4. Halter, tube or strapless tops, or bandeaus are not permitted. It is not permitted to show excessive skin.
5. Bathing suits are not permitted as outer wear (except when in use for a P.E. activity or athletic activity).
6. Clothing, jewelry, and personal items (hats, backpacks, gym bags, notebooks, water bottles, etc.) shall:
  - a. ...be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive.
  - b. ...not bear images of, or promote the use of, drug, alcohol, tobacco, or weapons.
  - c. ...not promote criminals, criminal activity, gangs, gang activity, or violence. No gang-related attire.
  - d. ...not advocate racial, ethnic, or religious prejudice.
7. Clothing or grooming that is obscene or defamatory, or that 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 or the orderly operation of the school is not permitted.
8. Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
9. Jewelry or accessories, which advocate or cause disruption on campus and/or other acts of violence may be used as weapons or create a health or safety hazard are not permitted.

***As no list of dress guidelines can be written that will anticipate all potential dress and/or grooming problems, in case of questionable dress the principal or designee will make the final decision. Below are some examples of dress code violations:***

- |  |   |
|--|---|
| - <i>Image of a scantily clad person on shirt</i>      | - <i>Any items with marijuana images imprinted</i>    |
| - <i>Low plunging shirt</i>                            | - <i>Lace or see-through clothes</i>                  |
| - <i>Pants or oversized belt worn below the waist</i>  | - <i>Bandana hanging from back pocket</i>             |
| - <i>Pajamas, slippers, men's undershirt tank tops</i> | - <i>Clothes that show mid-section or the buttock</i> |

## CHANGE OF CLOTHING:

Due to COVID, Chino High School cannot offer a change of clothing to a student. Student will be asked if they have a change of clothing. If they do not, parent/guardian will be called to bring appropriate attire. The student may be placed in ALC for the remainder of the school day until they are able to change into appropriate attire.

## DRESS CODE DISCIPLINE

- **1<sup>st</sup> occurrence:** Dress Code Contract initialed by student; contract copy sent home to parent, student issued a warning, change clothing, clothing confiscated, item picked up by student after school.
- **2<sup>nd</sup> occurrence:** Dress Code Contract signed in the admin office by parent and student, change of clothing, clothing confiscated and must be picked up in the admin office by parent/guardian afterschool. Progressive discipline assigned at the discretion of an administrator including, but not limited to detention and/or one or more periods of ALC.
- **3<sup>rd</sup> + occurrences:** Dress Code Contract reviewed, parent contact made, change clothing, clothing is confiscated and must be picked up in the admin office by parent/guardian afterschool. Progressive discipline assigned at the discretion of an administrator including, but not limited to all day Alternative Learning Center (ALC), Friday Work/Study (former Saturday Work/Study), and/or suspension.

## HATS

Hats are permitted at Chino High School. However, the Hat must not have any defamatory logo or language and must be professionally manufactured. **Wearing a hat inside the classroom or any other building at CHS is a violation of the Dress Code and the following discipline may occur:**

Students wearing unapproved hats are subject to the following:

- **1<sup>st</sup> occurrence:** Hat to be confiscated and given to AP office, student pick-up after school.
- **2<sup>nd</sup> occurrence:** Hat to be confiscated and given to AP office, parent pick-up after school and detention assigned.
- **3<sup>rd</sup> + occurrences:** Hat to be confiscated and given to AP office, parent pick-up after school. Friday Work/Study (former Saturday Work/Study) or suspension may be assigned

***Student ID must be shown to pick up items.***

**Other items are not allowed on campus:**

- **DUE TO EXTENSIVE DAMAGE DONE TO SCHOOL PROPERTY, GUM IS NOT ALLOWED TO BE SOLD, POSSESSED, AND/OR CHEWED ON SCHOOL DISTRICT PROPERTY.** Students who are caught chewing gum will be assigned detention for the first and second violations. The third and additional violations will result in a Friday Work/Study (former Saturday Work/Study) assigned and possible suspension.
- Gaming Devices: Electronic games, dice, and board games (unless approved by teachers for classroom use).
- No balloons, poppers, fireworks, shocking devices, lighters, stink bombs, or other inappropriate/unnecessary items.
- Laser lights per E.C. 48900K are not allowed on campus or at any high school sanctioned even (examples are sporting events, dances, plays, etc.).
- Skateboards, roller blades and any other wheeled toys or shoes ridden on school grounds will be confiscated due to safety and liability concerns.
- Students who ride skateboards or roller blades to school must dismount or remove skates before entering school property. Skates and skateboards must be locked up in the bike rack.
- No selling of items on campus, including food, toys, or any other items.
- Do not bring more money than is necessary to purchase school items.
- No “parties” at school, deliveries of pizza, cake, balloons, flowers will not be accepted, please do not send them.

# CELL PHONES AND ELECTRONIC DEVICES

## CELL PHONES

Cell phones are allowed on campus as long as they do not disrupt the educational program or school activity. Cell phones may be used before or after school hours and **outside of all school buildings**. Cell phones will be confiscated if they are not used in accordance to school policy. The school cannot accept responsibility for lost, stolen, or confiscated cell phones. Students may not use cell phones to call a parent if they feel ill – all releases for illness must be processed through the health and attendance offices. Students may be disciplined for not following this protocol. (See consequences below in Electronic Devices)

## ELECTRONIC DEVICES ON CAMPUS

Electronic devices including but not limited to radios, CD/DVD, MP3 players or any digital music player (iPods), still or video cameras, and gaming devices are not allowed on campus during the instructional day and passing periods. Any such items found to be in the possession of students during these hours may be confiscated and disciplinary consequences may be administered.

- **1<sup>st</sup> offense:** Item confiscated, student counseled by teacher, item returned to student at the end of the school day or period.
- **2<sup>nd</sup> offense:** Item confiscated, student counseled by administrator-referred to counselor, detention issued; item returned to student at the end of the school day.
- **3<sup>rd</sup> offense:** Item confiscated, Friday Work/Study (former Saturday Work/Study) issued, item returned to student at the end of the school day, contract signed by student.
- **4<sup>th</sup> offense:** Item confiscated; item returned to parent during parent/administrator conference.

**Note: Student/parent must present a picture ID when picking up a confiscated item. The school cannot accept responsibility for lost or stolen items and no school investigation will take place to retrieve said items. Thefts will be turned over to law enforcement.**

## RESOLUTION ON CAMPUS VIOLENCE

It is the policy of the Governing Board of the Chino Valley Unified School District that all students have the right to go to school without the fear of hazing, initiation, or any other type of intimidation, or fear of bodily harm. The Chino Valley Unified Board of Education hereby confirms its position that intimidation or bodily harm to any person attending school will not be tolerated. Students found guilty of involvement in such acts against other students or staff members will face possible expulsion from the school district. The Superintendent is directed to post this notice in all schools and to circulate it among all students and their parents.

## COOPERATION WITH LAW ENFORCEMENT OFFICERS

It is the policy of Chino High School to cooperate with Law Enforcement officials whenever possible. Often, Law Enforcement Officers will ask to meet with students on campus during the school day. When this happens, usually a school administrator will sit in on the interview.



# ATTENDANCE OFFICE

It is the responsibility of parents and/or guardians to see that 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**).

***All students, including seniors are to attend school through the entire school year. This includes the last week of school.***

**STATE REGULATIONS REQUIRE STUDENTS TO BE IN SCHOOL DAILY.** Medical appointments should be made after school, on student free days and vacation days. All vacations should be planned for Winter Break, Spring Break, and Summer Vacation. Students may be required to make up missed days on Saturday.

All absences are legally interpreted as being "excused" or "unexcused."

- Excused absences are due to illness, immediate family bereavement or medical appointments. A doctor's note **must** accompany a student returning from an illness of five days or longer.
- Should a student accumulate **10 or more excused absences**, a Dr. note is *required* for **each** subsequent absence.
- Unexcused absences which violate education code are oversleeping, missing ride to school, caring for others in the family, shopping, paying fines, studying, car trouble, vacation, visiting friends or relatives, lack of clothing, etc.

Parents/Guardians are **REQUIRED TO NOTIFY the Attendance Office daily** when their student is absent for any reason. This may be done in one of three ways:

1. Call: Attendance Office at (909) 627-7351 ext. 3020. State the student's name, your name, and your relationship to the student, date, and reason for the absence.
2. Email: Attendance Office at [AnaPaula\\_Fernandez@chino.k12.ca.us](mailto:AnaPaula_Fernandez@chino.k12.ca.us) or [Bertha\\_Solis@chino.k12.ca.us](mailto:Bertha_Solis@chino.k12.ca.us) and please include student's name, your name and your relationship to the student, date, and reason for the absence.
3. Note: Send it with your student on the day he/she returns to school. It should include the same information as above. Notes should be turned in to the Attendance Office before school, at lunch or after school.

**PLEASE NOTE: A student's absence will not be cleared unless all of the above information is given.**

**\*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 are considered truants and a Friday Work/Study (former Saturday Work/Study) may be issued. A Friday Work/Study may be given for all uncleared period absences. Unverified absences may result in the student receiving zero credit in his/her classes.

**CLASS WORK AND TESTS MAY NOT BE MADE UP UNTIL THE ABSENCE IS CLEARED.**

**\*IMPORTANT – Board Policy 5121 (d) states that students with excessive absences (25 percent absences per semester) may receive a failing grade and may not receive credit for the class(es).**

Students who forge notes or phone calls or impersonate a parent or guardian will receive a Friday Work /Study (former Saturday Work/Study) and possible suspension. A student caught bringing a forged note will no longer be allowed to bring notes to excuse absences. 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 Friday Work/Study as assigned. One "reschedule" per student per year is allowed if the parent contacts the school AP office by 3:30 p.m. the Thursday before.

## ABSENCES REQUIRING EARLY DISMISSAL

Student sign outs are discouraged. Appointments should be made after school or on student-free days. Students may not be signed out for lunch. **All students who leave campus prior to their last class must be signed out by a parent/guardian in the Attendance Office. This is required (Chino 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 Friday Work/Study (former Saturday Work/Study).**

- 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 Nurse's Office has authorized the sign out.
- Students must sign out in the Attendance Office when they leave campus before school is dismissed. A parent/guardian of the student must come into the Attendance Office to sign out.
- 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 will only be released to a parent, guardian, or emergency contact with proper identification** (one of 3, age 18 or above, listed on the Aeries contact page).
- 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, parent signature, date and parent phone call to confirm.
- Students are not allowed to wait in front of the school for parents.
- Students being signed out by someone other than parent/guardian must be listed as a contact in Aeries and parent must call to confirm prior to student leaving campus.

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.

## MAKEUP 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 switchboard to request homework. Parents will need to give student's name, grade and anticipated date of return. **Homework requests require 48-hour notification to teachers.** Homework will generally be available for pick-up between 3:30 p.m. – 4:30 p.m. 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.**

## SHORT-TERM INDEPENDENT STUDY

Students can participate in the STIS Program for 3 to 14 days for accepted reasons. Please have the student notify the Short-Term Independent Study Coordinator, **5 days prior**, if you become aware of an anticipated absence. Student work must be completed by the Master Agreement contract deadline. Attendance can be retroactive for student who enroll in the STIS Program. Attendance through STIS is based on work completion. STIS is not available after March 24, 2023.

## TRUANCY POLICY

### TRUANCY LETTERS

Truancy letters generated by the district will be sent to those students who have accumulated 3 or more unexcused, truant or unverified absences. A second letter 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.

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 Municipal Code Section 9.80.030 and 9.80.080 state 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 CHS 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 High School is based on the belief that truantries 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:
  1. The student will be assigned a Friday Work/Study (former Saturday Work/Study) and parents will be contacted. An auto dialer calls nightly for all absences in one school day.
  2. Students may not be able to make up work missed due to truantries. All un-cleared absences and truantries adversely affect a student's grades.
  3. Students who fail to show up for their Friday Work/Study will receive disciplinary action.

**Students found wandering on campus after class has been in session for more than 15 minutes are considered truant and will receive a Friday Work Study and be assigned to ALC for the remainder of the period.**

### CURFEW

No person under the age of 18 shall loiter about public places, unless accompanied by parent, guardian, or spouse over the age of 21 years after 10:00 p.m., or before sunrise.

Daytime Curfew – Under Chino Municipal Code 9.80.030, any school-aged person found on/off campus during school days between the hours of 8:30 a.m. and 1:30 p.m. is subject to a citation. The student and a parent will be required to make a court appearance before a juvenile court judge.



# TARDY POLICY

Students must be inside their classroom when the bell rings; if the teacher's rule is for you to be in your seat, you must be in your seat when the bell rings. If you enter the classroom after the bell has rung and have no valid excuse or pass, you will be marked tardy. Tardy Policy will be in effect.

<b>1<sup>st</sup> Tardy:</b>	The teacher will issue student a warning or other appropriate discipline
<b>2<sup>nd</sup> and 3<sup>rd</sup> Tardy:</b>	Teacher will discuss consequences with student and the teacher will issue student a detention or other appropriate discipline
<b>4<sup>th</sup> Tardy:</b>	Teacher will issue an office referral and send to Assistant Principal. Student counseled and Administrative Detention will be issued.
<b>5<sup>th</sup> Tardy and thereafter:</b>	An office referral with a Friday Work/Study (former Saturday Work/Study) assigned. Student may also be referred for a Student Study Team (SST) meeting or to our school's Student Attendance Review Team (SART) for contact by our Resource Officer, the District Attorney, and/or for a meeting with the SART team.



# BUS TRANSPORTATION

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.

## STUDENT CONDUCT

Bus Drivers are responsible for the orderly conduct of students on the school bus. Continued disorderly conduct or serious misbehavior shall be sufficient reason for a student to be denied transportation (by the Principal) on a school bus.

## BUS PASS RULES

1. Bus passes are valid for only one school year.
2. Students shall show their bus pass to the driver before boarding the bus.
3. Lost passes are issued only at the Transportation office, located at 5130 Riverside, Chino.
4. Students shall be refused transportation on the bus after 3 days without a pass.

## STUDENT CONDUCT VIOLATIONS ON THE BUS

1. Leaving your seat while the bus in motion.
2. Creating unnecessary noise or commotion on the bus.
3. Tampering with the bus or the bus equipment.
4. Leaving the bus without written permission at other than regular stop.
5. Shooting or throwing anything while on the bus.
6. Putting head or arms out of the window.
7. Lighting matches while on the bus.
8. Crossing the street or the highway at the rear of the bus.
9. Refusing to give name when asked.
10. Eating or drinking on the bus.
11. Smoking or being in possession of tobacco.
12. Fighting on Bus
13. Refusing to comply with the direction of any CVUSD staff member on the bus.
14. Not wearing or taking off seat belt during the bus ride (automatic 3 days off bus -1<sup>st</sup> offense)



## PENALTIES AND CITATIONS FOR BUS RIDERS

1. First Citation: Warning or possible bus riding suspension (1<sup>st</sup> seat belt is automatic 3 days)
2. Second Citation: Three-school days of bus riding privileges suspended.
3. Third Citation: Ten-school days of bus riding privileges suspended.
4. Fourth Citation: Bus riding suspension for the remainder of the semester or school year.

## PARKING AREAS

The control and supervision of the parking areas at Chino High School is a difficult job to do well. There is a need to regulate the going to and coming from these areas, so that unauthorized persons can be kept off campus. Student and staff property can be made secure if there is limited access to the parking areas. It is easier for the school authorities to meet those needs properly when we have the cooperation of the students. Staff members will park in the lots that are accessed off of the main office.



*Students may not go to their cars to retrieve books or other personal items during the school day. Failure to abide by this rule may result in loss of parking privileges and a Friday Work/Study (former Saturday Work/Study).*

*Students that do not have a 6<sup>th</sup> period class are to leave campus immediately. No students will be permitted to hang out, lollygag, loiter, or mill about on campus (this includes the student parking lot).*

**PARENT DROP-OFF INFORMATION:** Parents may drop students off in the student parking lot or the main staff parking lot on the corner of 10<sup>th</sup> St. and Jefferson Ave. You may access the student parking lot through the East driveway of the student parking lot. To access the main staff parking lot, please drive north on 10<sup>th</sup> street and turn right into the entrance just before Jefferson Ave., follow the arrows and then proceed to the exits on Jefferson Ave. **Students are NOT to be dropped off in the secondary staff parking lot on 10<sup>th</sup> St., or in the bus loading zones. Non-compliance may result in disciplinary action.**

# 2022-2023 INSTRUCTIONAL STAFF

<b>AVID</b>	Tina Bergmann, Destinee Diaz, Andrea McFarland, Lindsey J. Nelson
<b>CAREER &amp; TECHNICAL</b>	Alex Edwards*, Terry Henson*, Michael Hinkle, Henry Le*, John Rosendahl, Kevin Sells*, Elizabeth Williams*
<b>ELD</b>	Cynthia Beyer
<b>ENGLISH &amp; READING</b>	Cynthia Beyer, Michael Blackburn, Debbie Butler, Clarita Carlos, Lucia Celestino, C.J. Colinco, Annalisa Hefner, Toni Hooper, Grant Keaney, Daniel Landeros, Joe Ledesma, Monique Legazcue, Breanne Lerma, Katherine Lowe, Andrea McFarland, Maria Montiel, Allison Montoya, Kimberly O'Malley, Peter Ottman, Dejah Parker <sup>BST</sup> , Rhonda Reid, Michael Surina
<b>LEADERSHIP</b>	Eloisa Castillo
<b>LIBRARY SERVICES</b>	Dorinda Sullivan
<b>MATHEMATICS</b>	Tina Bergmann, Denise Breitenstein, Marco Castro, Bei Collins <sup>BST</sup> , Destinee Diaz, Marilou Dungca, Bryan Flores, Robert Gonzalez, Lindsay Johnson, Lee Kleppe, Ryan Meneses, Daniella Ochoa, Adriana Quezada, Joseph Raya, Sarah Solis-Miller, Damian Staricka, Viet To, Claudia Velasquez
<b>MODERN LANGUAGE</b>	Adriana Cárdenas, Elvira Flores, Lizbeth Mendoza, Tania Nunez, Eпитacio Tapia, Alexandra VanEmbricqs, Xiaolin Wang
<b>PHYSICAL EDUCATION</b>	Jim Baty, Tom Inglima, Joey LaRosa, Elisianna Normann
<b>SCIENCE</b>	Kevin Britten, Hannah Castaneda, Kailey Christenson <sup>BST</sup> , Ethan Fallon, Dan Garcia, Kyle Guillemet, Maria Kneip, Dana Lund, Craig Miller, Karen Morris, Mara Ryan, Amanda Swager
<b>SOCIAL SCIENCE</b>	Alex Angulo, Brendan Davila, Bryan Flores, Jennifer Lang, Kevin Lentz, Liza Mitchell, Allison Montoya, Barbara Moore, Jessica Parrell, Eric Rodgers <sup>BST</sup> , Don Schumann, Patrick Surina, Frank Walworth
<b>VISUAL &amp; PERFORMING ARTS</b>	Doug Bowden, Daniel Cahill, Frank Smouse, Heather Williams, Xiaolin Wang
<b>HEALTH &amp; FRESHMAN TRANSITION</b>	Eloisa Castillo, Joey LaRosa, Lindsey J. Nelson, Rhonda Reid
<b>RESIDENT SUBSTITUTE</b>	Charles Blank
<b>ADULT TRANSITION</b>	Tana Donaghy

**\*ROP Teacher**

# ACADEMICS

## **ACADEMIC PHILOSOPHY OF CHINO HIGH SCHOOL**

It is the belief and expectation at CHS that all students will learn. All students will acquire the skills necessary to achieve success in their future endeavors, including college and careers. This requires a team effort on behalf of the student, staff, and parents. All stakeholders need to be actively involved if the student is to maximize his/her four years at CHS. Successful students need to plan accordingly and schedule sufficient time to study and prepare for the rigors of high school academics. Time management is essential for students to balance their time between academics, activities, athletics, and personal time.

## **ACADEMIC PROGRAMS**

### **ADVANCED PLACEMENT**

The staff at Chino High School encourages students to take the most appropriate rigorous courses available. Advanced Placement (AP) courses provide many benefits including earning college credit which may allow a student to skip introductory college courses and graduate from college early. Having “AP” on the high school transcript demonstrates a student’s ability to be successful in college. CHS offers AP courses in English, Math and Computer Science, Science, World Language and Culture, the Arts and History and Social Science. To enroll in an AP course, see your school counselor.

### **AVID**

In addition to classes and services currently offered, CHS offers an AVID elective course. The mission of AVID is to ensure that students succeed at a four-year university, especially students not living up to their academic potential, 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, enter mainstream 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.

### **CHAFFEY COLLEGE – DUAL ENROLLMENT**

The Chaffey College/CVUSD Dual Enrollment program offers free after school college courses for CHS students. Two college courses are available each semester and students can earn both high school and college credits. Visit the Dual Enrollment page on the CHS website for additional information or meet with your school counselor.

### **CAL POLY POMONA – EDUCATIONAL TALENT SEARCH (ETS)**

The ETS program at CHS supports and prepares our students to succeed in college. ETS, Upward Bound, & Trio program students are typically first-generation college students and are U.S. Citizens or permanent residents who may also be economically disadvantaged. The ETS staff helps students to become informed of college and career options, supports students in developing life skills and assists CHS students to gain admittance to universities. Stop by the Library Monday-Thursday 11:30-5:30PM for more information. Ask to speak with Angela Chavez-Monroy or Jasmine Argueta.

### **CULINARY AND HOSPITALITY MANAGEMENT PROFESSION (CHOMP) ACADEMIC PATHWAY**

The food service and hospitality sector provide students with the academic and technical preparation to pursue high-demand and high-skill careers in these related and growing industries. The foundation standards, along with the common core state standards, include core, comprehensive technical knowledge and skills that prepare students for learning in the food service and hospitality pathway. In addition, these standards are designed to prepare students for technical training, postsecondary education, and entry to a career.

## **RESOURCES**

### **CAREER CENTER**

The CHS Career Center offers students information to learn about college, careers, scholarships, military opportunities, and work permits. The Career Center is in room A128.

### **CREDIT RECOVERY/SUMMER SCHOOL/SUPPLEMENTAL COURSES-VIRTUAL SCHOOL**

Students who need to improve a low grade or accelerate may be eligible to do this through various programs. See your school counselor for more information.

### **TUTORING**

Students who need additional support to be successful in their courses are encouraged to utilize the many resources available. The ETS Homework Club, sponsored by Cal Poly Pomona, meets Monday - Thursday in the library, 3:30 – 5:30 p.m. Students are encouraged to ask their teachers for available tutoring hours as many are available during lunch and after school. Students should visit the Counseling Website for online tutoring resources.

### **ACADEMIC HONESTY**

CHS students should exercise the highest degree of academic integrity in regard to homework, tests, quizzes, and papers. Dishonesty of any kind will not be tolerated.

#### **Personal Responsibilities:**

- **Students:** To follow the academic honesty policies. A student who is aware of another student's academic dishonesty is to report the incident to the instructor of the class or administrator.
- **Faculty:** The instructors will fully support the philosophy of academic honesty and implement appropriate consequences for violations.
- **Administrator:** To address cases of academic dishonesty from the disciplinary standpoint. When cases are referred to the administration they will be reviewed, and appropriate action taken. The administration has the responsibility to ensure that the school-wide guidelines regarding student discipline are met to ensure academic honesty at Chino High School.
- **Parents:** Parents are to reinforce the guidelines of academic honesty with their son/daughter. They will support the efforts of the faculty and staff to ensure their students practice academic honesty.

### **ACADEMIC DISHONESTY INCLUDES (but is not limited to)**

**Plagiarism:** Plagiarism is intentionally or knowingly presenting words, ideas, or work of others as one's own work. This includes copying homework, copying lab reports, copying computer programs, using work or a portion of work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission or paraphrasing another's work without giving credit.

**Cheating:** This includes unauthorized "cheat sheets," copying from another, looking at another student's exam, opening books when not authorized to do so, obtaining advance copies of exams, sharing exam information with other students' once exams have been taken, and changing answers. Rules concerning cheating will be enforced at all times.

**Unauthorized Use of Study Aids:** This includes using old lab reports, having others perform one's share of lab or group work, use of any electronic device to copy, share, and/or disseminate class assignments, tests, or any other assignments to be turned in, and using any material prohibited by the instructor.



**Falsifying Documents:** This includes signatures on forms, letters, attendance excuses, and documents that represent Chino High School.

**Note:** *The above definitions are similar to the surrounding universities, state, and community colleges. The demands of students in college would then be a continuation of the same policies that are used at Chino High School.*

Consequences may include, but are not limited to the following:

- Zero grade on work
- Possible loss of class and/or credits
- Parent notification

**ACADEMIC**  
*Excellence*

Disciplinary action (i.e., Administrative Detention, Friday Work/Study (former Saturday Work/Study, ALC, Suspension)

### **ACTIVITIES – GET INVOLVED!**

Our goal is that all students will not only excel in the classroom, but also be involved in at least one co-curricular activity. The CHS Faculty believe 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 *Cowboy Family*.

### **ACADEMIC RECOGNITION PROGRAM**

- **RENAISSANCE...STAND UP FOR EXCELLENCE**

As the name indicates, the goal of the Renaissance program is a *renaissance* within our school – a virtual *rebirth* of our educational focus. Renaissance will help us focus the same amount of attention upon our academic accomplishments as we do upon our athletic accomplishments. Renaissance not only recognizes students for their academic success, but it also recognizes teachers and staff for all of their hard work. Benefits of the program provide tangible incentives and rewards for improved scholarship as well as maintaining academic excellence. Students receive a Renaissance card that provides them with discounts at local businesses as well as many on-campus incentives. We encourage students to reap the benefits by applying for the Renaissance Cards in the Activities Office each semester.

- **SILVER SPUR AWARDS...ALL SCHOOL AWARDS NIGHT**

Silver Spur Awards Night is scheduled for May of every year. Awards are given to all levels of students for Most Improved and academic achievement. Students who will be recipients are given a special invitation to the awards ceremony, but all students are invited to attend.

### **ASSOCIATED STUDENT BODY CARDS (ASB Cards)**

All students will be given a Chino 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 Mt. Baldy League events, (excluding Milkcan). There are reduced fees for Athletic, Activity, and Academic Letters, rooter bus fares, reduced admissions to away games, and noontime special attractions such as prizes for activity card holders. These are just a few reasons to buy an ASB 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 High School. Funds raised through the sale of the Activity Cards are used to defray student body activity expenses, such as pep rallies, 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.

## CLUBS AND ORGANIZATIONS

Students are encouraged to become involved in the many co-curricular activities offered at Chino 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. Student Council. 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. All field trips must be board approved one month before the scheduled event date.

CLUB NAME	ADVISOR	ROOM/DAY-TIME
AP Club	E. Fallon	D104/Thursday/Monthly/Lunch
Art Honor Society	C. Cahill	D208/Tuesday/Lunch
Christians on Campus	A. Allen/F. Walworth	E102/Thursday/Lunch
CHS Photography	J. Rosendahl	E100/E112/3 <sup>rd</sup> Tuesday/Monthly
Class of 2023-Seniors	R. Kuhns/S. Gonzales	H160/Monthly
Class of 2024-Juniors	D. Sullivan	D218/Monthly/Lunch
Class of 2025-Sophomores	T. Pollara/L. Gibbs	B104/Wednesday/Bi-Weekly
Class of 2026-Freshmen	D. Ochoa	B104/3 <sup>rd</sup> Thursday/Monthly
Coding Club	M. Castro	C210/Monday/Lunch
Cool 2 Be Kind	L. Mendoza	A211/Lunch
Debate Club	K. Lentz	A204/Tuesday/Lunch
Dungeons and Dragons Club	M. Blackburn	B206/Monday/After School
Drama	F. Smouse	H149/Wednesday/Lunch
FCCLA	E. Williams	E103/Monthly/Lunch
Find Kind	J. Lang	B212/1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday/Monthly
Folklorico	A. Cardenas	A116/TBA/After School
French Club	A. VanEmbricqs	A210/Wednesday/Lunch
Fun Interactions	K. Christenson	C104/Thursday/After School
GSA (Gender Sexuality Alliance)	S. Gonzales	A214/1 <sup>st</sup> Wednesday/Monthly
Green Club	H. Castaneda	D107/Wednesday/Lunch
Journalism	P. Ottman	B102/Period 2/Daily
Key Club	J. Lang	B212/Wednesday/Bi-Weekly/Lunch
Leos Club	T. Bergmann	C205/Every Other Tuesday/Lunch
Movie Club	E. Rodgers	C107/2 <sup>nd</sup> & 4 <sup>th</sup> Wednesday/Monthly
National Honor Society (NHS)	V. To	C206/1 <sup>st</sup> Wednesday
OOPS (objected/oriented programming for students)	J. Rosendahl	E100/E112/3 <sup>rd</sup> Wednesday/Monthly
Robotics	B. Collins	C105/Tuesday/After School
ROX	K. Kern	TBD
Spanish Club	A. Cardenas	A212/Last Thursday/Monthly
The Gaming Club	M. Ryan/R. Meneses/ D. Landeros	B207/Friday/Lunch
The International Thespian Society	F. Smouse	H149/Wednesday/Lunch
The Buddy Club	B. Davila	A202/Monday & Friday/Lunch
Travel Club	J. Rosendahl	E100/E112/3 <sup>rd</sup> Monday/Monthly

Something for  
**EVERYONE!**

## FUNDRAISING

All fundraising projects must:

- Be approved and renewed yearly by the Board of Education one month prior to any new or ongoing fundraising activities taking place.
- Be approved by the Student Council through submission of a Request for Fundraising Form.
- Be calendar-approved by activities director and/or site administration.

## POSTERS AND ANNOUNCEMENTS

The Activities Director must approve all posters, announcements, and handouts to be displayed at Chino 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. **No** posters on painted surfaces. **Clear tape** is to be used on tile surfaces, **duct tape** on stucco surfaces, and **string** on the railings. Nothing is to be displayed (taped) on painted doors. **NO TAPE is allowed on the blue doors.**

## DANCES

Dances are considered to be extra-curricular activities, and all rules apply (see the conditions and requirements to attend extra-curricular activities) Student identification cards must be presented to purchase tickets to dances. Tickets may be purchased prior the dance. Tickets will be sold at lunch for Chino HS students and after school for Chino HS students with guests at the discretion of the Activities Office.

### Dance Rules:

- Student identification must be presented for entry into a dance and student's name **MUST** be on "dance list."
- Students will not be admitted into any dance after 8:30 p.m. No refunds if students arrive after hours
- All school and district rules, policies, and procedures are in effect throughout the duration of the dance and to and from any school activity.
- 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.
- After the dance has concluded, participants are to immediately leave and return home. Loitering on school property or venues will not be allowed. Dances end at 11:00p.m.
- Any student that has been suspended from school may lose eligibility to attend Chino HS dances and/or be approved as a guest for any other high school's 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 and approved by site administration. Getting approval for a guest pass will be a 2 – 5-day process, you must plan accordingly.
- Guests may not be over 19 years of age; must have a legal form of picture ID to be admitted and all school rules apply to the guest.
- For Prom only, guests may be allowed to attend if they are 19 years of age or older. However, these guests must be approved with CHS Administration/School SRO and agree to an enhanced code of conduct.
- Students may be subject to searches and/or Breathalyzer tests at any time while on campus for any school dance and/or activity.
- **See participation eligibility requirements below.**

## **CONDITIONS FOR PARTICIPATION IN EXTRA AND CO-CURRICULAR ACTIVITIES**

A student will be **eligible** to participate in extra and co-curricular activities only if the following conditions have been met:

- A. The student has not received two or more “unsatisfactory” citizenship grades during the last applicable Progress Report/grading period as determined pursuant to (B) below. Suspended student needs an approval from Administration.
- B. The student has achieved a grade point average of 2.00 and earned passing grades in a minimum of four classes during the last applicable Progress Report/grading period (Semester I – 6, 12, 18 weeks; Semester II – 24, 30, 36 weeks).
- C. The student must attend a **full day of school** on the day(s) of participation in the extra/co-curricular activity. If said activity is to take place during the instructional day or some portion thereof, the student is to attend all classes up to the time the activity is to occur. ***(An exception to this section will be made for the students who can verify, with written documentation, that he/she missed school in order to keep an appointment with a medical doctor, court appearance, or any other reason for which the site principal deems as qualifying for exception.)***

**The following guidelines are adopted in the interest of maintaining an outstanding athletic and extra-curricular program:**

Chino High School students may be denied the privilege of participating in the athletic or extra-curricular programs for part of, or the remainder of the school year, unless reinstated by the Ethics Committee, as a result of their involvement in the following areas:

- Use or possession of alcoholic beverages, tobacco, narcotics, or other controlled substances
- Involvement in theft
- Commission of any act of defiance, either in language or action against any school employee
- Gambling
- Fighting
- Vandalism
- Any other offense that may result in suspension

**STUDENTS LEAVING CAMPUS AFTER SCHOOL:** Students who are not involved in co-curricular activities or sports are to leave campus immediately after school is dismissed. If any student is assigned a detention or needs to talk with a teacher, they must be in a classroom; not wandering around campus.



### **SHOW YOUR COWBOY SPIRIT!**

At Chino High School, we are proud of our sports and athletic programs. We have a wide range of sports offered to all Chino High School students, so there is a program for practically every student's interest and talent. The Cowboy 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' & Girls' Cross Country, Girls' Tennis, Girls' Volleyball, Boys' Water Polo, Girls' Golf, Cheerleading

**WINTER SPORTS:** Boys' and Girls' Basketball, Boys' and Girls' Soccer, Boys' and Girls' Wrestling, and Girls' Water Polo

**SPRING SPORTS:** Baseball, Softball, Boys' Golf, Boys' and Girls' Swimming, Boys' Tennis, Boys' and Girls' Track

Chino High School is affiliated with the Southern Section of the California Interscholastic Federation (CIF) and is a member of the Mt. Baldy League 2022 – 2023, football is in the Sierra League for 2022-2023. 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, and Athletic Director at any time during the year if they are at all interested in participating in athletics. A student **must attend** school all day on the day of the game if he/she wishes to participate unless they have a valid excuse cleared by Attendance Office.

### **PROCEDURES**

All athletes need to have an athletic clearance packet with a pre-participation physical completed and cleared with the Athletic Trainer prior to trying out for a sport. The student must register on [Athleticclearance.com](http://Athleticclearance.com). (*See CVUSD Code of Conduct*)

### **ATHLETES MUST PICK UP AND RETURN THE FOLLOWING TO THE ATHLETIC OFFICE:**

- Register at [www.AthleticClearance.com](http://www.AthleticClearance.com)
- Physical forms can be downloaded from [Athleticclearance.com](http://Athleticclearance.com) or picked up in the Athletic Office.

**Physicals are good for 1 school year only and must be done after May 1<sup>st</sup> for the next year (RM 1450)**

**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 High School athletic team and co-curricular activities group
- Restriction from participating in any Chino 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 High School are usually from 11:00 a.m. until late afternoon. 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.

## STUDENT ATHLETE AT THE COLLEGIATE LEVEL

All potential student athletes must register with the Clearinghouse at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). This registration can take place any time after the student athlete's junior year. ***However, the most important aspect of the entire process is to make sure that students have completed all of the necessary coursework prior to graduating.***

In order to determine if you are on track to meet the eligibility requirements for the Clearinghouse, use the Academic Eligibility Requirements form found on the NCAA website. For specific information on whether classes taken count towards the requirements, go to the prospective student-athlete link on the Clearinghouse website and scroll down to The List of Approved Core Courses link and click on it. To find out the courses approved for Chino High School, enter the school code – **050555** and click the submit button at the bottom of the page. If a class taken is not listed, see the Athletic Director to determine if the class should be on the list.

Questions regarding the NCAA Clearinghouse procedures may be addressed to the Athletic Director or the Counselor who works with Athletics.

# COUNSELING OFFICE

The counseling office offers the following:

- Assistance for student with academic/post-secondary planning.
- Assistance for students with career exploration.
- Assistance for students and families with personal/social issues.

Academic planning consists of classroom presentations, four-year planning sessions, and individual sessions with parents and students. Scheduling and adjusting student programs are also a role of the counselors. Financial aid and scholarship information is a part of academic planning.

Personal and social issues are addressed through individual conferences as well as group sessions. Students make appointments with their counselor by coming to the counseling office. Our counselors are available on a “walk-in-basis” for students who have an immediate need. Appointments will be made before school, at lunch, and after school. Students are encouraged to see their counselor if they have questions or concerns regarding any school or personal situations. During times when students are required to be in class, they must receive a pass from their teacher before going to the counseling office.

Students will receive a copy of their proposed schedule before school begins. 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. For students who wish to participate in Honors classes, please refer to your “Academic Guide” (provided by the counseling department) and your counselor.

## STUDENT PROGRAM ADJUSTMENT POLICY

***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 from one elective to another elective.
- To change from one teacher to another In the same subject, different period.
- To change teachers.

***The school may initiate changes for the following reasons:***

- Closing, adding, or balancing classes.
- Teacher’s contractual class size agreement.
- Administrative changes and/or placements.

***To request a teacher change, the following steps must be met for class adjustment:***

- An appointment with parent, student, and teacher is held.
- Communication and/or appointment with a counselor has been conducted.
- District and equal class size stipulations are met.
- Administration approval, as necessary.

## **EARLY WITHDRAWAL FROM A CLASS**

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. (CVUSD AR 5121(b))

## **SUPPLEMENTAL SUMMER INSTRUCTION - Alternative Education Center**

Supplemental Instruction is offered during the summer. The courses offered are Intervention classes, Standard Based classes (for students who have previously failed the course), and Enrichment classes. 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. All school rules and policies will be in place and enforced during the supplemental instruction sessions.

## **ADDITIONAL INTERVENTION SERVICES**

- Student Study Team (SST) Meetings –to develop a plan for interventions to assist a student in areas of concern.
- AVID (Advancement Via Individual Determination)
- Tutoring (small group) – before and/or after school, by individual departments/teachers on a voluntary basis.
- Peer counseling
- Individual Counseling – provided through Chino Human Services (CHS).
- Individual / Small groups with CHS counseling staff
- 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
- Speech – Language Assistance
- Adaptive P.E.
- English / Intensive, Math Intervention
- Accelerated Math & Reading
- Credit Recovery after school or Virtual
- Independent Study/Virtual through Alternative Education Center/Buena Vista High School
- Behavioral Contracts

**\* Students who transfer to alternative programs for behavioral intervention will be required upon returning to CHS to meet with the Principal or designee to discuss follow-up interventions to ensure successful transition back into 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 CHS.**

## **PROGRAMS FOR RECOUPING OR ADDING COURSE CREDITS**

- |                               |  |  |
|-------------------------------|--|--|
| ▪ CHS Credit Recovery Program | ▪ R.O.P.                               | ▪ CVLA (Chino Valley Learning Academy) |
| ▪ Independent Study           | ▪ Adult School                         | ▪ Supplemental Classes                 |
| ▪ Virtual Classes             | ▪ Buena Vista Continuation High School |  |



Chino High School 4-Year Plan for:

DOB:

Freshman Year Fall 20__			Freshman Year Spring 20__		
Course	Requirement	Grade	Course	Requirement	Grade
English 9 (CP/H)	Grad/A		English 9 (CP/H)	Grad/A	
PE 9	Grad		PE 9	Grad	
Science	Grad/E		Science	Grad/E	
Int. Math 1	Grad/B		Int. Math 1	Grad/B	
Freshman Transition	Elective		Health	Grad/Elective	
	Elective			Elective	
Total Units			Total Units		

Summer School 20__	
Session 1:	Session 2:

Sophomore Year Fall 20__			Sophomore Year Spring 20__		
Course	Requirement	Grade	Course	Requirement	Grade
English 10 (CP/H)	Grad/A		English 10 (CP/H)	Grad/A	
PE 10-12	Grad		PE 10-12	Grad	
World History (CP/H)	Grad/C		World History (CP/H)	Grad/C	
Science	Grad/E		Science	Grad/E	
Int. Math 2 (CP/H)	Grad/B		Int. Math 2 (CP/H)	Grad/B	
	Elective			Elective	
Total Units			Total Units		

Summer School 20__	
Session 1:	Session 2:

Junior Year Fall 20__			Junior Year Spring 20__		
Course	Requirement	Grade	Course	Requirement	Grade
English 11 (CP/AP)	Grad/A		English 11 (CP/AP)	Grad/A	
US History (CP/AP)	Grad/C		US History (CP/AP)	Grad/C	
Int. Math 3 (CP/H)	Grad/B		Int. Math 3 (CP/H)	Grad/B	
Total Units			Total Units		

Summer School 20__	
Session 1:	Session 2:

Senior Year Fall 20__			Senior Year Spring 20__		
Course	Requirement	Grade	Course	Requirement	Grade
English 12 (CP/AP)	Grad/A		English 12 (CP/AP)	Grad/A	
US Government (CP/AP)	Grad/C, G		Economics (CP/H)	Grad/C, G	
Total Units			Total Units		

# 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, 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 aspirin and aspirin substitutes) IS NOT ALLOWED ON CAMPUS (Students may obtain clearance to carry some medications, but this requires a physician's order and completion of all required forms). ALL OTHER MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE WITH PROPER FORMS SIGNED BY A PARENT/GUARDIAN AND A PHYSICIAN. 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 signed by both parent/guardian and physician. If a student is ill, injured, or on crutches and has either a parent {only up to 3 days} or doctor's note excusing him/her from P.E., he/she must come to the Health Office to get a school P.E. excuse verification. Parents may give medication as needed to their students without physician's signature if the parent administers the medication to the student.

If a student goes home ill from school, he/she is not to return that day.

Students may not use cell phones to contact anyone to check them out of school due to illness or injury. The student must come to the Health Office and they 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 at (909) 627-7351 x 3047.

## **THE SCHOOL NURSE/HEALTH OFFICE IS RESPONSIBLE FOR THE FOLLOWING:**

- Hearing and vision screening for students who are in the 10<sup>th</sup> grade and those new to the District.
- Working with students who have health problems to better help them understand and manage their individual disorder or health problem.
- Making sure that students who have been referred for special educational services are evaluated for health and nutritional problems, which may be impacting their educational progress.
- Evaluating immunization records to ensure students are protected against communicable diseases.

## PARENT/STUDENT COMMUNICATION



### MESSAGES

Messages are relayed to students only from parents and only in case of **extreme** emergency. **Messages and deliveries, such as flowers, balloons and cakes are not sent to classes as it is disruptive to the learning environment, detracts from school personnel responsibilities, and creates liability on the part of school personnel; all such deliveries will be refused.** Students are responsible for homework, lunch money, and the scheduling of transportation and personal appointments during non-school hours. Students will **NOT** be called to the office to pick up deliveries.

### BULLETIN

The purpose of the CHS Daily Bulletin is to distribute general student information and news to the entire student body. The Bulletin will be read in all 2nd period classes. All notices for the Bulletin must pertain to school activities and an advisor must approve notices. CHS Daily Bulletins can be viewed on the main page of the school website under the "School Links" heading.

### VISITING CHINO HIGH SCHOOL

Parents are always welcome on the Chino High School Campus; however, to ensure a safe environment, we require all visitors to sign through the Raptor system and show valid ID at the switchboard and get a visitor pass. A parent wishing to visit a classroom must make an appointment prior to that visit. 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.

### 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 counselors or administration to help facilitate this process. Business hours are from 7:30 a.m. until 4:30 p.m., Monday through Friday when school is in session. You must call at least 24 hours in advance for an appointment to see a teacher. Parents are encouraged to open an AERIES Parent Portal account so that they can view in-progress grades and missing assignments. Directions are available under the Parent section of the CHS Website.

### STUDENT PROGRESS REPORTS

Progress Reports are mailed home every six weeks. Report Cards are mailed home twice yearly, at the end of each semester. 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. Teachers will process walk-around forms on the assigned dates noted on the form.

### STUDENT TELEPHONE POLICY

Cell phones can be used outside of class but not during class time except for instructional use only. Cell phones can be used to arrange rides or other non-emergency calls outside of class but not during class time. Please limit calls to one minute in length. *School telephones in the classrooms or offices are for the use of school personnel; **students are not to use school telephones to arrange rides home or other non-emergency calls.***

## LOST AND FOUND

General Lost and Found items (clothes, backpacks, etc.) may be found or turned in to the Receptionist. Lost and found for all books can be turned in to the Library.

## MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money to school. All valuable articles should remain in the possession of the owner at all times. **The school cannot accept responsibility for lost or stolen money and/or other articles and no school investigation will take place to retrieve said items. Thefts will be turned over to law enforcement.**

## CAKES, CUPCAKES ON CAMPUS

**STUDENTS ARE NOT PERMITTED TO HAVE BALLOONS, CAKES, CUPCAKES, OR LARGE COOKIES (TO CELEBRATE A STUDENT'S BIRTHDAY) ON CAMPUS DURING SCHOOL HOURS. ANY ITEMS WILL BE CONFISCATED AND WILL BE HELD IN THE PRINCIPAL'S OFFICE UNTIL AFTER SCHOOL. THE STUDENT MAY PICK UP THE ITEM(S) AS THE STUDENT IS LEAVING CAMPUS FOR THE SCHOOL DAY.**

## NUTRITION SERVICES

Student lunches will continue to be free for the 2022-2023 school year. Certain items, such as water bottles, or extra items will be charged a fee; prices vary dependent on the food item. We encourage families to continue to apply for the free or reduced-price lunch program to ensure continuation in the event CDE lifts their approval for free meals. Applications for the program can be completed on the Nutrition Services Website: [chino.k12.ca.us/domain/2231](http://chino.k12.ca.us/domain/2231)

## EATING AREAS ON CAMPUS

**We have a closed campus for lunch.** Seniors can check with the office about an off-campus pass. Students may eat lunch **only** in the designated eating facilities/areas. **No food or drink is allowed in any classroom.** Students are to help maintain the beauty of Chino High School by placing their trash in the nearest trashcan. Students caught littering may be subject to discipline.

## LUNCH PASSES

The site administration may provide Seniors only with off-campus lunch passes if the following is met:

- Seniors GPA must be at least a 2.0 the previous grading period (No F's)
- Good attendance
- Good discipline
- Be on track to graduate
- Parent/Guardian must come into the Front Office to sign the off-campus lunch pass application and show government issued identification.

## DELIVERIES

**For the security, safety, and health of our students, drop-off deliveries of food or lunches (food delivery service/apps) will no longer be accepted at Chino High School. In lieu of lunch deliveries, CHS provides lunch services on campus through Nutritional Services. In an effort to minimize class disruptions, CHS will not accept deliveries for students of any kind (money, gifts, backpacks, etc.). Items may not be delivered directly to students during instructional time.**

## COMMON AREAS

To protect property, maintain an orderly relationship among students, set up a clean environment, and make everyone's nutrition or lunch break a pleasant and enjoyable time, we ask students for their cooperation with the following rules:

- Do not sit on backs of chairs. Do not "beat" on the tables, sit, stand, lay, or walk on them.
- Put all trays, trash, and food scraps in their proper places, students will be disciplined for littering.
- Cooperate with the cafeteria staff and follow instructions given by teachers and administrators.
- Do not break into line.
- Use only appropriate language – no profanity or vulgarity.
- Students may eat only in designated areas, not behind the gym or in athletic areas.

# REGISTRAR'S OFFICE

The Registrar can help you in the following areas:

- Enrollment as well as withdrawal from Chino High School
- Requests for Transcripts and Report Cards
  - See school website for more information regarding official transcripts – hard copy and electronic (Parchment.com)
- Change of address or telephone number (*Please note: a current utility bill is required to verify a change of address.*)



# WELCOME TO YOUR CHINO HIGH SCHOOL LIBRARY!

The mission of the Chino High School Library is to provide a unique environment where students can effectively apply their acquired skills with integrity and respect for others. The library strives to support students to think critically and creatively while gaining an enthusiasm for learning. Our mission is to help students achieve their personal and academic goals and become lifelong learners through engagement, technology, teacher collaboration, and a well maintained and current library collection that empowers students to be effective citizens on campus and in their community.

## Vision

Chino High School will be the premier library model by building a knowledge infrastructure that branches into all aspects of the campus culture and by becoming the center for powerful teaching and learning through rigorous and diverse activities in a community of integrity and respect.

**Library Hours: Monday thru Friday 7:30 a.m. – 4:30 p.m. (Hours may vary during testing, minimum days and scheduled meetings)**

## Library Staff

Dorinda Sullivan, District Librarian

Kristina Salazar, Secondary Library/Media Center Assistant

VACANT, Secondary Library/Media Center Assistant

## Computers

Access to the school's network is a privilege and is for schoolwork only. Inappropriate use will result in the loss of privileges, and possible disciplinary action. If students lose their privileges, students and their parents must apply in writing to Administration, who will decide when and if privileges will be reinstated.

A few things to remember:

- A valid ID card is always required to check out text and library books.
- All library books are checked-out for 2 weeks at a time and can be renewed 2 more times.
- Printing is available (black ink only).
- Students MUST have a pass to be in the library during class time.
- Eating or drinking is not allowed.
- Library book late fees are .20¢ per day, maximum of \$5.00.
- Library books that are lost or damaged beyond repair will be charged the full replacement cost of the book.

Textbook services are available with *your* teacher during class time or on your own before school, lunch, and after school. New students may come anytime and on the same day as registered.

When you receive your textbooks, look the book over carefully that day. If you see any damage that is not noted inside the cover, report it within 3 days. A replacement or repairs will be done if necessary. Student will be responsible for damage fees if not reported right away. Write your name on the inside front cover of the book and protect your books from the rain or other damage by covering them. Replacing a textbook will cost A LOT, so handle them with care! If you leave your textbook in a classroom, or anywhere else, YOU are still responsible for it! You are also responsible for returning it directly and in person to the library staff. Always wait to make sure the book turned in is yours and that there are no fines on your account.

- All textbooks must be covered if carried to school.
- Free book covers are available in the library while supplies last. If you need help learning to cover a book, a library staff member will be happy to assist you!

If you drop a class, return the textbook immediately. If not, a fine will be added to your record and will prevent your participation in many extra-curricular activities.

Damage to textbook fees:

- Repairable damages to textbooks = \$20.00 minimum bindery fee (\$1.50/sheet after 6th page). This includes:
  - Graffiti
  - Torn or missing pages
  - Cover or spine damage
- Un-repairable damages to textbooks = full replacement price (Range \$67 - \$200).  
This includes:
  - Any significant water damages
  - Mold or mildew
  - Lost book
  - Damaged beyond repair

Please contact the Library with any further questions, 909-627-7351, ext. 3285.

***\*\* Please be advised that any information is subject to change as needed throughout the school year.***

# COWBOY STRONG!