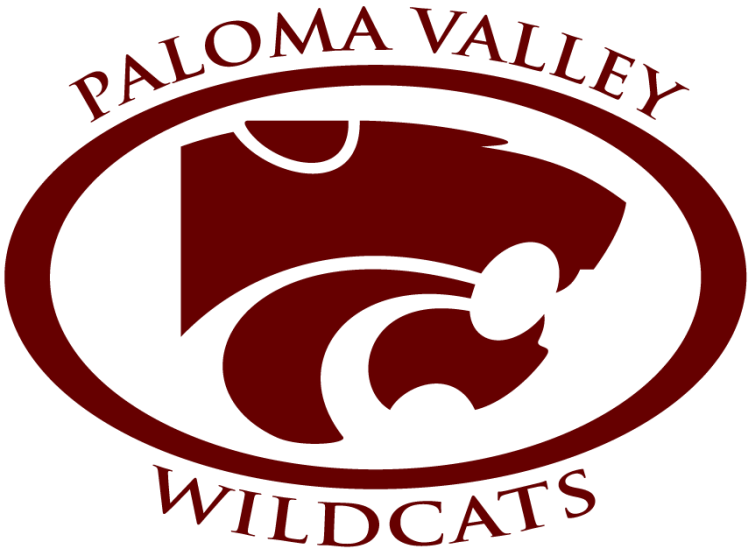


2019-2020
STUDENT HANDBOOK

Paloma Valley High School
31375 Bradley Road
Menifee, CA 92584

Phone: (951) 672-6030 FAX: (951) 672-6037

School website: www.PVHS.puhsd.org Athletics website: pvathletics.com
Visit us on Facebook, Twitter, and Instagram

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Perris Union High School District-- Board of Education

Mr. Edward Garcia, *President*
Mr. Anthony Stafford, Sr., *Vice President*
Dr. Randall Freeman, *Clerk*
Dr. Jose Luis Araux, *Member*
Mr. David Nelissen, *Member*

Mr. Grant Bennett, *Superintendent*

Paloma Valley High School Administration/Leadership

Ms. Jennifer Thomasian, *Principal (ext. 22100)*
Mr. Lee Alfred, *Assistant Principal (ext. 22103)*
Dr. Kyle Garrity, *Assistant Principal (ext. 22102)*
Ms. Amy Hall, *Assistant Principal (ext. 22112)*
Mrs. Claire Reis, *Assistant Principal (ext. 22153)*
Mr. Ryan Sharp, *Dean of Athletics (ext. 22105)*

Mr. David Aguilera, *Plant Manager (ext. 22106)*
Ms. Alison King, *Activities Director (ext. 22240)*
Ms. Kathleen Reid, *Lead Counselor (ext. 22145)*

Athletics Office Staff (22109)
Behavioral Support Staff (ext. 22004)
Counseling Office Staff (22119)

Paloma Valley Associated Student Body Officers

ASB President - Ethan Smith
ASB Vice-President - Sarai Davis
ASB Co-Secretaries - Maile Kamalii and Julia Cardarelli Hanchette
ASB Treasurer - Parris Schuyler

Welcome to Paloma Valley High School

The staff at Paloma Valley High School welcomes you to the **2019-2020** school year. Paloma Valley is a rigorous academic school that focuses on preparing all students for success at a four-year university. The staff is here to nurture opportunities for every student to be connected and maximize their talents in every facet of school, including academics, athletics, performing arts, and community/school involvement. As students experience obstacles in high school, we encourage them to take advantage of the staff and resources available at Paloma Valley.

One of the reasons that Paloma Valley continues to be recognized as one of Southern California's most successful high schools is due to consistent procedures and policies. This handbook provides an overview of services, opportunities, and guidelines available to students. Parents and students should read and discuss the contents of this handbook together. All students are responsible for knowing and complying with the policies, procedures, and regulations herein. Please contact your assistant principal if you have any questions or concerns.

Vision Statement

The vision of Paloma Valley High School is to work with the students, staff, parents, and community members to meet the diverse needs of all students by preparing them to be responsible citizens and meet their post-secondary education or career goals.

Mission Statement

The mission of Paloma Valley High School is to provide a safe educational environment which develops students to be RESPECTFUL of all individuals and property, OPTIMISTIC about their current and future endeavors, AMBITIOUS about their academic and extracurricular passions and goals, and RESPONSIBLE for their actions, decisions and accomplishments… ROAR.

ROAR

Respectful of all individuals and property**.**

Optimistic about their current and future endeavors.

Ambitious about their academic and extracurricular passions and goals.

Responsible for their actions, decisions, and accomplishments

Infinite Campus (IC)

The entire ***Infinite Campus*** system is web-based and allows all users to access information from anywhere in the world. ***Infinite Campus*** allows parents the opportunity to access student academic records. Additionally, ***Infinite Campus*** lets parents monitor their student's attendance in *real time,* view the class schedule, immunization records, assessments, fees, reports, grades, and homework assignments. ***Infinite Campus*** has an email component that allows parents easy contact with teachers and school staff. If you have any questions or concerns regarding Infinite Campus, or need to set up a new account, make a request on the **Parent Portal** at the school website at pvhs.puhsd.org, under the parent tab, and click on the "check student progress" link.

Attendance

The administration and staff of the Perris Union High School District believe that if a student is absent from class, the educational experience lost during the absence is irretrievable as the interaction in the classroom setting can seldom be duplicated through make-up work.

Attendance Codes

EXCUSED

Absences for illness, funeral, or death of any immediate family member, medical/dental appointments (verification required), and court (verification required) appearances are **the only excused absences by Education Code 48200**. Athletics, school-related, and administrative approved events are also excused.

UNEXCUSED

Unexcused absences are absences that do not qualify as per State Education Code Section 48200. Students may not be able to make up missed schoolwork as per teacher discretion. An unexcused absence is one that occurs with the permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, medical, or legal business. Examples of unexcused absences are: trips, inclement weather, transportation problems, babysitting, work, truancy, and suspension. Unexcused days/hours need to be made up as determined by administration.

TRUANT

Truancies are absences that are not cleared by parents, and students may not be allowed to make up schoolwork. Parents/Guardians have 3 school day to clear absences. After 3 days of no communication, it becomes a truancy.

ATTENDANCE RESPONSIBILITIES (Education Code Section 48200)

Parents are responsible for the regular and punctual attendance of their student. Illness, death, funerals in the immediate family, medical/dental appointments, and court appearances are the only excusable reasons for absence. It is recommended that dental and medical appointments be made for non-school hours. Because of the need to interpret California School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness and/or unexcused absences may lead to loss of credits, removal from class, or referral to the Student Attendance Review Team (SART). If problems persists, the student will be referred to the Student Attendance Review Board (SARB), and/or be placed in an alternative education program.

CLASS WORK/MAKE UP POLICY

Students are expected to complete all work assigned in each class. When a student has an excused absence, he/she will be given one day for each day of absence to make up class work. If you know that you will be absent for 1 - 3, days you will need to contact your teachers directly. Please allow at least 24 hours for teachers to respond with information regarding your request. Teachers are not required to provide homework or make-up activities to those students who have been suspended as the absences during a suspension are not excused absences. If absent for 4 - 6 weeks, you will need to enroll in short term independent study by contacting the counseling department ext. **22121.**

DELIVERIES
Due to limited clerical staffing, the receptionist cannot accept items to be delivered to students without prior approval. No balloons, cakes, gifts, etc. can be delivered.

PERMITS TO LEAVE CAMPUS
Students leaving campus prior to the end of their regular school day must be signed out in person with the Attendance Office staff by a parent/guardian, or an emergency contact designee. The person signing out the student must have a picture I.D. Student drivers must present their driver's license, along with a note from a parent/guardian indicating the time and reason the student is to be released. Any student, who leaves the campus without being properly signed out, will be marked truant. Attendance staff will not check a student out of school after 2:45 p.m.

CLEARING A PERIOD ABSENCE
Your teacher must email the Attendance Clerk for the period you were marked absent to clear the absence.

REPORTING AN ABSENCE
Parents must call the school at (951) 672-6030 **ext. 22050** during normal business hours (8:00 a.m. – 3:00 p.m.) the first day, and every day, the student is absent. If attendance does not answer please leave a message with your name, a call back number, your student's' name, grade, and the reason for their absence. It will be cleared by the end of that business day. The attendance clerk will also accept a written note from the parent excusing the absence.

TARDY POLICY
Any student who arrives in class after the bell has rung, marking the beginning of the class period is tardy. **Please be aware some teachers may define a tardy as being in their assigned seat.** Tardy offenses will be documented through Infinite Campus. Tardy Policy applies to total cumulative tardies, regardless of period during the day. Consequences may be applied for students that are excessively tardy. Every 3rd tardy results in a detention (ie. if a student has 12 tardies, they will owe 4 detentions). Students have 2 days to serve their detention. Failure to serve detentions will result in loss of privileges (dances, parking, graduation, athletics, etc.) and parent contact. Chronic tardies may result in further discipline at the discretion of administration based on defiance.

TRUANCY
Any student who is missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. The California *Education Code* (*EC*) Section that defines a truant reads as follows:

> *EC* Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Paloma Valley High School will follow the Perris Union High School District progressive disciplinary matrix for truancies. Generally, this policy utilizes the following steps: warnings, Lunch Detention, OCD, Saturday school, contact parent, attendance contract, SART and SARB referrals, suspension, truancy citation and/or recommendation for alternative placement.

1st Truancy Notification at 21+ Truancy periods
2nd Truancy Notification at 28+ Truancy periods… Conference notification triggered
3rd Truancy Notification at 35+ Truancy periods

Educational and Vocational Planning

The Counseling Office offers educational and vocational planning. Some counseling services are offered through the Career Center, which offers similar services with more emphasis on the vocational aspects. Counselors provide orientation in the spring to tentatively plan courses for the following year. Courses are selected with the student's postsecondary goals in mind. Each student entering the ninth grade will have a two-year plan developed in concert with the counseling staff (covering 9th and 10th grade), student, and parent. As a sophomore, students will develop a second plan covering 11th and 12th grade.

The Career Technical Education offers career preparation training to high school students. Paloma Valley High School currently offers several CTE classes to students who are interested in vocational career opportunities. Information regarding CTE classes can be obtained in the Counseling Office. A county CTE representative is available one day every two weeks in the Counseling Office.

Graduation Requirements

Students transferring to Paloma from another district, please check with your counselor regarding any honors points awarded. We award honors points only for classes that receive the extra point on the UC a-g course list.

225 Total Credits Required for High School Graduation

Credits	Required Courses
40	**English —** four year long courses of English
30	**Mathematics —** three year long courses, one of which must meet or exceed the state requirement of Algebra I or equivalent
30	**Science —** three courses, including at least one year of a biological science and one year of a physical science
30	**History/Social Science —** three courses, including year long courses in:
10	One year of World History, Culture, and Geography (grade 10)
10	One year of United States History and Geography (grade 11)
5	One semester of American Government/Civics (grade 12)
5	One semester of Economics (grade 12)
20	**Physical Education —** two year long courses, one including Health Education. Band or JROTC may also fulfill the P.E. requirement.
10	**Visual and Performing Arts —** one year long course (grade 9-12)
10	**World Languages —** one year long course
55	**Electives**

The remaining 55 credits may be taken from any courses offered at the high school or Career Technical Education (CTE). Electives are courses a student chooses to take beyond the requirements for graduation. A maximum of 10 credits may be taken as a Student Aide and a maximum of 40 credits may be taken in Work Experience. 20 credits may be earned for Volunteer Service. Students may be required to take a Reading Intervention and/or Math Support course depending on their standardized test scores.

Determination of Valedictorian(s) and Salutatorian(s):

1. Students must have attended the same Perris Union High School District Comprehensive High School for their final two years or the Continuation High School for two consecutive semesters.

2. All students will have their credits equalized to the minimum credits required by the School District for graduation. For example, students taking excess JROTC, Band, Athletic PE, ASB, and AVID will not be penalized for taking additional courses.

3. All weighted courses (AP, Dual Enrollment) will be counted as 5 credits per class per semester. Only grades of A, B, C are weighted.

4. Any course earning a grade less than A must be used in Valedictorian calculation.

5. Weighted courses are calculated on a 5 point scale. Other courses will be based on a 4 point scale.

6. The Valedictorian calculation will be based on 7 semesters and the 12-week progress report in the second semester of the senior year. All 12-week progress report corrections must be made within one week from the report card distribution date.

7. The Valedictorian calculation will be made by taking the number of grade points earned in the equalized courses divided by the minimum number of courses needed for graduation.

8. In the event of academic ties, the school will award multiple valedictorians and salutatorians.

9. The academic ranking on the transcript does not determine the Valedictorian and Salutatorian.

10. All students who earn a cumulative weighted Grade Point Average (GPA) in excess of 4.0+, by the end of the first semester of the senior year, will be noted as "Graduates with Honors". Students who determine that they will have earned a 4.0+ cumulative GPA by the end of the 12-week progress report in the second semester of the senior year, must meet with their counselor to be included in the "Graduates with Honors" program.

11. Students earning the "Graduates with Honors" distinction will be issued a braided cord in their school colors.

GRADUATION APPAREL

Graduation is an exciting, dignified ceremony. Students who participate in graduation will only wear the articles that are issued and approved by administration. Students may wear sashes provided by AVID and cords provided for CSF, NHS & Valedictory Circle. Other activities have the option of purchasing pins to be worn on the sash. Nothing may be added or removed from the issued graduation outfit. Students are not permitted to carry anything with them during the ceremony including cell phones, cameras, and purses.

The following recognitions are allowed in addition to Cap and Gown other than approved pins attached to the gown sash: Chords (Top Ten, Honor Roll, CSF, NHS) and Sashes (AVID, JROTC)

**approved March 20, 2013 by Perris Union High School District*

ALTERNATIVE EDUCATION PROGRAMS

Continuation School and Adult Education Programs are available through Student Services Director Pete Herman at (951) 943-6445 ex **81201**. Student Services also manages the assignment of Home/Hospital Study or Independent Study for long-term illnesses. To access any of these options, the first step is to arrange an appointment with your student's counselor at Paloma Valley High. An Alternative Education Request form will be generated by the Counselor. Any student who is severely credit deficient may be alternatively placed at Perris Lake Continuation High School.

General Policies and Procedures

A.S.B.

The Associated Student Body Office handles activities and provides services to students during the school year. The A.S.B. office sells A.S.B. cards (Wildcat Cards), tickets to athletic events, dances, and the prom. A.S.B. also provides students an opportunity to purchase class rings, graduation announcements, and caps and gowns. The A.S.B. office is open during both lunches.

A.S.B. (Wildcat Cards) / ID CARDS

A Wildcat Card entitles students to discounts on admission to athletic events and dances. The money raised helps to support dances, assemblies and homecoming events. Your Wildcat Card allows you a reduced price of admission to events. The A.S.B. supports all student activities. A strong A.S.B results in more activities for students. Please purchase a Wildcat Card from the A.S.B. office. Wildcat Card status is printed on your School ID. Replacement ID cards may be obtained or purchased in the Administration office during both lunches. All cards after the first issue are subject to a $5 replacement fee and will be assessed to the student's account. **Students must have their ID card on them while on campus**. A picture of the ID card on a cell phone is NOT permitted.

BUS TRANSPORTATION

Bus services including information regarding bus routes can be answered by contracting with Transportation at (951)943-6640. Inappropriate behavior while riding the bus will not be tolerated. Transportation is a privilege and can be removed at any time by the department of transportation or at the administration's direction.

CALLING STUDENTS FROM CLASS

Call slips or phone calls are used by staff when they need to see students during class time. Students should report immediately to the person requesting to see them. Class disruptions will be kept to a minimum whenever possible.

CHANGE OF CLASS SCHEDULE

Class schedule changes will be made for the following reasons only:

1. Class needed for graduation is missing.
2. The class was already completed.
3. Incomplete schedule
4. Prerequisite is needed for a class.

No schedule changes will be made after the 4th week of class. Any withdrawals after 4 weeks will result in a grade of withdraw "F".

CHROMEBOOKS

Every PUHSD student with parent approval is issued a Chromebook for use during the school year. Students are required to bring their Chromebook each day or their grades could be negatively affected. Tech support and assistance is located in the Media Center for any student experiencing technology difficulties. Chromebook repair is also offered in the Media Center. Students with damaged, but repairable, Chromebooks are subject to a $50 repair fee assessed to their student account. Students with lost or stolen Chromebooks, or Chromebooks damaged beyond repair are subject to a $325 replacement fee assessed to their student account. Student fees can be paid with the school Bookkeeper throughout the year. The school Bookkeeper is located in the Administration office.

CLOSED CAMPUS
The Board of Trustees, as authorized by Education Code Section 44808.5, has established a closed campus at all Perris Union High School District schools. Once a student arrives on school grounds, they must remain on school grounds until the end of the school day. Students may not leave the Paloma Valley High School campus for lunch unless they are a senior with an approved lunch pass as printed on their ID card.

CLUBS/ORGANIZATIONS
Paloma Valley High School offers a wide variety of co-curricular opportunities for all students. Student clubs and organizations have been established in conjunction with students' requests and availability of qualified sponsors and advisors.

DELIVERIES AND MESSAGES TO STUDENTS
Please note that items such as flowers, balloons, gifts, and food will not be accepted for delivery to students by the Paloma Valley High School staff, nor are they allowed on campus. Messages for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages must be a valid emergency in order to disrupt the learning environment.

ENROLLMENT
Qualifications for enrollment at Paloma Valley High School: A student must live with natural parents or an adult who has legal guardianship and live within the Perris Union High School District attendance boundaries. Students who live with relatives must show proof of court ordered guardianship or the District's Caregiver Authorization form before a student may be enrolled at Paloma Valley High School. Intra-district transfers are accepted, if space is available. Pupil Services must approve Inter-district and Intra-district transfer requests, please call (951) 943-6445 ext.81202.

FREE & REDUCED LUNCHES
All enrolled students will receive an application for subsidized meals via mail prior to the Fall semester with a self-addressed return envelope. All completed applications can be turned into the cafeteria, front office or to the Nutrition Services Department located at 155 W. 4th street, Perris, CA. Applications are processed in the order they are received. Eligibility results are mailed home via a notification letter once processed. Processing of applications can take up to two weeks. Students are responsible for all charges incurred up to the date of eligibility. Applications can be completed online at www.puhsd.org under the Nutrition Services Department link or at the District Office . A new application must be submitted every year. For assistance with the completion of an application or for any questions regarding an application, please call the Nutrition Services Department at 951-943-6369 ext. 80243.

HEALTH OFFICE
The Health Office is located in the Attendance Office. The Health Office is open to students from 7:45 a.m. - 3:10 p.m. daily. Students who become ill during class time must secure a pass from their teacher before going to the Health Office.

INDEPENDENT STUDY (Short Term)
Students who know that they will be away from campus for 6 days to 6 weeks for *educational or medical reasons*, should apply for a short term Independent Study contract within 1 week of absence if possible. See your counselor for details. Students who know they will be away for 1-5 days are encouraged to contact their teachers directly.

INSURANCE
Student Accident Insurance forms are available from Athletic Director's Secretary. This insurance is optional, but students participating in athletics are required to show proof of medical coverage prior to entering the athletic program.

JUMPING FENCES
Students leaving or entering campus by way of jumping fences is unacceptable and can lead to suspension.

LOST/FOUND
Students who lose any items while at school should report the loss immediately to the A.S.B.. Found items are kept there until the last day of each semester. After that, the items are given to a charitable organization.

MEDIA CENTER/LIBRARY
The Paloma Valley High School Media Center is located in the back of the Administration building. The Media Center is open from 7:00AM to 3:30PM every day. Mrs. Martin – Library Media Tech, is available to help students with their research, library book and textbook needs.

Please keep in mind that a PVHS student ID card is required to be on campus, check out textbooks, library books and Chromebooks.

We offer an electronic card catalog system on our floor computer to assist you with locating library book titles. You can also access our electronic card catalog system – showing all current library books available at our site – from the school website. Listed in the "Students" section, click on "Tools & Resources", then click on the "Destiny" icon. Once there you can view the card catalog system to search for books.

Library Textbooks:
All library books are due three weeks from the check-out date. Students have the option of renewing them for an additional three weeks if needed. Core Textbooks are due at the end of the semester or school year depending on the course. English novels are checked out as needed per EA teachers. Novels are due at the conclusion of the coursework assigned by your English teacher.

You become the caretaker of all library books/textbooks checked out to you. Students are responsible for maintaining their textbooks in good condition. Any misuse of these materials will result in fines being assessed to your account. Fines vary depending on the extent of the damage. You are advised not to leave any materials in your classrooms. Do not allow friends to borrow your books. Do not let your teacher collect & return your books for you. When returning books, please do not leave them on the counter, you must be assisted by a Media Center staff member who will scan in your books while you wait for clearance verification.

It is advisable to occasionally check on your account with the Media Center staff. Book fines range from $3.00 to the full price of the book. Textbook prices range anywhere from $6 and up to $250.00 each. Know your books and know where you store them. All materials checked out on your account are due at the time of withdrawal from Paloma Valley High School or the end of the school year. It is suggested that you contact the Media Center prior to your departure for a list of all items on your account.

MEDICATIONS
In compliance with California Education Code section 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. Authorizations must be renewed whenever the prescription changes or at the beginning of each school year. The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist.

We require ALL MEDICATIONS to be stored in the Health Office and to be administered only when the physician and parent /guardian signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. This practice provides for the safety of all students on

campus. The only exception to this policy is if the student's well-being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/ her person. The appropriate release forms can be obtained from the school and must include a statement from the physician that the student's well-being is in jeopardy unless he /she carries the medication.

Medications must be provided to the school in the container in which it was purchased, with the prescription label attached, and must be prescribed to the student to whom it will be administered. School personnel may not give medication brought to school in a plastic bag, plastic ware, or any other repacking. Out-of-date medication will NOT be given. An adult must bring the medication to school along with the completed authorization form.

MORNING ANNOUNCEMENTS

Each day announcements of important school events and deadlines are read to the entire student body. Video announcements are also available in each classroom and on Haiku. Students should pay close attention to these announcements for information of interest and importance to them. Also, various announcements may be posted on the marquee and on student and parent Haiku pages.

PASSES

It is the student's responsibility to obtain a signed pass when he/she is out of class for any reason. Passes require students name, time, destination, date, and teacher's signature. This includes all students, regardless of status or schedule. Unscheduled visits to classes will not be tolerated. Local law enforcement may issue a truancy citation to any student caught out of class without a legitimate pass from his/her teacher.

PUBLIC LIBRARY

The Library is a joint use facility with the Riverside County Library system and is located in the front of the school off Bradley Road, just inside the gate to the drive loop. Library hours: Mon-Wed 12-7; Thurs 12-5; Sat 10-2; Closed Fri & Sun. Computers are available for use with appropriate identification.

REPORTING ACCIDENTS

Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or Assistant Principal immediately. Accident report forms are available and should be filled out.

REPORT CARDS/GRADES

Parents can access student grades in real time online through Infinite Campus, with marking periods at the 6 and 12 week time, and at the end of semester. **The final report card of the year will be mailed home June 2018**. Please discuss your student's academic performance regularly. Progress reports will only be mailed upon request.

SCHEDULING SCHOOL ACTIVITIES

All student groups who plan an activity, both within school hours and outside of school hours, must obtain an Activity Proposal form from the A.S.B. Director. When properly completed and returned to the Director, this form will reserve time on the school calendar, reserve rooms and all other school equipment and services needed for the activity. All activities must be supervised by a credentialed member of the school staff and under normal school rules, whether taking place on or off campus. Requests must be submitted at least two weeks prior to event.

SEARCH DOGS

To assure that alcohol, drugs and other items that pose a danger to students are not brought on to the school campus; several unscheduled checks will be made during the year using specially trained dogs. These friendly non-aggressive dogs are trained to check lockers, vehicles, classrooms and school grounds for alcohol, drugs and gunpowder. They do not check students. The ultimate goal of this program is to assist in providing a safe learning environment and campus that is free from contraband.

SPECIAL EDUCATION SERVICES

The Perris Union High School District believes that all students can, and will, meet the challenging goals set by our Board of Education. Paloma Valley staff believes that students with special needs can also succeed in a four year university. To this end, the Educational Services Department supports our students with a wide variety of services, programs, and resources. Of primary importance is the standards-based instructional program that builds on the skills and knowledge that each student brings to us. The instructional program is enhanced by the textbooks, instructional materials, assessments, and intensive professional development that support and assist students.

The district department is divided into three major areas: Curriculum, Instruction and Assessments, Pupil Personnel Services, and Special Education

The goal of Educational Services is to bring together the work of many toward a common purpose that focuses on a rigorous, rich, and relevant learning experience for the benefit of all students. While each area within the department has its own focus, on-going articulation with the staff in each area, as well as with the staff at school sites, provides a cohesive, uniform program that works together to improve student achievement. If you have any questions, please feel free to contact Assistant Principal **Dr. Kyle Garrity** @ (951)672-6030 ext. 22102 or **Amil Alzubaidi** at the District Office @ (951)943-6369 ext. 81301.

STUDENT PARKING PERMITS/DRIVING PRIVILEGE

The Paloma Valley High School campus is private property. The driving and parking of motorized vehicles on campus grounds is a ***privilege***. Student vehicles may only be parked in designated stalls in the student parking lot. Students ***may not*** park, or leave vehicles unattended, in designated visitor parking stalls, against red (fire lane) curbs, in the student drop off area, in unauthorized senior class spaces, or in the staff parking area. **Parking on campus is by permit only**. Priority is given in sequential order beginning with seniors and moving to juniors permitting additional spaces available. Applications for parking permits must be obtained annually from the Receptionist before school, or during lunch. Parking Permit Tags must be visibly displayed. Any student vehicles found in violation of this policy will be cited and/or towed by the Riverside County Sheriff's Department at the expense of the owner of the vehicle. Student parking space is limited, and is available on a first come/first serve basis. If you wish to drive and park a vehicle in the student parking lot, it is strongly recommended that you arrive early. All drivers are expected to observe safe driving habits and be especially alert of younger drivers. A speed limit of 5 mph shall be observed in all lanes and parking areas on campus. Do not leave valuables in vehicles. The school is not responsible, and cannot provide reimbursement, for damage or theft. Vehicles on campus are subject to search in accordance with Board Policy No. 5145, and consent to search is implied merely by parking a vehicle on campus. Parking privileges may be revoked by the Administration if a student's conduct is unacceptable. Violation of school policies while in a vehicle will result in revocation of parking privileges for at least one semester, in addition to any applicable legal measures as determined by law enforcement. If you have any questions regarding permits should be directed to the **Front Office** at (951) 672-6030 ext. **22123**. **Students are not permitted to wait in their vehicles to transport other students if they have skip periods. Students are required to leave campus during their skip period. Those who remain will be reported to the administration and/or the police department to be charged with trespassing.**

STUDENT DROP-OFF AND PICK-UP AREA

Parents may drop students off and/or pick them up using the designated student drop-off points off of Bradley Road (**under no circumstances are passenger vehicles to mix with and compete with bus traffic before and after school.**) Parents may not park in any red zones surrounding the school. Parking in a red zone can result in a ticket from Riverside County Sheriff's Department.

STUDENT IDENTIFICATION

All students will be issued a student I.D. card at the beginning of the year. Students must carry this I.D. on campus and present it to school personnel when requested to do so. Replacement I.D. cards are available at the Receptionist Desk office for $5.00.

TELEPHONES
Telephones are available the Attendance Office. Cell phone usage is applied to the electronic device policy. In an EMERGENCY, students must utilize the telephone located in the Attendance Office.

TOBACCO
The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment.

The Board prohibits the use of tobacco products at any time in district owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Any person who violates this district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

(1) Direct the person to leave school property.
(2) Request local law enforcement assistance in removing the person from school premises.
(3) If the person repeatedly violates the tobacco- free schools policy, prohibit him/ her from entering district property for a specified period of time.

Students who violate this policy will be suspended, or even recommended for expulsion under CA EC 48900 (H):

(1) Students are prohibited to be in possession of or use tobacco, Electronic Cigarettes, vaporizers, hookah-pens or any product containing nicotine or any smoking substitute.

TRANSFER OUT OF SCHOOL
Parents/guardians must accompany any student withdrawing from Paloma Valley High School and provide the name of the student's next school to the Counseling Office. All fines and charges must be cleared before the withdrawal process can be completed and permanent records forwarded to another school.

VISITORS
To comply with insurance stipulations and Closed Campus regulations under Education Code Section 44808.5, visitors are not permitted on campus without prior approval from administration. Parents and officials must check in at the front gate. Trespassing and loitering constitutes a violation of Penal Code Section 602 and Section 653, and trespassers will be reported to the Riverside County Sheriff's Department.

VOLUNTEER SERVICE
A student may earn a maximum of twenty credits of community service at a non- profit organization. For every 60 hours of community service, students earn 5 elective credits. Please see counselor for **pre-approval** for volunteer service.

WORK PERMITS
Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Applications for work permits are issued by the Work Experience Coordinator and must be completed by the student's prospective employer prior to issuance of a work permit.

Athletic Participation

Every student attending Paloma Valley High School is encouraged to participate in athletics and other co-curricular activities. Participation in the Wildcat athletic program is a privilege, not a right. Such a decision by a student and their family should not be entered into lightly. The decision to participate also involves a commitment to do your best to become the best student-athlete you can possibly become, and to be a part of a team. To be successful, every member of the team must work together to make the whole greater than the sum of the parts. This commitment will be challenging and difficult at times but will help every participant become a better person because of their involvement. All participants are expected to fulfill this commitment for the entire season. In certain special situations, a coach may allow a student-athlete to be released from his/her commitment to that sport with parent permission. "Quitting" a sport is not an acceptable action by any participant at PVHS. Difficult challenges are part of adult life and learning how to deal with these challenges are a big part of the values of athletic participation. If a student-athlete quits a sport, they may not participate in another sport until that sport ends its regular season.

Paloma Valley Wildcats are members of the **Raincross Conference.** We offer the following athletic programs:

Fall	**Winter**	**Spring**
Football	Boys Basketball	Softball
Girls Volleyball	Girls Basketball	Baseball
Co-ed Cross Country	Boys Soccer	Co-ed Track
Girls Golf	Girls Soccer	Boys Golf
Cheerleading	Wrestling	Stunt Cheer
Girls Tennis	Traditional Comp. Cheer	Boys Tennis
Boys Water Polo	Girls Water Polo	Boys Volleyball
		Co-ed Swimming

TEAM SELECTION

Many team sports must limit the size of their squad to provide time for proper instruction, safety concerns, and supervision. Cutting prospective student-athletes is a very difficult, gut-wrenching task that coaches must accept as a necessity to benefit the sport and the growth of the team as a whole. Criteria for team selection is listed in handouts distributed at pre-season meetings and are reviewed numerous times. If a student-athlete is not selected one season this does not mean that he/she will never be selected for a team in that sport in future seasons. We encourage athletes who have been cut to take on the challenge to work hard to develop their mental and physical skills to eventually make the team the following year. In many cases, these young men and women will go on to become major contributors to their team's success. If a student-athlete tries out for a team and is not selected, he/she is invited to participate in a sport during the same season that does not limit the number of participants (e.g., football, cross-country, wrestling and track).

COME READY TO PLAY

Athletes are responsible for coming to practice every day on time, ready to listen and ready to learn. All participants should be physically and mentally prepared for the season. This includes training in the off-season and taking care of your body and mind during the season.

STUDENT ATHLETE CONCERNS

If you have a concern about the team or your role on the team, it is important for you to arrange a time to meet with your coach to discuss the issue. This should be your FIRST course of action. Your coach will do his/her best to give an honest evaluation of your status. This coach-to athlete meeting should resolve most issues or questions. Your

coaches want you to be successful!

C.I.F. CODE OF ETHICS As an athlete, I understand that it is my responsibility to:

- Place academic achievement in the highest priority.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgment of game officials.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
- Maintain a high level of safety awareness.
- Refrain from the use of profanity, vulgarity, and other offensive language and gestures.
- Adhere to the established rules and standards of the game to be played.
- Respect all the equipment and use it safely and appropriately.
- Refrain from the use of alcohol, tobacco, illegal and non-prescription drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration or Surgeon General of the United States or the American Medical Association.
- Know and follow all state, section and school athletic rules and regulation as they pertain to eligibility and sports participation.
- WIN WITH CHARACTER, LOSE WITH DIGNITY.

CIF GENERAL ELIGIBILITY REQUIREMENTS A student athlete:

- Must be less than 19 years of age as of September 1 of the new academic year.
- Must have reached the ninth grade.
- Must participate in no more than four seasons in the same sport after enrolling into the ninth grade.
- Must be scholastically eligible.
- Must file an *Application for Residential Eligibility* if you transferred from another school without a bona fide change of residence by your parents/guardians.
- Since entering the ninth grade, must not be your ninth semester of attendance.
- Must meet citizenship requirements.
- Must maintain amateur standing.
- Must not have participated in any tryout for a professional team.
- Must maintain in your school files an annual physical examination card certifying that you are physically fit to tryout and/or participate in athletics. Physical must be on approved form by the PUHSD Board of Education.
- May not participate on the Varsity Football team until you have reached your 15th birthday unless certified by a doctor and granted written approval by a commissioner of C.I.F. for 14 year old participation.
- May participate in all-star competition, with the exception of football, between conditions of the Southern Section season of sport and September 1.
- Questions should be directed to your school coach and/or Athletic Director.

PALOMA VALLEY HIGH SCHOOL ATHLETIC CODE OF CONDUCT

All Wildcat student-athletes are expected to "do what is right." The Wildcat CODE OF CONDUCT is designed to help student-athletes "SAY NO" when they are in difficult situations and must choose to make THE RIGHT decision. Paloma Valley High School will enjoy athletic success because of tremendous "team spirit" within our athletic programs. TEAM FIRST is the goal for all our players. Remember, everything you do not only affects you but those in your family, your team, your school, and your community. **It is not always easy to do what's right, but it is always best to do what's right**.

The athletic code of conduct is in effect 24 hours a day, 7 days a week, and including vacation days during the

academic school year. It is also in effect during the summer period as long as the event is affiliated with the school. Ineligibility created by suspension from athletics/activities and not completed by the end of the spring semester will carry over for completion in the fall semester. The following CODE OF CONDUCT has been established and all student athletes should know the rules and consequences if they choose to violate this code:

Preamble: Athletic participation can be one of the most significant, formative experiences in a young person's life. It gives a great deal of pleasure and builds friendships that can last for years. In our school, athletics is an integral part of the educational program. Athletics teaches fair play, sportsmanship, teamwork, perseverance and appreciation for improvement, desire to succeed and excel, self-discipline, responsibility, leadership, and quick thinking. Participation in interscholastic athletics is voluntary. It is a privilege, not a right and carries with it the responsibilities of courtesy and sportsmanship on the playing field, on the campus and in the community. Following this athletic code will aid you in building team morale, discipline and spirit. Therefore, you should take it upon yourself to become the very best athlete and team member possible, for you alone have the power to achieve or fail in these goals. **Conduct:**

In the Classroom, a Wildcat athlete: maintains prompt and regular attendance, maintains his/her grades in accordance with CIF and school district rules, strives to become a good student and citizen, shows proper respect for faculty members, adults, and other students at all times, when suspended from school, will not practice/participate until the suspension is complete.

On the Field, a Wildcat athlete: uses legal tactics; refrains from using profanity, is courteous and hospitable to visiting teams, respects the integrity and judgment of officials and accepts their decisions, is gracious in defeat and modest in victory and controls his/ her temper and maintains his/her poise. Paloma's athletes will treat their opponents and officials with dignity and respect. If an athlete is ejected from the game, the coach will discipline them according to school, CIF, and team regulations. A written report will commence following the game with the school's administration, CIF mandates that the athlete not be allowed to play or be present at the next scheduled contest. School administration and/or the coach reserve the right to discipline the athlete further.

On & Off Campus, a Wildcat athlete: demonstrates a high standard of conduct, as it reflects not only on oneself, but one's family, team, coach and school, maintains "good citizenship" by not being involved in any criminal activity, does not participate in "vandalism" at any school.

On Athletic Trips, a Wildcat athlete: demonstrates a high standard of conduct as a representative of the school, community, family and coach, respects the property of others, travels to and from athletic contests on district provided transportation, can only be released to the parent by a coach.

Dressing and Grooming

Dress and grooming standard shall conform to Perris Union High School District regulations. Coaches may require that hair be restrained in an appropriate head covering and other grooming and dress standards that are more restrictive may be implemented in order to insure compliance with necessary safety precautions.

Physical Conditioning and Training Rules

PVHS student-athletes will refrain from the use of tobacco (in any form), alcohol and other illegal drugs. This includes the illegal use of non-prescribed steroids and/or other performance enhancing substances.

Proper diet, hydration and adequate sleep are equally important to the physical conditioning of an athlete. Athletes should maintain good citizenship by not being involved in any criminal activity. Athletes should protect themselves and their team by abstaining from anything that would harm their health.

Hazing/bullying/initiation

Any form of hazing, initiation, right of passage, or bullying in any form will not be tolerated. Violations of Ed Code 48900 will be dealt with accordingly. Additional penalties involving athletics may be incurred and are explained below.

Enforcement due to rules violation

Non adherence to the regulations herein may result in disciplinary action by the coaches, athletic director and administrators of the school. Violations of the letter or spirit of the Athletic Code may result in one or more of the following penalties when recommended by the coach, athletic director, or school administration: placement on probation, removal from one or more of the next scheduled contests, referral for assessment and/or treatment of any alcohol/drug violation, and/or any criminal activity, removal from the team, forfeiture of letter, letterman's jacket privileges or the like award.

Consequences for violations of Code of Conduct

a. On the first violation of the Code of Conduct (grades 9-12), students will be removed from all extracurricular activities/competitions for 1 week. On the second and subsequent violation, students will be removed from all extracurricular activities/competitions for 6 weeks. (If a student is currently "out of season" the removal will take place during their next season of competition)

b. Students in cocurricular activities may remain in the class but may not represent the school in outside performances or competitions. (Teachers would be responsible to modify the curriculum to provide a successful educational experience.)

c. During their period of exclusion, students will be permitted to remain in clubs or sports as members. Students may not hold an office participate in competitions or performances that represent their school.

d. Students seeking to participate in sports will be permitted to try out when their period of exclusion is complete in accordance with CIF rules and regulations.

Appeal Process: All decisions may be appealed based upon review of due process by presenting a formal letter to the school principal within 10 calendar days of receipt of notification of the decision to remove a student from or to designate a student ineligible for, any extracurricular activity. The principal will review the appeal and render a decision within five working days in writing. Students are ineligible to participate in extracurricular and cocurricular activities while an appeal is being processed.

PUHSD ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS

The following constitute minimum requirements for student participation in athletics and/or student activities:

- A grade point average of "C" (2.0) on an unweighted 4.0 scale (AP classes do not count as an extra GPA pt. when calculating eligibility.)
- Athletes must attend a minimum of 4 class periods of school on the day of a contest in order to participate. **CORE CLASSES EXCLUDE T.A. AND A SECOND P.E. CLASS TAKEN CONCURRENTLY DURING THE SAME SEMESTER.**
- Truancy from school for any portion of a school day is not acceptable.
- He/she must pass 4 classes where only one can be PE. Note that PE and T.A. in PE can only be considered

as one class for eligibility purposes. YOU MUST BE ENROLLED IN AND PASS AT LEAST 4 CORE CLASSES FOR WHICH YOU RECEIVE A LETTER GRADE (not pass/fail).

- *EXAMPLE #1: A senior who is enrolled in four classes, one of them being T.A. would be enrolled in only 3 "CORE" classes and thus be declared ineligible.*
- *EXAMPLE #2 A student is enrolled in four CORE classes and earns the required 2.0 GPA but fails one class. The student will have only passed 3 CORE classes and thus be declared ineligible*
- Eligibility will be checked approximately every 6 weeks. Should an individual fall below the above requirements the student will *not* be eligible for participation in athletics during the next 6 weeks until the next grade check period.
- All transfer students from outside the district must also meet eligibility requirements as well as CIF requirements in order to participate.
- Any student expelled will be ineligible for one semester upon return to the regular high school program.

Students must be working toward minimum graduation requirements to be eligible. Eligibility is based upon the student's last grading period. If a student does not meet these requirements, they become immediately ineligible and cannot participate in any games. They can regain their athletic eligibility at the end of the next grading period upon successful completion of the requirements mentioned above. A period of eligibility will be equal to a period of ineligibility. Athletes become eligible and ineligible on the Monday after the grades are reported approximately every six-week period. Ineligible athletes may (at the coach's direction) practice with a team, but may not dress for a game, participate in any contest, or travel with a team when doing so would excuse them from class participation.

RESIDENTIAL ELIGIBILITY

Any student, who is planning to move, has recently moved or whose parents or guardians have moved, should notify the Athletic Director's office for CIF information on his/her status of eligibility.

EQUIPMENT & FEES

At the conclusion of each season, student-athletes are required to return all school issued equipment/uniforms and are responsible for paying for lost items. In addition, all fees must be paid in full. Any equipment and/or fees that have not been paid will result in a student-athlete being held out of performance events until this responsibility has been completed.

ASSOCIATED STUDENT BODY (ASB)

The Wildcat ASB provides tremendous financial and spiritual support for all Wildcat teams. ASB funds purchase all trophies, awards, certificates as well as pay for a portion of transportation costs. Our ASB has always supported the co-curricular activities at PVHS unconditionally. Every Wildcat student-athlete should purchase an ASB CARD as a show of support for our loyal ASB. The money raised by our ASB is returned to PVHS students in many ways throughout the school year.

TRAINING ROOM - INJURY REFERRAL PROCEDURE

The training room is located in the gymnasium building with access available for both boys and girls. Our Certified Athletic Trainer is in charge of this facility. The training room is for the treatment and rehabilitation of injuries. All taping and support wraps for injured athletes will also involve a rehabilitation program designed by the trainer. Student-athletes will not play or practice when under the care of the trainer without permission to do so from the trainer. Athletes, with the help of their coaches and the trainer, must make a plan to be taped or treated on a regular basis. If you are injured, notify your coach and the Athletic Trainer immediately. The earlier that an injury can be evaluated and treated, the faster it can improve. If an injury is serious, parents will be notified and the athlete may be referred to a sports medicine specialist or a physician (with parent permission). The potential for injury is inherent in any physical activity and is accepted by each athlete and their family when the decision is made to become a participant in the athletic program. The goal is to keep every student-athlete in top physical condition throughout the entire season.

SEASONAL PARTICIPATION

An athlete may only participate in one sport per season unless otherwise granted permission by the Athletic Director. Athletes cannot change from one sport to another during the season unless they have approval of both coaches and the Athletic Director. When an athlete quits or is dropped for disciplinary reason, he/she may not go out for another sport until the end of that season (excluding playoffs). (This includes athletic PE). An athlete must complete the season to be considered having finished the sport in good standing and be eligible for postseason awards.

TRANSPORTATION

All athletes are expected to follow school and transportation rules set forth by the district and the transportation company that is utilized. If a student athlete wishes to make special arrangements on an occasional basis to receive a ride from a parent, guardian, and arrangement must be made prior to the event and must include proper documentation. These will be judged and granted on a case by case basis.

PALOMA VALLEY LETTER AND AWARDS

The following is a list of awards that Wildcat student-athletes have the opportunity to earn during their varsity athletic careers. Our athletic staff hopes that this will help all Wildcats to set high goals and have the determination and desire to accomplish great things during their time here at Paloma Valley High School. Our main objective is team success and bringing positive recognition to our school and community. With team success, individual accomplishments are recognized. Students who have purchased a Wildcat Card will receive their awards free of charge, otherwise students must purchase the letter and/or patch at full price.

JV Certificate: When a JV athlete meets the criteria as determined by the athletic department and by the head coach, he or she will earn a certificate of completion.

Varsity Letter: When a varsity athlete meets the criteria as determined by the athletic department and by the head coach, he or she earns the right to wear a PVHS varsity letter and to purchase a varsity letter jacket. The criteria to earn a varsity letter may differ from sport to sport as determined by the head coach of the sport. At the conclusion of the season, head coaches send a list of letterwinners to the athletic office. Being a member of a varsity team does not automatically qualify an athlete for a varsity letter.

League Championship Patch: Each member of a varsity team that wins a League Championship receives this award to wear on their letterman's jacket.

Scholar-Athlete Patch: This award is presented to all varsity letter recipients who earn a minimum 3.0 GPA at the end of each semester. Athletes will be given one patch and then are awarded lamps insignias for this patch for each semester that they attain a minimum 3.0 GPA.

Triple Threat Patch: This is one of the most prestigious awards at PVHS and is presented at the end of each school year. To qualify for this patch an athlete must earn a varsity letter in three varsity sports during the school year. Triple Patches are presented at no cost to athletes.

Tri-Sport Athlete Award Certificate: This certificate is presented to those student-athletes who participate in three sports during the school year at any level of competition (Varsity, JV, Frosh/ Soph or Frosh).

Three Year Varsity Letterman Award: This award is presented to those seniors who have earned varsity letters in the same sport for a minimum of three years. The award is a Lifetime Pass to all Paloma Valley home athletic events for the recipient.

Master of Sports Certificate

A special certificate is presented to all senior student-athletes who have participated in the same sport for four years of high school.

Senior Athlete of the Year Award: An outstanding female and male athlete will receive this award at the conclusion of the school year at PVHS Awards Night. The athlete must be a senior, must have competed in

at least two sports and consideration is given to academic accomplishments and personal integrity in addition to other criteria.

Athlete of the Year Award

An outstanding female and male athlete will receive this award at the conclusion of the school year at PVHS Awards Night. The athlete must be a senior.

PHYSICAL CLEARANCE PACKET

All athletes must obtain and complete a physical from a licensed physician and complete accompanying consent/ eligibility documents contained in the Physical Clearance Packet. All athletic physicals are approved by the Athletic Director. An approved athletic physical covers an athlete in all sports from May of the current school year, until June of the following school year. (13 months) **All Physicals expire on June 1 with the exception of a May physical.**

PUHSD INSTRUCTIONS FOR INSURANCE

Insurance – Every athlete must be covered by insurance, which will pay for injuries sustained in his/her sport. The high school does not pay for any medical care of injured athletes. The school does provide the opportunity for athletes to receive physical therapy, through various Sport Med Clinics. (Realize not all insurance plans are covered under the clinic program.)

*IF YOUR FAMILY ALREADY HAS INSURANCE – Your insurance will cover your athlete during their activities. It does not matter where the event is, whether it is at a home event or another school. This insurance information needs to be put onto the Athletic Emergency/Medical Information & Participation Form. On the top section of this form, it asks for Family Health Insurance Co. /Policy I.D. #/and if your insurance covers football? If your athlete is playing football, you will need to call your insurance company and double check to make sure it covers them for the sport of football. Any other sport is okay under most insurance coverage. On the lines provided, you need to fill out the insurance company and your policy number. **If the policy number is not present, then your athlete cannot play.**

*IF YOUR FAMILY DOES NOT HAVE ANY INSURANCE – Your family will need to purchase insurance. Contact the athletic secretary or athletic director to obtain the insurance forms that are necessary. Read through it and decide which policy you would like to purchase. The recommended and most cost efficient that you will need to purchase for minimum coverage is the "School Time Accident Plan". This will cover your athlete during any type of school activity at anytime and anyplace**. However, if your athlete is going to play football, extended coverage must be purchased.** The most recommended and cheapest that you will need to purchase for minimum coverage is the "Interscholastic Tackle Football Accident Plan". This will cover athlete during football games and activities, which includes practice. For either plan, you will need to include a check or money order made out to Myers-Stevens & Toohey & Co. Complete the order form but DO NOT SEND IN THE FORM!!! Send the form with your athlete and their completed physical packet back to the athletic department and the athletic director will forward it. Once the form is received by the Athletic Director, they have instant coverage. Sending it to the company could take 2-4 weeks for coverage to begin.

Paloma Valley High School Dance Contract

At Paloma Valley High School we want every student to have a positive experience when attending our dances. We take pride in presenting ourselves in a positive manner while in the classroom as well as during school activities.

School dances are a privilege, not a requirement and we are expected to conduct ourselves in a manner worthy of the highest regard.

- **Behavior Expectations:** Students must be in a standing position while dancing, no laying on the floor, or on all fours. No groping or inappropriate touching, crowd surfing, or moshing. Administration reserves the right to determine inappropriate dancing. Inappropriate behavior will result in being permanently removed from the dance. Students or guests suspected of using alcohol or any illegal substance will be removed immediately.

- **Dress Code Expectations for Homecoming, Winter Dance, and Prom:** The dress code is in effect during school hours as well as during sponsored activities. Paloma Valley High School seeks to maintain a positive environment where mutual respect and high personal standards are established. Students are required to dress nicely. Recommended semi-formal attire includes: slacks, dress shirts, dresses, and skirts. For Homecoming/Winter Dance, there will be no spike heels allowed on the gym floors and all students must wear shoes on the gym floor.

- **Dress Code Expectations for MORP:** School dress code rules apply and can be found in the Student Handbook.

- **Guests:** PVHS students may bring one off-campus guest. All guests must be either a high school student in good standing at their current school or a person under the age of 21. All students and guests must obey all Paloma Valley High School rules at all times. Guests who fail to obey school rules may be subject to disciplinary action, and may not be allowed to attend future Paloma Valley High School activities. A guest application must be completed before purchasing a guest ticket.

Students who make the decision to use alcohol, illegal substances, or do not meet dress code requirements during the dance will be asked to leave the event. If a student is asked to leave for inappropriate behavior or dress code violation, they will NOT receive a refund.

I am aware of the student behavior and dress code expectations and I agree to abide by them. I also understand the consequences for any inappropriate behavior. I understand that the dance is a school event and this event is tobacco, drug, and alcohol free.

STUDENT NAME	ID #	STUDENT SIGNATURE

Behavioral Guidelines for Parents and Students

Paloma Valley is a rigorous academic high school focused on preparing all students to be successful at a four year university. Parents are expected to comply with the laws governing the conduct and education of their children.

They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians are also liable for defacement, injury, or loss of any property belonging to the District. Penalties shall be those specified by the law. A student can be given a citation from local law enforcement if the student disrupts school activities and violates any school or district rules. If a parent has concerns regarding a teacher, they should first contact the teacher via phone or email and address their concern with him/her. Parents may not meet with teachers at any time without prior administrator's approval. All parent-teacher conferences must be scheduled through the counseling office and will only be held in the Office, never a classroom.

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the student's right to learn. It should be noted that a pupil may be suspended or recommended for expulsion for acts which are enumerated in Education Code Section 48900 and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

- While on school grounds or school transportation.
- While going to or coming from school.
- During the lunch period whether on or off campus
- During or while going to or coming from a school sponsored activity
- **Note:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law.

ANTI-BULLYING / CYBERBULLYING

The Perris Union High School District and Paloma Valley High School believes that all students, staff and community have an obligation to promote mutual respect, tolerance and acceptance. The school will not tolerate behavior that infringes on the safety of any student. PVHS Definition of Bullying: Pursuant to California State Laws AB 1156 and AB 9: Bullying refers to a person or group whose activity is intended to harm someone who is perceived as weaker and/or more vulnerable. Bullying can be physical, verbal, relational and/or exclusionary. Bullying can be based on race, ethnicity, nationality, religion, gender, perceived or actual sexual orientation, perceived or actual gender identity and physical, or mental ability. This includes all forms of hazing and cyberbullying. Bullying can be and often is continuous and repeated over time, however, ONCE is enough to constitute bullying.

Any form of bullying off school grounds, including all forms of cyberbullying that negatively impact the targeted student, that creates an intimidating, hostile or offensive environment for any student(s) will be addressed by the school administration and turned over to law enforcement.

Examples of Bullying:

- Taunting
- Using put-downs or making fun of someone
- Threatening or ganging up against others
- Stealing or damaging another person's property
- Spreading rumors
- Physically hurting someone, including; hitting, kicking, tripping, pushing, shoving, bumping, poking, cornering or blocking passage, spitting or any unwanted touching: grabbing, patting, hugging, kissing
- Shunning or purposely excluding or actively engaging others to participate in exclusionary behaviors
- Cyberbullying; using a cell phone, gaming device, internet, or other social media to threaten, stalk, ridicule,

humiliate, taunt, spread rumors, lock out of a game or hack into another person's account

- Hazing: Intentional, knowing or reckless action against another person that endangers mental or physical health or safety for the purpose of pledging being initiated into, affiliating with, or holding office in an organization.

(SOME OF THE AFOREMENTIONED BULLYING BEHAVIORS CAN BE CONSIDERED A CRIMINAL OFFENSE AND MAY BE HANDLED BY LAW ENFORCEMENT)

Consequences of Bullying:

Consequences for bullying include procedures for holding accountable perpetrators and any bystanders who participated or supported the negative bullying actions. These consequences are dependent upon the nature and severity of the behavior and the perpetrator's past behaviors.

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

- Notify parents/guardians of the incident and consequences
- Assisting the perpetrator(s) to find more appropriate ways to relate to others
- Conference with teacher, administrator, counselor, student and/or parent
- Corrective instruction or referral to counseling
- Behavior/Discipline improvement contract
- No-Contact Contract
- Temporary removal from the classroom
- Loss of school privileges
- On-campus or in-school suspension
- Off-campus school suspension
- Expulsion from school or district
- Legal action
- Referral to Law Enforcement

Wildcat Bullying Prevention Strategies:

- Treat each other respectfully
- Refuse to bully others
- Refuse to allow others to be bullied
- Refuse to watch, laugh, or participate in any way when someone is being bullied.
- Report bullying to an adult
- Build our school community by working collaboratively to include everyone in social interaction, especially those who are often excluded.

Complaint Procedure

Complaints may be filed in the Discipline/Counseling Office. The process will include a timeline to investigate and resolve complaints and an appeals process for the complaint. All complaints are to remain confidential as appropriate and schools are required to protect complainants from retaliation. [Education Code Section 234.1(b) & (f)]

A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, social isolation or manipulation.

BUS CONDUCT

Disorderly conduct or persistent refusal to submit to the authority of the driver can result in suspension or revocation of bus riding privileges. If a student receives a bus citation, they will receive disciplinary consequences with the intent of ensuring safe travel that are consistent with district policy.

Transportation Policies, Rules and Consequences

FOR YOUR SAFETY FOLLOW THESE BUS RULES

1. Observe same rules of conduct as in the classroom.
2. Be courteous, use no profane language.
3. Keep the bus clean, no littering.
4. Cooperate with the driver.
5. Eating, drinking or smoking is not permitted on the bus.
6. Remain seated while the bus is in motion
7. Keep all body parts inside the bus.
8. Bus driver is authorized to assign seats.
9. Vandalism will result in immediate loss of riding privileges and suspension from school.

Failing to follow any and all bus rules will results in but not limited to counseling, bus suspension, school suspension or loss of bus privilege for the remainder of the school year.

CHEATING

Teachers have the responsibility of planning and supervising all academic work in order to encourage honest individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. Paloma Valley High School considers cheating to be a voluntary act for which there is no acceptable excuse. The term "cheating" includes, but is not limited to:

1. Plagiarism.
2. Receiving or knowingly supplying unauthorized information during an examination
3. Using unauthorized material or sources during an examination.
4. Changing an answer after work has been graded and presenting it as graded.
5. Forging or altering roll sheet information

Frequency of Offense	**Consequence**
1st Offense	* Zero on assignment * Teacher contacts parent
2nd Offense	* Zero on assignment * Referral to Discipline * Phone conference with Assistant Principal, Parent, and Student
3rd Offense	* Zero on assignment * Conference with Assistant Principal, Parent, Counselor, Teacher, and Student * Possible F for the class

The student who is caught cheating may be subject to a punitive grade for the assignment. Furthermore, the student may be withdrawn from the class without credit. Theft of any examination will result in disciplinary action determined by the school administration to be appropriate. If a student shows a pattern of cheating, they can/will face possible expulsion from school. If a student is caught cheating in an Advanced Placement or Dual Enrollment Class, the student may be removed from the course.

WRITING AND PLAGIARISM – Plagiarism is a direct violation of intellectual and academic property. Plagiarism refers to representing someone else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Plagiarism may constitute grounds for a failing grade or withdrawal from the class with no credit. One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others proper acknowledgment of sources and quotations will be required and taught. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind, as each paper is prepared. Research and understanding should not be evaded through plagiarism. Academic integrity and honesty is expected from all students.

CLASSROOM Behavior

The classroom teacher under state law is given the authority to act in the place of the parent/guardian during the time the student is under the teacher's direction. To insure suitable control, teachers will utilize a variety of methods of controlling students' behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with student and explain the school behavior policy
2. Take away privileges enjoyed by other students
3. Lower a student's citizenship/participation rating
4 Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
5. Give student detention as authorized by state law (Education Code Section 44807.5)
6. Class suspension of student for up to two class periods per infraction and **teachers must contact parent directly by telephone on the day of the infraction.**
7. Refer student to school administration for correction and control.

Students may be required by their teachers to restore cleanliness to a classroom after such students have been involved in any instructional activity that created physical disorder in the classroom, or to any area on school premises in which students littered or disrupted the cleanliness thereof including lunch and nutrition.

DRESS CODE: Expectations and Guidelines for Apparel

The dress code is in effect during school hours as well as during school sponsored activities. Paloma Valley High School seeks to maintain a positive learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at Paloma Valley High School will be followed by all affiliated students/staff and reflect the following theme: **clothing and accessories must be school appropriate**.

- Skirts and shorts must extend at least to the end of your thumb tip when hands are to your sides.
- Leggings and tights are only permitted if the shirt/skirt worn over meets guidelines. Yoga pants are ok.
- Holes in clothing are only allowed in areas of clothing not required to be covered by guidelines.

- Items not allowed on clothing: promotion of illegal substances, drug paraphernalia, profanity, violence, alcohol, sexually explicit material, guns/weapons, explosives, knives, brass knuckles, and the like.
- Clothing and accessories must not discriminate against any protected person or group.
- Clothing and accessories must be free of safety pins, spikes, or any other dangerous pieces.
- No strapless clothing or blouses. Tops/dresses must have at least two straps. No lace-only tops.
- Excessive cleavage is not permitted to show. When a student places their hand on their chest with the thumb at the collarbone and fingers together (not spread), the bottom of the hand shall touch the clothing.
- Shirts must be worn at all times, no backless shirts, no see-through clothing.
- Clothing shall be sufficient and size–appropriate to conceal all undergarments.
- The bottom of the shirt and the top of the pants/shorts/skirt must overlap.
- Any garments/accessories deemed gang affiliated are not allowed at school. Sweatbands may be worn during physical education classes only.
- No clothing to deliberately conceal the identity of student (hoods, scarves, bandanas).
- Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety (bedroom slippers, steel toed shoes, and boots are not to be worn at school). It is recommended that sandals have heel straps.
- Chains are not permitted when attached to a wallet or worn on clothing.
- Hats/headwear that may lead to disruption may be confiscated or banned from being worn at school as per teacher or administrator.
- Sunglasses may not be worn indoors, unless under doctor's prescription.
- No pajamas may be worn at any time.
- Covering dress code violations with temporary blankets, vests, coats, etc., does not satisfy the dress code requirement.

When a new fashion trend becomes a symbol that may be dangerous or anti-social, or the arrangement of specific clothing items denotes gang affiliation, it is not appropriate. There are certain brand names that are therefore not acceptable: Skin, SRH, Hustler, 187, Playboy, Hooters, and city "pride" attire not sports-related. Paloma Valley High School Administration reserves the right to prohibit such items and arrangements. This dress code is in effect during school hours, as well as during school sponsored events.

Students who come to school in clothing that is inappropriate will be required to change into school loaner clothing. If students refuse loaner dress code items, they will be sent to BSR for the remainder of the day. Students will receive one warning and be required to change their clothes. If they violate the dress code a second time they will be assigned a consequence. A student who chronically continues to violate the dress code can be assigned: **a lunch detention, BSR, home suspension for defiance of school rules, or Saturday School**.

Administration will make the final decision on any student where the dress code is in question.

DRUGS, ALCOHOL AND TOBACCO, HOOKAH PENS, VAPORIZERS, AND ELECTRONIC CIGARETTES

The use of any non-prescribed drugs, alcohol, or tobacco, or possession of a lighter, hookah pens, vaporizers, electronic cigarettes, matches or rolling papers on school grounds, or at school related functions, is strictly prohibited. A student who abuses this policy is subject to suspension and / or expulsion. Students may possibly be cited by the Riverside County Sheriff Department or Menifee Police Department for tobacco, drugs, or alcohol. All illegal items will be confiscated and not returned to student or parent.

ELECTRONIC DEVICES, LAPTOP PORTABLE COMPUTERS, IPADS, NOTEBOOKS

Students are **not allowed** to use electronic devices at any time during instructional time unless approved, and within the parameters set, by a teacher. If any of these electronic devices are seen out or in use during instructional time, they will be confiscated, locked in discipline, and returned to a parent / guardian upon their request in person. Electronic Devices as specified in Ca. Ed Code 48901.5 (a) and 51512 (examples but not limited to: cell phones, laptop portable computers, iPods, CD players, PSPs, portable DVD players, MP3 players, Game boys, tape players)

If students bring electronic devices to school and it is lost and / or damaged, the school is not responsible for the item. Site Administration will not disrupt instructional time or take up staff time to look for lost or stolen electronic devices. The owner of the stolen device may file a report with the local police/ sheriff's department after school hours.

Therefore, PVHS students are not allowed to use electronic devices during instructional time unless approved by a teacher. Students are not permitted to bring any form of video device on the Paloma Valley campus at any time. No student may videotape anyone on the Paloma Valley campus at any time without prior permission from a teacher or administrator at the site. If a student is found videotaping anyone at any time he/she may be suspended.

MISUSE OF ELECTRONIC DEVICES

Frequency of Offense/Consequence

1st Offense *** Electronic Device is confiscated**
*** Teacher contacts parent**
*** Device returned at the end of the school day**

2nd Offense *** Electronic Device is confiscated**
*** Administrator contacts parent**
*** Electronic Device is returned at the end of the next school day or parent pick up**

3rd Offense *** Electronic Device is confiscated**
*** Parent must pick-up device**

All unauthorized items brought to school and confiscated by staff, such as, but not limited to: skateboard, etc. and related items may or may not be directly returned to the student. Parents may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. The Perris Union High School District or any individual school is not liable for any damage or loss to confiscated items. The primary objective of restricting certain materials on school campus is to ensure student's focus on educational tasks, student's safety and to prevent the loss and damage to private property.

FOOD / DRINK / CANDY

Food and drinks (except water) may not be consumed in classrooms. No glass containers are allowed on campus. Food and beverages are served and eaten in designated areas only. No nuts or seeds in shells are allowed. All energy drinks are banned from all school campuses per district policy. All off campus food and drinks are subject to search at any time by any staff member. Candy and other food related items cannot be brought to and/or sold on campus. All items are subject to confiscation at the administrator's discretion.

NO GUM

Gum is unsanitary, unsightly and creates endless hours of clean up time for custodians. Because of this, no gum chewing is allowed on campus. Consequences may apply for violations including campus beautification.

HATE VIOLENCE

No person shall by force or threat of force, willfully injure, intimidate or interfere with another person's race, color, religion, ancestry, national origin, gender, or sexual orientation. To do so constitutes a hate crime is subject to suspension with a high probability of expulsion and law enforcement may be contacted.

KNIVES / LASER LIGHTS
Knives of any type or size are not allowed at school. Any knives brought to school will be confiscated. The student in question is subject to suspension and may be expelled. Laser lights are not to be brought on campus. They may cause serious damage. Students in possession of these will have them confiscated and have disciplinary actions up to, and including expulsion.

MUTUAL COMBAT – ZERO TOLERANCE
Students are to make every effort to avoid a fight. If a student engages in mutual combat for any reason including self- defense they will be suspended for 1 to 5 days. Paloma Valley High School has a zero tolerance policy for fighting.

OFF-LIMIT AREAS:
- Student will be required to remain in quad lunch areas during both lunches.
- Classroom buildings before 7:40 a.m., during the lunch hour, and after 3:25 p.m. unless supervised by teachers
- All garden and planting areas
- The gym and courts when unsupervised
- Any maintenance area or shed
- The school athletic dugouts
- The staff parking lot
- Behind buildings
- All athletic fields unless in PE and supervised.

PERMANENT MARKERS AND TAGGING
Property damage resulting from graffiti and tagging will not be tolerated. Permanent markers, such as sharpies are forbidden on campus. Students found in possession of such items may be subject to disciplinary action.

PROCEDURES FOR ADDRESSING CONFLICT
Students have the right to feel safe and to be free from intimidation, threats, or any form of harassment at Paloma Valley High School. The way in which students react to conflict will determine in large part whether or not we maintain a safe and orderly environment at Paloma Valley High School. Here are the possibilities and consequences to consider:
- **Ask a counselor/administrator/staff member** to help resolve the conflict. This technique is almost always successful. This also puts the school on notice that the student has attempted a mature means of resolving a conflict, which works in the student's favor, should an altercation erupt nonetheless.
- **Try to talk it out:** When done privately with an adult mediator, a peaceful solution is likely. *When done in front of a crowd with no adult to mediate, fights are likely to occur.*
- **No Contact Contract:** This puts in place a document that notifies each student to have no positive or negative contact with each other. This technique assures that everyone is aware that if they continue with the same behavior, they will be disciplined accordingly.
- **Avoid posting inflammatory information of social networking sites.**

The Paloma Valley High School staff is committed to providing a safe campus for you. We highly recommend that you do not ignore intimidation, as it usually tends to get worse when ignored. In order for us to provide safety for you, you must tell us of any intimidation, threats, etc., and allow us to resolve the problem. Please bring these types of concerns including inappropriate information posted against you on social networking sites to your counselor, administrator, campus supervisor, or any other staff member on campus.

PUBLIC DISPLAYS OF AFFECTION — Any excessive display of affection is unacceptable on school grounds or at any school sponsored activity. Excessive includes, but is not limited to, heavy kissing, petting, and other physical demonstration considered offensive. Violators will be disciplined. Progressive discipline applies.

REFERRALS - Teachers will contact parents / guardians for any student referred to the discipline office.

SEXUAL HARASSMENT POLICY
Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in an educational setting. PUHSD is committed to an educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in an atmosphere that promotes equal educational opportunity and is free from discriminatory practices. See Education Code 48900.

SKATEBOARDS, BIKES & SCOOTERS
No bikes, skateboards or scooters of any kind may be ridden on the Paloma Valley campus at any time including before or after school. Students may not "jump" off benches or do "tricks" of any kind on the campus. Students may be suspended for up to 5 days for first offense of riding of any kind. Students may not videotape students riding or skateboarding of any kind on the campus at any time. Students found videotaping others who are riding or skating on the campus may be suspended for up to 5 days for the first offense. Students may not bring skateboards, bikes or scooters on campus. Bike and board racks are available at the main gate. Paloma Valley High School will not be responsible for securing or storing skateboards, scooters, and bikes nor be responsible for lost or stolen items. Confiscated items will only be returned to the student's parent or guardian.

THEFTS
As specified in California Ed Code; EC § 48900 (g) (l); students who are caught stealing will be appropriately disciplined by the administration. Progressive discipline applies to the offence.

VENDING MACHINE USE
Students may not use vending machines during class time. Student's caught purchasing items during class time must surrender the item to the discipline office. The student may be disciplined further at the administration's discretion.

PERRIS UNION BEHAVIORAL GUIDELINES AND CA EDUCATION CODE

Offenses on the Behaviors Guideline chart are categorized by Level I and Level II categories. When reviewing the guideline procedures and consequences, these two categories are identified according to severity. There are multiple offenses that require other means of corrections prior to suspension that have been highlighted in blue below. These offenses are considered Level I offenses. There is also a category of offenses in which a student can be suspended on the first offense which are highlighted in red. These offenses are considered Level II offenses. Offenses that are in red and highlighted yellow are behaviors

that require mandatory expulsions recommendations.

EC=Education Code PC=Penal Code HSC=Health and Safety Code

Other Means of Correction	**CONSEQUENCES**
· Student Study Teams · Behavior Contracts · Daily Progress Reports · Referral to programs teaching prosocial behavior · Parent Teacher Conferences · Referral to Counselor · Community Service · Campus Beautification · Restorative Justice Program	· Lunch Detention · After School Detention · Class Suspension · On Campus Suspension · School Suspension · Alternative Placement · Expulsion

ISSUES	**VIOLATIONS**	**CONSEQUENCES**
1. PHYSICAL INJURY & VIOLENCE ***MUTUAL COMBAT/FIGHTING/*** ***THREATS/ASSAULT*** EC § 48900 (a)(1) EC § 48900 (s) ***EC § 48915 (a)(1), (a)(5)***	**(a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. **(s)** Aiding or abetting infliction of physical injury.	✓ Suspension EC § 48900 (a)(1) or (s). ✓ Referral to Counseling. ✓ Sheriff/Police Citation - Fighting on school grounds: PC 415, 242. ***✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).***
2. BATTERY EC § 48900 (a)(2) ***EC § 48915 (a)(5)***	**(a)(2)** Willfully used force or violence upon another person, except in self-defense: striking, shoving, and kicking. Assault with deadly weapon. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	✓ Suspension EC § 48900 (a)(2). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention PC 242, 243.2. ***✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).***
3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS	**(b)** Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), pellet gun, BB gun, paintball gun, knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks,	**EC § 48900 (m) Requires others means of correction for 1st Offense (See Table Above)** ✓ Suspension EC § 48900

EC § 48900 (b), (m) US Code, Section 921, Title 18 ***EC § 48915 (a)(2)*** ***EC § 48915 (c)(1), (c)(2), (c)(5)***	firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. ***EC 48915 (c)(5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps.*** **(m)** Possessed an imitation (replica) firearm	(b),. ✓ Sheriff/Police Intervention PC 626.9, 244.5, 417, 653 (g). ✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). ***✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c)(2), possession of a firearm (c)(1), explosives (c)(5)].*** ***✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.*** ***✓Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.***
4. CONTROLLED SUBSTANCES *DRUGS & ALCOHOL* EC § 48900 (c), (d) EC § 48900 (p) HSC 11366-11375 ***EC § 48915 (a)(3), (c)(3)***	**(c)** Possessed, used, sold, furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind. **(d)** Offered, arranged ,or negotiated to sell any controlled substance, and then sold, delivered, or furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant. **(p)** Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. ***EC 48915 (a)(3) Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce.*** ***Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.***	✓ Suspension EC § 48900 (c), (d). ✓ Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053. ✓ Referral to Counseling. ***✓ Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c)(3)].***
5. ROBBERY, BURGLARY, OR EXTORTION EC § 48900 (e) ***EC § 48915 (a)(4)***	**(e)** Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property from another, with his/her consent induced by a wrongful use of force or fear). Burglary: Entry with intent to commit a theft.	✓ Suspension EC § 48900 (e). ✓ Restitution to Victim/Community Service ✓ Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519. ***✓ Expulsion Recommendation EC § 48915 (a)(4).***

6. PROPERTY DAMAGE/ VANDALISM GRAFFITI / ARSON EC § 48900 (f)	**(f)** Caused or attempted to cause damage to school property or private property. Possession of graffiti implements (markers, scribes, liquid or aerosol paint).	**Requires other means of correction for 1st Offense (See Table Above)** ✓ In-House Suspension or Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Citation - Graffiti: PC 594 (a)(1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452. ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.
7. THEFT EC § 48900 (g), (l)	**(g)** Caused or attempted to steal school property or private property. **(l)** Knowingly received stolen school property or private property (Possession of stolen goods).	**Requires other means of correction for 1st Offense (See Table Above)** ✓ In-House Suspension or Suspension EC § 48900 (g). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Intervention PC 484, 487, 488. ✓ Expulsion Recommendation.
8. TOBACCO EC § 48900 (h) EC § 48901	**(h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel, and electronic cigarettes.	**Requires other means of correction for 1st Offense(See Table Above)** ✓ Sheriff/Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.
9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)	**(i)** Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	**Requires other means of correction for 1st Offense (See Table Above)** ✓ Teacher warning; Teacher suspension; Detention or In-House Suspension. ✓ Administrative Conference. ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Sheriff/Police Intervention.
10. PARAPHERNALIA EC § 48900 (j) HSC 11364	**(j)** Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig-Zags (rolling papers), roach clips, bowls, bongs.	**Requires other means of correction for 1st Offense (See Table Above)**

		✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention. ✓ Expulsion Recommendation.
11. DISRUPTION & DEFIANCE EC § 48900 (k)	**(k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	**Requires other means of correction for 1st Offense (See Table Above)** ✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation. ✓ Sheriff/Police Intervention.
12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n) ***EC § 48915 (c)(4)***	**(n)** Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.	✓ Suspension EC § 48900 (n). ✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288. ***✓ Expulsion Recommendation EC § 48915 (c)(4).***
13. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated. **ELECTRONIC MUSIC EQUIPMENT OR GAMES** EC § 48900 (k).	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, pager, walkie talkies, PDAs, etc.) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.	✓ 1st Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3rd Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ Suspension for defiance EC § 48901.5, 48900 (k).
14. SEXUAL HARASSMENT EC § 48900.2, PC 212.5 *Grades 4 to 12*	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	✓ Suspension EC § 48900.2. ✓ Sheriff/Police Intervention PC 212.5. ✓ Expulsion Recommendation.
15. HATE VIOLENCE EC § 48900.3	Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race,	✓ Suspension EC § 48900.3. ✓ Sheriff/Police Intervention

Grades 4 to 12	gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.	PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.
16. HARASSMENT/BULLYING EC § 48900.4, (o), (r)	**(o)** Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing). **(r)** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel". Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.	**Requires other means of correction for 1st Offense (See Table Above)** ✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Sheriff/Police Intervention - Kidnapping: PC 135. ✓ Expulsion Recommendation.
17. TERRORISTIC THREATS EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of $1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.	✓ Suspension EC § 48900.7. ✓ Sheriff/Police Intervention PC 422. ✓ Expulsion Recommendation.
18. DRESS CODE EC § 48900 (k)	Wore any inappropriate dress such as clothing, attire, apparel, accessories, head coverings (hats, bandanas, knit caps, doo rags, skull caps, etc.), or gang attire, except "for outdoor use (P.E.), articles of sun-protective clothing, including, but not limited to, hats (wide brim with neck covering only), and sunscreen."	✓ Dress changed/Accessory seized/Detention/In-House Suspension. ✓ Loaner T-shirt or school uniform provided. ✓ Parent/Guardian notified. ✓ Suspension EC § 48900 (k).
19. HAZING EC § 48900 (q) EC § 32050	**(q)** Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	✓ Suspension EC § 48900 (q). ✓ Sheriff/Police Intervention PC 242, 212.5. ✓ Expulsion Recommendation.
20. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a) *RESTRICTED AREA* EC § 48900 (k)	Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission. Truant from school or contributed to the truancy of other students. Excessive tardiness to school or class. In unauthorized / restricted areas on-campus.	✓ Detention/In-House Suspension. ✓Truancy Letters/SART. ✓ Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
21. VISITORS/TRESPASSING/ ADULT CAMPUS DISRUPTION/ THREATS, ASSAULTS	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents or adults; students visiting campus during suspension or expulsion period or during off-track vacation period without permission	✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order.

TO SCHOOL OFFICIALS EC § 32211, 44811, 44014		✓ Sheriff/Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC

For all offenses above that require ***"other means of correction" (highlighted in blue below)*** school sites and district administrators will follow the sequence below for consequences for the 2018-19 school year:

1st offense = other means of correction
2nd offense = 1 day suspension
3rd offense = 2 day suspension
4th offense = 3 day suspension

For all offenses that may result in a ***"first offense suspension" (highlighted in red)*** the following sequence of consequences will be followed by site administrators:

48900 a-e offenses
1st offense = 3 day suspension
2nd offense = 5 day suspension and a possible expulsion

48900 (.2, .3, .4, and .7) offenses (Requires subsequent 48900 Ed. Code violation)
1st Offense = 3 day or 5 day suspension and possible expulsion (depending on the severity)
2nd Offense = 5 day (Pending Further Disciplinary Actions)

48915 a or c offenses ***(Highlighted in red and yellow below in the Behavior Guidelines)***
1st Offense = 5 day Suspension (Expulsion Recommendation)

Post High School Planning

COMMUNITY COLLEGES

California has over 100 community colleges, which offer coursework that prepares students to transfer to a four-year college or to prepare for work in a particular career.

Admission to community college is offered to:

- Any student who is a high school graduate
- Any person 18 years of age or older who shows evidence of being capable of profiting from college courses
- Any person who has passed the California High School Proficiency Examination or G.E.D.

Concurrent Enrollment:

Students who wish to take classes at MSJC while still enrolled in high school may do so under the following conditions:

- Classes are for advancement, not remediation
- Overall GPA is at least 2.5 for non-core classes; 3.0 for core classes
- Student is age 16 or has a letter of recommendation from a teacher or counselor
- College fees are waived but student is responsible for purchasing textbooks
- GPA is not weighted

Dual Enrollment:

- Classes are held during the school day at Paloma
- Overall GPA 3.0; 2.8 with teacher recommendation
- Student is age 16 or has a letter of recommendation
- Textbooks are provided
- GPA is weighted

If you are interested in an online UC Dominguez Hills class in fine arts or science, see your counselor. The fees are $3.50 for a 3-credit class plus cost of textbook(s). A three (3)-credit college class is equal to ten credits for high school. These online classes may not count for UC/CSU admission.

All students must complete a college placement test before registration. Test results are used only in the placement of students. Admission to the college does not depend upon them. The cost of going to a community college will involve books and transportation since most students continue to have room and board provided by living at home. Students will pay a 'per unit fee'. Additional fees include health, student representation, I.D. card and parking.

LOCAL COMMUNITY COLLEGES

Mt. San Jacinto College
1499 North State Street
San Jacinto, Ca 92583
(951) 487-6752

Riverside Community College
4800 Magnolia Avenue
Riverside, Ca 92506-1299
(951) 222-8000

Palomar Community College
1140 West Mission Road
San Marcos, Ca 92069
(760) 744-1150

Mt. San Jacinto College
Menifee Campus
28237 La Piedra Road
Menifee, Ca 92584
(951) 672-6752

Riverside Community College
Moreno Valley Campus
16130 Lasselle Street
Moreno Valley, Ca 92551
(951) 485-6100

UC/CSU APPROVED PREPARATORY "A-G" CLASSES

Each year, lists of high school courses meeting University of California Preparatory standards are submitted to the UC Review Board. Once approved these are the only courses that may be used to fulfill subject requirements for admission to UC campuses. The following courses meet requirements for admission to the UC.

✳ denotes courses that have been approved for extra honors credit: a=5, b=4, c=3
◆ denotes courses that cannot be used to fulfill the "g" elective requirement

a-History/Social Science
American Government/Civics
American Government(AP) ✳
European History(AP)✳
Human Geography(AP)✳

Jazz Band ◆
Concert Marching Band ◆
Photography I
Photography II ◆
Video Production I

U.S. History and Geography
U.S. History and Geography (AP) ✳
World History Culture/Geography

b-English – 4 years required
Adv English I
Adv English II
Language & Composition (AP) ✳
English I
English II
English III
English IV
Literature & Composition (AP) ✳
Expository English & Reading

c-Mathematics
Algebra 1B ◆
Algebra I ◆
Algebra II/Trigonometry ◆
Calculus AB (AP) ✳
Geometry ◆
Math Analysis
Math Analysis (H) ✳
Calculus BC (AP) ✳
Statistics (AP) ✳
Int Math I
Int Math II
Int Math III

f- Visual & Performing Arts
Art I ◆
Art II
Studio Art 3D (AP) ✳
Ceramics I ◆
Ceramics II
Dance I ◆
Dance II
Drama I ◆
Drama II
Video Production II
Concert Choir

d-Laboratory Science
Anatomy and Physiology
Biology
Biology (AP) ✳
Chemistry
Chemistry (AP) ✳*pending UC approval*
Environmental Science (AP) ✳
Physics
Physics (AP) ✳

e-Language Other than English
French I ◆
French II
French III
French IV (AP) ✳
Spanish I ◆
Spanish II
Spanish for Spanish Speakers I
Spanish for Spanish Speakers II
Spanish III (H) ✳
Spanish IV (AP) ✳
American Sign Language I
American Sign Language II
American Sign Language III
American Sign Language IV (H)

g- Elective
CP Earth Science
Economics
Economics (AP) ✳
Psychology (AP) ✳
World Geography
Cinema Studies

Many families are understandably concerned about meeting rising college costs, especially those at private institutions. Any candidate for admission to college should apply for financial aid, even if his or her family feels that they can pay the entire cost. Seniors should go online for a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). You and your family should complete it according to the directions by MARCH 2nd.

For more information visit: http://www.ed.gov/studentaid or http://www.ed.gov/offcies/OPE You may also apply over the internet at http://fafsa.ed.gov For school codes: http://www.ed.gov/offices/OPE/finaid.html

Students planning on attending college in California need not complete the **STATE OF CALIFORNIA CAL GRANT PROGRAM Grade Point Average Verification Form.** It will be sent in automatically if you have signed the consent to use your social security form**.** The FAFSA and Grade Verification from both must be postmarked no later than MARCH 2nd

For more information visit: http://ww.csac.ca.gov e-mail csac@csac.ca.gov

For school codes: http://www.ed.gov/offices/OPE/finaid.html

The FAFSA has comprehensive instructions for its completion. If you have problems or don't understand the instructions, see

your guidance counselor and attend financial aid night at the school. Income and expense items come from the student's and their parent's federal income tax forms from the previous year. Make sure to have these available when completing the FAFSA.

Some schools require the student to complete their student profile as well as the FAFSA and many colleges may also require that their own forms be completed as well. Early in their senior year, student should be sure they know financial aid deadlines and the proper forms to use for each college they are considering.

Students should pursue all avenues of financial aid. Counselors and college financial aid officers can offer important suggestions and advice. Most institutions award financial aid as a "package." A package means that students may receive a combination of scholarships, grants, loans (money that does need to be paid back when the student leaves college), and campus jobs (sometimes related to the student's field of study).

CHECKLIST-- WHAT TO DO AND WHEN

If you think you need aid to continue your education, your chances of getting it are best if you apply in the right way at the right time.

- **E-mail your completed FAFSA as soon as possible after January 1.** Make sure that all answers are complete and correct.
- **Apply for a Pell Grant.** You use the FAFSA to apply for this important Federal program simply by checking the appropriate question on the form.
- **Review the SAR after you receive it.** Once you have received your Student Attendance Report it will list the colleges and programs that you indicated to receive information. Make certain that all other entries on the form are correct. If you or your parents have now filed income taxes, make any needed adjustments.
- **Respond promptly to any request for additional information.** Make adjustments or corrections as soon as possible and return your SAR, so that there will be no further delay in processing your request for aid.
- **Check to see if the colleges that you are applying to require any other financial aid forms.**
- Complete the forms as early as possible and return them to the college.
- **If either parent is a 100% disabled veteran,** died while serving in the service, or from a service –related injury, you may be eligible for special assistance. Contact the nearest office of the Veterans Administration for information
- **Pay close attention to award letters.** Carefully review any financial aid award letters you receive. Notify the college whose offer you are accepting, and inform the other colleges that you did not choose, so that financial aid they had reserved for you can be freed up for other applicants. If you receive aid notices from the state or federal programs, read them carefully and be sure to follow any directions they contain so that you can be certain of getting your financial aid.
- **Comparing Financial Aid:** You should compare the types of aid offered by the colleges you are considering.
- **Scholarship and Financial Aid Search:** The Career Center has many scholarship opportunities that are offered throughout the year. Also, check websites that may offer scholarship searches.

WATCH FOR SCHOLARSHIP SCAMS

Look for the seven signs that a scholarship search may be a scholarship scam!!

- "This scholarship is *guaranteed* or your money back."
- "You can't get this information *anywhere* else."
- "May I have your credit card or bank account number to hold this scholarship"?
- "We'll do all the work."
- "The scholarship may cost some *money*."
- "You've been *selected* by a 'national foundation' to receive a scholarship," or
- "You're a finalist in a contest that you never entered."

For more information: http://www.finaid.org/scholarships/scams.phtml

SCHOLARSHIPS

Scholarships are outright gifts that do not have to be repaid. Colleges and private organizations grant scholarships to outstanding

students for special skills or achievement and for academic excellence and promise. In October of the junior year students who want to apply later for scholarships should sign up to take the Preliminary Scholarship Aptitude Test (PSAT). The results of this test are used to determine semi-finalists in the National Merit Program.

GRANTS

- **Federal** – PELL GRANT is a federal grant for students with awards up to $3,125 per year. To apply students need only mark a box on the FAFSA form. The grant may be used in all states for the community college, trade school, or four-year college programs.
- **State** – The CALIFORNIA STATE GRANT is awarded to students attending California schools. The California Student Aid Commission administers this program. Students must submit a GPA Verification form as well as the FAFSA for this aid.

LOANS

Many students and parents choose to borrow money to assist with college costs. Although they must be repaid, government sponsored loan programs offer low interest rates and flexible payment schedules. Loans may be offered as part of your financial aid package. You should carefully review your loan options before choosing to borrow.

OTHER OPTIONS

In addition to your traditional financial aid package, there are a number of ways to help reduce the cost of college.

Internships – Participants work while attending class or during the summer break. Some interns are paid, some provide college credit, and some offer both.

Military Assistance Program – Military offers one, two, and four-year scholarships. Applicants are selected based on grades, SAT or ACT scores, and co-curricular activities.

Cooperative Education – Programs alternate classroom studies with full-time work in a setting related to the student's major or career interest.

Student Employment – School sponsored program not based on need.

Work Study Program – Students may be offered on-campus, part-time jobs as part of their financial aid package. This program is need-based.

College Payment Plans – Many colleges offer monthly billing plans to help spread out the cost of tuition payments.

Student Acknowledgment Form

Almost finished…

Connect with this Google Form to complete your acknowledgement of receipt of the Student Handbook.

** You must fill in the google form using your own chromebook with your own proper login. Only 10 short multiple choice questions.