

# FALLBROOK UNION HIGH SCHOOL

Est. 1893

*“The Year of Excellence”*

2009-2010

## STUDENT HANDBOOK



Accredited by the Western Association of Schools and Colleges

Revised: August, 2009

# **WELCOME TO FALLBROOK UNION HIGH SCHOOL**

The entire staff at Fallbrook Union High School would like to welcome you to the 2009-2010 school year. We hope that your year will be educationally profitable, exciting, and filled with many new opportunities.

The staff is here to assist you throughout your high school years. Feel free to ask questions or seek assistance. This handbook is designed to provide you with information and to answer some of your questions. This information will also help you fulfill your responsibilities as a student. Read all items carefully. **Students are responsible for knowing the contents of this handbook.**

## **SUPERINTENDENT**

Dale Mitchell, Ed.D.  
723-6332 EXT 6497

## **BOARD OF TRUSTEES**

Bill O'Connor, President  
Sharon Koehler, Clerk  
Frank Cerda  
Mike Schulte  
Marc Steffler

## **ADMINISTRATION                      723-6300**

Rod King, Principal	Ext. 3102
Nicole Miller, Assistant Principal	Ext. 3209
John Hayek, Assistant Principal	Ext. 3111
Adam Dawson, Assistant Principal	Ext. 3112
Kim Gage, Assistant Principal	Ext. 3117

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***ALL STUDENTS HAVE THE RIGHT TO:***

1. **EQUAL EDUCATIONAL OPPORTUNITY (BP 5145.3; 34 CFR 100.3; Ed Code 220).**  
Public schools must provide all students an opportunity to get an education. This means free admission and the right to attend school until the age of 18 or graduation from high school. Fallbrook Union High School District's "programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation." The District Title IX (nondiscrimination) Coordinator is Dr. Dale Mitchell, District Superintendent, Fallbrook Union High School District, 2234 South Stage Coach Lane, Fallbrook, CA 92028, (760) 723-6332 x6497.
  
2. **FREEDOM OF SPEECH, PRESS, RESTRICTIONS, RESPONSIBILITIES. (BP 5137).**  
Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications, whether or not such publications or other means of expression are supported financially by the school or by use of school facilities, except that expression which is obscene, libelous or slanderous shall be prohibited. Also prohibited shall be material which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. Requests shall be made to the Principal for approval of time, place and manner of distribution of printed or written materials. Student editors of official school publications (refers to material produced by students in the journalism, newspaper, yearbook or writing classes and distributed to the student body either free or for a fee) shall be responsible for assigning and editing the news, editorial and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of a journalism advisor to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section. There shall be no prior restraint of material prepared for official school publications except insofar as they violate this section. Students writing for school newspapers have the right to express opinions without prior censorship. These opinions must be signed by the author and meet standards prohibiting libel, obscenity, pornography, intentional distortion or reckless disregard of facts, invasion of privacy, and any expression that disrupts the educational process.
  
3. **FREEDOM OF ASSEMBLY.** Upon approval, students are entitled to hold meetings at a time, place, and in a manner which does not disrupt or disturb the learning environment. There shall be no limitations to this right except as specified below:
  - a) An area for speaking to mass groups of students shall be set aside by school authorities.
  - b) Time of such expressions shall be limited to periods before school begins, after dismissal, and during established lunch periods as deemed feasible by the Principal.
  - c) Manner of such expression shall be such as to prevent undue noise, substantial disorder, or infringement upon the rights of others not to listen. Therefore, electronic sound amplification systems or devices of any kind are prohibited for this purpose unless allowed by school authorities.
  
4. **DUE PROCESS.** Students facing major disciplinary action are entitled to fair procedures to determine if they are at fault.

Students are entitled to appeal decisions resulting in major disciplinary action such as Thursday School, Saturday School, home suspension, expulsion, and exclusion or transfer to another school.

# TELEPHONE NUMBERS TO ASSIST YOU THIS SCHOOL YEAR

**THE TELEPHONE NUMBER IS 760-723-6300. USE THE EXTENSIONS LISTED BELOW TO REACH STAFF**

<u>TO FIND OUT ABOUT:</u>	<u>CONTACT:</u>	<u>PHONE EXT:</u>
Absences Reporting Line.....	Attendance Office (Recording).....	3305
Activities of the Day (Daily Bulletin).....	Principal's Office.....	3102/3103
Athletics.....	Athletic Director.....	3601
Attendance.....	*Attendance Office/ <b>Español</b> .....	3301/ <b>3304</b>
Attendance <b>Fax Number</b> .....		760-731-2881
Books/Textbook debts.....	Textbook Room, Pam Glody.....	3118
Bus Passes.....	*ASB Bookkeeper, Ms. Trujillo.....	3502
Change of Address/Phone/Guardian.....	*Counseling Office.....	3201
Checking Out of School.....	*Counseling Office.....	3201
Clubs on Campus/Student Government.....	ASB Advisor, Mr. Way.....	3501
College Admissions and Testing.....	*Counseling Office.....	3201
College Financial Aid.....	*Counseling Office.....	3201
Community College, ROP, Adult School.....	Career Center, Mrs. Ricci.....	3211
Competencies/Proficiencies.....	*Counseling Office.....	3201
Debts/Obligations:		
Miscellaneous debts.....	*ASB Bookkeeper, Ms. Trujillo.....	3502
Discipline.....	*Asst. Principals' Office.....	3113
EL Parent Center/Language Assessment.....	Angie Reiman.....	2012
FFA Activities.....	Agriculture Dept.....	2506
Final Exam Schedules.....	Principal's Office.....	3102/3103
GATE / Honors Program.....	Mrs. Fellios.....	3110
Graduation Requirements/Credits Earned.....	*Counseling Office.....	3201
Health Services/Immunizations.....	Health Technician.....	3106
Home Teacher, Request for.....	*Assistant Principals' Office.....	3114
Homework Request (must be absent 3 days or more).....	*Counseling Office.....	3201
Insurance, Athletics/Student Accidents.....	*ASB Bookkeeper, Ms. Trujillo.....	3502
Library/Library Debts.....	Mrs. Harris.....	2230
Lunch, Free or Reduced.....	Cafeteria, Mr. Cappello.....	3701
Migrant Education.....	*Migrant Ed Office.....	2012
Off-Campus Pass.....	*Attendance Office, 3301; <b>Español</b> .....	3304
Parking Citations.....	*Asst. Principals' Office.....	3115
Parking Permits.....	*Asst. Principals' Office.....	3113/3114
Progress in Classes.....	Leave message(s) for teacher(s).....	3102/3103
Records, Request to send.....	Registrar, Mrs. Hauck.....	3206
Registration of Students.....	Registrar, Mrs. Hauck.....	3206
Report Cards/Progress Reports.....	*Counseling Office.....	3201
Schedule Adjustments.....	*Counseling Office.....	3201
Scholarships, Local.....	Career Center, Mrs. Ricci.....	3211
Scholarships, Other.....	Career Center, Mrs. Ricci.....	3211
School Calendar: School Days/Holidays/Vacations.....	Principal's Office.....	3102/3103
Special Education Services.....	Asst. Principal, Mr. Dawson.....	3112
Transcripts.....	Registrar, Mrs. Hauck.....	3206
Transportation.....	First Student Transportation.....	731-7106
Work Permits/Job Information.....	Career Center, Mrs. Ricci.....	3211
Workability.....	Ernie Lopez.....	2145

**\* Se Habla Español**

**ADDITIONAL QUESTIONS?**

**CALL 723-6300**

# Expected School wide Learning Results

Fallbrook Union High School Students are:

**1. Productive and Healthy Individuals: All students will have opportunities to study and experience creative achievements in dance, music, art, drama, literature, and in the vocational arts. In addition, all students will be encouraged to maintain healthy and respectful personal relationships as well as participate in physical fitness activities.**

Measurable Indicators:

- Number of students enrolled in ROP and vocational arts courses
- Number of students enrolled in required Health class
- Number of students participating in athletics
- Number of students enrolled in Fine Arts courses
- Results of the California Physical Fitness test
- Number of students participating in “Breaking Down the Walls” and Character Education programs
- Biannual Results of the California Healthy Kids Survey
- Number of students participating in lunchtime Intramurals
- Number of students enrolled in Physical Education courses
- Number of students participating in PE during their Jr./Sr. year as an elective (Dance, weights, etc.)
- Number of juniors/seniors who participate in the “Every Fifteen Minutes” program

**2. Responsible Citizens: All students will learn to be law-abiding, contributing members of society. They will demonstrate accountability, responsibility, compassion, charity, and respect for others.**

Measurable Indicators:

- Attendance records
- Completion of graduation requirements
- Number of students participating in “Breaking Down the Walls” program
- Number of students on behavior contracts, serving in In-School Suspension, suspended and/or expelled from school
- Number of community service hours served by students
- Number of students maintaining a 2.0 GPA or above
- Number of assigned detentions
- Number of students participating in school clubs
- Number of students in “Invisible Children” project
- Number of students participating in Student Senate, Model United Nations, and Speech Club

**3. Innovative with Technology: All students will develop and demonstrate technical skills useful in vocations (Industry Standards) and/or higher education**

Measurable Indicators:

- Percent of submission of Internet Use Policy
- Number of students enrolled in Computer Skills classes
- Number of classrooms with 4 or more computers
- Number of classrooms with teacher/student available technology (e.g. video equipment, projectors, work stations)
- Number of students enrolled in vocational programs
- Science Lab opportunities

- Number of students participating in Yearbook and Journalism

**4. Determined Learners: All students will acquire the knowledge to be self-directed, independent learners who can think and reason logically, perform computation skills, and solve problems for everyday living.**

Measurable Indicators:

- Number of students completing graduation requirements (Summer School/Credit Recovery)
- Number of students in after school Learning Center (Credit Recovery)
- STAR test results
- Math portion of CST
- Participation rates for Self-Improvement Academy, SIA, (after school tutoring)
- Completion of course benchmarks
- Number of students enrolling in post high school education
- Increasing rates of student achievement on the CAHSEE and CST's
- Number of students enrolled in AVID
- Number of students enrolled in Advanced Placement program
- Number of students enrolled in courses outside of FUHS

**5. Effective Communicators: All students will read, write, speak, and listen reflectively and critically.**

Measurable Indicators:

- English Language Arts portion of the CST
- CAHSEE Language Arts test results
- Other test results (e.g. Advanced Placement, CELDT, SAT)
- Perception Data (student, staff, and parent surveys)
- Graduation rate
- Benchmark assessment results in the core disciplines
- Number of students participating in Journalism, Yearbook and Media Broadcasts

## I. ATTENDANCE POLICY AND PROCEDURES (Ed. Code 48200; BP 5113.1)

### A. ATTENDANCE AND ABSENCE POLICY/PROCEDURES

The State Compulsory Attendance Law (Ed Code 48200) requires that each person between the ages of 6 and 18 attend a public, full-time day school or continuation school. The state attendance laws also require regular attendance and punctuality, with both the school and the parents having a responsibility for enforcing these laws.

**It has been well documented that regular attendance is a key factor in the success a student achieves at school. The teacher of any class from which a student has an absence shall determine what period of time the student has to complete missed assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in Ed Code Section 48205.**

#### REPORTING ALL DAY ABSENCES

It is the responsibility of the parent/guardian to report his/her student's absences from school by one of the following methods:

1. On the day student is absent, by calling the recorded absence line 723-6300 x 3305, (by 2:00 p.m.
2. All day absences not cleared by 2:00 p.m. can be cleared by a written note, signed by parent/guardian, or **faxed (723-2881)**, or by calling the Attendance Office, x 3301 or **3304 (Español)**.

**Absences not reported by the day the student returns to school will be considered as TRUANT.**

#### WHAT TO DO AFTER YOU ARE ABSENT:

**Check uncleared absence list near Attendance Office window to determine if your parent/guardian contacted the Attendance Office.**

- **If your student number is not on the list, go straight to class. Your absence has been cleared.**
- **If your student number is on the list, go to the Attendance Office for readmission.**

#### GETTING READMITTED:

- If you present a valid written note from parent/guardian, or the yellow off-campus pass, your absence will be cleared.
- If you do not have a valid note from parent/guardian, you will receive a truant readmit slip and be assigned a Saturday School.
- Absences not cleared within 10 school days will revert to truancies and are not clearable. Student will be expected to serve assigned Saturday School.

**Parents:** If you have questions concerning your student's attendance, please call 723-6300, x 3111.

**DEFINITIONS –After absence has been reported by parent/guardian, the absence will either be excused or unexcused. Definitions follow:**

#### **Excused Absence: (Ed Code 48205) (AR 5113)**

(A) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness. **(When student has had 10 absences in the current school year for illness, a physician must verify any additional absences for illness)**
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(B) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine that tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(C) For purposes of this section attendance at religious retreats shall not exceed four hours per semester.

(D) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(E) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil". Amended by SB 1208, Ch.312, Statutes of 1999.

### **Unexcused Absence**

**An unexcused absence includes, but is not limited to the following: Home suspension, truancy, job, oversleeping, out-of town, nonreligious lessons, friends or friends visiting, traffic citation, vacation, working on car, running out of gas, personal business, etc.**

During the school year, **FUHSD teachers may choose to assign a failing grade to a student who has more than ten unexcused absences from class during the semester.**

- Students shall be given an opportunity to make-up unexcused absences before receiving a failing grade, and the pupil or the pupil's parent or guardian shall be given an opportunity to explain the absences. After a student has an unexcused absence, he/she can make-up a full day unexcused absence by attending Saturday School. Unexcused absences must be made-up during the semester in which they occurred.
- The Fallbrook Union High School administration shall notify a pupil's parents of the risk of failure when the student reaches five unexcused absences, ten unexcused absences, and each unexcused absence afterward. A written notice shall be provided by mail, and an administrator shall attempt to reach the parent/guardian by telephone. In addition, an administrator shall also attempt to notify the student at school.

- If progress reports are issued while a student has more than ten unexcused absences that have not been made-up, the progress report shall indicate both the currently earned grade and the fact that the student may received a failing grade if he or she does not make-up the unexcused absences. For example, a parent/guardian may receive a progress report that shows his/ her student earning a B in a class; however, because of eleven unexcused absences, the student would be in danger of failing.

**Truant:** *(student does not have the right to make up missed assignments)*

- cut class (period or all day)
- A student is considered habitually truant when he/she has 3 unexcused absences in one school year, or is tardy to class in excess of 30 minutes without a valid excuse on three occasions in one school year, or any combination thereof. EC 48260.

## **B. OFF-CAMPUS PASS**

**Students are not permitted to leave the campus once arriving at school unless authorized to do so.** If it is necessary for the student to leave during the school day, an off-campus pass must be obtained.

**IF THE STUDENT LEAVES CAMPUS WITHOUT AN OFF-CAMPUS PASS, DISCIPLINE WILL BE ASSIGNED REGARDLESS OF WHO TRANSPORTS THE STUDENT.**

- Students who have legitimate reasons to leave campus during school hours must present a signed note from their parent/guardian to the Attendance Office **before school starts**.
- Notes brought in after 7:45 AM must be verified by a call from the parent/guardian. If there is no one available to verify the note, the off-campus pass will be denied.
- Immediately upon returning to school, the student must report back to the Attendance Office and **must** have the off-campus pass to obtain a readmit to class.
- Parents may **fax** a note for an off campus pass to 760-731-2881. Fax must be received before the student will be issued an off campus pass. **Note:** Attendance Office does not deliver off campus passes. Students must come to the Attendance Office during passing period or breaks for the pass. **If a student is ill**, he/she is to go to the Nurse's Office and the nurse will make the necessary call to parent/guardian and give the student the off-campus pass. If the nurse is not in, the student must go to the Attendance Office for assistance.

## **OTHER IMPORTANT ATTENDANCE INFORMATION (AR 5113)**

- **When a student has had 10 absences in the current school year for illness, a physician must verify any additional absences for illness.**
- Students arriving at school **within 30 minutes** after the 1<sup>st</sup> period bell must bring a **written note** directly to their 1<sup>st</sup> period teacher. Students arriving at school more than 30 minutes after 1<sup>st</sup> period has started must bring a **written note** directly to the Attendance Office for a readmit to school. Students who do not have a written note will be marked absent until a note is brought to the attendance office (within 10 days).
- Students who are ill more than three consecutive days may obtain homework by contacting the Counseling Office at 723-6300, Ext. 3201. Please allow a minimum of 24 hours for work to be

obtained. Parents of students who will be absent for 3 weeks or more due to a medical condition, should contact the assistant principals' office for information regarding home teaching.

- Students planning to be absent from a class to participate in a school-sponsored activity, must obtain prior approval from the teacher. Students must make up all work missed. Teachers of students who are in danger of failing, may decide not to allow them to miss class in order to participate in an activity.
- Students may NOT sign their own notes or call regarding their absences. Students who are 18 years of age may have their parent/guardian sign a contract with the Attendance Office verifying the age and acknowledging that they are willing to accept the responsibility of managing their own school affairs.
- On the day of a contest, student athletes must attend four classes (Attendance will be confirmed by attendance office and reported to the Athletic Director).

#### **SCHOOL ATTENDANCE REVIEW BOARD (S.A.R.B.)**

The purpose of the School Attendance Review Board is to divert students with school attendance problems from the juvenile justice system by providing guidance and coordinated community services to meet their special needs. The Board is made up of representatives from the Department of Social Service, County Probation Department, Fallbrook Sheriff's Department, Fallbrook Union High School Administration and a community representative. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at its level, the student and parent/guardian may be issued a citation and may be required to appear in court.

## II. CITIZENSHIP AND HONOR CODE

### A. CITIZENSHIP

#### **CITIZENSHIP – EXPLANATION:**

One of the school's duties is to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for higher education and a career.

For this reason it is as important for the school to teach and to evaluate citizenship as it is to teach and evaluate academic work. Parents and students should be just as interested in citizenship "ability" as they are in academic achievement.

#### **THE CITIZENSHIP GRADE:**

Students will receive a semester citizenship grade from each of their classroom teachers. The grade will be based solely on the citizenship displayed in each teacher's classroom. Students will receive a grade of "excellent," "satisfactory," "needs improvement," or "unsatisfactory" based on the "Citizenship Guidelines" (see below). The citizenship grade for each class will be shown on the student's report card.

#### **CITIZENSHIP GUIDELINES FOR STUDENTS AND PARENTS**

The following criteria shall be used in determining a student's citizenship grade in his/her class:

1. Attends class regularly except for excused absences.
2. Comes to class on time; 4 unexcused tardies to a class will result in a "U" in that class.
3. Comes to class with necessary materials.
4. Completes homework assignments.
5. Meets deadlines.
6. Does his/her own work when independent work is required.
7. Participates in class activities and discussions.
8. Exercises reasonable care of school property.
9. Shows respect for teachers, staff, and other students.
10. Does not disrupt class; exercises good conduct.

Teachers are required to discuss these standards with their students and explain their expectations.

### B. HONOR CODE

Fallbrook Union High School students are subject to an Honor Code which deals with cheating and plagiarism. All tests, quizzes, reports, assignments, and any school-related tests are subject to this policy. (Refer to #42 Discipline Matrix.) **The misuse of school forms and/or falsification of school documents are Honor Code violations.**

Cheating includes, but is not limited to, looking at another student's paper, using prompts, or talking during an exam. Helping another student cheat on an exam or assignment is also a violation of the Honor Code.

**Teacher will place a phone call to parent/guardian regarding Honor Code violations.**

The following action will be taken when students are in violation of this policy.

**1<sup>st</sup> Offense**

1. Automatic “0” (failure) on assignment or test.
2. Parent contact by teacher. If requested, a conference can be held with parent, student, teacher, counselor, and assistant principal.
3. Referral placed in student discipline file.
4. Student given a “U” in citizenship for the semester.
5. Student placed on academic probation in class where infraction occurred for the remainder of the academic year.
6. If the student is a teacher’s aide, he/she will be dropped from the class with a withdrawal-failure.

**2<sup>nd</sup> Offense (while on probation)**

1. Student assigned “F” in CLASS FOR SEMESTER and “U” in citizenship.
2. Student placed on probation for all classes for remainder of semester plus the entire next semester.
3. Parent contact by teacher. If requested, a conference can be held with parent, student, teacher, counselor, and assistant principal.
4. Student removed from any and all elected or appointed leadership positions for the remainder of the school year

### III. DISCIPLINE POLICY AND PROCEDURES (BP 5131)

#### A. DISCIPLINE POLICY

Fallbrook Union High School's goal is to provide a safe, secure, and motivating learning environment. We believe that every student has the right to a quality education. Consequently, we expect our students to conduct themselves in an orderly and respectful manner. If a student chooses to behave in a manner that interrupts the learning process, or shows disrespect for others, the student must be willing to accept the consequences. **THE SAME DISCIPLINE RULES APPLY FOR ALL SCHOOL RELATED ACTIVITIES (ON AND OFF CAMPUS), AND WHILE TRAVELING TO AND FROM SCHOOL.**

#### **CLASSROOM BEHAVIOR**

Classroom discipline will be dealt with in the following manner:

- 1) First Offense                      Teacher warns the student.
- 2) Second Offense                  Teacher warns the student and makes phone call to parent/guardian.
- 3) Third Offense                    Teacher assigns detention and makes parent contact.
- 4) Fourth Offense                  Teacher sends referral to assistant principal indicating fourth offense.  
Appropriate discipline will be assigned.
- 5) Fifth Offense                    Referral to assistant principal requesting teacher/parent/student/assistant principal/counselor (if available) conference. Student is placed on class contract and appropriate discipline may be assigned

Class Contract violation consequences will be:

- |                           |                                      |
|---------------------------|--------------------------------------|
| 1 <sup>st</sup> violation | 4 hours Saturday school              |
| 2 <sup>nd</sup> violation | 8 hours Saturday school              |
| 3 <sup>rd</sup> violation | 1 day home suspension and contract B |

#### **BEHAVIOR CONTRACT**

Students experiencing habitual tardies, truancies and numerous behavioral problems will be placed on a probationary contract called a Conduct Agreement. Failure to abide by the terms of the Conduct Agreement will result in disciplinary action leading to expulsion and/or assignment to an alternative school setting.

#### **UNEXCUSED TARDY POLICY**

Students are to be in class, ready to begin when the final bell rings. If a student enters the classroom after the bell rings, the student inevitably disrupts the learning of others. Tardies accumulate for a semester period of time. Additional discipline will be assigned as follows:

**On the 4<sup>th</sup> tardy in any one class: 2 hours of Thursday School will be assigned**

**On the 6<sup>th</sup> tardy in any one class: 2 hours of Thursday School will be assigned**

**On the 8<sup>th</sup> tardy in any one class: 8 hours of Saturday School and Class Behavior Contract (A)**

**On the 10<sup>th</sup> tardy in any one class: 4 hours of Saturday School and School Behavior Contract (B)**

1. Parent contact will be made by the teacher within the first three (3) tardies.
2. If a student is placed on Behavior Contract (B) in the first semester, the student may be directly given a referral on any tardy during the second semester.
3. Habitual tardiness will be considered as defiance of school rules and authority. Through due process, the student may be suspended and/or removed from class without credit. Tardy/truancy sweeps will be conducted as deemed necessary by the administration.

Definition: EXCUSED TARDY: i.e., illness, medical, dental, optometric, orthodontist, religious lessons, or authorized pass written by a FUHS staff member.  
UNEXCUSED TARDY: i.e., oversleeping, traffic citations, running out of gas.  
“PARENTS’ FAULT” does not constitute an excused tardy.

### **FIGHTING ON CAMPUS (Ed Code 48900 (a))**

Fighting on campus during regular school or summer school (includes coming to or going from school) will result in suspension for the 1<sup>st</sup> offense and recommendation for expulsion for the 2<sup>nd</sup> offense and/or recommendation for involuntary transfer to alternative setting. On the first offense of fighting: 5-day suspension. If student and parent produce evidence that the student has entered anger management/counseling within 72 hours (three days), the final two days of the suspension will then be waived. Three days must be spent in suspension. The student and parent(s) must meet with the school counselor before the student can return to school. The parents are responsible for selection, follow-up, and completion of any program.

### **HAZING (Ed Code 32051)**

Students or other persons in attendance are prohibited from engaging in or conspiring to engage in hazing.

### **INTIMIDATION (Ed Code 48900.4)**

Intimidation involves threats of harm or pressure. Examples of this behavior include, but are not limited to: bullying, domineering, extorting hand signs, stare downs, or otherwise attempting to influence someone with the use of frightening actions(s) and/or words. This includes racial slander (written or verbal). Severe cases of intimidation are classified as assault. In an assault, no physical contact need occur. Just the fact that the threatened act could occur constitutes a criminal act. Appropriate disciplinary action will be taken.

### **SEARCH AND SEIZURE (Ed Code 49050; 49051; VC 21113; BP 5145.12; AR 5145.12).**

The Governing Board recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search of students, and seizure of their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Governing Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure.

### **CONFLICT MANAGEMENT (BP 5137)**

Students are encouraged to use conflict mediation to resolve differences and/or conflicts before the issue reaches the Assistant Principal. Contact the Guidance Office to have a conflict manager assigned.

## B. DISCIPLINE MATRIX

Fallbrook Union High School works in cooperation with law enforcement, juvenile probation, social services, and the fire marshal.			
<b>CONDUCT CODE VIOLATIONS AND CONSEQUENCES</b>			
Items 1-19, 23-39, 41, & 47 could lead to expulsion on the first offense depending on the severity of the violation			
Items 1-16, 18, 23-39, & 41 behavior and consequences are cumulative over the student's 4 years in FUHSD			
Items 1-17, 19, 23-24, 26-39, & 41 may be referred to law enforcement.			
Behavior and consequences are cumulative during the current school year. Consequences may be assigned to the next school year.			
<b>BEHAVIOR</b>		<b>CONSEQUENCES</b>	
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
1. Causing serious physical injury to another person, except in self-defense. <i>Ed. Code 48915 (a)(1)</i>	Recommendation for expulsion <b><u>unless the principal or superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
2. Possession of any knife or other dangerous object of no reasonable use to the pupil. <i>Ed. Code 48915 (a)(2)</i>	Recommendation for expulsion <b><u>unless the principal or superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
3. Unlawful possession of any controlled substance, except for the first offense, for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. <i>Ed. Code 48915 (a)(3)</i>	Recommendation for expulsion <b><u>unless the principal or superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact. Review Controlled Substance Policy, pages 20 & 21.	Recommendation for expulsion. Parent contact.	
4. Robbery or extortion. <i>Ed. Code 48915 (a)(4)</i>	Recommendation for expulsion <b><u>unless the principal or superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. <i>Ed. Code 48915 (a)(5)</i>	Recommendation for expulsion <b><u>unless the principal or superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
6. <u>Possession, selling, or otherwise furnishing a firearm.</u> <i>Ed. Code 48915 (c)(1)</i>	Recommendation for expulsion. Parent contact.		
7. <u>Brandishing a knife at another person.</u> * <i>Ed. Code 48915 (c)(2)</i>	Recommendation for expulsion. Parent contact.		

\*As used in this section knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted

primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3-1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.  
Ed. Code 48915 (g)

CONDUCT CODE VIOLATIONS AND CONSEQUENCES			
BEHAVIOR	CONSEQUENCES		
	1 <sup>ST</sup> Offense	2 <sup>ND</sup> Offense	3 <sup>RD</sup> Offense
8. <u>Unlawfully selling a controlled substance</u> listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. <i>Ed. Code 48915 (c)(3)</i>	Recommendation for expulsion. Parent contact. Review Controlled Substance Policy, pages 20 & 21.		
9. Committing or attempting to commit a sexual assault or committing a sexual battery. <i>Ed. Code 48915 (c)(4)</i>	Recommendation for expulsion. Parent contact.		
10. Possession of an explosive. <i>Ed. Code 48915 (c)(5)</i>	Recommendation for expulsion <b>unless the principal or superintendent finds the expulsion is inappropriate due to particular circumstances</b> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
11. Caused, attempted to cause, or threatened to cause <u>physical injury</u> to another person. (Fighting) <i>Ed Code 48900 (a)(1)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review fighting policy, page 12	Recommendation for expulsion. Parent contact.	
12. Willful use of force or violence upon the person of another except in self-defense. <i>Ed. Code 48900 (a)(2)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	
13. Possessed, sold, or otherwise furnished any firearm, knife, tazer, explosive, or other dangerous object without written permission. <i>Ed. Code 48900 (b)</i> BP 5131.7 (a, b)	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	
14. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any <u>controlled substance, alcoholic beverage, or intoxicant</u> . <i>Ed. Code 48900 (c)</i> BP 5131.6 (a, b)	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review Controlled Substance Policy, pages 20 & 21.	Recommendation for expulsion. Parent contact.	
15. Unlawfully offered, arranged, or negotiated to sell any <u>controlled substance, alcoholic beverage, or intoxicant</u> . <i>Ed. Code 48900 (d)</i> BP 5131.6 (a, b)	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review Controlled Substance Policy, pages 20 & 21.	Recommendation for expulsion. Parent contact.	
16. Committed or attempted to commit <u>robbery or extortion</u> . <i>Ed. Code 48900 (e)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	
17. <u>Property Abuse</u> – Caused or	Restitution.	Restitution. Suspension	

attempted to cause damage, including graffiti, to school or private property. <b>Ed. Code 48900 (f)</b> BP 5131.5	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	and/or recommendation for expulsion. Parent contact.	
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<b>CONDUCT CODE VIOLATIONS AND CONSEQUENCES</b>			
<b>BEHAVIOR</b>	<b>CONSEQUENCES</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
18. "Hacking" – intentional attempt at infiltrating and/or changing/disrupting/destroying electronic records. <b>Ed. Code 48900 (f), (k)</b> Penal Code 502, 13848	Suspension pending expulsion.		
19. <u>Stole</u> or attempted to steal school or private property. <b>Ed. Code 48900 (g)</b>	Restitution. Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Restitution. Suspension and/or recommendation for expulsion. Parent contact.	
20. <u>Smoking</u> or possession of tobacco. <b>Ed. Code 48900 (h)</b> BP 5131.62 Penal Code 308B*	2-4 hours Sat. School Parent contact. Enforcement of Penal Code 308B*	4 hours Sat. School Parent contact. Enforcement of Penal Code 308B*	1 day suspension. Parent contact. Enforcement of Penal Code 308B*
21. <u>Profanity</u> , vulgarity, obscene act. <b>Ed. Code 48900 (i)</b> BP 5137	Detention/4 hours Saturday School and/or suspension.	4-8 hrs. Sat. School and/or suspension. Parent contact	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.
22. Displaying, viewing, downloading pornography. <b>Ed. Code 48900 (i)</b>	Loss of Internet privileges for 1 month. Parent contact.	5-day suspension and loss of Internet privileges for the rest of the school year. Parent contact.	
23. Unlawfully possessed, offered, arranged, or negotiated to sell <u>drug paraphernalia</u> . <b>Ed. Code 48900 (j)</b>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review Controlled Substance Policy, page 20-21.	Recommendation for expulsion. Parent contact.	
24. Willful <u>defiance</u> of valid authority of school officials, disruptions of school activity. <b>Ed. Code 48900 (k)</b>	4 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	4 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	4 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.
25. Throwing food or other debris from balcony or overpass. <b>Ed. Code 48900 (k)</b>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	

\* Penal Code 308B. Every person under the age of 18 years who purchases, received, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia, that is designed for the smoking of tobacco, products prepared from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of up to seventy-five dollars (\$75) or 30 hours of community service work.

**CONDUCT CODE VIOLATIONS AND CONSEQUENCES**

BEHAVIOR	CONSEQUENCES		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
26. Fire setting, <u>arson</u> , or use of explosive devices or tampering with fire alarm or equipment. <i>Ed. Code 48900 (k), 48915 (a) (2), or 48915 (c)(5).</i> Penal Code 148.4	Contact fire marshal. Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Contact fire marshal. Recommendation for expulsion. Parent contact.	
27. Knowingly <u>received stolen school property*</u> or private property. <i>Ed. Code 48900 (l)</i> BP 5131.5	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	
28. Possession of an imitation firearm. <i>Ed. Code 48900 (m)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	
29. Committed or attempted to commit a sexual assault or sexual battery. <i>Ed. Code 48900 (n)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review page 3.	Recommendation for expulsion. Parent contact	
30. Harassed, threatened, or intimidated a pupil who is a complaining witness. <i>Ed. Code 48900 (o)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review intimidation on page 14.	Recommendation for expulsion. Parent contact	
31. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. <i>Ed. Code 48900 (p)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review Controlled Substance Policy, pages 20-21.	Recommendation for expulsion. Parent contact.	
32. Engaged in, or attempted to engage in, hazing. <i>Ed. Code 48900 (q)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Recommendation for expulsion. Parent contact.	
33. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. <i>Ed. Code 48900 (r)</i>	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact. Review intimidation on page 14	Recommendation for expulsion. Parent contact.	

## CONDUCT CODE VIOLATIONS AND CONSEQUENCES

BEHAVIOR	CONSEQUENCES		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p>34. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:</p> <p>(1) While on school grounds.                      (2) While going to or coming from school                      (3) During the lunch period whether on or off the campus.                      (4) During, or while going to or coming from, a school sponsored activity.</p> <p><b>Ed. Code 48900 (s)</b></p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>Recommendation for expulsion. Parent contact.</p>	
<p>35. A pupil who aids or abets, in the infliction or attempted infliction of physical injury to another person.</p> <p><b>Ed. Code 48900 (t)</b></p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>Recommendation for expulsion. Parent contact.</p>	
<p>36. As used in this section, "school property" includes, but is not limited to, electronic files and databases.</p> <p><b>Ed. Code 48900 (u)</b></p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>Recommendation for expulsion. Parent contact.</p>	
<p>37. Sexual Harassment.</p> <p><b>Ed. Code 48900.2</b>                      BP 5145.7, AR 5145.7</p>	<p>4 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>8 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>
<p>38. Hate Violence. Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence.</p> <p><b>Ed. Code 48900.3</b>                      Penal Code 422.6, 422.7, 422.75</p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>Recommendation for expulsion. Parent contact.</p>	
<p>39. Pupil(s) intentional harassment, threat, or intimidation directed against another pupil(s), or school personnel.</p> <p><b>Ed. Code 48900.4</b></p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact. Review fighting policy, page 12</p>	<p>Recommendation for expulsion. Parent contact.</p>	
<p>40. Use/display of cellular/digital phones during class time.</p> <p><b>Ed. Code 48900.5, 48901.5, 48900 (k)</b>                      BP 5131.6 (b)</p>	<p>Confiscation with release to student.</p>	<p>Confiscation for 1 week, release to parent only, and 4 hrs. Sat. School.</p>	<p>Confiscation to end of school semester, release to parent only, and 1-day home suspension.</p>
<p>41. Terroristic threats against school officials, or school property, or both.</p> <p><b>Ed. Code 48900.7 (a)(b)</b></p>	<p>Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u>, for expulsion.                      Parent contact.</p>	<p>Recommendation for expulsion. Parent contact.</p>	

\* Includes, but is not limited to, electronic files and databases.

<b>CONDUCT CODE VIOLATIONS AND CONSEQUENCES</b>			
<b>BEHAVIOR</b>	<b>CONSEQUENCES</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
42. <u>Forging, falsifying, or altering</u> school documents, passes, readmits, notes, or wrongful possession.	4-8 hrs. Sat. School. Parent contact.	8 hrs. Sat. School. Parent contact.	Up to 3 days of home suspension and 8 hrs. Sat. School. Parent contact. <i>Ed. Code 48900 (k)</i>
43. Off campus/out-of-bounds during school hours.	4 hrs. Sat. School. Parent contact. Subject to search	8 hrs. Sat. School. Parent contact. Subject to search	1-5 days home suspension. Parent contact. Subject to search. <i>Ed. Code 48900 (k)</i>
44. Truancy. Any period(s) or all day.	2-12 hrs. Thurs/Sat. School. Parent contact.	2-12 hrs. Sat. School. Parent contact.	4-24 hrs. Sat. School, suspension, and/or behavior contract. Parent contact. Referral to SARB <i>Ed. Code 48900 (k)</i>
45. Inappropriate use of school equipment, i.e., copy machine, Internet, etc.	8 hrs. Sat. School. Parent contact.	1 Day suspension. Parent contact.	Up to 3 days of home suspension and 8 hrs of Sat. School. Parent contact. <i>Ed. Code 48900 (k)</i>
46. Inappropriate use of technology: e-mail, Internet, etc. BP 6163.4, AR 6163.4	Loss of Internet privileges for 1 week. Parent contact.	Loss of Internet privileges for 1 month. Parent contact. 4 hrs. Sat. School	Loss of Internet privileges rest of semester or 2 months, whichever is greater. Parent contact. 8 hrs. Sat. School.
47. Using school technology to cause physical or emotional harm to self or others. Penal Code 422	4 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	8 hrs. Sat. School, suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact.
48. Possession/use of laser pointer. Penal Code 417.27	2 hrs. Thursday School. Confiscation. Release to parent only.	4 hrs. Sat. School. Confiscation. Release to parent only.	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact
49. Possession of lighters and matches.	2 hrs. Thursday School. Confiscation. Release to parent only.	4 hrs. Sat. School. Confiscation. Release to parent only.	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact
50. Possession of permanent markers.	2 hrs. Thursday School. Confiscation. Release to parent only.	4 hrs. Sat. School. Confiscation. Release to parent only.	Suspension and/or recommendation, <u>at the principal or superintendent's discretion</u> , for expulsion. Parent contact
51. Illegal parking.	Citation and fine. If fine is unpaid, it goes to DMV record.	Citation and fine. If fine is unpaid, it goes to DMV record.	1-5 days suspension. Parent contact.

<b>CONDUCT CODE VIOLATIONS AND CONSEQUENCES</b>			
<b>BEHAVIOR</b>	<b>CONSEQUENCES</b>		
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
52. Misuse of parking permit, i.e., using a permit intended for someone else.	Revocation of parking permit.		
53. Vehicular violations (speeding, reckless driving, etc.)	Revocation of driving privilege and parking permit. Parent contact.		
54. Throwing food or other debris.	4 hrs. Sat School or 5 days campus cleanup. Parent contact. Depending on severity could lead to suspension.	8-12 hrs. Sat. School. Parent contact. Depending on severity, could lead to suspension.	Suspension. <i>Ed. Code 48900 (k)</i>
55. Littering.	Up to 5 days campus cleanup or 4 hrs. Sat. School. Parent contact.	Up to 10 days campus cleanup or 8 hrs. Sat. School. Parent contact.	15 days campus cleanup or 12 hrs. Sat. School. Parent contact.
56. Display/use of radios, headsets, CD players, electronic games, cameras, MP3 players, iPods, etc., in class.	Confiscation with release to student.	Confiscation for 1 week. Release to parent only. 4 hrs of Sat. School.	Confiscation to end of semester. Release to parent only. 1-day home suspension. <i>Ed. Code 48900 (k)</i>
57. Possession/use of skateboards, roller blades, or scooters.	Confiscation with release to student at end of 1 week. Parent contact.	Confiscation with release to parent only. 4 hrs. Sat. School.	Confiscation to end of school year. Release to parent only. 1-day home suspension. <i>Ed. Code 48900 (k)</i>
58. Gambling.	4 hrs. Sat. School. Parent contact.	8 hrs. Sat. School. Parent contact.	1-5 days home suspension. Parent contact. <i>Ed. Code 48900 (k)</i>
59. Possession of gambling paraphernalia.	Confiscation with release to parent only.	Confiscation with release to parent only. 4 hrs. Sat. School.	Confiscation with release to parent only. 1-day home suspension. <i>Ed. Code 48900 (k)</i>
60. Inappropriate dress including but not limited to: bandanas, hairnets, no shoes, bare midriff, wallet chains, lettering, tattoos, and/or pictures depicting alcohol, cigarettes, drugs, nudity, profanity, or gang related phrases or names.	Student will change inappropriate attire. Parent contact. Detention will be assigned.	Parent/guardian to bring change of clothes to school. 4 hrs. of Sat. School.	Parent/guardian to bring change of clothes. 2-day home suspension. <i>Ed. Code 48900 (k)</i>
61. Birthday bashing.	Suspension. Restitution. Parent contact. Review fighting policy, page 12 <i>Ed. Code 48900 (a)(1) or (k)</i>	Suspension. Restitution. Parent contact. <i>Ed. Code 48900 (a)(1) or (k)</i>	Suspension. Restitution. Parent contact. <i>Ed. Code 48900 (a)(1) or (k)</i>
62. Spitting.	Warning and/or 2-4 hrs. Thurs/Sat. School. Parent contact.	4 hrs. Sat. School. Parent contact.	8 hrs. Sat. School. Parent contact.
63. Hats or caps indoors.	Warned by staff.	Confiscation with release to student.	Confiscation with release to parent.

## CONDUCT CODE VIOLATIONS AND CONSEQUENCES

BEHAVIOR	CONSEQUENCES		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
64. Failure to attend detention.	2 hrs. Thurs. School. Letter mailed home.	Same as 1 <sup>st</sup> offense	Same as 1 <sup>st</sup> offense.
65. Failure to attend Thurs. School.	Students who miss their assigned Thursday School will be removed the following Wednesday during the last 15 minutes of 6 <sup>th</sup> Period to serve.	Two missed Thursday Schools becomes one Saturday School.	
66. Failure to attend Sat. School.	One day home suspension.	Two day home suspension. Placed on Behavior Contract.	One day suspension. Strike on Behavior Contract.
67. Failure to be in possession of student ID card.	Detention.	2 hrs. Thursday School.	4 hrs. Saturday School.
68. Possession of over the counter drugs.	4 hrs. Saturday School, parent contact, and subject to search.	8 hrs. Saturday School, parent contact, and subject to search.	1-5 days home suspension. Parent contact. Subject to search. <i>Ed. Code 48900 (k)</i>
69. Graffiti or foul and abusive language on school or personal property.	2 hrs. Thursday School.	4 hrs. Saturday School.	1-5 days home suspension. Parent contact. Subject to search. <i>Ed. Code 48900 (f) (i)</i>
70. Public display of affection.	2 hrs. Thursday School.	4 hrs. Saturday School.	1-5 days home suspension. Parent contact. <i>Ed. Code 48900 (k)</i>

### C. SUSPENSION/EXPULSION (Ed Code Section 48900) (BP 5144.1, 5144.2, 5145.2)

#### **SUSPENSION – EXPLANATION:**

A suspension is a temporary removal from school. Students are NOT allowed on campus day or night during the suspension. It is normally from 1 to 5 days in duration; however, in the case of a recommendation for expulsion, it may be extended. **Any student reaching 20 days of at home suspension per year (regardless of reason) will be recommended for alternative placement.**

#### **EXPULSION – EXPLANATION:**

An expulsion is complete removal from schools within the district. It is normally for the remainder of the school semester they are in and the following semester.

#### **1. DUE PROCESS – STUDENT’S RIGHT TO A HEARING**

The principal or designee shall meet with the student for the purpose of:

- a) Presenting oral or written notice of the charges.
- b) An explanation of the evidence.
- c) Giving the student an opportunity to present his/her side of the story.

If it is determined that the student is responsible for a violation of school rules, he/she may be suspended for no more than five school days, unless a referral is made to the Superintendent or the Governing Board for further action.

### **1. PARENT CONFERENCE**

When a student is suspended, the Principal or designee will make a reasonable effort to contact and inform the parent or guardian.

In addition, within one school day, the principal or designee will send a notice to the parent or guardian containing the following information:

- a) A statement of the facts leading to the decision to suspend.
- b) The date and time when the student will be allowed to return to school.
- c) A statement of the parent's or student's right to have access to student's records.
- d) A request that the parent or guardian attend a conference to discuss the student's behavior. The parent or guardian is required by law to respond without delay to any request from school officials to attend a conference regarding their student's behavior.

### **2. PARENT'S RIGHT OF APPEAL**

If the parent or guardian desires a further review of the case, they may appeal the case to the Director of Student Services.

A final review may be requested of the Superintendent and the Governing Board.

### **3. EXPULSION HEARING**

- a. Expulsion requires a formal hearing before members of the expulsion panel.
- b. Parents or guardians must receive written notice that the Governing Board is considering expulsion.
- c. The student and his/her parents or guardians, or a legal representative have the right to call witnesses, question school officials, and present information on behalf of the student.
- d. If the Board of Education decides to expel the student, its decision may be appealed to the County Board Of Education.

<b>D. CONTROLLED SUBSTANCES, DRUGS, ALCOHOL (Ed Code 48900; BP 5131.6)</b>
----------------------------------------------------------------------------

### **POSSESSION, USE, OR BEEN UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE, DRUGS OR ALCOHOL**

- When any student is under the influence of, uses, or possesses a controlled substance, drugs, or alcohol at school or while under school jurisdiction, the following shall result:
  1. Parent/guardian contact.
  2. 5-day suspension.
  3. On the first offense, if student and parent produce evidence showing the student has entered treatment/counseling within 72 hours (three days) after suspension started, the final two days of the suspension will be waived. Three days must be spent in suspension. The parents are responsible for selection, follow-up and completion of any program.
  4. Contact law enforcement authority.
  5. Restriction from all school activities during suspension.
- A search for a controlled substance, drugs or alcohol may be made in accordance with the provisions of law, board policy and administrative regulations.
- On the second offense, when any student is under the influence of, uses, or possesses any controlled substance, drugs, or alcohol at school or while under school jurisdiction, the following shall result:
  1. Parent/guardian contact.
  2. Suspension with recommendation for expulsion for the maximum time allowed by Ed. Code 48900-48928.
  3. Contact law enforcement authority.

4. Restriction from all school activities.

#### **SALE OF A CONTROLLED SUBSTANCE, DRUGS, OR ALCOHOL**

- On the first offense, when any student sells or furnishes a controlled substance, drugs, or alcohol to another student on or about the school premises or at school-sponsored functions, the following shall result:
  1. Parent/guardian contact.
  2. Suspension with recommendation for expulsion for the maximum time allowed by Ed. Code 48900-48928. The recommendation may include the suspension of the expulsion if there are extenuating circumstances.
  3. Contact law enforcement authority.
  4. Restriction from school activities.
- Staff shall notify the principal or designee immediately upon suspecting a student is selling or providing a controlled substance, drugs, or alcohol.
- When there is good evidence that a student has actually sold or provided a controlled substance, drugs, or alcohol on or about the school premises or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities may decide that they will notify the parent/guardian.

#### **E. SEXUAL HARASSMENT**

**(Ed Code 200-240, 212.5, 231.5, and 48900.2, BP5145.7, AR5145.7)**

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

#### IV. GENERAL POLICIES AND PROCEDURES

##### **NO DELIVERIES**

The offices will not make deliveries of items to any student in class. The items we will not deliver include, but are not limited to: money, lunches, balloons, bouquets, PE clothes/clothing, homework, class assignments, books, backpacks, etc. If parents bring items to school, the counseling office will hold them for the student to pick up.

##### **LUNCH DELIVERIES**

Lunch deliveries must be made before 11:45am. No lunch deliveries will be accepted after 11:45am. Lunch deliveries for multiple students will not be accepted (e.g. pizza for a group of students). Lunch will be taken to the Counseling office and the student may pick it up at this location. We will not call a student to get their lunch.

##### **CELL PHONES**

**Cell phones are permitted on campus but must be turned off and out of sight during class time.** Students will not be given permission to leave their class in order to use their cell phone. (This includes the 7 minute passing period). See Item 40 on discipline matrix.

##### **DETENTION:**

Anytime a student receives a detention assignment, s/he **MUST SERVE THE DETENTION SAME DAY OR THE NEXT DAY.** If the student does not serve the detention, s/he will be assigned Thursday School.

##### **LUNCH ROOM 42**

Hours: 12:12 – 12:40 PM

Mondays through Fridays

**MUST BRING ID – BRING YOUR LUNCH**

##### **SATURDAY SCHOOL**

SCHOOL CAFETERIA

Hours: 8:00 AM – 12:00 noon

Bring homework or a good book to read

**MUST BRING ID**

##### **THURSDAY SCHOOL**

SCHOOL CAFETERIA

Hours: 3:00 – 5:00 PM

Bring homework or a good book to read

**MUST BRING ID**

Failure to attend Saturday School/Thursday School: See items 65 and 66 on discipline matrix.

##### **STUDENT I.D.**

Students **MUST BE** in possession of student I.D. whenever on campus, at school-sponsored activities or in order to receive school services (food service, library, ASB, school offices, locker combinations, bus transportation). To be admitted to the detention room, students **MUST** have an I.D. card.

##### **OUT-OF-BOUNDS AREAS**

**Designated areas of the campus are closed to students during nutrition, assemblies, pep rallies, and lunch.** Out-of-bound areas include, but are not limited to: all parking lots; bike, moped, and motorcycle parking areas; all athletic fields, handball, tennis, and basketball courts; bus stop. Discipline may be assigned to those who are in the out-of-bounds (closed) areas of the campus

**OFF-LIMITS AREAS: In case of emergency, check with the secretaries in the administration building.**

- Soft drink and snack machines are not to be used during class time. Any items purchased will be confiscated. Students may use the vending machines before/after school and during nutrition and lunch break.

**HALL PASSES**

- Any student out of class is required to have an official pass
- Students will NOT be issued a pass to use the telephone, cell phone, vending or machines during class time.
- Students will NOT be allowed in any office during class time without a pass or referral from his/her assigned teacher.

**FOOD/BEVERAGES**

No food or beverages are allowed in the classrooms. GUM is not allowed on campus at anytime.

**VISITORS ON CAMPUS**

Students are **NOT** to bring friends/relatives to school as visitors. Parents are always welcome on campus; however, all parents **MUST CHECK IN AT THE SECURITY DESK AT THE FRONT OF THE SCHOOL**. Classroom visitations can be arranged with at least a 24-hour notice.

**LOST AND FOUND**

The lost and found is located in the Attendance Office. Unclaimed items will be discarded or donated to charity after one month.

**DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL. ALL VALUABLE ARTICLES SHOULD BE IN THE POSSESSION OF THE OWNER AT ALL TIMES. BIKES AND SKATEBOARDS ARE TO BE LOCKED UP IN THE APPROPRIATE RACKS NEXT TO THE COUNSELING OFFICE. THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR LOST OR STOLEN MONEY, BIKES, SKATEBOARDS, OR OTHER ARTICLES BROUGHT TO SCHOOL AND WILL NOT INVESTIGATE STOLEN PROPERTY.**

**EXCESSIVE DISPLAY OF AFFECTION**

Excessive display of affection is inappropriate on school grounds or at school sponsored activities. Violation will result in administrative action, and/or counselor and parent contact/conference (see item 70 on discipline matrix).

## V. DRESS CODE

The manner in which students dress for school influences their behavior, learning, and the school environment in general. Any article of clothing or accessory that causes or has the potential to cause a disruption to the educational environment will not be allowed. Students should dress in an appropriate manner as they would in a work environment.

### RESTRICTIONS & PROHIBITIONS:

- Clothing, jewelry, backpacks, and notebooks shall be free of writing, pictures or any other insignia that are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs, alcohol, tobacco, violence, weapons, or graffiti. This includes phrases/names, which may have dual meaning (i.e., SMP, 4:20, 8-ball, Big Johnson, UPS, billa BONG, etc.)
- Clothes shall be sufficient to conceal undergarments at all times. Exposed midriff and halter tops may result in disciplinary action. Garments that expose the following are prohibited: cleavage, buttocks, and bare backs (no skin exposed below shoulder blades). Strapless tops are not permitted.
- Indoors, the following are not permitted: hats, caps, beanies, sunglasses, or other head coverings (i.e., hood of an outer garment).
- Tattoos that depict anything prohibited in these rules must be covered at all times.
- Hairnets or bandanas are not permitted at any time. (BP 5136)
- As required by state law, shoes must be worn at all times.
- Attire with stylized writing designating gang-related phrases or names is prohibited.
- Due to safety reasons, teachers of certain classes may require more restriction on clothing or footwear.
- Jewelry and accessories that are a safety hazard to the wearer or others are not permitted. Examples of unsafe attire include metal or plastic spiked projections from rings, belts, belt buckles, bracelets, neck accessories, (i.e. dog collars) jackets, or any other article of clothing; wallet chains of any kind; or facial piercing (except for studs) with hoops or chains or any other “dangling” adornment.

Any student may be asked to remove or change any garment or accessory that is determined by a school official to be disruptive, dangerous, or inappropriate. See item 60 on discipline matrix.

## **VI. HEALTH OFFICE POLICY AND PROCEDURE (Ed Code 49423; 49480; BP 5141.21)**

### **HEALTH OFFICE:**

The Health Office is open to assist parents and staff in providing a healthy and safe school environment that facilitates learning. The goal of the Health Office is to keep the students attending classes. The Health Technician is available to provide first aid, and prevent the spread of disease. However, that does not include diagnosis of diseases or on-going medical treatment. The Health Technician can only treat students for symptoms or injuries occurring at school. Please do not ask for treatment on injuries that occur elsewhere.

### **POLICY:**

- Students will be required to have a pass from the teacher when entering the Health Office, during class time. If it is an emergency, this requirement can be waived. The Health Office can get very busy sometimes, so if immediate attention is not necessary, please wait until nutrition or lunch time.
- The Health Technician cannot administer ANY medication without written authorization from BOTH a parent and a physician. A phone call is not sufficient
- Even over-the-counter medications require authorization. The PARENT or an ADULT must bring in the medication in the original container along WITH the authorization form.
- Any student found to be in possession of ANY medication that does not have authorization, will have it confiscated by the staff.
- Students should not make arrangements to go home by using their cell phones or calling from a classroom. They must go to the Health Office first.

### **WHAT TO DO IF YOU BECOME SICK OR INJURED:**

Students that become ill or injured at school must check into the Health Office first, before going home. When a student checks into the Health Office, an assessment of the symptoms and determination of treatment will be done. If the student needs to go home, then a call to a parent or contact (from a list that has been submitted at registration) will be made to take the student home. Then, an Off-campus pass will be issued. If the Health Technician feels the student is able to stay in school, she will treat the student and try to keep him/her at school, unless the parent/guardian requests that his/her child is to go home.

### **REGULATIONS FOR MEDICATION AT SCHOOL: (Ed Code 49423; 49480; 49407)**

- Students are not allowed to carry any medications on campus. All prescription and non-prescription medication, except inhalers, must be checked into the Health Office, where they will be stored and administered when needed.
- There is one exception, with inhalers and Epi-pens. Students can carry their inhalers with them, if they have the authorization form on file with the Health Office. It's a good idea to keep a spare in the Health Office though.
- Only medication prescribed or authorized by a California licensed health care provider may be brought to school. Written parent permission is also required.
- All medication MUST be in its original container labeled with student's name and accompanied by written physician instructions. (Education code 49423 and 49480)
- Students carrying and administering their own medication must have an authorization form on file in the Health Office and the provider has given consent that the student can carry the medication.
- The student will comply with the order as written and maintain the safety of the medication at all times. The student must be mentally, physically, and behaviorally capable in the opinion of the parent to assume that responsibility and has been adequately instructed at home.

- A new Authorization form must be completed for any change in medication instructions. It will only be valid for the current school year.
- Medications must be picked up by the parent/ guardian WITHIN ONE WEEK OF THE END OF THE SCHOOL YEAR OR THEY WILL BE DISCARDED.
- Students requiring BEE STING kits or who have severe asthma are considered high risk. In case of emergency in which parents/guardians cannot be reached, 911 will be called and the parent/guardian will be held responsible for the billing.

**WHAT TO DO AT REGISTRATION:**

- Bring in an official immunization record. (copy is acceptable) OR a waiver can be signed if there is a personal belief against immunizations.
- Let the Health Technician know of any medical conditions, such as bee sting allergy, asthma, etc. Please bring in medical documentation for any special concerns or accommodations needed.
- Take a Medication Authorization form for any medications needed at school. Even if you need Tylenol for headaches, please fill out a form. Forms can also be found on-line at school website.

**IMMUNIZATION REQUIREMENTS: (Ed Code 48216; BP 5141.31)**

- Oral Polio = at least 3 doses.
- DPT = at least 3 doses.
- MMR = 2 doses
- Hepatitis B = 3 doses or adult 2-dose series.
- Varicella = only required if coming in from another state.
- Immunizations must remain up-to-date to stay in school. You will receive a letter of warning and then a letter of exclusion from school if this is not corrected.
- Students entering school will not be able to register until vaccination records are updated.

**OTHER IMPORTANT HEALTH OFFICE INFORMATION:**

- All diabetic supplies should be kept in the Health Office, and daily blood sugar results should be recorded in the student's file.
- Students requiring transportation by the Campus Supervisors, to get a ride to class due to an injury, must have a doctor's note requesting the transportation.
- All PE restrictions or exclusion notices must be brought to the Health Office, not to the PE teacher. The Health Technician will give the teacher a copy and place the original in the health file.
- Any medical condition that may require special handling must be documented in the medical file. This must be written documentation from the physician.
- For more information and downloadable forms, please see the Health Office website at <http://www.fuhdsd.net/schools/fhs/administration/health/>

## VII. OTHER IMPORTANT INFORMATION

### A. LOCKERS

- Lockers are issued for the convenience of students. The school and the district do not assume **any** liability for articles placed in lockers. Articles placed in lockers, **including textbooks**, are the sole responsibility of the individual who has chosen to use the locker. Lockers are not waterproof and books will become damaged if left in lockers.

#### **WE ENCOURAGE STUDENTS TO PLACE AN ADDITIONAL LOCK ON THEIR HALL LOCKERS FOR ADDED SECURITY**

- State law allows for periodic locker checks. Students should not put anything in their lockers that they would not like school administrators or police to see. Contraband items are subject to confiscation. BP5145.12; AR5145.12.

#### **AT THE END OF THE SCHOOL YEAR, ALL LOCKERS MUST BE EMPTIED BY THE END OF SCHOOL ON THE LAST DAY OF FINALS.**

### B. PARKING PERMITS

#### **ISSUED TO JUNIORS AND SENIORS ONLY**

In order to park legally on campus, it is necessary to display a Fallbrook Union High School parking permit. **(PERMIT MUST BE HANGING FROM REAR VIEW MIRROR)** Cars parked on campus without a permit will be cited. Parking permit applications are accepted through 9/11/2009. Your application will be processed and accepted or denied based on your Grade Point Average (GPA), attendance, and discipline history. Parking permits are available in the Assistant Principal's Office and are valid only for the current school year. Students must show their driver's license, car registration, and proof of insurance. Permits are non-transferable. Students who park in student parking understand that if caught driving in an unsafe manner will face the loss of parking and driving privileges.

**Student parking spaces on campus are limited and are available on a first come first served basis. Students arriving to school too late to obtain a student parking space on campus must secure appropriate parking off campus.** Parking illegally may result in a citation and a fine. Misuse of parking permits will result in loss of parking privileges. Permits are \$10.00/free. Cost for replacement of lost, stolen, or damaged permit is \$15.00.

### C. RULES OF CONDUCT FOR SCHOOL BUS RIDERS. BP 5131.1

The school district provides bus transportation for its students as a privilege, not a right, in accordance with the California Administrative Code, Section 14103: "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."

## **PURPOSE OF RULES**

These Rules of Conduct are established to ensure safety and are for the benefit of each individual student. Students are encouraged to comply with these Rules of Conduct, which contribute significantly to the safe and efficient operation of our transportation system. These rules apply at bus stops, in loading zones, while riding the bus to or from school, and during field trips. Violations of school rules may/will result in school-assigned discipline.

## **RULES OF CONDUCT**

Students will:

1. Ride the bus to which assigned and will normally enter and exit only at their regular bus stop. Students desiring to exit at other than their regular stop must present written permission from their parent or guardian, countersigned by an official of the respective school. Through prior arrangements with the Transportation Department, students may, subject to availability of seating, ride other than their assigned bus to another scheduled stop
2. Form in a single line at their designated bus stop or bus-loading zone and remain far enough away from the edge of the roadway to permit normal traffic flow. Boarding will be in an orderly fashion, without pushing or the crowding of other students.
3. Identify them when requested to do so by the driver.
4. Refrain from boisterous conduct, fighting or throwing of any object.
5. Keep all portions of the body inside the bus at all times.
6. Not consume food or beverages or chew gum while on the bus.
7. Remain seated at all times while the bus is in motion. Seating arrangements may be made at the discretion of the bus driver.
8. Not use profane or abusive language or gestures.
9. Not smoke or possess lighting devices.
10. Not tamper with bus controls, radios, doors or emergency exits.
11. Not exhibit a public show of affection for another student.
12. Not damage property or leave trash at any bus stop.
13. Arrive at their bus stop five (5) minutes, but no more than five (5) minutes, before the bus arrives.
14. Not write on seats or walls of the bus or intentionally damage any portion of the bus. (Parents are responsible for replacement costs.)
15. Exit through front door only, unless otherwise directed by the bus driver.
16. Cross roadways in front of the bus, unless directed by the bus driver.
17. GLASS CONTAINERS, LIVE ANIMALS, BALLOON BOUQUETS OR SKATEBOARDS ARE NOT PERMITTED ON THE BUS AT ANY TIME.

## **PENALTIES**

A student's bus riding privilege may be immediately suspended or revoked and school discipline assigned for:

- Threatening or inflicting bodily harm on any passenger or the bus driver.
- Endangering the safety of any bus occupant or the bus itself.

The following disciplinary action will be taken for violation of the Rules of Conduct for school bus riders:

1. Written warning.
2. First "School Bus Incident Report to Parents" – Two (2) day bus suspension.

3. Second “School Bus Incident Report to Parents” – Three (3) day bus suspension.
4. Third “School Bus Incident Report to Parents” – One (1) week bus suspension or suspension for the remainder of semester.
5. Fourth “School Bus Incident Report to Parents” – Suspension for the remainder of the school semester or school year, depending upon infraction.

### **VIII. COUNSELING AND GUIDANCE**

<b>A. COUNSELORS</b>
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Students are assigned to counselors according to **students' last names**. To contact your student's counselor, refer to the following:

<b>Mrs. Miller, Assistant Principal, Counseling...Ext 3209</b>				
Receptionist	TBA	3201	Ms. Cheryl Landing	3208
Counselor	Mr. Brower	3207	Mrs. Hauck Registrar	3206
Counselor	Mrs. Hodges	3208	Mrs. Hukill Guidance Technician	3202
Counselor	Mr. Miramontes	3210		
Counselor	Mr. Perales	3213	Mrs. Peña Guidance Technician	3204
Counselor	Mr. Joe Geiger	3205		

<b>B. PHILOSOPHY</b>
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### **FALLBROOK UNION HIGH SCHOOL’S COMMITMENT TO TOTAL QUALITY**

#### **MISSION STATEMENT**

The Fallbrook Union High School staff recognizes that education requires the collaboration of students, educators, family networks, and community members. Together we share the responsibility to pursue academic and vocational rigor and excellence through standards-based instruction, curriculum and assessment in a safe learning environment that will increase achievement for all students.

**Vision:** Fallbrook Union High School will empower all students to become self-directed learners, effective communicators, and responsible adults. It is our expectation that our students will develop innovative and critical thinking skills that enhance their contribution to society.

**Fallbrook Union High School Expected School Wide Learning Results (ESLRs):**

A Fallbrook Union High School student is a(n):

- **Productive Worker**
- **Responsible Citizen**
- **Innovative Thinker**
- **Determined Learner**
- **Effective Communicator**

<b>C. COUNSELING AND GUIDANCE PROGRAMS AND SERVICES</b>
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The mission of the Fallbrook Union High School comprehensive school counseling program, in collaboration with students, educators, family, and community members, is to provide academic,

career and personal/social learning opportunities that challenge, and prepare each student for responsible contribution in our changing world.

The Counseling program is designed to:

1. Assist students with their educational, social, and personal needs.
2. Support students, parents, and staff in their quest to help young people accept and deal with the direction of their own chosen goals.
3. Provide an atmosphere of acceptance, caring and concern, which facilitates positive human growth.
4. Provide support for such services as special education, health services, speech and language, psychological services, and student assistance.

<b>D. REQUIREMENTS FOR GRADUATION (BP 6146.1)</b>
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Graduates of Fallbrook Union High School complete a four-year program and must earn 230 units. Ten units of credit are earned in a class which meets five hours a week for a year. Five units of credit are earned in a class which meets five hours per week for a semester. Each full-time student carries 60 units, and each semester's grades will appear on his/her transcript. Community college course work may earn credits for high school.

**High School Exit Exam**

The California Department of Education requires all students to pass the California High School Exit Exam in order to receive a California High School Diploma. The Fallbrook Union High School District will offer exam opportunities in conjunction with state mandated test dates. A strong emphasis on a rigorous curriculum and positive attendance is recommended by the FUHSD. Students and parents may contact Mr. Rod King, Principal, Fallbrook High School (ext. 3102), or the Director of Student Services, at the District Office (ext. 6299) for more information.

**FALLBROOK UNION HIGH SCHOOL DISTRICT**

<b>Graduation Requirements for the Class of 2007 and Beyond</b>	
<b>English:</b> Including English 9 (1 year), English 10 (1 year), English 11 (1 year), and English 12 (1 year)	4 Yrs.
<b>Mathematics:</b> Including Algebra & Geometry	2 Yrs.
<b>Science:</b> Including Biological Science (1 Yr.) and Physical Science (1 Yr.)	2 Yrs.
<b>Social Science:</b> Including World History (1 Year), American History (1 Year), Government (1 semester), and Economics (1 semester).	3 Yrs.
<b>Visual &amp; Performing Arts or World Language</b>	1 Yr.
<b>Physical Education</b>	2 Yrs.
<b>Miscellaneous Course Requirements</b>	1 Semester Health/Life Skills
<b>Computers</b>	½ Yr. Computer Skills & Applications
<b>Electives</b>	FUHS = 80 Ivy/OASIS = 60

<b>Total Units</b>	FUHS = 230 Ivy/OASIS = 210
<b>Assessments (Language Arts and Math)</b>	CA High School Exit Exam (CAHSEE)

<b>E. POLICIES</b>
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**A. Grading Policies**

**1. Explanation of Transcript/Course, Citizenship and Effort Symbols**

Symbol	Interpretation	Point Value Assigned
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

Symbol	Interpretation	Point Value Assigned
O	Outstanding	0
S	Satisfactory	0
U	Unsatisfactory	0

**2. Grade Point Average (GPA)**

GPA is determined by dividing the number of total credits into the total grade point values (computed by multiplying grade point values and credits).

**3. Weighted Grade Points for Selected Courses**

Fallbrook High School has a weighted grade point program for selected courses. Only courses that are approved by the UC system for an extra grade point will be counted on a scale of A=5, B=4, and C=3 for computing grade point average (GPA) for class ranking and valedictorian selection. Consult the high school’s approved UC list, available through the counseling office, for courses that qualify. Fallbrook High School does not give extra grade points for community college courses.

**B. California Scholarship Federation**

The California Scholarship Federation (CSF) is an organization that recognizes academic excellence. Membership is based on grades earned each semester. Students must apply for membership during the first four weeks of the following semester. Students must earn a total of ten CSF points to qualify. (An “A” counts as 3 points; a “B” counts as 1 point unless it is an AP or Honors class when it counts as 2 points, and a “C” is worth 0 points.) Semester membership is based on work done in the previous semester.

**C. President’s Award for Educational Excellence**

Presidential awards may be earned by and will be presented to seniors who meet the following criteria:

1. Attained a B+ average or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The B+ average is defined as equivalent to 3.5 on a 4-point scale.
2. Received a score in the 11<sup>th</sup> or 12<sup>th</sup> grade, placing them at or above the 80<sup>th</sup> percentile on any nationally recognized standardized achievement test battery or on any nationally recognized standardized college admissions examination such as the SAT or ACT.

3. Completed by graduation at least 12 high school or higher-level course units (in grades 9 through 12) in the “New Basics”: English, Mathematics, Science, Social Studies, World Languages, and Computer Science.

**D. Principal’s Honor Roll**

Academic achievement is recognized by a letter of commendation issued by the Principal at the end of each semester. These awards are issued for the following degrees of achievement:

3.0 - 3.49	Principal’s Honor Roll
3.5 - 3.74	Principal’s Distinguished Honor Roll
3.75 and above	Principal’s Meritorious Honor Roll

**E. Academic Eligibility**

Students wishing to participate in athletics, cheer squad, student government, and/or performing arts groups must be academically eligible.

1. Academic eligibility will be checked every six weeks. Progress report grades will be used at seven weeks and thirteen weeks within each semester.
2. Students must maintain a grade point average of “C” (2.0) with no more than one “F” during each six-week period.
3. Students may use a six-week probationary period if they fail to meet the minimum academic standards. Students may participate in contests during this six-week period.
4. Only **ONE** probationary period may be used per school year. Students with two or more F’s during any grading period are not eligible for probation. Incomplete and No Marks will be considered as deficiencies until a grade is posted. Consequently, students with I or NM may be ineligible to participate in athletics.
5. If a student is unsuccessful in bringing his/her grades up to the minimum standards after the probationary period, he/she will be ineligible for the six weeks following probation and will be unable to practice or participate in contests.

**F. Requests for Transcripts**

At least **5 working days notice, in writing**, is required to fulfill ALL transcript requests. **Official** transcripts will be mailed directly to another institution or agency at no cost for 9th through 12th grade students. Unofficial transcripts will be provided to the student or parent of 9th through 12th grade students at no cost. **RUSH ORDERS** will be accommodated, **when possible**, for \$5.00 each, payable in advance. Once a student has passed the 12th grade, each transcript requested will be processed for a \$3.00 fee, payable in advance. **Only the graduated student may request his/her transcript after graduation.**

**G. Student Obligations**

Students are responsible for the timely return of all FUHS textbooks, library books, athletic equipment and uniforms, as well as for charges assessed for classroom materials or damage of school property and ASB related charges. **Issuance of caps and gowns to graduating seniors will be delayed until debts are cleared.**

**H. Residence Verification**

In accordance with the California Education Code and the California Code of Regulations, all students in the Fallbrook Union High School District must provide proof of district residence each year as part of the enrollment/registration process. Notification of this requirement with specific directions will be provided each spring or upon enrollment.

## **I. Attendance**

The 2009-2010 attendance policy supports improved student attendance and improved student performance. Improved student attendance has a positive effect on state funding by helping to pay for textbooks, instructional materials, teacher salaries, and other classroom expenses. At the present time, 95% of our students attend school on a daily basis.

1. Fallbrook Union High School District teachers may choose to assign a failing grade to a student who has eleven or more unexcused absences from class during the semester. An unexcused absence would be any absence **not** related to an illness, medical or dental appointment, attending a funeral for members of the immediate family, court appearance, religious holiday or retreat, or attendance at an employment conference.
2. Students shall be given an opportunity to make-up unexcused absences before receiving a failing grade, and the pupil or the pupil's parent or guardian shall be given an opportunity to explain the absences. After a student has an unexcused absence, he/she can make-up a single class unexcused absence by attending one hour of Thursday School, and make-up a full day unexcused absence by attending Saturday School. **Unexcused absences must be made-up during the semester in which the absences occurred.**
3. The Fallbrook Union High School administration shall notify a pupil's guardian of the risk of failure when the student reaches five unexcused absences, ten unexcused absences, and each unexcused absence afterward. A written notice shall be provided by mail, and an administrator shall attempt to reach the parent/guardian by telephone. In addition, an administrator shall also attempt to notify the student orally or in writing at school.
4. If progress reports are issued while a student has eleven unexcused absences that have not been made-up, the progress report shall indicate both the currently earned grade and the fact that the student may receive a failing grade if he or she does not make-up the unexcused absences. For example, a parent/guardian may receive a progress report that shows his/her student earning a B in a class; however, because of eleven unexcused absences, the student would be in danger of failing.

## **J. Makeup -Work**

A pupil absent with a verified excused absence or absence due to verified school-sponsored activity shall be allowed to complete all assignments and tests missed during the absence, which can be reasonably provided and, upon satisfactory completion, shall be given full credit thereof. Students who miss schoolwork because of unexcused absences or suspension may be given the opportunity to make-up missed work for full or reduced credit. Students who miss schoolwork because of truancy should not expect to receive credit for times missed, nor should they expect to be given make-up work.

## **K. Incomplete Contract**

A student may be given a grade of "INCOMPLETE" if, during the grading period (semester), there has been an extended **excused** absence. The teacher of such a student will use an "INCOMPLETE CONTRACT FORM" to describe the work to be completed, the date by which the work is to be completed, and the grade if not completed by the prescribed date during the next grading period.

## **L. Progress Reports**

A report showing academic progress in every class will be mailed home to parents at the end of the 7th and 13th week of each semester.

**M. Grades**

1. **Report Cards.** At the end of each semester, a report card reflecting a student’s academic achievement will be mailed home to parents.
2. **Failures.** A student who earns an “F” grade is one who does not fulfill the course requirements as established by the course of study. Parents will be notified via a progress report before an “F” grade can be given.
3. **Withdrawal.** Students withdrawing from a class after the tenth day will receive an F in the class they leave and a No Mark in the course to which they transfer. These grades will apply to the entire semester. **(Refer to Page 41 for “Program Changes.”)**
4. **Program change or school transfer.** As a result of balancing classes, changing due to inappropriate placement, or transferring schools, the receiving teacher must accept the transfer grade from the previous teacher. The semester grade will then be calculated according to the method as follows.

Add:	<u>Number of weeks in first class</u> numerical value number weeks in Semester	X		Letter grade	
To:	<u>Number of weeks in second class</u> numerical value number weeks in Semester	X		Letter grade	
Example:	5/18 x 2(C) + 13/18 x 4(A)				
	10/18 + 52/18 = 62/18 = 3.44 = B				

**N. Senior Policies**

1. **Senior Schedules.** Seniors who have passed at least 180 units by the beginning of the fall semester of their senior year (205 by the start of second semester) may, with a permission slip signed by the student, the student’s parent/guardian, and the counselor, attend on a 5-period schedule.

Students who take equivalent course work off campus will be eligible to participate in the graduation ceremony if, prior to issuance of caps and gowns, they present official verification of passing grades in courses that will make them eligible to receive a Fallbrook High diploma. They will not receive their diploma until Fallbrook High receives an official transcript as evidence of the eligibility for a diploma.

2. **Senior Alternatives.** If a senior student needs to make up a course for graduation, he or she must complete the work in one of the following ways:
  - a. Take an equivalent course if one is offered.
  - b. Take an equivalent course at a community college.
  - c. Take a correspondence course from a WASC-accredited or a WASC-standards-accredited institution.
  - d. Take an adult education course.
  - e. Take a course that the student has failed through the Learning Center.

3. **Ivy High/Oasis High.** Students, who attend Ivy/Oasis High School until the end of the first semester of their senior year and wish to graduate with a Fallbrook Union High School (FUHS) diploma, must return to FUHS for the second semester of their senior year and satisfactorily complete the following requirements in order to receive a FUHS diploma:
  - a. A minimum of twenty-five units during the second semester at FUHS.
  - b. All FUHS graduation requirements.
4. **Mid-Year Graduation.** Seniors who have satisfactorily completed the prescribed 230 units of credit and passed both sections of the CAHSEE, who have filed a petition for early graduation, and whose citizenship and conduct are satisfactory will be eligible to graduate mid-year. If a student graduates mid-year and wishes to participate in the June graduation ceremony, the student must attend all graduation practices and will have his/her diploma held until after the ceremony.
5. **June Graduation Ceremony.** Seniors who have satisfactorily completed the prescribed 230 units of credit and passed both sections of the CAHSEE and whose citizenship and conduct are satisfactory will be eligible to participate in the graduation ceremony and receive their diploma. **Seniors not eligible to receive their diploma will not be permitted to participate in the graduation ceremony.**
6. **Seniors who postpone their graduation.** Seniors will be held accountable for all requirements of the year in which they intend to graduate, not of the year in which they initiated the postponement. *Check with the counseling office if you have questions.*

## IX. COURSE SELECTION

- A. **Prerequisites** - Students should check carefully to see that they have passed the proper prerequisites for courses.
- B. **Course Designators** - Classes in English, World Language, VAPA, Mathematics, Science, Social Sciences and Computer Science have designators. The impact on credits earned due to these designators is listed below:

<b>AP</b>	AP (Advanced Placement) indicates that the course is taught at the college-level. In the month of May, students will have an opportunity to take an AP exam, which may result in college credit being granted upon admission. The student earning a semester grade of A, B, or C will be given one extra point for his/her GPA.
<b>H Honors</b>	H Honors indicates a rigorous college-preparatory course that is taught at the <u>junior and senior level</u> of high school. The student earning a semester grade of A, B, or C will be given one extra point for his/her GPA, if the course is recognized by the U.C. system for a weighted grade. (Check with the Guidance Office.)
<b>P Honors</b>	P Honors indicates a rigorous college-preparatory course that is taught at the <u>freshman and sophomore level</u> of high school. Extra points are NOT awarded at this level.
<b>P</b>	P indicates a course that is designated by the UC system as “college preparatory” and will be accepted by a 4-year college as a credited course. Extra points are NOT awarded at this level.
<b>No designator</b>	No designator indicates that the course fulfills FUHS graduation requirements but does not meet requirements for applying to a 4-year college or university. Extra points are NOT awarded at this level.
<b>NOTE:</b>	If a student is definite about attending a 4-year college or university upon graduation from high school, he or she <u>must</u> take courses with the designator of AP, H Honors, P Honors or P to be eligible.

- C. **Teacher Aides, School Service Aides** - Assignment of students as Teacher Aides (TA’s) or School Service Aides must be completed after a contract is signed and will be approved within the first ten days of the start of a semester. Teacher Aides, School Service Aides must a) be juniors or seniors and b) have only one period as an aide.\
- D. **Alternative Credit** – Students who are enrolled at FUHS may be simultaneously enrolled in other institutions for high school credit. All coursework must be approved through the FUHSD Alternative Credits Permission Slip process, which will require approval from the student’s counselor and an administrator.

- E. **Repeated Courses** – A student may repeat an academic course to improve his/her grade. **ADDITIONAL UNITS OF CREDIT WILL BECOME ELECTIVE CREDIT.** All grades will appear on the transcript and will be computed in the G.P.A. Students who are considering repeating a course **MUST** secure counselor approval before enrolling.
- F. **Credit Restrictions** - Credits, which may be used toward graduation, are limited in the courses listed below. **COUNSELOR APPROVAL IS REQUIRED FOR ANY EXCEPTION.**

<u>Course</u>	<u>Limited to</u>
Physical Education.....	40 Credits
Independent Study (Work).....	20 Credits
Teacher Aide, Library Service, Cadet Teaching, School Service.....	20 Credits
Correspondence Classes.....	40 Credits

Students in Grades 9, 10, or 11 are not eligible for Independent Study or cadet teaching. Students in Grades 9 or 10 are not eligible for Library Service, School Service, or Teacher Aide.

- G. **GATE/Honors Courses** - The Honors/Advanced Placement program at Fallbrook Union High School is a comprehensive program that includes courses in the core curricular areas of Math, English, Social Science, Science, World Language, and Visual and Performing Arts. The Honors program at the 9th and 10th grade level provides the pathway for a natural transition to Honors and Advanced Placement courses in the junior and senior years. During the 9th and 10th grades, students enrolled in Honors and College Prep courses are evaluated for GATE identification and for continuing enrollment in Honors/AP courses.

The Honors/Advanced Placement selection is overseen by the GATE Coordinator. The selection committee uses a composite ranking of established criteria to determine a student’s qualification for Honors/AP courses. While we understand that no selection system is foolproof, we believe this system weighs each factor fairly and presents a composite score, which is an accurate indicator of a student’s potential success in the program. The five components of assessment are: (1) Teacher recommendations; (2) G.P.A.; (3) Otis-Lennon School Ability Test results; (4) Standardized test performance (CAT6, CSTs or other); and (5) Cultural/Linguistic Diversity.

Student performance and attendance will be monitored on a regular basis for entry into and exit from the program. The committee recommends students to exit the program when performance in Honors classes is consistently unacceptable. Teachers of Honors/Advanced Placement courses have been requested to inform parents of performance at a level of “C” or lower, noting that continued performance at that level could necessitate exiting the program. Contact the Director of Student Services at 723-6332 x6299 for more information about this program.

- H. **Advanced Placement (AP) Courses**  
Students enrolled in AP courses are strongly encouraged to take the respective AP examinations in May. Some of the many advantages to be gained are receiving college credit from high scores on the AP exam, with the attendant benefits of saving time, money, and possible advanced standing in college; learning how to deal with difficult courses; studying for tests that cover large amounts of information; and taking college-level exams.

**I. Program Changes**

All program changes require parent permission. Student requests for a program change during the first 10 days of each semester are honored for the following reasons only:

1. Graduation requirements omitted from schedule.
2. College requirements omitted from schedule.
3. Failing to meet prerequisite for the course.
4. Special programs (sports, band, independent study work, etc.).
5. Completion of a make-up class.
6. Ability level changes accompanied by a teacher recommendation will be honored **one week following the mailing of the first progress report.** The teacher must make a parent contact before the ability level change is made.

**J. Early Graduation**

Students may petition to graduate *One Semester* or *One Year* early. Students must meet all the high school graduation requirements. A Petition to Accelerate Graduation form needs to be completed. Counselor and parent approval is required. The **deadline to petition** for accelerated graduation is October 12<sup>th</sup> of the academic year of graduation.

**K. Foreign Exchange Students**

Fallbrook Union High School welcomes the opportunity to provide a high quality educational experience to students staying in our community as part of a bona fide foreign exchange student program. To enroll in Fallbrook High School, foreign exchange students must provide all appropriate paperwork and documentation, including a J-1 VISA, and meet with a counselor at the time of enrollment. It is expected that all foreign exchange students will be enrolled in a full schedule including appropriate academic classes. Typically, foreign exchange students do not qualify to receive a Fallbrook Union High School diploma. However, if it is the intent of the foreign exchange student to attempt to qualify for a diploma, this intention must be so stated at the intake meeting and all transcripts from other schools of attendance must be presented to the counselor upon enrollment. To receive a diploma, the student must meet all district and state graduation requirements.