



# Perris High School Student Handbook 2018-2019



## Mission Statement

The mission of Perris Union High School District is to create high quality relevant learning opportunities for all in a safe and caring environment. We will develop a high quality, caring staff who will be dedicated to learning, and connect students to their education and potential goals. We will care for all students while developing a growth mindset through collaboration, creativity, communication, and critical thinking.

## Vision Statement

Perris Union High School District will be a caring, diverse, and supportive learning environment in which all are committed towards working in relationships to foster innovative and creative learning opportunities.

# WELCOME TO PERRIS HIGH SCHOOL

The staff at Perris High School would like to welcome you to the 2018-2019 school year. We hope each student will find this year to be rewarding, relevant, and productive as we continue to build upon our successes in student academic achievement.

## Perris High School Mission Statement

Perris High School's professional educators will provide a broad-based curriculum that affords our students opportunities to acquire the skills needed to understand and contribute to an interdependent and rapidly-changing world.

## Perris High School Vision for Students

Perris High School will provide a quality education that prepares students to pursue their college and/or career goals. Upon graduating from Perris High School, students will be: effective communicators, empowered citizens, critical and creative thinkers, positive contributors to society, and responsible digital citizens.

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The staff is here to assist in academic pursuits, school activities, and athletic endeavors. As you experience obstacles in your educational career, we encourage you to take advantage of all of the services available at Perris High School. Feel free to ask questions or seek assistance from any staff member. We are here to help.

In order to familiarize you with Perris High School, enable you to assume all of your responsibilities, and take full advantage of all Perris High has to offer, we have created this handbook. You will be responsible for compliance with the policies, procedures, and regulations herein. Please read and discuss the handbook's contents immediately with your parent/guardians. If at any time you have questions related to the school's policies and procedures, please contact the school.

## Administration

Juan Santos, Principal  
Dr. Gregory Wise, Assistant Principal  
Kristi Coulter, Assistant Principal  
Jose Topete, Assistant Principal

# Perris Union High School District

## Educational Equity

### **Prohibition Against Unlawful Discrimination, Sexual Harassment, and/or Retaliation**

Under governing federal and state laws and District Board Policies (“BPs”) and Administrative Regulation (“ARs”), no individual is to be subjected to unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legal protected status; the perception of one or more of such characteristics; or the association with a person or group with one or more of these actual or perceived characteristics. Retaliation against an individual who has filed a complaint of unlawful discrimination or participated in an investigation regarding such a complaint is strictly prohibited. The District’s strictly forbids and has zero tolerance of any form of unlawful discrimination.

### **Filing a Complaint of Discrimination, Sexual Harassment, and/or Retaliation**

Perris Union High School District (the “District”) recently revised and thereby clarified its Board Policies (“BPs”) and Administrative Regulations (“ARs”), specifically those addressing (1) uniform complaint procedures (BP/AR 1312.3); (2) nondiscrimination/harassment (BP/AR 5145.3); and (3) sexual harassment (BP/AR 5145.7). A copy of each of these BPs and ARs can be found by visiting this website: <http://www.gamutonline.net/district/perrishigh/>. Please review and familiarize yourself with these important BPs and ARs.

Any individual who believes unlawful discrimination has occurred under either BP/AR 5145.3 (Nondiscrimination/Harassment) or BP/AR 5145.7 (Sexual Harassment) may file a complaint as described in BP/AR 1312.3 (Uniform Complaint Procedures). Upon receiving a complaint, the District will follow the specific procedures described in AR 1312.3 (Uniform Complaint Procedures).

AR 1312.3 describes the District’s prompt and equitable process to investigate and resolve complaints, including complaints of unlawful discrimination based on race, color, national, origin, sex, or any other protected characteristic referenced above. It also contains timeframes and a description of the investigation of the complaint, report of findings, final written decision, and corrective action, if needed, to stop the discrimination, harassment, and/or retaliation, prevent its recurrence, and remedy the effects of discrimination.

The District has an independent obligation to investigate a complaint irrespective of whether a complaint has also been filed with another governmental entity, such as the Office for Civil Rights of the U.S. Department of Education or law enforcement.

To find out more information about the District’s prohibition against unlawful discrimination, harassment, and/or retaliation or if you would like to file a complaint, please contact: Kirk Skorpanich, District Assistant Superintendent of Human Resources, (951) 943-6369, ext. 8030, [kirk.skorpanich@puhsd.org](mailto:kirk.skorpanich@puhsd.org). You can also find additional information about filing a complaint by visiting: <http://www.puhsd.org/pages/have-a-complaint>.

**Perris Union High School District**  
**UCP Annual Notice for 2017-2018**

**For student, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties.**

**The Perris Union High School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complain Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).**

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education, After School Education and Safety, Agricultural Vocational Education, Career Technical Education, Consolidated Categorical Programs, Discrimination, Harassment, Intimidation, and Bullying, Foster and Homeless Youth, Local Control Funding Formula and Local Control Accountability Plans, Migrant Education, NCLB Titles I-VII, Nutrition Services – USDA Civil Rights, School Facilities, Special Education, Unlawful Pupil Fees

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. Complaints other than issues relating to pupil fees must be filed in writing with the following designated to received complaints:

Name or title: Human Resources Department

Address: 155 East Fourth Street, Perris, CA 92570

Phone: 951-943-6369, ext. 80300 E-mail address: [kirk.skorpanich@puhsd.org](mailto:kirk.skorpanich@puhsd.org)

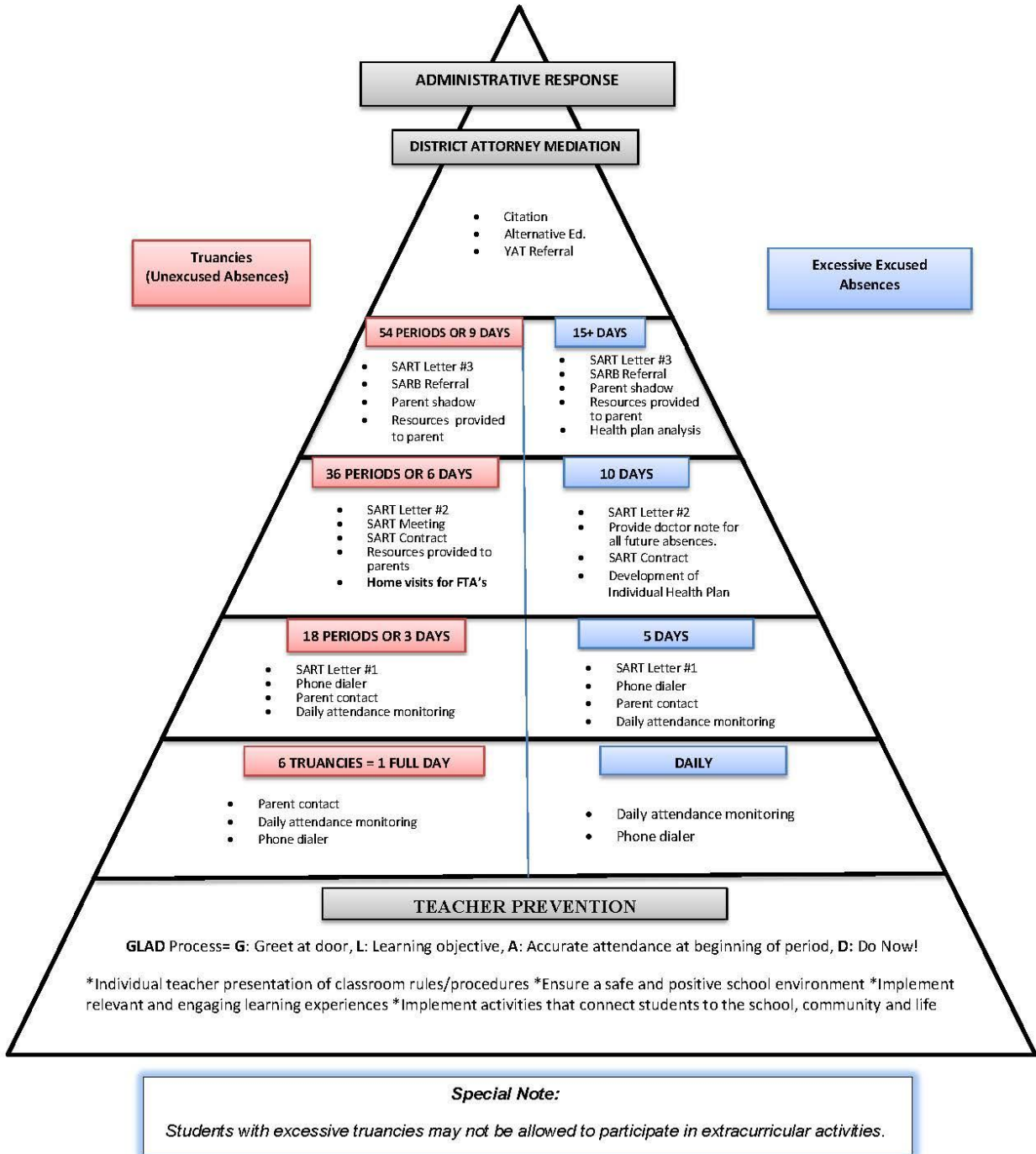
A pupil fees complaint is filed with the Perris Union High School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee. Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision. The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant procedures is available free of charge.

# Attendance Policy

## PUHSD Attendance Pyramid of Intervention



**School-Wide Attendance Plan:** It is the responsibility of each student to arrive to school and class on time and to attend school and class regularly.

**Absences:** As in adult in the working world, regular and punctual attendance is absolutely essential in order to succeed and prosper. This same tenet applies to students in an academic situation. Regular and punctual attendance is essential to student success in school.

**Types of Absences:**

- **Excused Absence:** Refer to California Education Code 48205 (page 6): Illness, medical/dental appointment, bereavement, school activities, and court appearances all require proper documentation.
- **Unexcused Absence:** Suspensions, Unexcused, or Unverified absences. Absence with Parent Permission that does not fall under California Education Code 48205 is considered an unexcused absence.
- **Truancy:** Absence from class without school and/or parent/guardian knowledge and permission. Unexcused tardiness of over thirty minutes at the beginning of any class period. Leaving class without permission before the class is officially over and before the teacher has excused the class. Any student who is absent from school, without valid excuse, more than three (3) days or tardy in excess of thirty (30)-minutes on each of more than three (3) days in one (1) school year is a truant (EC 48260).

**Parent Reporting of Student Absences**

All notes for Attendance purposes should be written in ink.

1. If the student attends Perris High School, call 657-2171 extension 21001 to clear your student's absence(s), or to speak with an attendance clerk between 7:15 am and 3:45 pm.
2. Send a note, written in ink, with the student the first day he/she returns to school stating the student's name, grade, date(s) absent and the reason for the absence.
3. **Re-admits:** Students without a re-admit are deemed truant until the absence is cleared. Repeated issuance of duplicate re-admits will warrant disciplinary action.
4. **All absences must be cleared within 72 hours.** Absences not cleared within this time period will turn into truancy. Absences not cleared by 11:00 am on the day of the absence will not be cleared until the following day. Home contact will be attempted for all absences through the automated calling system. If absences persist, home visits by school officials may take place.

**Make-up Work Policy:** Students have the number of days to make-up work equal to the number of days absent up to one week for cleared absences. If the student is absent on the day of a test or the day an assignment is due, he/she may be required to make-up the test or turn in the assignment on the day of return. If the student is absent for more than one week, the parent or student should contact the Counseling Office, 657-2171, extension 21002, to arrange for home assignments. **It is the student's responsibility to communicate with the teacher to determine what assignments need to be made-up.** Work not made up by the student within the make-up period may not receive credit. If a student is truant, any make-up work may not receive credit.

**Final Exams:** The final exam schedule is as follows

- First Semester
  - December 16, 2018 period 1
  - December 17, 2018 periods 2 and 5
  - December 18, 2018 periods 3 and 6
  - December 19, 2018 periods 4 and 7
- Second Semester
  - June 1, 2019 period 1
  - June 2, 2019 periods 2 and 5
  - June 3, 2019 periods 3 and 6
  - June 4, 2019 periods 4 and 7

**Attendance Notes for 18 year-old students:** Eighteen-year-old students must have a meeting with parent, student, and the school administrator in charge of attendance to fill out the eighteen-year-old form. This form will be on file in the Attendance Office. Eighteen-year-old students, who abuse the privileges granted to them as adults, will have those privileges revoked.

**Leaving Campus:** California state law requires all students to remain on campus during school hours except when signed out in person by a parent/guardian at the attendance office. Students who leave campus without a pass from the attendance office will be considered truant. Calls to the attendance office *after* the student leaves the campus cannot clear the truancy. Eighteen-year-old students who abuse the privileges granted to them as adults will have those privileges revoked. Only seniors in good standing and with required PHS identification are allowed to leave campus for lunch.

**The School-Wide Truancy Policy is as follows:** Students who are out of class to the extent that they are no longer considered tardy, but are now truant will be subject to the PUHSD Truancy Policy. Truancies are defined as any absence for which no excuse, as defined in California Education Code 48205, is given. Students have 72 hours (3 school days) to clear any absence. Parents/guardians may clear absences by calling or contacting in person Attendance Office personnel (951) 657-2171, ext. 21001 or by writing a note. Eighteen-year-old students who abuse the privileges granted to them as adults will have those privileges suspended. Under the California Education Code, teachers are not required to provide make-up work for assignments or tests missed because of truancy. ***The Automated Phone Dialer will call homes to notify parent of daily absences.***

## Perris High's Tardy Policy

- Any student who arrives in the classroom after the bell marking the beginning of the class period has rung is tardy.
- If the student is late more than 30 minutes, they are considered truant. Truant students report to the Discipline Office.
- Tardies reset at the end of each semester.

|  |   |
|--|---|
| <b>1st Offense</b><br>Teacher Documentation        | <b>Student goes to class and is marked tardy in Infinite Campus</b><br>Student warned   |
| <b>2nd Offense</b><br>Teacher Documentation        | <b>Student goes to class and is marked tardy in Infinite Campus</b><br>Student warned   |
| <b>3rd Offense</b><br>Teacher Documentation        | <b>Student goes to class and is marked tardy in Infinite Campus</b><br>Student warned   |
| <b>4th Offense</b><br>Teacher Managed Intervention | <b>Student goes to class and is marked tardy in Infinite Campus</b><br>Teacher contacts student's parent/guardian (email, text, leave message, or phone call)<br>Teacher documents the contact in Infinite Campus.<br>Teacher notifies student's counselor for counselor's intervention   |
| <b>5th Offense</b><br>Admin. Managed Intervention  | <b>Student goes to class and is marked tardy in Infinite Campus</b><br>Teacher writes a referral (include date of parent contact)<br>Student assigned a lunch detention by Discipline Office<br>Parent/guardian receives a phone call initiated by administration   |
| <b>6th Offense</b><br>Admin. Managed Intervention  | <b>Student goes to class and is marked tardy</b><br>Teacher writes a referral and sends student to Discipline Office<br>Student assigned OCD for period<br>Administrator contacts parent/guardian   |
| <b>7th Offense</b><br>Admin. Managed Intervention  | <b>Student sent to Discipline Office to meet with an Administrator</b><br>Teacher writes a referral and sends student to Discipline Office<br>Student assigned OCD for one period for two consecutive days<br>Administrator contacts parent/guardian  |
| <b>8th Offense</b><br>Admin. Managed Intervention  | <b>Student sent to Discipline Office to meet with an Administrator</b><br>Teacher writes a referral and sends student to Discipline Office<br>Reverse suspension assigned or all day OCD (parent's discretion)<br>Administrator contacts parent/guardian<br>Student is placed on "No Activity" list (dances, field trips, etc.) for remainder of semester |

*Saturday School may be used as a way of clearing tardies per administrative discretion.*

If a student has excessive unexcused tardies, trancies, and/or absences, the student may be ineligible to participate in school sponsored dances (Homecoming, Winter Formal, and Prom), Grad Nite, field trips, and/or activities. This list will reset at the beginning of every school year.



## Visitor Policy

1. Perris High School is a closed campus.
2. Visitor requirements and registration:
  - Visitors will enter through the main lobby at the front of the school only. This includes during lunchtime.
  - Visitors will be on the student's emergency contact list
  - Positive proof of age and identification will be required.
  - Visitors will sign in at the main office upon entering and exiting the facility.
  - Visitors will receive a tag identifying themselves as visitors.
3. Parents/guardians visiting their child's classrooms must provide at least one day's notice (24 hours) to their child's counselor. The counselor will inform teachers and site administration.
4. Parents/guardians will not be allowed to visit their students during lunch time or drop off outside food or drinks.
5. Parents are limited to three opportunities per semester to drop off items to students during the school day.  
Students will not be called out of class to receive items. Personal items will need to be left in the attendance office for students to pick up during passing periods or lunch.
6. Persons who willfully and knowingly violate the above regulations are guilty of infractions of Penal Code 627 and may be punished by imprisonment for not more than six months and a \$500.00 fine.

## Closed Campus

The Perris Union High School District has adopted a closed campus policy. Students are not to leave campus after arrival until the end of the school day. The only exceptions are:

1. Work Experience or ROP students who must travel to their place of employment or instruction off campus.
2. Field trips held during the school day.
3. A student may be released under the following conditions and **with appropriate identification:**
  - a. The parent/guardian reports to the attendance office and requests that the student be released to the parents/guardian or those listed as emergency contacts, and must show a picture I.D. **No Exceptions.**
  - b. The student presents a written request from the parent/guardian for a medical or dental appointment. Phone verification may be made to confirm the appointment. A valid phone number must be on file.
  - c. The parent calls the attendance office and requests that the student be released under the conditions of an excused absence such as dental, medical, or bereavement.
  - d. Seniors holding valid senior lunch stickers at their lunch period.
4. Visitors - students are not allowed to have friends or relatives visit during the school day.
5. **Students are to leave the school campus immediately after school is dismissed. They should stay off the campus unless they are to participate in school-sponsored events. Children may not come onto campus unless parents accompany them.**

## Senior Lunch

Seniors holding valid senior lunch stickers may leave during lunch if the student has maintained a clean discipline and

attendance record, and has achieved at least a GPA of 2.0 on the previous progress report and complete a free/reduced lunch application. Students may not have any tardies, truancies, suspensions or OCS for the previous week. Reports will be run regularly to monitor students. New lunch stickers will be issued every six weeks.

### **Extra-Curricular Activities**

Students who have poor attendance and/or behavior will not be allowed to participate in extra-curricular activities (dances, field trips, sporting events, etc.) until it is determined that an acceptable amount of improvement is shown in the deficient area(s). Students who owe outstanding fines/debts from previous years will not be able to sign up/buy tickets for school sponsored events until the debt is paid.

### **California Education Code 48205**

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

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

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

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

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

(e) "Immediate Family," as used in this section, has the same meaning as set forth in Section 45194, except that the references therein to "employee" shall be deemed to be references to "pupil."

# PERRIS HIGH SCHOOL 2017-2018 DISCIPLINE POLICIES

## **Expected Student Behavior**

School rules and regulations are established to maintain an environment suitable for student learning. Students who do not follow the rules and regulations will receive appropriate interventions and/or consequences. A student can expect to be: counseled, assigned Alternative to Suspension, assigned a lunch detention, suspended, alternatively placed, recommended for expulsion, assigned community service hours, and/or referred to the School Resource Officer for citation, juvenile petition, or arrest.

## **School Rules**

- ✓Be in your seat with materials and ready to work when the tardy bell rings.
- ✓Follow directions, cooperate, and work in class.
- ✓Loud noise, swearing, teasing, rude gestures, put-downs, and other disruptive behaviors are not allowed.
- ✓No defacing of school or private property.
- ✓Students must have a pass (time, date, reason) to leave class.
- ✓Food or drinks are not allowed in the classroom.
- ✓Gum chewing is **not** allowed on campus.
- ✓Remain in your seats until the bell rings to dismiss class.

## **Bus Conduct**

Disorderly conduct or persistent refusal to submit to the authority of the driver can result in disciplinary actions per the sequential discipline policy up to and including revoking 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.

## **Lunch Area**

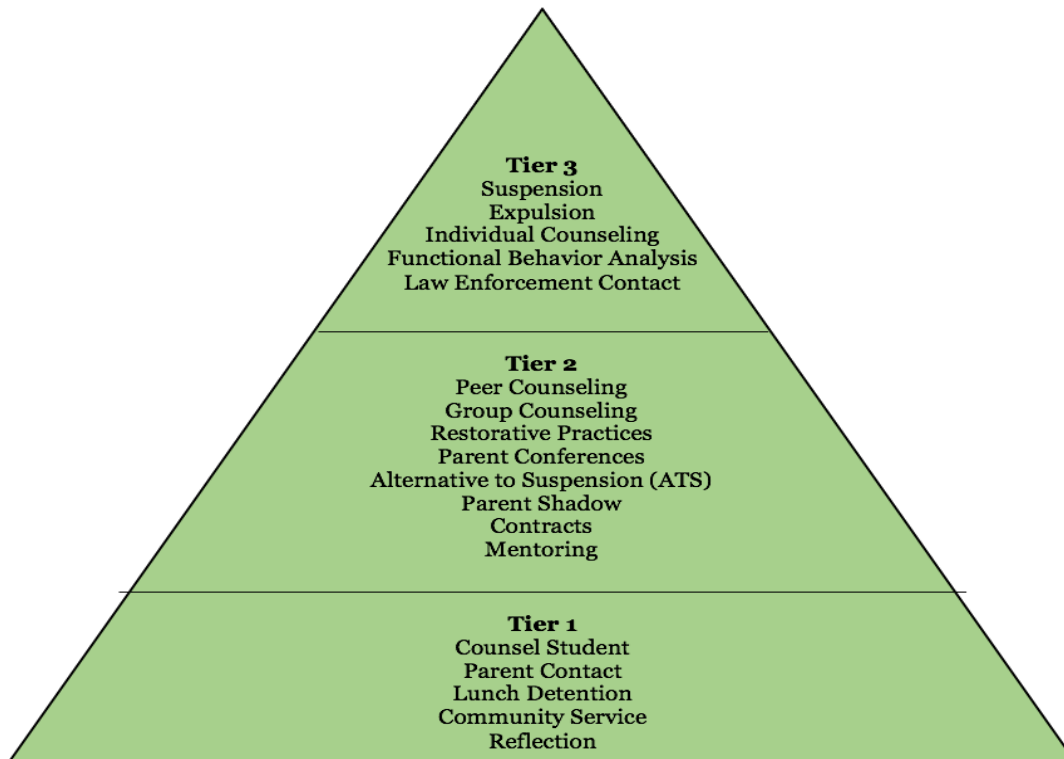
Students must spend their lunch time in the appropriate lunch areas. Students are not permitted to eat or "hang out" in the out of bounds areas of campus. Students taking two lunches is considered truant and will be dealt with accordingly.

## **Suspension Homework Request**

Parents can submit a homework request through counseling (951) 657-2171, extension 21002 if student is suspended 3 or more days.

# Perris High School Progressive Discipline Policy

It is our goal is to provide a safe learning environment for all of our students. Discipline and interventions are assigned based on the severity and recurrence of a given behavior. It is the intention of administration to deal with issues that arise in a fair, consistent, and immediate manner. Please also keep in mind that, unless immediate action is required, it is expected that intervening steps will be taken by the teacher to improve behavior before referring the student to discipline (i.e. parent contact, move seats, conference with student/parents etc.). Consequences and interventions could include:



The discipline office follows a progressive discipline approach depending on the severity and frequency of the infraction. Disciplinary actions for Education Code violations should be followed by interventions.

| Education Code Violation  |  |   |   |
|---|--|---|---|
| <b>Mutual Combat/Fighting/Assault/Battery</b>                         | Consequence: Tier 3<br>Intervention: Tier 1 and 2      | <b>Possession of Drug Paraphernalia</b> | Consequence: Tier 2 or 3<br>Intervention: Tier 1 and 2    |
| <b>Imitation Weapon/Weapons or Dangerous Objects</b>                  | Consequence: Tier 3<br>Intervention: Tier 1 and 2      | <b>Disruption or Defiance</b>           | Consequence: Tier 1, 2 or 3<br>Intervention: Tier 1 and 2 |
| <b>Possession of Controlled Substances</b>                            | Consequence: Tier 3<br>Intervention: Tier 1 and 2      | <b>Terrorist Threats</b>                | Consequence: Tier 3<br>Intervention: Tier 1 and 2         |
| <b>Robbery, Burglary, Extortion, or in Possession of Stolen Goods</b> | Consequence: Tier 3<br>Intervention: Tier 1 and 2      | <b>Sexual Harassment</b>                | Consequence: Tier 3<br>Intervention: Tier 1 and 2         |
| <b>Property Damage/Vandalism/Theft</b>                                | Consequence: Tier 2 or 3<br>Intervention: Tier 1 and 2 | <b>Bullying/Hate Violence</b>           | Consequence: Tier 2 or 3<br>Intervention: Tier 1 and 2    |
| <b>Profanity</b>  | Consequence: Tier 2 or 3<br>Intervention: Tier 1 and 2 | <b>Sexual Assault/Trespassing</b>       | Consequence: Tier 3<br>Intervention: Tier 1 and 2         |

# **Perris Union High School District Responsible Use Policy**

(Pursuant to BP/AR 4040)

Perris Union High School District ("District") recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21st-century technology and communication skills. To facilitate this, we provide access to various technologies for student and staff use.

This Responsible Use Policy ("Policy") outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The Perris Union High School District network is intended solely for educational purposes.
- All activity over the network or using District resources may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children's Internet Protection Act ("CIPA").
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of technology resources may result in disciplinary action.
- Perris Union High School District makes a reasonable effort to ensure our users' safety and security online but will not be held accountable for any harm or damages that result from the use of District technologies.
- Users of the District network or other technologies are expected to alert Information Technology Services staff immediately of any concerns for safety or security.

**Technologies Covered:** The District may provide technological resources for student and employee use including, but not limited to, Internet access, computers and/or computing devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

**Usage Policies:** As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are to be used for instruction, learning, District-related business, and administrative activities. Use of District technology resources to engage in personal business is not permitted.

**Internet Access:** The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District computer resources.

Users shall not attempt to modify any system or network or attempt to "crash" or "hack" into District systems. Users shall not tamper with any software protections or restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users shall not attempt to remove existing software or add their own personal software to District computers and systems unless authorized.

**Personal Safety:** Users should never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission.

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

**Accounts:** Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy of personal information and passwords.

**Email:** The District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email accounts they should be used with care. Email is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origin. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Mobile Devices:** The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same responsible use policies when using devices off the District network as on the District network. Use of these devices while off the District network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Information Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

**Social/Web 2.0/Collaborative Content:** Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

**Cyberbullying:** Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't send emails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action. Cyberbullying can be a crime. Remember that your activities are subject to monitoring and retention.

**Data Security:** District staff and students may have access to confidential and/or personally identifiable information of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the Custodian of Records and the Director of Technology. Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption, and may not be transmitted via email under any circumstances.

**Personal Equipment:** The District recognizes that the use of certain technology devices, such as memory sticks, which are not owned by the District may be beneficial to both District employees and students. Memory sticks and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the memory stick or other storage device is used. District employees and students may connect personal laptops, tablets, or other computing or mobile devices to District wireless networks identified as "ScholarPlus" or "Guest" only. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Director of Technology.

Unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time. District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

**Security:** Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Information Technology Services or an administrator. Users must never use another user's account or share passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

**Downloads:** Users shall not download or attempt to download or run executable programs over the District network or onto District resources without express permission from Information Technology Services staff.

You may be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmission, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

**Netiquette:** Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never envisioned or intended.

**Plagiarism:** Users shall not plagiarize content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet must be appropriately cited, giving credit to the original author.

**Political Activities:** Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate.

**Receipt of Offensive Material:** Due to the open and decentralized design of the Internet and networked computer systems, users are warned that they may occasionally receive materials which may be offensive to them. Users should report all such occurrences to the system Director of Technology.

**No Expectation of Privacy:** District technology resources and all user accounts are the property of District. There is no right to privacy in the use of the technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user.

The District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.

The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Information Technology Services staff in the course of routine maintenance, or by the Director of Technology, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

### **Examples of Acceptable Use**

I will:

- Use District technologies for instructional activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.



- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- Use District technologies at appropriate times, in approved places, and only for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that the use of District technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of District resources.

### **Examples of Unacceptable Use**

I will not:

- Use District technologies in a way that could be harmful.
- Attempt to find inappropriate images or content, or attempt to circumvent the District's filtering tools.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Use District technologies to send mass mailings, "spam," or "mail bombs." Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender's immediate supervisor in advance.
- Plagiarize content I find online.
- Share personally identifying information, about others or myself.
- Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- Use language online that would be unacceptable in the classroom.
- Use District technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

### **Limitation of Liability**

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

### **Violations of this Responsible Use Policy**

**Student Violations:** Users shall report any suspected violation of the Policy by a student to a school site administrator, who shall immediately refer the matter to the Director of Technology for review. If the Director of Technology determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

**Employee Violations:** Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to the Director of Technology and a Human Resources administrator for

review. The Director of Technology and/or the Human Resources administrator shall then determine whether a violation of the Policy has occurred. If the Director of Technology determines that a violation has occurred, he or she may take immediate action to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and/or prosecution.



PERRIS HIGH SCHOOL  
Expected Behavior Matrix  
2017-2018

# PANTHER P.R.I.D.E.

**P**erseverance, **R**elationships, **I**ntegrity, **D**etermination, **E**mpathy

|         | In Class  | At Lunch   | Passing Periods   |
|---------|---|--|---|
| Respect | <ul style="list-style-type: none"><li>• Be on time</li><li>• Follow teacher approved electronic use</li><li>• Listen to others' ideas</li><li>• Demonstrate kindness to all</li></ul> | <ul style="list-style-type: none"><li>• Place garbage in trash can</li><li>• Remain in designated lunch area</li><li>• Go to class when the bell rings</li><li>• Demonstrate kindness to all</li></ul> | <ul style="list-style-type: none"><li>• Be on time to class</li><li>• Demonstrate kindness to all</li></ul> |

# PERRIS HIGH SCHOOL DRESS CODE

Perris High School seeks to maintain a thriving learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at Perris High School will be followed by all. Students who come to school in clothing that is inappropriate can be assigned a disciplinary consequence and will be required to change into school appropriate attire for the duration of the school day. School issued clothing will be given to students who do not meet the dress code standard. **This dress code is in effect during school hours as well as during school sponsored events.**

## **PHS Administration reserves discretion for determining appropriateness for student attire.**

- All clothing and accessories must be school appropriate, must not discriminate against religious or ethnic groups, and free from an image violating another dress code rule.
- Clothing & accessories must be free of safety pins and spikes.
- No strapless clothing or blouses with only one strap. Straps may not be tied or hooked on with pins, and must be at least 1" wide. Shirts should not reveal cleavage or mid-sections.
- Dresses, shorts, and skirts need to be long enough to meet their middle finger when their hands are relaxed at the side. Dresses and skirts requiring frequent adjustment to meet this guideline will be prohibited.
- All clothing (including leggings) shall not be transparent or reveal undergarments.
- Shirts must be worn at all times.
- Clothing shall be sufficient and size-appropriate to conceal all undergarments at all times.
- The bottom of the shirt and the top of the pants must meet.
- Gloves are only allowed in cold weather.
- Do-rags, wave caps, bandanas, and hair picks are not allowed at school.
- Sweatbands may be worn during physical education classes only.
- Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety. Slippers, steel toed shoes, and flip flops, and boots are not to be worn at school). Sandals should have heel straps.
- Clothing items cannot conceal the identity of a student (i.e. hoods, bandanas, scarves etc.).
- Clothing with holes and rips will be assessed along the guidelines for dresses, skirts, and shorts.
- Chains are not permitted whether attached to a wallet or worn loose on clothing.
- Clothing that promotes illegal substances, paraphernalia, violence, alcohol, or sexually explicit material.
- Any clothing, purse, backpack, notebook, jewelry, etc. displaying a "Hate" symbol is strictly prohibited at school.
- Sunglasses may not be worn indoors (unless under doctor's prescription).

When a new fashion trend becomes a symbol that may be dangerous, anti-social, or the arrangement of specific clothing items denotes gang affiliation (Pittsburgh Pirates, and L.A., clothing with Orange County, I.E. (Inland Empire) or the number "13") or when attire is questionable; the Perris High School Administration reserves the right to prohibit such items and arrangements.

**\*Note: It is required for parent to pick up all confiscated items. Confiscated materials will be held for parent pick-up at the end of the day on the first offense. Confiscated materials can be picked up by parents/guardians between 7:30 a.m. - 8:30 a.m. & 2:30 p.m. - 3:30 p.m. Repeat offenders will have their items confiscated for one week on the second offense; and for the remainder of the semester on the third offense. Students will also be subject to disciplinary consequences. If materials are not picked up within 30 days the items can be donated to Goodwill.**

# Perris Union High School District Behavior Guidelines

Offenses on the Behaviors Guideline chart are not categorized by Level I and Level II categories. This has not been an explicit practice in the Perris Union High School District. However, when reviewing the guideline procedures and consequences, several implicit categories could be identified according to severity. For example, there are multiple offenses that require other means of corrections prior to suspension that have been highlighted in blue below. These offenses could be 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 could be considered Level II offenses.

EC=Education Code

PC=Penal Code

HSC=Health and Safety Code

| Other Means of Correction   |  | CONSEQUENCES  |
|---|--|---|
| <ul style="list-style-type: none"> <li>Student Study Teams</li> <li>Behavior Contracts</li> <li>Daily Progress Reports</li> <li>Referral to programs teaching pro –social behavior</li> <li>Parent Teacher Conferences</li> <li>Referral to Counselor</li> <li>Community Service</li> <li>Campus Beautification</li> <li>Restorative Justice Program</li> </ul> |  | <ul style="list-style-type: none"> <li>Lunch Detention</li> <li>After School Detention</li> <li>Class Suspension</li> <li>On Campus Suspension</li> <li>School Suspension</li> <li>Alternative Placement</li> <li>Expulsion</li> </ul>  |
| ISSUES  | VIOLATIONS   | CONSEQUENCES  |
| <b>1. PHYSICAL INJURY &amp; VIOLENCE<br/>MUTUAL COMBAT/FIGHTING/<br/>THREATS/ASSAULT</b><br><br>EC § 48900 (a)(1)<br>EC § 48900 (s)<br><b>EC § 48915 (a)(1), (a)(5)</b>   | <b>(a)(1)</b> Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat.<br>Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear.<br><b>(s)</b> Aiding or abetting infliction of physical injury.  | ✓ Suspension EC § 48900 (a)(1) or (s).<br>✓ Referral to Counseling.<br>✓ Sheriff/Police Citation - Fighting on school grounds: PC 415, 242.<br><b>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).</b>  |
| <b>2. BATTERY</b><br>EC § 48900 (a)(2)<br><b>EC § 48915 (a)(5)</b>  | <b>(a)(2)</b> Willfully used force or violence upon another person, except in self-defense: striking, shoving, and kicking.<br>Assault with deadly weapon.<br>Not mutual combat. Battery against student, battery against staff member.<br>Battery: Unlawful injury, beating, hitting of another person – does not fight back.   | ✓ Suspension EC § 48900 (a)(2).<br>✓ Referral to Counseling.<br>✓ Sheriff/Police Intervention PC 242, 243.2.<br><b>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).</b>   |
| <b>3. WEAPONS/DANGEROUS OBJECTS<br/>EXPLOSIVES/REPLICA WEAPONS</b><br>EC § 48900 (b), (m)<br>US Code, Section 921, Title 18<br><b>EC § 48915 (a)(2)</b><br><b>EC § 48915 (c)(1), (c)(2), (c)(5)</b>   | <b>(b)</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, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens.<br><b>EC 48915 (c)(5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps.</b><br><b>(m)</b> Possessed an imitation (replica) firearm | <b>EC § 48900 (m) Requires others means of correction for 1- Offense (See Table Above)</b><br>✓ Suspension EC § 48900 (b).<br>✓ Sheriff/Police Intervention PC 626.9, 244.5, 417, 653 (g).<br>✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a).<br><b>✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c)(2), possession of a firearm (c)(1), explosives (c)(5)].</b><br><b>✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.</b><br><b>✓ 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.</b> |

|   |  |  |
|---|--|--|
| <b>4. CONTROLLED SUBSTANCES<br/>DRUGS &amp; ALCOHOL</b><br>EC § 48900 (c), (d)<br>EC § 48900 (p)<br>HSC 11366-11375<br><b>EC § 48915 (a)(3), (c)(3)</b> | <p>(c) Possessed, used, sold, furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.</p> <p>(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> <p>(p) Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p> <p><b>EC 48915 (a)(3) Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce.</b></p> <p><b>Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.</b></p> | <ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (c), (d).</li> <li>✓ Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053.</li> <li>✓ Referral to Counseling.</li> <li>✓ <b>Expulsion Recommendation – EC § 48915</b></li> <li><b>[Mandatory for sales of controlled substances (c)(3)].</b></li> </ul>  |
| <b>5. ROBBERY, BURGLARY, OR<br/>EXTORTION</b><br>EC § 48900 (e)<br><b>EC § 48915 (a)(4)</b>   | <p>(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).</p> <p>Burglary: Entry with intent to commit a theft.</p>   | <ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (e).</li> <li>✓ Restitution to Victim/Community Service</li> <li>✓ Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519.</li> <li>✓ <b>Expulsion Recommendation EC § 48915 (a)(4).</b></li> </ul>   |
| <b>6. PROPERTY DAMAGE/<br/>VANDALISM<br/>GRAFFITI / ARSON</b><br>EC § 48900 (f)   | <p>(f) Caused or attempted to cause damage to school property or private property.</p> <p>Possession of graffiti implements (markers, scribes, liquid or aerosol paint).</p>   | <p><b>Requires other means of correction for 1<sup>st</sup> Offense (See Table Above)</b></p> <ul style="list-style-type: none"> <li>✓ In-House Suspension or Suspension EC § 48900 (f).</li> <li>✓ Restitution to Victim/Community Service.</li> <li>✓ Sheriff/Police Citation - Graffiti: PC 594 (a)(1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452.</li> <li>✓ Fire Department Intervention PC 451, 452.</li> <li>✓ Expulsion Recommendation.</li> </ul> |
| <b>7. THEFT</b><br>EC § 48900 (g), (l)  | <p>(g) Caused or attempted to steal school property or private property.</p> <p>(l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>  | <p><b>Requires other means of correction for 1<sup>st</sup> Offense (See Table Above)</b></p> <ul style="list-style-type: none"> <li>✓ In-House Suspension or Suspension EC § 48900 (g).</li> <li>✓ Restitution to Victim/Community Service.</li> <li>✓ Sheriff/Police Intervention PC 484, 487, 488.</li> <li>✓ Expulsion Recommendation.</li> </ul>  |
| <b>8. TOBACCO</b><br>EC § 48900 (h)<br>EC § 48901   | <p>(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigar, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel, and electronic cigarettes.</p>   | <p><b>Requires other means of correction for 1<sup>st</sup> Offense(See Table Above)</b></p> <ul style="list-style-type: none"> <li>✓ Sheriff/Police Citation PC 308 (b).</li> <li>✓ Referral to Smoking Cessation Program.</li> <li>✓ Suspension EC § 48900 (h).</li> <li>✓ Referral to Counseling.</li> </ul>  |
| <b>9. PROFANITY &amp; VULGARITY<br/>OBSCENITY</b><br>EC § 48900 (i)   | <p>(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</p>  | <p><b>Requires other means of correction for 1<sup>st</sup> Offense (See Table Above)</b></p> <ul style="list-style-type: none"> <li>✓ Teacher warning; Teacher suspension; Detention or In-House Suspension.</li> <li>✓ Administrative Conference.</li> <li>✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i).</li> <li>✓ Sheriff/Police Intervention.</li> </ul>   |
| <b>10. PARAPHERNALIA</b><br>EC § 48900 (j)<br>HSC 11364   | <p>(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.</p>  | <p><b>Requires other means of correction for 1<sup>st</sup> Offense (See Table Above)</b></p> <ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (j).</li> <li>✓ Referral to Counseling.</li> <li>✓ Sheriff/Police Intervention.</li> <li>✓ Expulsion Recommendation.</li> </ul>   |
| <b>11. DISRUPTION &amp; DEFIANCE</b><br>EC § 48900 (k)  | <p>(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.</p>   | <p><b>Requires other means of correction for 1<sup>st</sup> Offense (See Table Above)</b></p> <ul style="list-style-type: none"> <li>✓ Teacher warning; Removal from class/activity; Teacher suspension.</li> <li>✓ Detention or In-House Suspension.</li> <li>✓ Administrative Meeting and Counseling.</li> <li>✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation.</li> <li>✓ Sheriff/Police Intervention.</li> </ul>                    |
| <b>12. SEXUAL ASSAULT OR BATTERY</b><br>EC § 48900 (n)<br><b>EC § 48915 (c)(4)</b>  | <p>(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.</p>  | <ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (n).</li> <li>✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286,</li> </ul>  |

|   |  |  |
|---|--|--|
|   |  | 288.<br><b>✓ Expulsion Recommendation EC § 48915 (c)(4).</b>   |
| <b>13. ELECTRONIC SIGNALING &amp; OTHER DEVICES</b><br>EC § 48901.5, EC § 48900 (k).<br>May possess on school campus during the day, not activated.<br><br><b>ELECTRONIC MUSIC EQUIPMENT OR GAMES</b> 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.<br><br>Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.  | ✓ 1= Offense: Confiscation of device. Parent/ Guardian contacted to pick up device.<br>✓ 2= Offense: Confiscation of device. Parent/Guardian contacted to pick up device.<br>✓ 3= Offense: Confiscation of device. Parent/ Guardian contacted to pick up device.<br>✓ Suspension for defiance EC § 48901.5, 48900 (k). |
| <b>14. SEXUAL HARASSMENT</b><br>EC § 48900.2, PC 212.5<br><i>Grades 4 to 12</i>   | 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.<br>✓ Sheriff/Police Intervention PC 212.5.<br>✓ Expulsion Recommendation.   |
| <b>15. HATE VIOLENCE</b><br>EC § 48900.3<br><i>Grades 4 to 12</i>   | Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, 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.   | ✓ Suspension EC § 48900.3.<br>✓ Sheriff/Police Intervention PC 422.6 - 422.76, 628.1.<br>✓ Expulsion Recommendation.   |
| <b>16. HARASSMENT/BULLYING</b><br>EC § 48900.4, (o), (r)  | (o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing).<br>(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".<br>Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping. | <b>Requires other means of correction for 1= Offense (See Table Above)</b><br>✓ Suspension EC § 48900.4.<br>✓ Referral to Counseling.<br>✓ Sheriff/Police Intervention - Kidnapping: PC 135.<br>✓ Expulsion Recommendation.  |
| <b>17. TERRORISTIC THREATS</b><br>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.<br>✓ Sheriff/Police Intervention PC 422.<br>✓ Expulsion Recommendation.   |
| <b>18. DRESS CODE</b><br>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.<br>✓ Loaner T-shirt or school uniform provided.<br>✓ Parent/Guardian notified.<br>✓ Suspension EC § 48900 (k).   |
| <b>19. HAZING</b><br>EC § 48900 (q)<br>EC § 32050   | (q) Engaged in or attempted to engage in hazing as defined in EC § 32050.<br>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).<br>✓ Sheriff/Police Intervention PC 242, 212.5.<br>✓ Expulsion Recommendation.  |
| <b>20. ATTENDANCE</b><br>EC § 48260, EC § 48262, EC § 48264.5 (a)<br><i>RESTRICTED AREA</i><br>EC § 48900 (k)   | Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission.<br>Truant from school or contributed to the truancy of other students.<br>Excessive tardiness to school or class.<br>In unauthorized / restricted areas on-campus.  | ✓ Detention/In-House Suspension.<br>✓ Truancy Letters/SART.<br>✓ Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above.<br>✓ Referred to SARB EC § 48320.<br>✓ Referred to District Attorney Mediation/Juvenile Court.  |
| <b>21. VISITORS/TRESPASSING/ ADULT CAMPUS DISRUPTION/ THREATS, ASSAULTS TO SCHOOL OFFICIALS</b><br>EC § 32211, 44811, 44014   | 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.<br>✓ Persona non grata declaration/Restraining Order.<br>✓ Sheriff/Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.  |

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 2017-18 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)



## Explanation of Terms & Important Information

**On Campus Intervention - OCI:** OCS is a consequence for the violation of a school rule and is an alternative to home suspension. OCS is also used as a consequence to remediate student attendance problems - especially tardiness, but also misuse of passes, or no passes.

**Community Service:** Students may be assigned to complete community service, including campus beautification activities for a variety of disciplinary offenses including truancy, being off-campus without permission, or for vandalism and destruction of property.

**Saturday School:** Saturday School, 8:00 a.m. to 1:00 p.m. Assignment to Saturday School can be a consequence for the violation of a school rule and is an alternative to home suspension. Also, Saturday School could be used for attendance recovery purposes. When assigned to Saturday School, students are responsible for their own transportation.

**Suspension/Expulsion:** According to the Education Code 48900 (a-r); 48900 .2, .3, .4, .7; and 48915 (a) and (c) and Board Policies, pupils may be suspended or recommended for expulsion.

**Required Parental Attendance:** A law enables parents/guardians to be absent from work without endangering their employment status in order to attend a portion of their child's school day at a teacher's request (L.C. 230.7). Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit, and before leaving the school premises, the parent/ guardian may also meet with the school Principal or designee. It is the responsibility of the parent/guardian to update all emergency contact information.

**Searches:** Situations may occur where the health, safety, and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials are authorized to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. Dogs are used in random drug searches of the campus to ensure the safety of our students.

**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 items.

**Drugs, Alcohol, Electronic Cigarettes, Vapors and Tobacco:** The use of any non-prescribed drugs, alcohol, electronic cigarettes, vapors, vapor pens and liquids, tobacco or possession of a lighter, matches and rolling papers on school grounds, at school related functions is strictly prohibited. Possession of any items or paraphernalia that can be associated

with or has an intended use for illegal drug use is prohibited. A student who abuses this policy is subject to suspension and/or expulsion. Students may possibly be cited by a School Resource Officer (SRO) for drugs or alcohol.

**Knives & Weapons:** Knives or weapons of any type or size are not allowed at school. All knives or weapons brought to school will be confiscated and have disciplinary actions up to and including expulsion.

**Food & Drink:** Food and drinks may not be consumed in classroom, except water. No glass containers are allowed on campus. Food and beverages will be served and eaten in designated areas. No nuts or seeds in shells will be allowed. Outside food is not allowed on campus and cannot be dropped off at any time during the school day (i.e., cakes, Starbucks drinks, etc.).

**Drop Offs:** Students are not permitted to receive deliveries of any kind nor are they permitted to bring any items such as (flowers, cakes, balloons, etc.) during the school day.

**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 school policy, prohibit him/ her from entering district property for specified period of time.

Students who violate this policy could be suspended, cited by the School Resource Officer or even recommended for expulsion under CA EC 48900 (h):

- (1) Students are prohibited to be in possession or use tobacco; or any product containing nicotine.

**Medications:** In compliance with California Education Code section 49423, when an employee of the school district gives medication to a student, the employee must act in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes or at the beginning of the new 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's 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 carry 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 can't give medication brought to school in a plastic bag, plastic ware, or any other repackaging. Out-of-date medication will NOT be given. An adult must bring the medication to school along with the completed authorization form.

**Excessive Display of Affection:** Any excessive display of affection is unacceptable on school grounds or at any school sponsored activities. Excessive refers to: heavy kissing, petting, and other physical demonstrations considered being offensive. Violators will be disciplined.

**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. The District 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.

**Hate Violence:** No person shall by force or threat of force, willfully injure, intimidate, or interfere with another person's race, color, religious ancestry, national origin, gender, or sexual orientation. To do so constitutes a hate crime resulting in suspension with a high probability of expulsion.

**Anti-Bullying/Cyberbullying:** The District and Perris High School believe 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. 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.

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

This policy applies whenever a student is on school grounds, traveling to and from school, at a school sponsored activity, during lunch period, and whether on/off campus. In addition, regardless of where cyberbullying was done, if the actions impact school activities or school attendance then students involved may be subject to discipline in accordance with district policies and regulations.

**Associated Student Body & Identification Cards:** Every student at Perris High School is required to have student identification. This student identification card is available from the Student Government/ASB and must be carried at all times. This student identification card must be shown and/or surrendered to Perris High School personnel on request.

Students will not be allowed to get textbooks, checkout library materials, or be allowed to use the campus computer labs without their identification card in their possession. This card is used for identification at events and is used as an ASB

card when an ASB stamp is purchased. The ASB stamp makes a student an active and participating member of the ASB and provides the funds necessary to maintain student activities. The ASB card provides students free admission to all home athletic events (excluding CIF) and reduces prices for dances, and other scheduled events. Students participating in athletics, clubs, or academic organizations must purchase an ASB card in order to receive awards.

**Student Identification Card:** All students are required to have their current student ID in their possession while on campus and at all school functions, including all dances, field trips, and evening events. Students will NOT be allowed entrance to ANY school dance/evening event without a current school ID. Students who lose their ID will be required to purchase replacements. A replacement student ID can be purchased from the ASB Accountant for a cost of \$5 each. Students must be able to present their student ID when approached by school officials. Additionally, students must present their student ID to be serviced in the cafeteria. \* **Note: Students are subject to disciplinary actions if they do not carry their student ID on a daily basis. Violation of this policy is considered a dress code violation and will be handled as such.**

**18-Year-Old Rights:** As an 18-year-old, you're considered an adult and you are no longer considered a minor with all of the responsibilities and legal rights of citizenship. Some of these include: excusing absences, leaving school, voting in State and Federal elections, as well as having sole rights to your educational records. Compulsory education ends at age 18. You are no longer required to remain enrolled in school. School sites also have the right to terminate your enrollment, and refer you to adult education if you do not follow the policies and rules of the school.

You have the right to request that your parents do not have access to your educational information. This process involves a meeting with your counselor and filling out the 18-year-old rights form to request such.

Parents of 18 year olds, who are considered dependents for tax purposes, are entitled to access to their child's educational information. The parents of 18-year-old students who request that their parents be denied access to their records will be notified and they will have the right to nullify this request if they provide proof of dependency.

**Parking Permits:** The Perris 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** leave vehicles unattended, **may not park or leave** vehicles in designated visitor parking stalls, against red (fire lane) curbs, in the student drop off area, or in the staff parking area.

Parking on campus is by permit only. Students who drive a vehicle and park on the Perris High School campus must register their vehicles with the school. Parking permits will be issued by the Discipline Office before school or during lunch. You must have a valid Driver's License, current vehicle registration, and current proof of insurance. Student parking permits must be visibly displayed. Any student vehicles found in violation of this policy may be cited and/or towed by the Riverside County Sheriff's Department. 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.

**Personal Property:** Students and parents are reminded that Perris High School and the Perris Union High School District do not assume responsibility for personal property. Students may not bring radios, MP3 players, electronic or video games, CD players, water guns, paint-ball guns, chains, markers, whiteout, liquid paper, lasers, or other items of value to school. Items confiscated by staff will not be returned until the parent or guardian picks them up. Students who are considered repeat offenders will have their property confiscated for the remainder of the grading period.

**PE Lockers:** Students are not to leave belongings unattended. Each student must have their own locker and should not be shared. You are strongly recommended to purchase a strong lock which cannot easily be broken into or opened.

**Personal property is brought at your own risk. PHS and PUHSD are not responsible for lost, stolen, and/or damaged devices. Site administration will not disrupt the instructional process to engage in investigations or searches due to lost or stolen items.**

**Bicycles, Skateboards, and Scooters:** Due to safety concerns and to prevent property damage: Skateboards, in-line skates, razor scooters, and other similar devices **will not** be allowed to be ridden on school property at any time. All bikes, skateboards, and scooters are to be locked-up in the designated area on the campus during the course of the school day. Late students will not be allowed to keep these items on campus: they must ask a campus supervisor for access to the locked area. Violation of this policy will result in confiscation of said items. Parent pick-up policy will be strictly enforced (see above paragraph). Students caught skateboarding will also be subject to citation if they are violating California's safety laws regarding helmets.

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

All unauthorized items brought to school may be confiscated by staff, such as, but not limited to: skateboards, scooters, radios, cell phones, iPods, electronic devices, aerosol cans, markers, toys, 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 these confiscated items. The primary objective of requiring students not to bring restrictive materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss and damage to private property.

**PLAGIARISM:** Plagiarism is submitting someone else's word or work as your own, copying words or ideas from someone without giving them credit, and not putting a quotation around a direct quote. To avoid plagiarism, clearly distinguish your ideas from the ideas of outside forces and give credit to the right source. Also, know how to paraphrase text correctly as hanging a few words is not a legitimate paraphrase and how to quote correctly. Cite all sources. Plagiarism consequences are at the discretion of the teacher and/or administration.

# BELL SCHEDULE

| Period                     | Mondays and Fridays             |          |          |          | Period                     |
|----------------------------|---------------------------------|----------|----------|----------|----------------------------|
| Period 1 (40)              | 9:05 AM                         |          | 9:45 AM  |          | Period 1 (40)              |
| Period 2 (45)              | 9:51 AM                         |          | 10:36 AM |          | Period 2 (45)              |
| Nutrition                  | 10:36 AM                        |          | 10:41 AM |          | Nutrition                  |
| Period 3 (40)              | 10:47 AM                        |          | 11:27 AM |          | Period 3 (40)              |
| Period 4 (40)              | 11:33 AM                        |          | 12:13 PM |          | Period 4 (40)              |
| Periods 5 (44)             | 12:19 PM                        | 1:03 PM  | 12:13 PM | 12:48 PM | 1 <sup>st</sup> Lunch (35) |
| 2 <sup>nd</sup> Lunch (35) | 1:03 PM                         | 1:38 PM  | 12:54 PM | 1:38 PM  | Period 5 (44)              |
| Period 6 (40)              | 1:44 PM                         |          | 2:24 PM  |          | Period 6 (40)              |
| Period 7 (40)              | 2:30 PM                         |          | 3:10 PM  |          | Period 7 (40)              |
|                            |                                 |          |          |          |                            |
| Period                     | Tuesdays, Wednesdays, Thursdays |          |          |          | Period                     |
| Period 1 (52)              | 7:45 AM                         |          | 8:37 AM  |          | Period 1 (52)              |
| Period 2 (57)              | 8:43 AM                         |          | 9:40 AM  |          | Period 2 (57)              |
| Nutrition                  | 9:40 AM                         |          | 9:45 AM  |          | Nutrition                  |
| Period 3 (52)              | 9:51 AM                         |          | 10:43 AM |          | Period 3 (52)              |
| Period 4 (52)              | 10:49 AM                        |          | 11:41 AM |          | Period 4 (52)              |
| Period 5 (52)              | 11:47 AM                        | 12:39 PM | 11:41 AM | 12:16 PM | 1 <sup>st</sup> Lunch (35) |
| 2 <sup>nd</sup> Lunch (35) | 12:39 PM                        | 1:14 PM  | 12:22 PM | 1:14 PM  | Period 5 (55)              |
| Period 6 (52)              | 1:20 PM                         |          | 2:12 PM  |          | Period 6 (52)              |
| Period 7 (52)              | 2:18 PM                         |          | 3:10 PM  |          | Period 7 (52)              |

# GRADUATION REQUIREMENTS

## GRADUATION POLICY

High school graduation ceremonies shall be held to recognize those students who have successfully completed the required course of study, and have accrued 225 credits. Students who are course or credit deficient may not participate in the graduation ceremonies. It is the students' responsibility to ensure that all requirements have been met.

## TRANSCRIPTS

A transcript showing all grades and credits is kept in the Registrar's office. A student may request a copy of his/her transcript by completing the appropriate form available in the Registrar's office. Any student, who will be attending college after graduation, must request an official transcript before graduation. Any course taken at the community college, during the high school year, must bring an official transcript in a sealed envelope, in order to receive high school credit for that course.

## SCHOOL DAY ENROLLMENT REQUIREMENTS

- Students in grades 9 to 11 are required to take 7 classes on campus.
- 12th graders are required to take 6 classes on campus for the 1st semester and 5 classes for the 2nd Semester
- Off campus ROP classes MAY count as one of the required number of classes (with Administrator's Approval).
- It is the principal's discretion to use concurrent enrollment as one of the required number of classes.

## TRANSFER CREDIT

Every student entering PHS with completed semester credits will receive all of his/her semester credits. PHS only issues credit at the end of 1st and 2nd semester. PHS does not issue variable credit. Students leaving PHS before the official end date of the semester will not be issued credit. Students leaving PHS at the completion of the full semester will receive all of their earned credit.

**Only the letter grades of A+ through and including D- shall qualify for credit for graduation requirements**  
Graduation Requirements for class of 2019 and all years thereafter.

**Credits**

4 years of English (40 credits)

3 years of Science (one year of life science and one year of physical science) (30 credits)

3 years of Math (one year must be Algebra 1 or higher) (30 credits)

1 year of World History (Euro History or AP Human Geography is also acceptable) - (10 credits)

1 year of US History (10 credits)

1 semester of Government (5 credits)

1 semester of Economics (5 credits)

1 year of Foreign Language (10 credits)

1 year of a Fine Art (10 credits)

2 years of PE (Dance, Marching Band, ROTC, Athletics all count) (20 credits)

55 credits of Electives (55 credits)

**CREDIT TOTAL: 225 credits**

Note: UC/CSU A-G have some differences.

**Elective Credit Information:**

Coursework above the high school graduation requirements (like A-G) may be used as elective credits.

**Limitations:**

Office/student aide 10 credits maximum

(Office aides are Seniors ONLY and receive Pass/Fail grade. Peer tutors are Juniors and Seniors and will receive a letter grade) not to be used to determine athletic eligibility)

Work experience 40 credits maximum

Community service 20 credits maximum

ROP 40 credits maximum

Requirements may be earned through alternative credits (BP/AR 6146.11 - Alternative Credits Toward Graduation). Adult Education requirements are included in BP/AR 6146.11.



# UNIVERSITY OF CALIFORNIA APPROVED PREPARATORY COURSES

*Each year, lists of high school courses meeting university preparatory standards are submitted to the University of California. Only these courses may be used to fulfill subject requirements for admission to campuses within this university system.*

UC WILL ONLY ACCEPT GRADES OF "C" OR BETTER IN BOTH SEMESTERS OF THE REQUIRED COURSES.

A GRADE OF "C" OR BETTER IN THE 2<sup>ND</sup> SEMESTER OF MATH OR FOREIGN LANGUAGE WILL BE ACCEPTABLE EVEN IF A GRADE LESS THAN A "C" WAS ATTAINED IN THE 1<sup>ST</sup> SEMESTER.

**NOTE:** Only the underlined courses below will be assigned extra AP weighted credit (A=5, B=4, C=3)

## COURSES TO MEET REQUIREMENTS FOR ADMISSION \*:

### (a) History

|                         |                           |
|-------------------------|---------------------------|
| Government              | AP Government             |
| Ag Government           | <u>AP Human Geography</u> |
| <u>AP US History</u>    | US History                |
| <u>AP World History</u> | World History             |
| <u>AP Euro History</u>  |                           |

### (b) English

|  |                 |
|--|-----------------|
| English I, II, III                       | Adv. English I  |
| English Literature                       | Adv. English II |
| <u>AP English Lang. &amp; Comp.</u>      |                 |
| <u>AP English Literature &amp; Comp.</u> |                 |
| CSU Expository Reading and Writing       |                 |

### (c) Mathematics

|                       |                             |
|-----------------------|-----------------------------|
| Integrated Math I     | Integrated Math II          |
| Integrated Math III   | Algebra 1A and 1B           |
| Algebra I Geometry    |                             |
| <u>AP Calculus AB</u> | Algebra II/Trigonometry     |
| <u>AP Calculus BC</u> | Math Analysis               |
| <u>AP Statistics</u>  | <u>Math Analysis Honors</u> |

### (d) Laboratory Science

|                              |                     |
|------------------------------|---------------------|
| Biology                      | Chemistry           |
| <u>AP Biology</u>            | <u>AP Chemistry</u> |
| Ag Biology                   | Ag Chemistry        |
| Anatomy & Physiology Physics |                     |
| <u>Physics Honors</u>        |                     |

### (e) Foreign Language

|                                 |                     |
|---------------------------------|---------------------|
| Spanish I                       | German I            |
| Spanish II                      | German II           |
| Spanish III Honors              | German III Honors   |
| <u>AP Spanish IV</u>            | <u>AP German IV</u> |
| <u>AP Spanish V Lit.</u>        |                     |
| Spanish for Spanish Speakers I  |                     |
| Spanish for Spanish Speakers II |                     |

### (f) Visual & Performing Arts

|                        |               |
|------------------------|---------------|
| Art I                  | Ceramics I    |
| Art II                 | Ceramics II   |
| Drama I                | Dance I       |
| Drama II               | Dance II      |
| Play Prod. (Drama III) | Dance III     |
| Concert Choir          | Floral Design |
| Concert/Marching Band  | Jazz Band     |
| Photo I                |               |

### (g) Electives

|   |                      |
|---|----------------------|
| Economics                                 | Earth Science CP     |
| Ag Economics                              | Ag Earth Science     |
| <u>AP Economics</u>                       | <u>AP Psychology</u> |
| Plant & Animal Sci                        | Cinema Studies       |
| World Geography and Cultures (1 Semester) |                      |
| AVID Senior Seminar                       |                      |

**\* This is NOT a complete list. For complete information, please check the UC website,**

<https://doorways.ucop.edu/list/app/institutionSearch-flow.jsessionid=7CBC841521865B5B310E6DEB8403CCA8?execution=e1s3>

## 4-YEAR COLLEGE MINIMUM REQUIREMENTS

### FOUR YEAR PLAN

**ENGLISH** - 4 Years College Prep

**MATH** - 3 Years: Algebra I, Geometry, Algebra II *or equivalent*

**SCIENCE** - 2 Years Lab Science

**FOREIGN LANGUAGE** - 2 Years of Same Foreign Language

**VISUAL/PERFORMING ARTS** - 1 Year

**SOCIAL SCIENCE** - 2 Years

**COLLEGE PREP ELECTIVE**- 1 Year

| <b>FRESHMAN CR</b> | <b>SOPHOMORE CR</b> | <b>JUNIOR CR</b> | <b>SENIOR CR</b>   |
|--------------------|---------------------|------------------|--------------------|
| English I          | English II          | English III      | Expo. Writing      |
| English I          | English II          | English III      | Expo. Writing      |
| Foreign Language   | World History       | US History       | Government         |
| Foreign Language   | World History       | US History       | Economics          |
| Science            | Science             | Science          | Elective           |
| Science            | Science             | Science          | Elective           |
| Math               | Math                | Math             | Elective           |
| Math               | Math                | Math             | Elective           |
| PE                 | PE                  | Elective         | Elective           |
| PE                 | PE                  | Elective         | Elective           |
| Elective           | Elective            | Elective         |                    |
| Elective           | Elective            | Elective         |                    |
| Year Total         | Year Total          | Year Total       | Year Total         |
| Summer School      | Summer School       | Summer School    | Summer School      |
|                    |                     |                  | <b>TOTAL</b> _____ |

### AR 5127(b)

### GRADUATION CEREMONIES AND ACTIVITIES

#### Determination of Valedictorian(s) and Salutatorian(s) -

***Effective: This would be in place for students graduating in 2017 and all years thereafter.***

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. The Continuation High School will take the students with the top ten cumulative GPA’s to determine their “Graduates with Honors”.
11. Students earning the “Graduates with Honors” distinction will be issued a braided cord in their school colors.

**AR 5127(c) GRADUATION CEREMONIES AND ACTIVITIES (continued)**

Traditional Approved Recognitions Only the following recognitions will be allowed in addition to Cap and Gown other than approved pins attached to the gown sash:

- Top Ten – Cord
- Honor Roll – Cord
- CSF – Cord
- AVID – Sash
- NHS (National Honors Society) – Cord

## **CIVILITY POLICY**

**Purpose.** Perris High School believes that maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our students' education. A safe, civil environment is essential to high achievement for students and staff, to the free exchange of ideas central to a quality education process, and to the development of youth as thoughtful participants in our democracy. Uncivil conduct interferes with this goal. To further this goal, it is the intent of Perris High School to promote mutual respect, civility, and orderly conduct among school employees, students, parents, and the public. It is not the intent of Perris High School to deprive any person of his/her right to freedom of expression. The intent of this policy is to maintain to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, administrators, other staff, for parents and students, and other members of the community. In the interest of establishing teachers and other school employees as positive role models, Perris High encourages positive communication and interactions and discourages disruptive, volatile, hostile, or aggressive communication or action. Perris High School encourages public co-operation with and adherence to this policy.

### **Expected Level of Behavior.**

1. School employees should treat other school employees, parents/ guardians, students, and other members of the public with civility, courtesy, and respect.
2. Parents/ guardians and other members of the public should treat staff, students, and each other, while on school grounds and/ or participating in school-related activities, with civility, courtesy, and respect.
3. Students should treat school staff, parents/ guardians, other students, and members of the public with civility, courtesy, and respect.

### **Unacceptable/ Disruptive behavior includes, but is not necessarily limited to:**

1. Exhibiting behavior that interferes with or threatens to interfere with the operation of a classroom or school-related off-campus activity, an employee's office or office area, and all areas of a school or facility.
2. Using loud and/ or offensive or demeaning language, swearing, cursing, profanity, or a disruptive display of temper.
3. Inciting others to taunt, jeer, or threaten at an individual.
4. Repeatedly interrupting another individual who is speaking at an appropriate time and place.
5. Using personal epithets or gesturing in a manner that puts another in fear for his/ her personal safety.
6. Invading the personal space of an individual after being directed to move away.
7. Physically blocking an individual's exit from a room or location.
8. Remaining in a classroom or school area after a teacher, administrator, or school employee has directed one to leave.
9. Threatening to do bodily or physical harm to a parent/guardian, a teacher, a school administrator, a school employee, or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
10. Abusive, threatening, demeaning, or obscene mail, e-mail, or voice mail message.
11. Threats to the health and safety of students or school employees.
12. Damaging or destroying school property.
13. Any other behavior that disrupts the orderly operation of school, school classrooms, or any other school facility.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as

1. The ideas are presented in a respectful manner and at a time and place that are appropriate, and
2. Such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

