

Ruben S. Ayala High School



Ruben S. Ayala High School

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THE 3 BE'S

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

IT'S THE BULLDOG WAY

Student and
Parent Handbook

2023-2024

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Section I - Overview, Mission and Vision

The Home of Scholars and Champions

- School mascot: Bulldog
- Athletic league: Palomares League
- Enrollment: 2,725
- School colors: red, black and silver
- A California Distinguished School
- A California Gold Ribbon School
- Golden Bell Award recipient
- CIF champion for Character School
- One of the top Renaissance schools in the nation
- As part of the Focus On Learning (FOL) accreditation process, and in conjunction with the California Department of Education (CDE) and the Western Association of Schools and Colleges (WASC), the Ruben S. Ayala staff has developed Expected Schoolwide Learning Results (ESLR's).

The Ayala High School staff, in cooperation with the community, is dedicated to providing opportunities for all students to achieve in a safe and positive environment. We value our students as unique individuals and believe that involvement in academics, arts, guidance, vocational, athletics, and activity programs is key to a successful high school experience and college and career readiness. Our students will develop their ability to utilize the 4 C's (Communication, Collaboration, Creativity and Critical Thinking) and gain respect for individual differences. Our graduates will have a sense of purpose and direction in their own lives and leave Ayala as lifelong learners who are knowledgeable and responsible citizens. Students are growing into critical thinkers with logical, moral decision-making skills. We respect individual differences and commit to excellence in pursuing lifelong learning. We will remain accountable for being knowledgeable, responsible citizens who value teamwork. WE ARE...G.R.E.A.T

- Growth
- Respect
- Excellence
- Accountability
- Teamwork

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

IT'S THE BULLDOG WAY!

Section II - General Information

Assembly Expectations

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to display school spirit, to celebrate etc. Students are expected to follow all school rules and staff directives during assemblies and rallies. Members of the audience should respect the rights of the performer, speaker or whoever is presenting the program. There is an obligation of courtesy that each student at Ayala High owes other persons in this school. It is our expectation that you respect the rights of others, and our belief is that you are due that level of courtesy in return.

Bicycles, Skateboards, Roller Blades, and Scooters

Students are not to ride bikes, skateboards, roller blades, or scooters on campus at any time including before and after school. Students may use the secure, fenced bike lot to park and lock all bicycles, skateboards, scooters, etc. Students must provide their own locks. Students found in violation of rules will be subject to disciplinary action.

Bus Pass Rules

1. Bus passes are valid for one school year.
2. Students must show their bus pass to the driver before boarding the bus.
3. Lost passes are issued only at the District Transportation Office.
4. Students will be refused transportation on the bus after 3 days without a pass.

Prohibition of Electronic Listening or Recording Devices in Classrooms (BP/AR 5131, EC 51512)

No electronic listening or recording device may be used in a classroom without the teacher and/or principal's permission.

Cellular Phones and Other Electronic Signaling Devices (BP 5131, EC 48901.5, EC 48901.7)

Any personal electronic signaling device may be used before school begins and after the regular school day ends or during the lunch period when outside. The device shall not be used during class as a camera, calculator, and/or for email or text messaging and shall be turned off during class time and at any other time as directed by a District employee. The device may only be used for academic

purposes with staff approval and shall not disrupt the education program or school activity. If a school employee finds it necessary to confiscate a device, the employee may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. Electronic communication devices are the personal property of students and are voluntarily brought to school. The District assumes no liability for lost, damaged, or stolen personal property. Student shall not be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Consequences for Violations of Rules for Possession/Use of Mobile Communication Devices

Failure to adhere to rules for possession/use of mobile communication devices will result in any or all of the following consequences:

First Offense:

- warning
- confiscation
- return to parent/guardian with signed contract for possession/use
- violation recorded in student discipline record

Second Offense:

- confiscation – return to parent/guardian
- suspension (1-3 days)
- record 48900(k) violation in student discipline record
- loss of privilege to possess device at school for one (1) semester

Third Offense:

- confiscation – return to parent/guardian
- suspension (1-3 days)
- record 48900(k) violation in student discipline record
- loss of privilege to possess device at school for one (1) year
- recommend to a discipline panel hearing with possible removal from the site

Eating Areas on Campus

Students may eat lunch in the center quad, outdoor eating facility, the multi-purpose room (during inclement weather only) or in the cement area in front of the student store. Students are not allowed in any parking lot or out of bounds area (e.g., stadium, baseball or soccer fields, Bulldog Blvd., Music Lane, behind the D and H quad, the MPR and outside of school gates). If students violate this policy, they are subject to disciplinary action. Please help maintain Ayala's beauty by placing your trash in the appropriate nearest trash can.

Hall Passes

Hall passes are mandatory for students excused from a classroom while class is in session. A written pass signed by the classroom teacher must accompany the student leaving the classroom. It is the responsibility of the student to ask for a written pass. Any student who is out of class without a hall pass is subject to disciplinary action.

Hall Passes to the Nurse's Office

Students are required to have a blue *Health Office Visit Pass* to go to the nurse's office **and** to return to class.

Hallways

During class, the halls should be empty. The rules of conduct set forth below are established not only for instructional reasons, but for reasons of safety, cleanliness, comfort and convenience. As with so many other functions in a facility this large, the need to be considerate of and respectful toward other persons is essential. As such, students should use proper language, walk, and keep their voices down while in the halls. Students share the responsibility for taking pride in their school and doing their part to keep it clean.

Lost and Found

Lost and found items may be turned in to and/or retrieved from the Library.

Item, Food, Message Delivery

Due to security concerns and to limit academic disruption, Ayala **does not accept drop-off** of food or lunches (including meals from meal delivery services. Food will be taken and maybe picked up after school in the office.), student messages, balloons, flower deliveries, money, or forgotten items. Parents must make arrangements with their students ahead of time regarding transportation as no messages will be delivered to students. Please make sure your student has what they need prior to coming to school for the day. Students will not be called out of class to retrieve items or messages.

Money and Valuable Items

Please do not bring large amounts of money to school. Cell phones and other valuable items should remain in the possession of the owner at all times. The school cannot accept responsibility for stolen money, electronic devices, or other items.

Parking

A parking pass is required for all students parking on campus and needs to be properly displayed in the front window of the vehicle at all times. Parking permits are available for purchase online at the Ayala Webstore. Because of finite physical resources, only seniors and juniors may apply for parking permits. Furthermore, Ayala HS is unable to recommend or arrange in any way any alternative parking off of our campus.

To obtain a parking permit, seniors and juniors must have:

- A parking permit application and contract signed by their parent
- A valid California Driver's License
- Proof of car registration
- Proof of insurance

Ayala High School is not responsible for damages to or items taken from vehicles.

Parking Fines

According to the State of California the fine for parking on school campuses without a properly displayed school issued parking permit will result in a fine. Fines may be imposed on students for driving or parking improperly and failing to adhere to the rules expressed in this handbook. A student may receive a fine if he or she:

- Does not have or display a valid parking permit
- Parks in a reserved, faculty, or visitor's lot space
- Blocks another vehicle
- Blocks driveway access

Additional fines and/or penal citations from a San Bernardino County Sheriff or Chino Hills Police Officer may be imposed if a student parks in a fire lane, handicapped space (without an appropriate placard), or violates other state traffic laws or municipal codes. Additionally, a student's vehicle may be towed, without prior notice to the student or vehicle owner, if parked illegally and/or without a permit at the vehicle owner's expense.

Physical Education

Physical education classes provide a variety of individual, dual and team sports and activities. Students are required to wear proper P.E. apparel at all times. School uniforms (shirts and shorts) are available at the Student Store. Lockers will be provided for the students. A lock may be purchased from the Student Store to secure your personal items. Lockers must be locked **at all times** while in use.

Visitors

Ayala High School is a closed campus. For security purposes, we ask that you limit school visits to before or after school whenever possible. All visitors must sign in with the receptionist through the Raptor system. Proper identification will be required to receive permission to be on campus. Unauthorized visitors will be removed from campus and possibly arrested. No visitors are allowed on campus during instructional time or during lunch. Students are not permitted to bring guests on campus for any reason. Being off campus during the school day may result in a citation by a Sheriff's Deputy for violation of the daytime curfew law. Receiving a citation will require both student and parent to appear in court and/or pay a fine.

Ayala High School Expectations

BE:	RESPECTFUL	RESPONSIBLE	SAFE
Classroom/Office Expectations	<ul style="list-style-type: none">• Respond positively to teachers/staff/students• Speak clearly and use appropriate language• Wait patiently and quietly• Be polite	<ul style="list-style-type: none">• Arrive to class on time• Bring classroom materials daily• Pick up all trash and put supplies away• Technology/cell phone use for academic purposes only with teacher prior permission• No hats/hoodies in the classroom or office	<ul style="list-style-type: none">• Keep your hands, feet, and objects to yourself• Use all materials appropriately• Walk while in the office and classrooms• If you see something, say something• Follow all current schoolwide safety procedures
Passing Period Expectations	<ul style="list-style-type: none">• Use appropriate language• Be polite	<ul style="list-style-type: none">• Walk directly to your next location• Arrive to your next class before the bell rings• Place all trash in the trash can	<ul style="list-style-type: none">• Walk at all times• Keep hands, feet, and objects to yourself• Move with the flow of traffic if you see something, say something• Follow all current schoolwide safety procedures
Restroom Expectations	<ul style="list-style-type: none">• Give people privacy• Keep hands, feet, and objects to yourself	<ul style="list-style-type: none">• Flush the toilet and wash your hands• Put all trash in the trash can• Limit your time in the restroom	<ul style="list-style-type: none">• If you see something, say something• Follow all current schoolwide safety procedures
Locker Room Expectations	<ul style="list-style-type: none">• Maintain privacy and personal space• Be considerate of others' belongings• Use appropriate language• Use kind words and treat each other with respect	<ul style="list-style-type: none">• Lock and secure all belongings• Pick up after yourself	<ul style="list-style-type: none">• Keep hands, feet, and objects to yourself• If you see something, say something• Follow all current schoolwide safety procedures
Gym/MPR Expectations	<ul style="list-style-type: none">• Come in quietly• Appropriate applause• Follow directions• Use appropriate language, positive remarks and attitudes	<ul style="list-style-type: none">• Stay seated unless otherwise directed by staff• Be attentive and listen• Be an active participant	<ul style="list-style-type: none">• Exit bleachers using the aisles• Keep your hands, feet, and objects to yourself• If you see something, say something• Follow all current schoolwide safety procedures
Cafeteria/Lunch Expectations	<ul style="list-style-type: none">• Use appropriate language• Take your rightful place in line• Be polite and patient with staff and students	<ul style="list-style-type: none">• Purchase what you need• Take only what you purchase• Pick up after yourself• Throw trash in the trash can	<ul style="list-style-type: none">• Ask for assistance if needed• If you see something, say something• Follow all current schoolwide safety procedures

Section III – School Safety

Bicycle Helmet Law (VC 21212)

Persons under 18 years of age may not operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards. Bicycle riding is not allowed on campus. Bicycles are to be kept in the designated bike rack area and are stored at the student's own risk. It is the responsibility of parent/guardian to work with school personnel to promote bicycle safety whenever possible. The District is not liable for any damage to bicycles or lost or stolen items.

Civility on School Grounds (EC 32210)

Insults and abuses directed at school employees will not be tolerated and are illegal. Violations will be reported to law enforcement officials and violators may be arrested and/or prosecuted. Any person who willfully disturbs any public school or any public-school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

Contraband Detection Dogs (BP/AR 5145.12)

In an effort to keep schools free of dangerous contraband, the District uses specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law, BP and AR. Random canine searches will be conducted on and around CVUSD campuses throughout the school year. The dogs may sniff the air around lockers, desks, or vehicles on District property or at District-sponsored events.

Emergency Procedures

Emergency procedures depend on the circumstances and specifics of the incident. In the event of an emergency, the District receives direct input from public safety officials. Schools may be directed to evacuate, lock down, or initiate shelter-in-place. The goal is protection for students and staff members. Should a national, local, or school emergency occur during school hours, parents/guardians are asked to cooperate with public safety officials, District, and school personnel. Notification regarding reunification will come via the school site's office, District personnel, or the District's website. Proper identification will be required at the school site and students will be released to those listed in Aeries Contacts only if parent/guardian cannot be reached. Students will not be released to friends, neighbors, siblings, etc., unless they are listed in Aeries Contacts. To authorize additional individuals or daycare center personnel to pick up student in the event of an emergency, update the student's contact information in Aeries Parent Portal. For security reasons, phone authorizations are not accepted.

Safe School Plans (BP/AR 3516, EC 32281)

All District staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. Therefore, each CVUSD school has a comprehensive school safety plan relevant to the needs and resources of that particular school, and regularly conducts practice emergency drills. To view a copy of the school's safety plan, and/or a description of its major elements, contact the school's principal.

School Safety: Homicide Threats (E.C. 49390 – 49395)

Parents and legal guardians are responsible for keeping firearms out of the hands of children as required by California law. Nationwide statistics demonstrate that students found to be in possession of firearms, primarily procured them from their own homes. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

Please take some time to evaluate your own personal practices to assure that you and your family are in compliance with California law:

- With limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.

The district must respond to criminal incidents related to individuals with guns on school campuses. District staff who are alerted to or observe any threat or perceived threat must immediately report the threat or perceived threat to law enforcement. A threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal

act related to school or a school activity. This may include physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

The investigation and threat assessment may include a search conducted at the school site, if the search is justified by a reasonable suspicion that it would produce evidence related to the threat or perceived threat. Reasonable suspicion means articulable facts, together with rational inferences from those facts, warranting an objective suspicion. Staff must immediately conduct an investigation and threat assessment to include a review of the firearm registry of the Department of Justice.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Search and Seizure (BP/AR 5145.12)

The District is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances on school premises and at school activities. As necessary to protect the health, safety, and welfare of students and staff, school officials may search students, their property, and/or District property under their control, and may seize illegal, unsafe, and prohibited items.

School officials may search any individual student, their property, or District property under their control when there is a reasonable suspicion that the search will uncover evidence that student is violating law, BP, AR, or other rules of the District or school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices. All student lockers and desks are the property of the District. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned. Searches of individual students shall be conducted in the presence of at least two District employees, and one of those employees must be a district administrator. Whenever possible, at least one of the employees shall be of the same gender as the student. The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Section IV - Student Attendance

Attendance Policy (BP/AR 5112.1, EC 48200) The most important way a student can achieve academic success is to attend school every day. In fact, research has shown the positive impact good school attendance has on academic achievement. The Chino Valley Unified School District's Board of Education (Board) believes regular attendance plays an important role in student achievement and recognizes its responsibility under the law to ensure that students attend school regularly. Minors between the ages of 6 to 18 are subject to compulsory full-time education and, unless otherwise provided by law, shall attend the school day or classes for the full-time designated as the length of the school day by the Board. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

How Absences are Counted

Secondary: Absences are counted by the full day for all periods missed in one day and counted by each period missed for partial day absences. Tardies for more than 30 minutes or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year are also included in the count towards the truancy report letters.

Academic Policies and Attendance The Board desires to emphasize the importance of school attendance. Therefore, students absent 25% of the semester, or approximately 23 days-may receive a failing grade and may not receive course credit (*cf. 5113 – Absences and Excuses*; BP 5121).

If a student misses class without a valid excuse and does not subsequently turn in homework, take a test or fulfill another class requirement, which he/she missed, the teacher may lower the student's grade for non-performance. Teachers who withhold class credit for this reason shall so inform the students and parents or guardians at the beginning of the semester in their syllabi or class expectations (*cf. 6154 – Homework/Makeup Work*; BP 5121).

Absence Verification (AR 5113, EC 46012, 5 CCR 306)

When a student who has been absent returns to school, the student must present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian or other person having control of the minor, or the student if age 18 or older, with prior parent permission slip signed and approved by administration. CVUSD requests that parents/guardians clear their student's absence daily. Parents/guardians have five school days to clear absences with the school's attendance clerk. If not cleared within five school days, the absence becomes unverified and cannot be changed.

Ways to clear an absence:

1. Log on to <http://ayala.chino.k12.ca.us>
2. Email attendance clerk at Julie_shipley@chino.k12.ca.us
3. Write a note to the attendance office and send it with your student
4. Fax (909-548-6005) a note to the attention of the attendance office

5. Visit the attendance office in person. Please keep in mind when attempting to reach the attendance office staff during peak hours (before school and at student lunch), you may experience a delay. We recommend using the online and email options during these times.

When reporting, the attendance office will need the following information:

- Full name of student
- Student ID number
- Grade
- Date(s) of absence
- Reason for absence
- Name of person reporting the absence, his/her relationship to student, and signature

Without this information, or if a phone message is inaudible, the reported absence may not be excused.

Excused and Unexcused Absences

All absences are legally interpreted as *excused* or *unexcused*. According to the State of California and Education Code there are 14 legally acceptable reasons for excusing a student's absence:

1. Personal illness
2. Quarantine under the direction of a health officer
3. Medical or dental appointment
4. Funeral services
5. Jury duty
6. Illness or medical appointment of a child for whom the student is the custodial parent
7. Court appearance
8. Prior principal approval for employment
9. Employment in the entertainment industry (up to five absences per school year)
10. Observance of a religious holiday or ceremony (with advance notice to the attendance office)
11. Religious retreat
12. Prior principal approval (e.g., college visit)
13. Serving as a member of a precinct board for an election
14. Spending time with an immediate family member who is an active-duty military serviceman or woman

Ten excused absences in a school year is considered excessive. After a student has 10 excused absences, legal documentation may be required for all future absences in a given school year (CVUSD Board Policy 5113c)

Extended Absences That Require Homework

Parents or guardians should contact the attendance office (909-627-3584 ext. 2050) to request homework for any student absence that will exceed two days. They will need to give the student's name, grade and anticipated date of return. Please note that these requests require a 24-hour preparation time.

Many teachers post class work and homework online. Students are encouraged to check online with teachers for assignments that were missed. Homework will generally be ready between 2:30-4:00 p.m. on the following day. If necessary, arrange to deliver your completed and properly identified homework (be sure to include the teacher's name and period) and pick up additional assignments as the absence continues.

Parental Responsibility

According to California Education Code section 48260.5, *...parents/guardians are obligated to compel the student to attend school. Parents/guardians who fail to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code sections 48290-48296.* Parents who refuse to abide by California Education laws regarding compulsory education or fail to comply with SARB directives may be prosecuted for contributing to the delinquency of a minor (P.C. 272).

Perfect Attendance

To achieve perfect attendance, a student must have zero period absences throughout the school year.

Saturday Intervention

Students working towards perfect attendance for the school year may remove an excused absence by serving Saturday Intervention for each day of absence. These can be served on the first Saturday of each month from 8:00 a.m.-12:00 p.m. Students are to report to the assigned area before 8:00 a.m. The Saturday Intervention will be assigned to **all unexcused full day absences** (CVUSD Board Policy 5113). Attending Saturday Intervention will clear one full day absence for a student. Please check the school website for specific Saturday Intervention dates.

Signing Out Procedures

Students will only be released to the physical custody of parents/guardians, or someone named on the Emergency Card. Parents, guardians, or their emergency designee **must bring a valid photo ID** when checking out students. Forged notes, phone calls, or impersonating a parent will result in student disciplinary action.

All students must be signed out from the attendance or nurse's office **prior to leaving campus**. Any student who leaves campus without properly signing out will receive a truancy and may receive disciplinary action. **Notifying the office after the fact will not clear an absence and will result in an unexcused absence.**

If the student drives to school and needs to sign out, the parent or guardian must call the attendance office to advise and email or fax parent picture ID and written permission to drive off campus. The student must still sign out through the attendance office **before** leaving campus.

Please allow sufficient time for signing your child out. It may be difficult to find students during lunch or P.E. A note to the P.E. teacher to notify the teacher that the student will be leaving class early helps to ensure the student is in the attendance office to meet you at your designated time. The attendance office may send a call slip to a class prior to the P.E. class if the parent allows sufficient lead-time.

Students who are 18 years old must have a parent permission slip on file in the attendance office before they can clear their own absence or sign themselves out of school.

Tardy Policy

A student must be in the classroom **when the bell rings**. A student with a pass from another teacher, counseling office, attendance office, etc., will not be considered tardy. Tardies will be counted on a semester basis. On the first day, the teacher will discuss with the students the following tardy policy and its consequences:

Tardy	Consequences
1st	Teacher warning
2nd	Teacher warning and parent contact
3rd	Teacher warning, parent contact, administration notification
4th and 5th	Referral to counselor's office
6th	Referral to administrator and Saturday Intervention

Tardy Sweeps

A tardy sweep may occur at any time. Consequences for being caught in a tardy sweep may include a warning, detention, or Saturday Intervention.

Truancies

Any student who is absent without a valid excuse (as determined by the State of California) on three or more occasions in one school year is considered truant (Ed. Code sect. 48260). Truancy report letters are generated for students having unexcused or unverified absences, (for secondary students, it may be a full day or period absences), or tardy for more than 30 minutes, or early release for more than 30 minutes, or any other partial day absence for more than 30 minutes without a valid excuse, or any combination thereof within a school year.

- 1 TO 3 unexcused/unverified absences: after the third unexcused or unverified absence, the school shall send parents/guardians the 1st truancy report letter identifying student as a truant. This notification requests the help of parents/guardians with their student's attendance and warns of the consequences for further absences.
- 4 TO 6 unexcused/unverified absences: after the sixth unexcused or unverified absence, the school shall send parents/guardians the 2nd truancy report letter and require parent/guardian to attend a School Attendance Review Team ("SART") meeting at the school. The intent of the SART meeting is to create and implement a written plan (Attendance Review Contract) and to determine if there are any services the school may provide to assist the family with attendance concerns.
- 7 TO 9 unexcused/unverified absences: after the ninth unexcused or unverified absence, the school shall send parents/guardians the 3rd truancy report letter (habitual truancy). This letter informs the parents/guardians that the next absence will result in the family being served a summons to appear at a School Attendance Review Board (SARB) hearing/truancy mediation which is usually held in CVUSD's Board room at the District Office. Participants at this hearing may include, but are not limited to, school personnel, Child Welfare and Attendance team, the District Attorney of San Bernardino County and other inter-agency organizations. At this hearing, a SARB contract is created, signed and implemented for all parties to adhere to. Parents/guardians who fail to abide by the stipulations of the SARB contract may also receive a citation and summons to appear before a court of law.

A truant student can also be one who is leaving school or class without signing out of the attendance or nurse's office. As such, the law states that:

- The attendance supervisors, peace officer, or any school officer shall arrest without warrant, during school hours, any child between 6 and 18 years of age found away from home and who has been reported by the teacher, the superintendent of schools, or other persons connected with the school department or schools as truant from instruction lawfully required to attend, with the county, city or city and county, or school district. (Amend. Stats. 1994, Ch. 1023) (**E.C. 48264**).

- The court may suspend, restrict, delay, or revoke driving privileges for one year if one is convicted of being a habitual truant from school. (1998 California Driver Handbook)
- A student who is truant from school and is off campus between the hours of 8:30 a.m. and 1:30 p.m. is subject to arrest and citation for truancy (Chino Hills Municipal Code Section 9.12.010)

The Student Attendance Review Team (SART) Process

Students with excessive absences will be referred to the school-based Student Attendance Review Team (SART). At the SART meeting the student, parent, and administrator will sign an attendance agreement that clearly outlines each party's responsibility. Failure to comply with SART recommendations will result in a referral to the School Attendance Review Board (SARB) and the District Director of Student Support Services.

The School Attendance Review Board (SARB) Process

SARB is a multidisciplinary board that reviews unresolved student referrals from site level SART panels. This Board meets monthly to assist and hold accountable parents and students who fail to fulfill site level SART agreements. Board members include but are not limited to School Site Representatives, District Attorney Representatives, Probation Officers, Child Welfare and Attendance Personnel, District Student Support and Services Personnel, Special Education Personnel, Bilingual Education Representatives, Health Services Representatives and Community Services Specialists. Failure to comply with SARB directives will result in a district referral to the San Bernardino County Student Attendance Review Board (SARB), citations, fines, and court.

Section V - Student Responsibilities and Behavior

As a student at Ayala High School, you are expected to be aware of and to accept your responsibilities in the following areas:

Administrative Discipline

All consequences from the administrative office must be served within the established timeframe. Any student who fails or refuses to serve administrative consequences will be ineligible to participate in school sponsored events and activities. Any student whose GPA falls below a 2.0 average at any time will not be allowed to attend any school dances or rallies.

Care of School Property

Students are responsible for the proper care of all books, Chromebooks, supplies and furniture supplied by the school. Students who disfigure property, or cause damage to school or personal property or equipment, will be required to pay for the damage. Students should limit items brought to school to those that are necessary for school activities. The **Administration is not responsible for unnecessary, personal items (e.g., money, cell phones and other electronic devices) brought to school that are lost or stolen.**

Classroom Discipline

Each teacher has the responsibility to set classroom expectations and penalties for students whose behavior distracts from a safe and positive learning environment. Students do not have the right to interfere with the learning process of others. Therefore, students must follow teacher classroom rules. Failure to do so may result in the following:

- Denial of privileges
- Conference with parents to secure their assistance in improving quality of performance and/or behavior of student
- Referral to Counselor
- Referral to SST or Intervention Team
- Participation in a restorative justice program
- Saturday School
- Community Service
- No-contact contract
- A behavior contract
- A referral to Administration

Cooperation with Law Enforcement Officers

It is the policy of Ayala 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. However, when conducting an official police investigation, a police officer is entitled to interview any student alone, as is any school administrator, without parent presence or permission. If this occurs, an administrator will contact the student's parents after the interview has been conducted (5 Cal. Code of Regs. section 303; 32 Ops. Cal. Atty. Gen.)

Dance Guidelines

To attend a dance, students must have at least a 2.0 GPA and no unserved consequences from school administration. Students will NOT be allowed entry after the first hour and a half of the start time and no refunds will be given. Students leaving the dance will not be readmitted and they are unable to leave prior to the last hour of the dance. Guest Pass information can be found online under the Activities Tab. Students purchase dance tickets online at the online store, and all guest pass tickets will be purchased in the Student Store.

Acceptable Dance Behavior:

Behavior on and off the dance floor must be socially acceptable and adhere to the Behavior Guidelines of Ayala High School and the Chino Valley Unified School District. Dance movements and mannerisms must reflect the standards of modesty and self-respect.

Unacceptable dance behavior may include:

- Front to back dancing where you are touching the floor, bending over, hiking up skirts/clothing or touching body parts inappropriately
- Lewd or lascivious dancing
- Dirty Dancing, Grinding or “Freak” dancing
- Straddling legs
- Bending over
- Touching of breasts, buttocks or genitals
- Making out (no overt and/or prolonged public displays of affection)

Wristbands will be given to all students when they enter the dance to show that they have been searched and purchased a ticket.

Individuals, couples, or groups engaging in unacceptable dance behavior will be stopped and warned on the first offense and have their wristband marked. On the second offense, parents will be contacted and students may be asked to leave the dance, without refund, and properly disciplined by school standards.

Unacceptable Items at Dances

Electronic cigarettes/vapes/pens, alcohol, flasks, gum, mints, glow in the dark items, pens and pencils, sharp objects, markers, tobacco products, lighters, matches, water bottles, weapons, wallet chains, canes, zoot chains, liquid items, mouthwash, glass bottles (including perfume and cologne), eye drops, medication, makeup, chap stick, and illegal substances cannot be brought into Ayala dances. All students attending a school function will be searched prior to entry and may be subject to breath analysis.

Electronic Equipment

Students may not use MP3 devices, iPods, video games, or cameras during class time. These items may be confiscated. Cell phones are not to be used in class, during class time, and should only be used outside. **No recording, no texting, no posting, and no social media will be allowed in class.**

General Rules Governing Students' Conduct and Discipline

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.

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

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission from a certificate school employee, which is concurred in by the Principal or the designee of the Principal.
- 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, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu (look-a-like) of the controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property
- Stolen or attempted to steal school property or private property.
- 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. However, this section does not prohibit use or possession by a student of his or her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Forging or using forged notes or excuses.
- Knowingly received stolen school property or private property.

- 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.
- Students are subject to all school rules and regulations while on school grounds, at all school-sponsored events, and to and from school.
- 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.
- Harassed, threatened, or intimidated a pupil who is a 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.
- Bullying

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 48900.3: 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 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 ounce of marijuana, other than concentrated cannabis.
 4. Robbery or extortion.
 5. Assault or battery as defined in Section 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.
 2. Brandishing a knife at another person.
 3. Unlawfully selling a controlled substance listed in Chapter 2 (Commencing with Section 11053) of Division 10 of the Health and Safety Code.
 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) 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 or 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 a projectile is expelled 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 a recommendation for expulsion to the Board of Education.

Learning Process

Teachers have the right to teach, and students have the right to learn. Students deserve the best instruction that Ayala High School can provide free from distractions and disturbances caused by other students.

Marker Pens, Aerosol Spray Cans, Pepper Spray, and Laser pointers

No student may have in their possession marker pens, laser pens or pointers, aerosol spray cans, or pepper spray. Students in possession of such items are subject to immediate disciplinary action regardless of the reason the item was brought on campus.

Senior Behavior

Pursuant to Board Policy 5144(b) the following shall apply to all seniors during the Spring Semester:

It is the intent of the Board that students be aware of District policy regarding behavior by any member (or guest) of the senior class. Restitution for damages caused by any type of vandalism will be required.

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

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

FIRST VIOLATION: Exclusion from school activities, with the exception of the graduation ceremony, for the remainder of the school year. These activities include but are not limited to:

- Junior/Senior Prom
- Senior Field Trip
- Senior Week Activities
- Grad Nite*

Refunds will not be given to a student being suspended during a specific event. *Grad Nite refunds will not be made for any reason, including suspension.

SECOND VIOLATION: Exclusion from the graduation ceremony. Any violation occurring during senior week will result in the removal of the student from the graduation ceremony and the remaining senior activities that week. An attempt shall be made by the principal or designee to notify the parent(s)/guardian(s) of such violations immediately. Appropriate disciplinary action shall be taken on the school day immediately following the activity if the incident occurred during non-school hours.

Student Dress Code and Grooming

It is the intent of the Board that students are dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process, or create or present an unnecessary or unreasonable risk of injury or harm to any student. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day. (AR 5132, EC 35183.5)

It shall be the policy of the Chino Valley Unified School District to enforce the requirements of **Title 5, Section 302, of the California Administrative Code** which affirms:

1. 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.
2. 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.
3. Each dance has additional dress code guidelines. The *Homecoming* dance is semi-formal and the *Prom* is formal.
 - a. Homecoming dance: No revealing clothing may be worn including clothing where excessive cleavage is displayed. Backless dresses are acceptable as long as no posterior is exposed. No clothing cut down to the navel or below the top of the breast line may be worn. Dresses are not to be shorter than mid-thigh. Gentlemen are not allowed to go shirtless.
 - b. Prom: No revealing clothing may be worn including clothing where excessive cleavage is displayed. Backless dresses are acceptable as long as no posterior is exposed. No clothing cut down to the navel or below the top of the breast line may be worn. Dresses are not to be shorter than mid-thigh. Gentlemen usually wear tuxedos and are not allowed to take their shirts off.

Violations of the behavior or dress code guidelines will result in removal from the activity. No refund will be given. Parents will be notified and asked to pick up their student.

Specific Minimum Dress and Grooming Standards (Legal Reference: Education Code Sections 35294.1 and 35183)

Chino Valley USD believes that the responsibility for the dress and grooming of a student rest primarily with the student and their parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent.

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- A. Shoes must be worn at all times.
- B. Absence of undergarments is prohibited. Clothing shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, tube or strapless tops, bare midriffs, and skirts or shorts that show the buttocks are prohibited.

- C. Bathing suits are not permitted as outer wear, except when in use for a P.E. activity or athletic activity.
- D. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- E. Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
- F. Clothes and belts must be the appropriate size and length when worn.
- G. College logo apparel is permitted as designated by school's policy.
- H. Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
- I. Jewelry which creates a health or safety hazard is not permitted.
- J. Accessories which advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
- K. Hair shall be clean and neatly groomed.
- L. Hats, caps, and other head coverings shall not be worn indoors, unless they are worn for religious or medical reasons. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the day.
- M. Approved hats may be worn during outside activities for sun protection.

Individual schools that have a gang presence may, in their safety plans, include school-wide dress codes which prohibit the presence of gang-related apparel at school or school activities.

A student who violates these standards shall be subject to appropriate disciplinary action

Additional rules pertaining to student dress are found in category "K" of the District Behavior Code.

Determination of Violation

Dress or grooming by a student that violates the district guidelines but is not expressly delineated within District or school site regulations shall be considered and reviewed by site administrators. They shall determine whether the dress or grooming matter at issue violates District policy. If so, they will take appropriate action to immediately bring about the student's compliance with the district guidelines including, but not limited to, contacting the student's parents/guardians, and seeking the cooperation and assistance of the parents/guardians. The table below lists the consequences for violating the dress code.

Consequences for Violating the Dress Code

Offense	Consequences
1 st	Warning and student required to change. Parent will be contacted. Item may be picked up at the end of the day by the student.
2nd	Student counseled, warned, and required to change. Parent will be contacted. Item may be picked up at the end of the day by a parent or guardian. Parent conference required.
3rd	Student counseled, warned, and required to change. Parent will be contacted. Item may be picked up at the end of the day by a parent or guardian.

Theft, Vandalism, and Damage Report

All incidents involving theft, damage, vandalism, or any other unusual circumstances are to be reported to the Assistant Principal's office. In case of theft or break in, a written police report should be taken.

Section VI - Student Services

Career Center

The Career Center provides resources for students including college and career materials. Access to college representatives and college admission counselors are provided to students through on-campus presentations. The Career Center is open to students from 8:30 a.m. to 3:30 p.m. It is open during student's lunch period, but closed 5th period. The Career Center registers students for the ROP program. ROP is a program that offers career technical education classes to high school students. There are ROP classes on Ayala's campus and over 40 others at other locations. Students receive elective credits and grades upon completion of an ROP course. Work permits, scholarship information, and access to a peer tutor list are available in the Career Center. In addition, students can also make appointments with the Career Guidance Technician for individualized college and career exploration.

ID Cards

Students are expected to always have their student ID on them, and they should be prepared to present it to staff when requested. Student ID cards are obtained by students during back-to-school processing. If the student has purchased a USB card, it will be notated on the ID card. ID cards can be obtained in the student store before school, during lunch and after school. Replacement cards cost \$5.00.

Graduation Requirements

- Students must complete the following to receive an Ayala diploma certifying graduation from High School.:

- Earn 225 credits in an approved course of study
- Complete three years of high school math with passing grades
- Earn a cumulative grade point average (GPA) of 2.0 or above

For a full listing: <http://www.chino.k12.ca.us/Page/3254>

Guidance and Counseling Office

The Counseling and Guidance Program is guided by the American School Counselor Association National Standards for School Counseling. The National Standards support involvement in and commitment to increasing student achievement. The heart of the program is the following formula:

STUDENT SUCCESS = Academic Development + Career Development + Personal/Social Development

Academic planning consists of classroom presentations, four-year planning sessions, group meetings with college representatives, and individual meetings with parents and students. Counselors stay current on college entrance requirements within the UC/CSU systems and can also assist students with application procedures, financial aid information and scholarship opportunities. Counselors also assist students who are behind in credits with plans for making up deficiencies and/or going to alternative programs.

Career planning is encouraged through the use of resources available in the College/Career Center. The annual Career Fair allows students to explore various careers.

Students can make appointments with their counselor by coming to the Counseling Office before school, during lunch or after school. Counselors are also available at lunch and after school on a “walk-in” basis. Students are encouraged to see their counselor if they have questions or concerns regarding any academic or personal situations.

Student Program Change Policy

With more than 2,700 students at Ayala, it is **not** possible to accommodate requests for teacher changes. Only the reasons listed below are valid reasons for a class change:

Students may request program changes for the following reasons **only**:

- An incorrect placement or 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
- Placement in Work Experience or R.O.P.

The procedure to request a program change when the reasons above have been met:

- Parent to email administration with the specific reason for the request
- Obtain parent and/or teacher approval
- Return to the counseling office by the first Friday of each semester.
- **After the third week of classes (1 week for AP classes), requests for schedule changes will not be accepted.** Students will be expected to remain in their classes for the semester.

Administrative Petition

Exceptions to the program change policy and timeline for all classes, except Honors and Advanced Placement levels, may be made in extenuating circumstances via an *Administrative Petition*. The Administrative staff will review the petitions and approve or deny them based on each individual case. Possible reasons may include:

- Failure of course with the same teacher in the past.
- Waiver for course work taken at another school

An administrator will determine if a change of teacher (due to the conditions listed above only) **is possible** per district class size stipulations, equal class size, and in the best interest of the student per school and district policy guidelines. **No exceptions will be made regarding the AP and Honors policy.** After the third week of the semester, no changes will be honored until the conclusion of the semester.

Students should attend all assigned classes until schedule changes are complete. Parents’ signatures will be required on all course changes.

The school may initiate changes for the following reasons:

- Closing, adding, or balancing classes
- Teacher contractual class size agreement

Drops

Students have the right to petition the administrative staff to drop a required course. Petition forms are available in the Counseling Office. The Administrative staff will review the petitions. Petitions are approved or denied based on each individual case. Possible reasons may include:

- Failure of course with the same teacher in the past.
- Waiver for course work taken at another school.

A desire to change teachers is NOT a valid reason to change a schedule or drop a course.

Questions About Grades, Class Expectations etc.

We ask that all questions regarding grades, assignments, curriculum etc. be directed to the teacher initially. The teacher is the expert regarding what occurs in the classroom on a daily basis. Contacting the teacher directly is the fastest and most direct option available to have your questions answered and address possible concerns.

Early Withdrawal from a Class

When a student seeks withdrawal from class enrollment prior to the completion of the full class term, the following conditions apply:

- After the end of the first three weeks of the semester, withdrawal from a class **will result in a W/F (*Withdrawal/Failure*) appearing on the transcript.**
- At no time shall a student be dropped to less than a six period day, unless the student is a senior.

Any drop of a course or level after the third week of the semester (applies to both semesters), will result in a W/F on their transcript, **regardless** of reason or cause. This will be visible to the college to which the student is applying.

Alternative Education

Students should make an appointment with their counselor if they are considering Alternative Education.

Library Services

The school library/media center is centrally located within the school. Students are invited to use the center for fulfillment of class assignments as well as for recreational reading and browsing. Many books and magazines on a variety of subjects are available for use. The library is open from 8:30 a.m. to 4:00 p.m., Monday through Friday. Any registered student, teacher, administrator or other employee of the school may borrow from the library collection. Students must use their Ayala ID card to check out books and materials.

Students are not allowed in the library during class time without a pass. Eating or drinking in the library is strictly prohibited. Four books at a time may be borrowed from the library for up to two weeks. If a student needs a book longer than the original two-week period, it may be renewed twice if there are no other student requests for the book. Periodicals may be borrowed for two days. The library staff will be happy to assist you with research problems or locating material. In order to access the Internet, you must have a current I.D and a signed *Internet Policy Agreement* on file.

Nurse's Office

The Health Office has four main goals:

1. Promote wellness
2. Assist students who are ill
3. Physical assessment of students
4. Maintain emergency information on students (emergency cards)

It is imperative that parents notify the school nurse when and if their student has a chronic or severe illness or injury. Such illnesses or injuries must be noted on the student's emergency card.

Students must have a blue nurse's pass in order to see the nurse, unless it is before or after school or an emergency. It will be determined at that time whether the student will go home or return to class.

For a student to go home ill (a) a parent or guardian must be notified and (b) the student must be checked out from the Attendance Office (c) if student drives then written and signed consent by parent/guardian is required (fax or email). If a parent or guardian is unavailable, a contact person listed on the student's emergency card may sign the student out provided they have valid ID. Please list at least two or more local emergency contacts on the emergency card.

Students requiring medications to be taken at school must have a written order from a physician and written permission from the parent. Forms are available in the Health Office or can be downloaded on the Ayala webpage. Medication is to be in the original container (prescription or over the counter) before it can be given to the student.

Records' Office

The Records Office handles all new student registration and students withdrawing from Ayala High School. All students' cumulative files (e.g., grades, testing information, records from other schools) are housed and maintained in this office. Students who are 16-years or older, or who are in 11th grade may sign up to request copies of their transcripts or report cards. 24-hour notice is required for pick up. Seniors may request official transcripts through parchment.com to be sent to the college they will be attending when they graduate. All address and phone number changes must be made through the Record's Office. Two utility bills, (e.g., gas, electric) must be submitted to verify the new address. Changes will not be made without this information.

* Please be aware, if you move over the summer, address or phone number changes will not be made from the information on the Emergency or Attendance Cards. You must come into the Record's Office and show proof of new address before any changes will be made. Phone number changes to home or work phones must be submitted in writing.

Student Store

The store carries a wide variety of school supplies as well as items requested by faculty members for special class projects. Various snacks (during lunch), P.E. clothes, and Ayala spirit items are available for purchase. The student store hours are from 7:45am to 3:45pm Monday-Friday. You can also access the Ayala Webstore before school, during lunch, and after school. through the Ayala home page or directly at www.ayalabulldogs.myschoolcentral.com.

The Student Store and Finance Office do not accept checks. Cash, money orders, and credit cards are accepted at all times.

Section VII - Academic Information

Academic Excellence: Renaissance

"Renaissance is not a program. It is a process that encourages academic excellence, improvement, and citizenship."

The mission of the Academic Renaissance Program at Ayala High School is to create a "renaissance" in education. A partnership between the students, parents, educators, and local businesses, the program continually promotes and recognizes academic achievement and citizenship. This renaissance will be realized by supporting an attitude of academic performance within the school and community. Democratic concepts and our free-market system have proven to the world what happens if you motivate people properly: they perform and take great pride in the development of their skills. Principles of reward and recognition, teamwork, quality, leadership, and marketing, when applied to education, can have a tremendous impact on the achievement of the goal of academic excellence.

Throughout its history at Ayala, the Renaissance program has offered numerous tangible incentives and rewards. These incentives and rewards have been created to recognize improved scholarship, attendance, and continued academic excellence. All students are eligible to apply each semester for a "Renaissance Card." The school incentives include homework passes, 'oops,' and early to lunch passes.

Eligibility for Renaissance cards: Eligibility is based on grades from the previous semester.

Gold Card	3.75 and above
Silver Card	3.0-3.74
Top Dog Card	2.5-2.90

Academic Patches

The application for patches can be found in the USB Office or online. Submit the completed application to the USB Office. Only one patch is given in each category.

Academic Letter	Each semester you receive points based on your level of card. Points are calculated as follows: Gold=20 points, Silver=15 points, Top Dog=10 points
Scholar Athlete Patch	Must have a 3.5 while participating in a Varsity sport, coach's signature, and be a USB cardholder.
Bulldog Scholar Patch	Must have a 3.5 while participating in co-curricular activity, advisor's signature, and be a USB cardholder.

Academic Honesty

Ayala High School is committed to maintaining the highest levels of honesty and integrity. Students have a responsibility to themselves and the school community to uphold these standards. Cheating, in any form, or helping others to cheat undermines the educational mission of Ayala High School and will be dealt with firmly. Cheating includes, but is not limited to:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Giving notes, study aids, electronic devices, or helping another student to complete a test, a project or other assignment in a way other than that expressly permitted by the teacher **or** being the beneficiary of such help.
- Looking at or accessing another student's test, answer sheet, or other materials.
- Copying **or** allowing another student to copy a test, homework, or other coursework which is not intended to be collaborative.

Plagiarizing Materials- Plagiarism is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing includes omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, or paraphrasing an author without giving credit to that author for use of his or her ideas. *Paraphrasing*, conversely, is the student's use of an author's idea by rewording that author's original text. Consequences are outlined below.

First Offense	Second Offense	Third Offense
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0 points on the assignment	0 points on the assignment	Student's removal from class with a "Withdrawn/Failing" grade on transcript
Administrative notification	Administrative notification	Suspension from school
Disciplinary actions	Disciplinary actions	Permanent disqualification from any academic awards or honors (e.g. Top Ten, Val/Sal, etc.)
Parent conference	Parent Conference	
"N" in citizenship for grading period	"U" in citizenship and work habits	
	Removal from and future disqualification for CSF & NHS	

Certain types of cheating, such as tampering with grades or grading software, or disseminating test or homework answers to a large audience, may immediately warrant "third offense" consequences including possible expulsion.

Distinguished Scholar/Graduate with Honors

The Distinguished Scholar and Graduate with Honors programs are offered by the Chino Valley Unified School District to increase academic motivation, broaden university admission options, provide access to competitive majors, prepare for college admission exams, and develop strong academic skills in university prep students. Counselors will identify seniors who qualify for Distinguished Scholars/Graduate with Honors by reviewing student transcripts. The guidelines are listed on the school website. (CVUSD Board Policy AR5126(b))

Valedictorian and Salutatorian

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

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

Section VIII - Activities Information

Our goal is that all students are expected to excel in the classroom and be involved in at least one activity. Educational research shows that students who are involved in some type of school activity achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for students to become involved in the "Bulldog Family." Make the most of your high school years. Take a memory with you!

Activities or Athletics Academic Requirements

Students must maintain a grade point average of 2.00 and earn passing grades in a minimum of four classes. The 2.00 grade point average may include a grade from physical education.

Students must also maintain satisfactory citizenship. A student with two or more unsatisfactory citizenship grades shall be deemed ineligible to participate in co-curricular activities. A student will be eligible to participate in interscholastic activities and/or USB organizations if the student has met the requirements above during the previous grading period.

Summer School Credits

- Credits earned in summer school may be applied towards eligibility requirements. Summer school grades may be combined with Second Semester grades of the previous school year to determine the eligibility for the next grading period.
- Participation in co-curricular activities may raise a student's in-class grade; however, non-participation in co-curricular activities shall not lower a student's in-class grades.

Conditions for Participation in Co-Curricular Activities

This student code of conduct applies to student behavior while on school grounds, while going to or coming from school, while at school activities on or off campus, and while on District transportation. Students may also be subject to discipline for any off campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or substantially disrupts school activities.

In order to participate in athletics and co-curricular activities, any student must:

- Maintain a grade point average of 2.0 on a 4.0 scale
- Earn passing grades in a minimum of four classes during last grading period
- Not have more than 8 incidents of period truancy during previous grading period (A full day equals 6 period trancies and are recorded as A or T in information system.)
- Attend a full day of school on the day(s) of participation in co-curricular or extracurricular activities (games, performances, field trips, etc.)
- Meet all CIF requirements of eligibility, including enrollment of at least 20 semester periods of work
- Successfully progress towards graduation requirements

Code of Conduct Standards

Students are required to follow the District's board policies and administrative regulations regarding student conduct, in addition to this Student Code of Conduct policy. The following is not an exhaustive list of prohibited conduct that will subject a student to discipline:

- Violation of school rules, District policies or administrative regulations relating to student conduct.
- Violation of the California Education Code and shed an unfavorable light on the District or school.
- Violation of extracurricular/co-curricular attendance rules; (BP 5131.8(c) CODE OF CONDUCT)
- Use or possession of alcoholic beverages, tobacco, narcotics, dangerous drugs or "look-alike" substances
- Involvement in theft or dishonesty, including academic dishonesty
- 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 a suspension under Education Code 48900/48915

Further, if a student is suspended from school for any reason, he /she is in violation of this student code of conduct and is prohibited from participation in extracurricular/co-curricular/athletic activities including practices, activities, events and/or competitions. At any time during the school year, the principal may declare any student immediately ineligible, when he/she has been suspended or arrested for the use or possession of narcotics, alcohol, weapons, assault against a teacher, school employee or other student, or as a result of any situation that the principal feels is serious enough to require such action.

The Board of Education realizes the importance of including interscholastic athletics and USB clubs and/or organizations in maintaining a reasonable standard for academic achievement, satisfactory attendance and citizenship for students in CVUSD. It is therefore reasonable to expect students to maintain the Board's adopted academic standard in order to participate in extra and co-curricular activities. The Board of Education therefore authorizes the superintendent to develop regulations to implement an academic standard for participation in the activities mentioned above.

Clubs and Organizations

Students are encouraged to become involved in the many co-curricular activities offered at Ayala High School. Students interested in forming a club on campus should first search for a staff member who is interested in being an advisor for the club or organization and then come to the Student Activities Office for necessary details. Clubs and other organizations, including class organizations, will be legally chartered when they have their application approved by the U.S.B. Executive Board. Until the club or organization is sanctioned, and a constitution is approved, there can be no fundraising or meetings. Every organization must have a new charter each year, plus an updated constitution. A current list of clubs can be found on the school website under the heading "Activities/Athletics."

Definitions

- Co-curricular activities are activities that are an extension of classroom instruction including, but not limited to, Spirit, Band, Color Guard, Athletics, USB activities, Dances, School Sponsored Clubs and Organizations, Choir, Theater Arts, United Student Body Leadership and Renaissance.
- The 2.00 grade point average (GPA) is determined by the following formula:
 - Total the number of grade points for all classes taken during a grading period. A's equal four (4) points, B's equal three (3) points, C's equal two (2) points, D's equal one (1) point, and F's equal zero (0) points.
 - Divide the total number of grade points earned during the applicable grading period by the number of classes taken during the same grading period. The 2.00 grade point average may not include more than one PE grade and must be passing in 4 classes.
 - For grades 9-12, progress reporting occurs every six (6) weeks. Final grades are issued at the end of the first semester (18th week) and second semester (36th week).
 - Citizenship grades are designated and defined as follows: "O" signifies "Outstanding"; "S" signifies "Satisfactory"; "N" signifies "Needs improvement"; and "U" signifies "Unsatisfactory". You may not have two (2) U's in citizenship. If you receive two (2) or more U's in citizenship, you will be ineligible.

United Student Body (USB) Cards

All students will be given an Ayala High School Dog Tag (ID card) at no cost. You will be expected to carry it with you at all times. If you purchase a United Student Body Card (USB card) your ID card will show that you are a USB card holder. Purchasing a USB card gives you discounts on your yearbook, PE clothes, dances, academic letters and patches are free to cardholders, admission to home and away athletic events, and noontime special attractions such as drawings for many prizes. These are just a few reasons to purchase a USB card. Depending on activities planned, savings will be from \$40 to \$70 or more. Even more important, it identifies students as members of the United Student Body of Ayala High School. Funds raised through the sale of USB Cards are used to defray student body activity expenses such as pep rallies, game officials, dances, assemblies, letters for academics, athletics, awards and certificates presented throughout the year and many other miscellaneous expenses. USB cards are not transferable, and at no time shall a student lend his or her card to another student. If caught, your card will be forfeited.

Fundraising

All fundraising must:

- Be approved by the Student Council through submission of a *Request for Fundraising Form*
- Have Board of Education approval before the fundraiser takes place
- No flyers, tickets, posters, etc. are to be made or posted until Board approval has been received
- Items posted on school grounds must have permission from the Activities Director
- Fundraising monies must be deposited into the clubs trust account on a daily basis

Section IX - Athletic Information

At Ayala High School, we are proud of our sports and athletic programs. We have a wide range of sports offered to all Ayala High School students. There is a program for practically every student's interest and talent. The Bulldog Athletic Program has established a tradition of excellence on the field of play as well as performance at a high level in the classroom. Updated Ayala Sports Information can be found at www.ayalasports.com.

Season	Sports
Fall (Sept-Nov)	Football, Boys & Girls Cross Country, Girls Tennis, Girls Volleyball, Boy's Water Polo, Girls Golf,
Winter (Nov-Feb)	Boys & Girls Basketball, Boys & Girls Soccer, Boys & Girls Wrestling, Girls Water Polo Traditional Competitive Cheer
Spring (Feb-May)	Baseball, Softball, Boys Golf, Boys Tennis, Boys & Girls Swimming, Boys & Girls Track, Boys Volleyball

Ayala High School is affiliated with the Southern Section of the California Interscholastic Federation (C.I.F.) and is a member of the Palomares League. We encourage any student to report to tryouts regardless of their ability or talent. Students are encouraged to talk to the coaches of the sport, P.E. teachers, Athletic or Activities Director at any time during the year if they are at all interested in participating in athletics. Students participating in sports programs must ride the bus to and from all athletic activities when transportation is provided. It is school board policy (5131.8) that a student-athlete must attend a full day of school on the day of a contest if he/she wishes to participate. The criterion for lettering is at the discretion of the coach.

Athletic Scholarship Signing Day

In our attempt to honor our amazing student athletes, Ayala High School has a strict criterion as to who we recognize at our athletic scholarship "signing day." Each athlete must:

- Be a current member (in good standing) on a Varsity team at Ayala High School in the sport they are receiving their athletic scholarship.
- Submit a copy of their signed "National Letter of Intent" to the Athletic Department. The student must obtain this letter from the college or University distributing the scholarship.

Student-athletes who meet the above criteria who will be attending and playing for an Ivy League school listed below will have their own signing day once they provide documentation of acceptance to the school. This very special day will not coincide with the athletic scholarship signing day.

- Brown University
- Columbia University
- Cornell University
- Dartmouth College
- Harvard University
- Princeton University
- University of Pennsylvania
 - Yale University

Student Athletes at the Collegiate Level

If you feel that you possibly might play a sport at the collegiate level, go online to www.NCAA.org and www.CoreCourseGPA.com to look at the class requirements and track your progress. The counseling office can assist you in your path to playing at the collegiate level, but the counselors do not track NCAA eligibility.

Athletic Clearance Procedure

The student athlete must complete their online athletic clearance at www.AthleticClearance.com before they are eligible to participate in any practice or competition. Please check the schools website for a complete listing of instructions. Athletic physicals are valid for one academic school year (May-May).

The Athletic Trainer

The athletic trainer at Ayala is located in the PE/Athletics Building (room G131). Daily hours for the trainer are usually at lunch and starting 6th period until late afternoon. The athletic trainer provides the following services:

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

Athletic Equipment

- All uniforms, practice gear, and equipment from previous sports must be returned before participating in another sport.
- All uniforms, practice gear, and equipment that are loaned to the student athlete must be returned to the trainer no later than one week after the last practice or game in which the student participates. Late fees will be applied.
- Failure to comply with the above requirements will result in the following:
 1. Restriction from participating on any Ayala athletic team and co-curricular activities group
 2. Restriction from receiving any letters or award
 3. Withholding of grades and records
 4. Restriction from senior activities and graduation ceremony

Code of Conduct

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- Violation of extracurricular/co-curricular attendance rules (BP 5131.8(c) CODE OF CONDUCT)
- Use or possession of alcoholic beverages, tobacco, narcotics, dangerous drugs, or "look-alike" substances
- Involvement in theft or dishonesty, including academic dishonesty
- 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 a suspension under Education Code 48900/48915

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Reinstatement Hearings

Student athletes who have been suspended or excused from participation in athletic or co-curricular programs must apply to the Reinstatement Committee for reinstatement. Such applications must be made in writing and submitted to the Principal's office after two weeks from the suspension. A hearing will be held the Monday following receipt of your application for reinstatement.

The Reinstatement Committee shall consist of the Activities Director, the Athletic Director, an Administrator, Advisor or Coach of the program involved, and a Faculty Member at large. The student and their parent must attend the hearing. Depending on the decision of the reinstatement committee, the student may be eligible to return to their respective athletic or activity program. Prior to a coach/advisor dropping a student from athletics or a co-curricular activity for disciplinary reasons, the coach/advisor must meet with administration and parent(s) or guardian(s).

Palomares and Mountain West (football only) Sportsmanship Code of Conduct

The Sportsmanship Code of Conduct is the result of the combined efforts of students, staff, and administration from the Palomares schools. Our purpose is to address the need for continued positive interaction between our member schools and to establish a code that is agreed upon by our schools. This Code of conduct is for fans and supporters at all Palomares events. It is their wish that you follow the code in order to continue the spirit of cooperation and respect that exists between these united schools.

ALTA LOMA BRAVES

CLAREMONT WOLFPACK

AYALA BULLDOGS

COLONY TITANS

BONITA BEARCATS

GLENDORA TARTANS

CHARTER OAK (football only)

Special note to fans: Your ticket is a privilege that allows you to support high school activities. Please respect all participants in a manner in which you would like to be treated. Refusal to do so may result in your ejection from any event on our campus.

Spectators

- Applaud during introduction of players, coaches, and officials
- Applaud when the hand of an opponent is shaken after they have fouled out
- Accept all decisions of officials. No booing or heckling!
- Assist cheerleaders by only giving positive school yells. Do not indulge in name-calling or use disrespectful, derogatory yells or chants.
- Treat competition as a game, not a war.
- Maintain a respectful attitude during free throws. No yelling, waving of arms or drumming of feet.
- Applaud at end of contest for all performances of all participants, as they shake hands with each other, regardless of outcome.
- Show concern for injured players regardless of team affiliation.
- Encourage people around you to display only sportsmanlike conduct.
- Refrain from displays of anger or use of profanity during a game.
- Follow the lead of the cheerleaders regarding chants and cheers used.
- Refrain from blaming loss of game on officials, coaches, or participants. Leave with a positive attitude.

Media

- Promote ideals and fundamentals of good sportsmanship.
- Report acts of unsportsmanlike behavior, without giving undue publicity to the conduct.
- Refrain from making negative comments toward participants, coaches, officials, or schools.
- Recognize the efforts of all who participate in the contest.

Administration

- Support equal access and equal time for all athletic and performing groups to enable them to achieve their maximum potential.
- Promote the importance of all athletic and performing groups through attendance and publicizing of individual activities.
- Encourage athletes and performers to support and participate in each other's activities.
- Set tone for faculty and staff by recognizing those who participate in extra-curricular activities and encourage all to attend a variety of athletic and performing arts events throughout the school year.
- Provide for and ensure a safe and welcoming atmosphere for visiting team and fans.
- Report facts without demonstrating partiality to either team

Faculty and staff

- Attend and support a variety of athletic and performing events throughout the school year.
- Set a positive tone for students by complementing all student activities and student participants.
- Through active participation in extracurricular activities, appreciate students' "outside classroom demands", and assist them to excel in academics, activities, and athletics.
- Provide for and ensure a safe and welcoming atmosphere for all visiting teams.

Spirit groups

- Stimulate desired crowd responses using only positive cheers, signs, and praise without antagonizing or demeaning opponents.
- Treat opposing spirit, auxiliary groups, and fans with respect, before and after the event.
- Recognize outstanding performances from all who are performing.
- Know the rules and strategies of the contest to cheer at the proper time. Maintain enthusiasm and composure, serving as a role model.
- No stereotyping groups, schools, or persons, thereby avoiding animosity.

Officials

- Accept role in an unassuming manner. Showboating and over-officiating are not acceptable.
- Maintain confidence and poise, controlling contest from start to finish.
- Know rules thoroughly and abide by the established Code of Ethics.
- Publicly shake hands with coaches of both teams before contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.

Coaches

- Establish clear and concise rules governing behavior, practice, games, etc., and be firm and consistent when applying these rules to all athletes.
- Provide and maintain an atmosphere for effective communication between coach – captain – players.
- Treat each athlete with the same dignity, respect, and equality, regardless of individual athletic ability.
- Set standard of behavior toward athletes, coaches, officials, and fans and be consistent.
- Be sensitive of athletes' "other responsibilities," individual athletic ability, and individual athletic needs.
- Focus on positive attributes of team and individual athletes.
- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 Priority.
- Respect judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.
- Treat opposing coaches, participants, and fans with respect. Shake hands with officials and opposing coaches in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- At the conclusion of the game coaches are to escort their teams to the buses; team meetings should be held at your home site.

Student participants

- Treat opponents with respect: Shake hands prior to and after contests. Give aide to any injured player from either team.
- Respect judgment of contest officials and abide by rules of the contest.
- Display no behavior that would incite fans or other teams. Set a good example by being a positive leader.
- Show respect by cooperating with officials, coaches, and fellow participants to promote a fair contest.
- Accept the responsibility and privilege of representing your school and community as a serious commitment. Positive attitudes and actions should always be on display.
- Live up to high standards of sportsmanship established in the Palomares Code of Conduct. Any behavior determined to be undesirable under the Code should be reported to your coach or the appropriate administrator for action.
- Realize that both schools are playing to win; each team will (at the close of the game) shake hands and congratulate their opponents, thus leaving the game on the field.

In the Stands

Sportsmanship is a top priority of Ayala HS, Palomares League, Mountain West (Football Only) and California Interscholastic Federation (CIF-SS). Guidelines have been developed for positive, sportsmanlike behavior by participants, coaches, and spectators. Admission to an event entitles you to enjoy an exhibition of skills developed by our student-athletes. Please give these young people your positive encouragement and support. Your effort to applaud the talents of all players is appreciated. Booing, taunting, or intimidating the officials, coaches or opponents is unacceptable and unsportsmanlike. Please be a positive role model to those around you. Help make each contest one which we can all be proud of by promoting your team in a positive manner.



