

THE LAKE

Perris Union High School District

2017 - 2018



**418 W. Ellis Avenue
Perris, CA 92570
951-657-7357
Fax 951-940-5385**

Parent/Student Handbook

Can also be found online @ <http://www.puhsd.org>



FREE OR REDUCED LUNCH

The reduced/free lunch form is available through the school and can be found on the school web page @ <http://www.puhsd.org/Domain/547>. The application is in the student enrollment packet and must be completed to receive services. District policy requires every family to complete the application so that services are available when needed.

Faculty & Staff

Dean P. Hauser	Principal	Rudy Lima	Counselor
Kimberly Cooper	Principal's Secretary	Shawn Goffman	Woodshop/Work Exp. Instructor
Nancy Hinojosa	AP Secretary	Nancy Howell	Special Ed. Instructor
Julie Brown	Receptionist/Registrar	Jonathan Huelsman	Math Instructor
Denise Inzauro	Guidance Tech/SIS/Registrar	Stephany Lon	English Teacher
Yolanda Guerrero	Attendance Technician	Walter Maciel	Social Science Teacher
Erica Hulstrom	Library Clerk	Gary Miller	Science Instructor
Dave Jackson	Campus Supervisor	Darleen Nash	Art Instructor
Trevor Jackson	Campus Supervisor	David Newton	Computer Tech Instructor
Ricardo Monarez	Campus Supervisor	Martha Puente	English Instructor/ELA
Valerie Peralta	Campus Supervisor	Joe Rossi	Physical Ed. Instructor
Robert Quevedo	Custodian	Carol Stern	Social Science Instructor
Hector Flores	Custodian	Brenda Watkins	ParaEducator
		Craig West	Spanish Instructor

To email a staff
Member please use
this format:
First name.lastname
@puhsd.org

Board of Trustees

Dr. Jose Luis Araux	President
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Kirk Skorpanich	Assistant Superintendent - Human Resources
Candace Reines	Asst. Superintendent of Business Services
Marilyn M. Saucedo	Asst. Superintendent of Educational Services
Joseph Williams	Executive Director of Technology



Message from our Principal

Dear Parents/Guardians:

Welcome to Perris Lake High School! We hope your son/daughter will enjoy their stay here and are successful in meeting their short-term educational goals as well as gaining certain skills that will assist them in whatever their career may be.

THE GOAL: Our goal at Perris Lake High School is to create an atmosphere that allows your son or daughter to feel safe, engaged in the process of learning, and cared for while attending our school as they progress forward in achieving what we all want to occur for all of our students: to graduate.

GRADUATE: A graduate from The Lake is required to have one hundred and eighty five credits (185) which includes passing one year of Algebra I.

SCHEDULE/CREDITS: Perris Lake High School has a trimester schedule with thirty credits available, 6 periods a day. That gives your son/daughter the opportunity to take and pass 90 credits for the school year, a full semester worth of credits more than on a traditional schedule. The bell schedule is currently being created through negotiations and when it is available we will share that with you via a phone call, email, the school web page (<http://plhs.puhsd.org/>), and text messaging through our Remind app. We will continue to offer still another opportunity for your son/daughter to gain credits through our A+ computer labs.

TRANSPORTATION: Busing is available but only for those 5 miles from the site. Information can be found on our web site and at the front desk, as well as during orientation. Perris Lake has an area for bikes to be locked up and skateboard racks for skateboards and scooters. The school will supply the combination locks to our students with the understanding they are to leave the lock on the rack at all times and not take them home.

CELL PHONES: Perris Lake is going to work hard, and consistently, to handle the distraction of phones in the classroom. Although learning in the 21st century is 24/7, the staff at Perris Lake and any other school in this country has learned that the greatest distraction to our students, and therefore to their ability to progress in their march towards graduation, is the use of the cell phone in the classroom. With that said, and we need parent support for this happen, I am asking that your student leave the phone at home. A phone is simply a device that takes them everywhere other than where we need them to be: focused on what is in front of them in the classroom. ***If they use it in class, we will take it and ask you to come and pick it up.***

COMMUNICATION WITH PARENTS: Lastly, the staff at Perris Lake believes that the most important thing we can do is get to their heart with the understanding it is the path to their head. We care about your son/daughter as an individual and understand that they have so many things running through their minds at any given moment. There will be students on our campus that have struggled at school for every other reason other than being bright and capable of doing wonderful things. Success at Perris Lake involves your participation to the greatest degree. With that said, we are asking parents to give us legitimate and correct cell phone numbers so we can text concerns and accomplishments directly to you instead of sending an email. ***Also, all parents will be asked to upload the Remind app (text app) to their mobile phone so direct communication with the Principal is possible at any given moment. This process will take place during Orientation for new students and a conference phone call for all others.*** This will make communication much more efficient and much more immediate. ***Also: check out our Facebook page on our web site! Lots of information on both sites.***

It is my belief that we can do great things for your son/daughter. All we need is their effort. We are academic because we are a school; we listen and act for the benefit of our students and parents because we are a member of the community. I believe it takes a village to raise a child and the staff at Perris Lake are ready to make that commitment. I simply ask you to do the same as we actively prepare your son/daughter for that final push towards graduation.

Sincerely yours,

Mr. Dean P. Hauser

Principal

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. You can also find additional information about filing a complaint by visiting: <http://www.puhsd.org/pages/have-a-complaint>.

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Enrollment Procedures

All students enrolling at The Lake must be approved by Student Services (District Office 951-943-6369 ext. 81201). To complete the enrollment process, you must pick up the enrollment packet and make an appointment with the front office to schedule an orientation with the Principal or Counselor. *All registration materials contained in the registration packet must be completed and submitted at the time of enrollment.* Materials can also be found at <http://www.puhsd.org>.

EMERGENCY CARDS

*An emergency card **must be completed online** in order to pick-up a student schedule.* Please list home address, as well as post office box, if applicable. **Be sure to list at least two emergency contacts with current/working telephone numbers on the emergency card!** All emergency contacts must be over 21 years of age. Cell Phone Numbers are mandatory and will be confirmed at the time the emergency card is turned in.

Note: *Students will be released **only** to those individuals identified on the student's emergency card*, so please list everyone that you wish to be authorized to pick up your child. The emergency card must be updated as changes occur. If your address/phone number changes (or any of your listed emergency contacts information changes), at any time during the school year, it is critical that you notify the attendance office immediately.

TO DISENROLL

To disenroll from The Lake, the **parent or guardian (or student if legally emancipated or 18 years old)** must meet with the Guidance Technician. The appropriate documentation will be provided at the time of disenrollment. Students cannot be disenrolled without a disposition after leaving The Lake. *All materials and textbooks must be returned, and all charges and fees must be paid, **before** records and/or transcripts will be released.*

Students and parents/guardians are reminded that the laws of California mandate compulsory school attendance for all California residents to the age of 18, or the completion of high school or its equivalent.

VISITORS TO CAMPUS

All visitors must sign in at the front office and receive a visitor's badge. Visitors will then be directed to the main office to receive a Visitor's Pass. Unauthorized guests are not allowed. Parents are always welcome to attend class with their student. Given that the instructor is given 24 hours in advance. If you wish to visit your student's classes please make arrangements with the Administrator on duty.

Interruptions to the classroom will not be permitted (no exceptions).

Attendance

SCHOOL DAY

The school day begins at The Lake at **8:45 am** and ends at **2:22 pm on Monday. Tuesday through Friday** the school day begins at **7:45 am** and ends at **2:22 pm**. It is **imperative** that students arrive to school on time. Consequences for habitual tardiness will range from lunch detention to removal from The Lake. There is a waiting list for the second opportunity given at The Lake, please make every effort to keep your spot by being on time. Students must be in class when the tardy bell rings. It is the student's responsibility to be on time to all classes and prepared to work in class with the appropriate materials.

HOLIDAYS & NON-SCHOOL DAYS

Labor Day	September 4, 2017
Veteran's Day	November 10, 2017
Thanksgiving Recess	November 20-24, 2017
Winter Recess	December 15– January 5, 2018
Admissions Day	January 2, 2018
Martin Luther King Day	January 15, 2018
President's Week Recess	February 19-23, 2018
Good Friday	March 30, 2018
Spring Break Recess	April 2 – April 6, 2018
Memorial Day	May 28, 2018

TRIMESTER SCHEDULE

1st Day of School	Wednesday, August 9, 2017
Back to School Night	Wednesday, August 24, 2017
End of 1st Trimester	Friday, November 3, 2017
Begin 2nd Trimester	Monday, November 6, 2017
End of 2nd Trimester	Friday, March 2, 2018
Begin 3rd Trimester	Monday, March 5, 2018
End of 3rd Trimester	Thursday, June 7, 2018
Open House	Thursday, February 16, 2018
Senior Pinning	Thursday, May 18, 2018
Graduation Ceremony	Tuesday, June 6, 2018
End of School Year	Thursday, June 7, 2018

ATTENDANCE

It is critical that all students attend all classes everyday, in order to ensure progress toward graduation. According to the California Educational Code parents/guardians are responsible for punctual and regular attendance of their children. Illness, death, or funeral in the immediate family, and medical/dental appointments are the only excused reasons for absence. It is recommended that dental and appointments be made for other than school time, except for emergencies.

Home contact will be attempted for all absences/tardies through the automated calling system.

Attendance

All notes for Attendance purposes should be written in ink and are subject to verification.

- If the student attends **The Lake**, call **657-7357 ext. 30105** to clear your student's absence(s) or to speak with an attendance clerk between 8:00 am and 4:00 pm.
- 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.
- **All absences must be cleared within 72 hours.** Absences not cleared within this time period will be classified as truant

TRUANCY/ SARB

Truancy is any absence for which no valid excuse is given, as defined in California Education Code 48205. Parents have 72 hours (3 school days) to clear an absence. Eighteen-year-old students may provide their own excuse, however those who abuse the privilege may be denied the ability to excuse their own. **Parents/guardians are required by law to compel their children to attend school.** Parents/guardians of habitual truants will be legally notified and required to attend a conference, at which time the student will be put on an Attendance Contract and mandated to attend a parent training. Violations of the Attendance Contract will result in a referral to the School Attendance Review Board (SARB). At that SARB conference, means of correcting the truancy will be explored, including the possibility of alternative placement. Truants will also be reported to the Sheriff's office and citations given. Finally, those students that do not come to school and are 18 or over will be moved to the Adult Ed. Program as soon as possible.

EXTENDED ABSENCES & MAKE-UP WORK

Students are allowed to make up work for any time that they have an excused absence, an administrative absence or a field trip – students have one day for each day that they are absent in order to complete and turn in the missing work. Teacher make-up policies may vary in relation to unexcused absences. Under the California Education Code, teachers are required to give access to material missed but do not have to accept it for credit. If a student is going to be absent for more than one week, the parent or student should contact the Assistant Principal to discuss their options. Upon return it is the student's responsibility to communicate with the teacher to determine what assignments which need to be made-up. Work not made up by the student within the make-up period may not receive credit, and may result in failing a course(s).

TARDIES

It is the student's responsibility to be on time and prepared for class. Students must be in class when the tardy bell rings. The teacher's syllabus may ask that the students be in their seats when the tardy bell rings. Students who are tardy to class will be subject to disciplinary and legal consequences as allowed by the California Education Code, including referral to the SARB program. The Lake will make every effort including but not limited to: phone calls, counseling, lunch detention before the administration moves to suspension.

HEALTH

INSURANCE

Student accident insurance forms are available from the reception desk. This student insurance is optional. Students participating in athletics are required to show proof of medical coverage prior to ending the athletic program.

STUDENT MEDICATIONS

In compliance with California Education Code section 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. 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.

ASTHMA MEDICATION LAW

Students who need to take asthma medication prescribed by a physician during the school day may carry and self-administer inhaled asthma medication if two requirements are met:

Requirement No. 1

The school district must receive a written statement from the physician with the following information:

- a. The name of the medication
- b. How it is to be used
- c. Dosage
- d. Confirmation that the student is able to self-administer the medication.

Requirement No. 2

The school district must receive a written statement from parent/foster parent/guardian with the following information:

- a. Consent allowing the student to self administer his/her asthma medication
- b. Release allowing the school nurse or other designated school personnel to consult with the student's physician if questions or concerns arise
- c. Release absolving the school district and school personnel from civil liability if the self administering student suffers an adverse reaction.

HEALTH CONTINUED

IMMUNIZATIONS

In order to ensure the health and safety of our students, to register for school in the Perris Union High School District, **you must** show proof of immunization. This can be done by showing the yellow California Immunization Record or a letter that includes dates and immunizations from your physician stating that your child has met all the immunization requirements, which includes Varicella (chickenpox). If your child has already had the chickenpox it must be indicated on the yellow California Immunization Record or on the letter from your physician.

According to Education Code 48216, districts are required to exclude a pupil from attendance when immunization requirements are not met. It also requires the district to refer parents or guardians to the usual sources of medical services to obtain such immunization and requires notification of such requirements as established by the Health Department for compliance. Failure to provide proof of immunization will prevent your child from being enrolled into the Perris Union High School District. This may also restrict your ability to participate in school choice and course selection.

MEDICATIONS

Your student's health influences his/her performance in school. You can assist the school in maintaining healthy and safe conditions for your student. Before any medication (prescribed or over the counter) can be given during school hours, an Authorization for Medication Administration form must be on file. The physician and parent/guardian must sign this form, or a doctor's note. The school staff will supervise self-administration of the medication during school hours.

Any prescribed medication must be brought to school in its original prescription bottle with the pharmacy name, telephone number, prescription number, student's name, doctor's name, name of medication, dosage clearly marked and expiration date of prescription.

Students are not permitted to carry medications during the school day without written physician and parent/guardian approval. A student may carry inhalers only if the physician has written an authorization, which is then kept on file in the Health Office.

Please contact the Health Technician if you have any questions. Your school welcomes communication between home and school for the health of our students.

PLHS Campus

CLOSED CAMPUS

The Lake is a closed campus. Once a student arrives at school, permission to leave campus is denied, unless a parent, guardian, or person listed on the emergency card as a primary/secondary source comes to school and signs the student out. Eighteen year old students are required to receive permission from the Administrator on Duty prior to leaving campus. Students are to remain on-campus for the entirety of their schedule. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time that the pupil has left the school grounds without permission. The *only* exceptions are:

1. Work Experience or ROP students who must travel to a place of employment or instruction off campus.
2. Approved field trips held during the school day.
3. A student may be released under the following conditions:
 - a. The parent/guardian reports to the attendance office and requests that the student be released to them (Parent/guardian "signs student out").
 - b. The student is 18 year old and presents satisfactory proof of medical or dental appointment.

Students who have permission to leave campus for the above reasons are not to loiter on campus.

SCHOOL CAMPUS AFTER-HOURS

Students are required to leave the school campus immediately after school is dismissed, unless they are attending a school-sponsored class or event. They are not to be on any other school campus, unless they are participating in a school-sponsored activity. Students from The Lake found on other school campuses, during or after school hours, without proper permission, may be cited for trespassing and/or suspended.

STUDENT AUTOMOBILES AND PARKING

Parking of an automobile on school grounds is prohibited. Students may park on the street bordering the school, and are subject to the law in relation to their parking habits. Students should refrain from parking in the residential areas surrounding the school. The school/district is not responsible for damage and/or theft of any automobile or its contents. Students **may not** access their vehicles during the school day, without permission from an Administrator. The only exceptions are arriving or leaving school for the day, and when a student has a valid off-campus permit.

Please note: Every 2nd and 4th Tuesday of the month there is street sweeping; Violators will be ticketed by the city.

PLHS Campus Continued

EMERGENCY PROCEDURES

When you hear a short series of bells signaling an emergency or fire drill:

1. Listen to the teacher/school personnel's instructions.
2. Remain, calm, quiet, and orderly.
3. Leave the building according to the posted exit plan. P.E. and other outdoor classes should stop their activities and gather together in places designated by their teachers.
4. Walk to the place designated as the meeting area for your class. Stay with your class group. Keep away from fire access lanes.
5. Teachers should make sure that their classrooms are evacuated. Leave with the class. Close windows and lock doors.
6. Wait in the designated meeting area while the teacher takes roll. Stay together in Class groups.
7. Return to the building upon hearing the "All Clear" signal.
8. Use common sense. Do not jeopardize your safety or those of others, by being near a possible danger.
9. Students should follow exit patterns indicated for a fire drill.

FREE OR REDUCED LUNCH

The reduced/free lunch form is available through the school and can be found on the school web page @ <http://www.puhsd.org>. . The application is in the student enrollment packet and must be completed to receive services. District policy requires every family to complete the application so that services are available when needed.

FOOD/SOFT DRINKS

Food and drinks, other than water, may not be consumed in classroom. All food and liquids are prohibited in the computer labs.

OUTSIDE FOOD MAY NOT BE DELIVERED OR CONSUMED ON CAMPUS WITHOUT PRIOR ADMINISTRATOR PERMISSION.

Food and beverages will be served and must be eaten in designated areas. Breakfast and lunch are the designated eating times on the campus. Since ample snacks and drinks available from the cafeteria any purchases made during class time from the vending machines may be confiscated.

The following food-related items are prohibited:

Restaurant or fast food on-campus (including pizza)
Glassware of any type (bottles or other containers)
Energy drinks of any type

COUNSELING

COUNSELING AND GUIDANCE

Counseling, college and career guidance services are available to all students. Students are encouraged to utilize counseling services to help with educational planning and any other related issues. The counselor is experienced in all aspects of guidance counseling. The counseling office is located in Room 106.

GRADUATION REQUIREMENTS

The Lake provides courses to satisfy the State graduation requirements. The district requires a student to successfully complete **185** units to complete a high school diploma:

Courses	Semester Units
English	30
World History	10
U.S. History	10
Government	5
Economics	5
Mathematics	20
Science	20
Health	5
Visual and Performing Arts	10
Physical Education	20
Electives	50
TOTAL	185

Additionally: All students graduating in the year 2007 and beyond are required to pass 1 year of Algebra I.

CREDITS

The Lake students are eligible to receive a minimum of 30 credits per trimester. Students take 6 courses each trimester, each course being worth 5 credits. There are three trimesters per year:

August 9 – November 3
November 6—March 2
March 5—June 7

Students have additional opportunities to obtain credits by completing courses in A+ credit recovery (self-paced), ROP, Work Experience, Community Service, and summer school. The counselor will work with each individual student to determine the best course of action in order for the student to reach within the time-frame allotted.

A 5th year of high school is not guaranteed, therefore students are encouraged to follow the plan set forth by the counselor to ensure that they will reach their graduation on time.

COUNSELING CONTINUED

SBAC TESTING

All Juniors are required to take the SBAC test. Results of this exam are used for academic placement purposes. It is important that students attend school on the appropriate examination dates. For more information: <http://www.cde.ca.gov/ta/tg/sr/>

A+ CREDIT RECOVERY

The A+ Credit Recovery program is offered at The Lake to assist students in completing graduation requirements for courses they have previously failed.

The A+ program is a computer-based program that allows the students to move as quickly as their learning will allow. Students that need this program to meet their graduation requirements may be assigned to one or more lab periods to complete the work – this includes the “after school” lab. Each lab is supervised by a credentialed teacher whose main goal is to ensure that the student is progressing through the material at an adequate pace to complete the needed courses in time for graduation.

Students that are attending in the A+ lab will not receive a grade for any work that they have completed until the course is finished. Therefore, students will not receive a grade at the progress report period or the end of the trimester on their regular report card. When the student has completed their course(s) they will receive an unofficial copy of their grade report from the A+ teacher to show their parent/guardian. The official, signed report will go to the registrar to be placed on the student’s transcript.

A syllabus will be provided to your student on the first day of their attendance in the lab that clearly outlines the rules and expectations. If there are any questions, please contact the lab teacher, district A+ TOSA, or the Assistant Principal.

ACADEMIC HONESTY

Honesty is valued at The Lake. Our school has a fundamental obligation to promote, model, and otherwise educate students about the importance of this basic character value. Cheating of any kind is an unacceptable student behavior. *Any student who is found cheating will receive an “F” on the assignment and/or test.* A second offense may result in disciplinary action or suspension.

A+ credit recovery, because of the nature of the program, has different requirements in relation to cheating – if your student is enrolled in the program, you will receive a syllabus outlining the consequences of cheating in that program.

CHANGING OR DROPPING A CLASS

Due to the limited courses available, and status of credit recovery requirements for students at The Lake; class changes are not allowed unless extenuating circumstances ap-

COUNSELING CONTINUED

ply, and the Administrator on Duty has approved the change.

CONCURRENT ENROLLMENT

Students 17 years of age or older, and otherwise meeting eligibility requirements, may concurrently enroll in community college courses offered through Mt. San Jacinto Community College, or Riverside Community College. A wide-variety of academic and vocational classes are available to high school students. Concurrent enrollment information and forms are available in the counseling office (Room 106).

REGIONAL OCCUPATIONAL PROGRAM (ROP)

The Riverside County Regional Occupational Program provides services to high school students, graduates, out-of-school youth, and adults through vocational and technical training programs. Programs in a variety of occupational fields are held at locations throughout the greater Riverside area. Courses range from two to four hours per meeting and are held mornings, afternoons, and/or Saturdays. Many programs offer a certificate of skills upon completion. High school credits are awarded by the student's home high school.

Note: *Students must be 16 years of age. You must provide **your own transportation** to and from the training site. See the counselor for further information.*

WORK PERMITS/WORK EXPERIENCE

State Law requires that any student under 18 who is employed must possess a valid work permit. Applications for work permits may be obtained after approval from the Assistant Principal. Employed students may be eligible for elective credits through enrollment in a work experience course – as available. Speak with the counselor if you are employed and are interested in work experience credit. In order to receive/retain a work permit, students **must be passing** all assigned courses and hold a GPA of 2.0 or higher.

18 YEAR OLD RIGHTS

18 year olds are adults, and are no longer considered minors. They have all of the responsibilities and legal rights of citizenship. Some of these include: excusing absences, leaving school, voting in State and Federal elections, and having sole rights to their educational records. Compulsory education ends at age 18, and you are no longer required to remain enrolled in school. As such, 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 completing the 18 year old rights form. However, parents of 18 year olds, who are considered dependents for tax purposes, are entitled to access to their child's educational information. 18 year old students who request that their parents be denied access to their records their

COUNSELING CONTINUED

parents will be notified and they will have the right to nullify this request if they provide proof of dependency.

HOMEWORK POLICY

Each teacher may have a policy in regards to their own homework. If assigned, students are expected to complete such work and turn it in by the required deadline. Teachers are not required to accept late work; however, they are encouraged to work with the student to ensure their success in the classroom. Homework enhances student learning, and classroom learning should be reinforced after school hours. Teachers and administration at The Lake appreciate parent support by assisting your student to complete their assignments on time.

CALLING STUDENTS FROM CLASS

Office personnel and teachers may call or use campus supervision to get a student out of class when he/she is needed elsewhere. The student should report at the time to the person or place indicated by the request. When the person making the request releases the student, he/she must return immediately to class with a pass.

DRESS CODE

The manner in which a student dresses for school influences behavior in the learning environment. Students are expected to come to school in a manner which assures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is inappropriate, and is not to be worn to school.

Any adult on campus may make the judgment about the appropriateness of a student's apparel and report it to Administration, which will make the final decision.

Expectations and Guidelines for Apparel

Visual examples of the dress code at The Lake can be found on our web page <http://www.puhsd.org/Domain/547>. The dress code is in effect during school hours as well as during school sponsored activities. The Lake seeks to maintain a positive learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at The Lake will be followed by all students/staff and reflect the following:

- Hats deemed to be gang affiliated or contains drugs/sexual content/violence references will be confiscated.
- ♦ All clothing and accessories must be school appropriate.
- ♦ Clothing and accessories must not promote illegal substances, violence, alcohol, or sexually explicit material.
- ♦ Items that are classified as drug paraphernalia are not permitted to be worn as accessories or clothing.
- ♦ Any clothing, purse, backpack, notebook, jewelry, etc. displaying a hate symbol is strictly prohibited at school.
- ♦ Clothing and accessories must not discriminate against any religious or ethnic groups.
- ♦ Clothing and 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)
- ♦ Shirts must be worn at all times.
- ♦ Clothing shall be sufficient size—appropriate to conceal all undergarments at all times.
- ♦ The bottom of the shirt and the top of the pants must meet.
- ♦ Do rags, wave caps, bandanas, sweatbands must be worn as hair accessories ONLY.
- ♦ No clothing to deliberately conceal the identity of student (hoods, scarves, bandanas).
- ♦ Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety (bedroom slippers, steel toed shoes/boots are not to be worn at school). It is recommended that sandals have heel straps. Flip flops are discouraged.
- ♦ Chains are not permitted even when attached to a wallet or worn on clothing. These will be confiscated.
- ♦ Solid Color (Black, Blue or White) Gloves are allowed only in cold weather.
- ♦ Sunglasses may not be worn indoors (unless by 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, Administration of The Lake reserves the right to prohibit such items and arrangements.

DRESS CODE CONTINUED

**This dress code is in effect during school hours
as well as during school sponsored events.**

Students who come to school in clothing that is inappropriate can be assigned a disciplinary consequence and will be required to change into school appropriate attire. Violation of the dress code can result in a warning or suspension for willful defiance of authority:

Examples of Possible Violations:

Immodest:

- revealing clothing
- bare midriffs – shirts or blouses should extend beyond belt level (front and back)
- see through clothing
- perforated clothing without undergarments
- cut off shirts
- revealing shorts and pants/underwear showing
- tube tops
- halter tops
- backless tops
- Shorts and Skirts must be of a length to cover all appropriate body parts when sitting, standing, bending and kneeling.
- pajama bottoms or tops
- reference to sex, tobacco, alcohol, violence, racism, or drugs on clothing

Sagging:

Sagging pants are not allowed on campus. Pants or shorts that “sag” down around and below the hips or that allow the undergarments to show are prohibited. Example: When the belt is removed, if the garment falls off, or if the crotch is lower than mid-thigh or the width of the leg is determined excessively wide.

Vulgar/Obscene:

Pictures, images, words, or sayings that are offensive by traditional standards shall not be visible on clothing.

BEHAVIOR

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 can expect to be disciplined. Discipline may include warning/counseling, OCS, lunch/after school detention, suspension, alternative placement, recommendation for expulsion, and/or arrest as California Education Code and Criminal Codes are applied.

UNIFORM COMPLAINT PROCEDURES

The Perris Union High School District has established a uniform complaint policy and process as required in Code Regulations, Title 5, Section 4622. This process is found in Perris Union High School District Board Policy 1312.3 (a). The Superintendent or designee is designated as the compliance officer. A copy of the policy is kept in the campus front office and the assistant principal's office. The policy provides for mediation or investigation, presentation of information relevant to the complaint, follow-up, and remedies or appeals as appropriate. If you should experience a situation requiring mediation, please begin at the most immediate level first. (i.e., a problem between a student and a teacher should first be addressed at that level.) If you are not satisfied with the result at that level, proceed upward through the levels of assistant principal, and then principal. Please be aware that situations reported to the district office as complaints are referred back to the school site for initial consideration and investigation.

CLEAN CAMPUS

Students need to respect and appreciate a clean school campus. Each student has the responsibility to help keep the campus clean. Throwing food or items will not be tolerated and will may result in suspension.

EXCESSIVE PROFANITY OR PROFANITY DIRECTED TOWARD STAFF OR STUDENTS

All types of profanity are unacceptable. Students are expected to use courteous language when interacting with staff members and other students. Excessive profanity, or any profanity directed toward a staff member by any student will result in suspension.

DISPLAYS OF AFFECTION

Inappropriate displays of affection are not acceptable on school grounds or at any school sponsored activities. Inappropriate refers to kissing, petting, and any other physical demonstration considered offensive or excessive by administration, staff, or students. If the activity continues after being warned, students will receive additional consequences.

BEHAVIOR CONTINUED

SEXUAL HARASSMENT POLICY

As used in this policy and regulation, 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 Lake is committed to an educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a professional atmosphere that promotes equal educational opportunity and is free from discriminatory practices. All forms of sexual harassment are prohibited, and should be reported to the administration immediately.

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. This includes the use of any inappropriate hand gestures (such as the Hitler sign) . To do so constitutes a hate crime which will result in suspension, and a recommendation of expulsion.

ANTI-BULLYING / CYBERBULLYING

The Lake believes that all students, staff and community have an obligation to promote mutual respect, tolerance and acceptance. The school will not tolerate behavior that infringes on the safety or liberty of any student. A student shall not intimidate nor 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, and social isolation or manipulation. Cyberbullying includes the posting of harassing messages (voice or text), 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 during district/school sponsored activities. In addition to this, in the case of cyberbullying as it can be done at home, if the actions impact school activities or school attendance, they may be subject to discipline in accordance with district policies and regulations. Cyberbullying can also, in some cases, be a crime punishable by law.

PERMANENT MARKERS AND TAGGING

Property damage resulting from graffiti and tagging will not be tolerated. Permanent markers, such as sharpies or paint pens are forbidden and will be confiscated if found. Those students found in possession of such items may be subject to disciplinary action. Those found guilty of tagging/graffiti will face both restitution and suspension/expulsion.

GANG ACTIVITIES

Gang activities on the school campus are a threat to campus safety and to an individual's feelings of security. Such activities disrupt the educational environment of the school. Any student or group of students who engage in any activity that is determined to be gang-related by the school administration will result in disciplinary action AND a report made to the police.

BEHAVIOR CONTINUED

Inappropriate Activities:

- fighting or inciting others to fight; planning or encouraging illegal activity
- threats to students or school personnel
- wearing of gang clothing (hats, shirts, jackets), colors, or displaying insignias of gangs (including tattoos)
- wearing or displaying headbands, bandanas, or other gang-related accessories (including jewelry)
- making gang hand signs
- possession of weapons or explosives
- any other activity or dress that indicates support or belonging to a gang
- the wearing of hats, shirts, jackets or any other clothing with gang names or an individual student nickname is not acceptable.
- encouraging or inviting non-students to come onto campus (gang affiliations)
- tagging, or gang graffiti of any kind

SEARCHES

Occasionally, a circumstance may occur where the health, safety, and welfare of students and staff are jeopardized, and which necessitates the search of students, their property, and/or their vehicles by school officials. School officials are authorized to conduct searches when there is reasonable suspicion or credible information that the search will uncover evidence that the student is violating the law or the rules of the district/school.

All persons upon entering this school facility, or at any time while on school grounds, may be required to submit to a metal detection scan. Refusal to submit to the use of a scanner on his/her person, packages, purses, book bags, etc., will result in denied access to school and/or disciplinary action (Board Policies 5142.1 (a), 5144 (a-d), 5145.12(a-b)).

DRUG DOGS

To ensure that alcohol, drugs and other items that pose a danger to students are not brought on to the school campus, unscheduled checks will be made during the year using specially trained dogs. These friendly, non-aggressive dogs are trained to check backpacks, 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 AND TOBACCO

The possession or use of any non-prescribed drugs, alcohol, tobacco, lighters, matches, rolling papers or other paraphernalia related to such activities are strictly prohibited on school grounds, or at school-related functions. Prescription drugs are excepted ONLY with a doctor's prescription and Administrative permission to possess. A student who abuses this policy is subject to suspension and/or expulsion. Students may be cited by the School Resource Officer (SRO) for the possession or use of tobacco, drugs or alcohol.

BEHAVIOR CONTINUED

Confiscated items of this nature will not be returned.

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment. The Board prohibits the use of tobacco products at any time in district-owned or leased buildings on district property and in district vehicles. This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

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

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

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

Students are prohibited to be in possession or use tobacco; or any product containing nicotine. Eighteen year old students may leave their tobacco products with the Assistant Principal and pick them up at the end of the day.

Items such as markers, aerosol cans, illegal drugs, alcohol, lighters, tobacco, and other related items will not be returned.

BEHAVIOR CONTINUED

CELLULAR PHONES/ ELECTRONIC DEVICES

Certain **ELECTRONIC DEVICES** (examples include, but not limited to: cell phones, iPods, CD players, PSPs, portable DVD players, MP3 players, Gameboys, tape players) should not be used during scheduled classtime unless specifically approved by the teacher. Student may use their electronic devices between classes (passing period) at nutrition, or at lunch. **Any student using an electronic device during classtime (whether in or out of the classroom) may have the device confiscated. Failure to comply with the direction of the teacher in relation to electronic devices may result in disciplinary action, including suspension. The return of a confiscated device will be determined by administration.**

BICYCLES/SKATEBOARDS/ROLLER BLADES

For safety of students and personnel as well as to prevent property damage, The Lake will not allow skateboards, inline skates, razor scooters and other similar devices, anywhere on-campus either during or before/after school. All students riding these forms of transportation to school are to have them locked in the appropriate area by a campus supervisor upon arrival to school. Students should chain up bikes in the area allotted. The school is not responsible for lost or stolen items. Skateboards are to be locked in skateboard rack located on campus. School will provide a combination lock.

KNIVES/LASER LIGHTS

Knives of any type or size are not allowed at school. All knives brought to school will be confiscated with the student receiving a suspension and/or recommendation for expulsion. Laser lights are not to be brought on campus as they can cause serious damage to persons or property. Students in possession of such an item will have it/them confiscated and receive disciplinary action up to and including expulsion. Confiscated items of this nature will not be returned.

All unauthorized items brought to school and confiscated by staff, such as but not limited to: scooters, radios, cell phones, iPods, electronic devices, and related items may or may not be directly returned to the student. Parents may recover confiscated items not held in evidence for legal purposes upon administrative approval within one month of the items confiscation. After one month, it is the schools discretion to donate such items to a local charity following telephone notification of such. 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.

The Lake and PUHSD is not responsible for lost or stolen items.

SUSPENSION/EXPULSION

The site administration of The Lake will recommend a student for alternative placement if that student has been suspended twenty (20) days in any one school year.

EDUCATION CODES PERTAINING TO SUSPENSION

The following are the Education Codes which may result in suspension and/or expulsion:

48900 – Grounds for Suspension; or Expulsion; Legislative Intent

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) in Division 20 of the Health and Safety Code, and alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to commit robbery or extortion.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed, used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and electronic devices. However, this section does not prohibit use of possession by a pupil of his/her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 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.
- L. Knowingly received stolen property or private property.
- M. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
- O. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

SUSPENSION/EXPULSION CONTINUED

Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions 9f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

S. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.

No student shall be suspended or expelled for any of the acts enumerated, unless that act is related to school activity or school attendance (with the exception of the Nexus clause). A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on/or off campus.
4. During or while going to or coming from a school sponsored activity.

Note: When student uses, possesses, or sells alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:

1. Parent/guardian contact.
2. Suspension or expulsion in accordance with law or Board Policy. (cf. 5144.1 – Suspension and Expulsion/Due Process).
3. Contact with law enforcement authority within one school day of the suspension (Education Code 48902).
4. Referral to an appropriate counseling program.
5. Transfer/alternative placement.
6. Restriction from all extracurricular activities, including athletics, for the length of the semester (cf. 6145 – Extracurricular and Co-curricular Activities).

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. A student may be suspended and/or expelled for the following offenses:

Education Code 48900.2 – Committed sexual harassment.

Education Code 48900.3 – Caused, attempted to cause, or participated in an act of hate violence.

Education Code 48900.4 – Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.

Education Code 48900.7 – Terroristic threats against school officials or school property, or both.

Transportation

951-943-6640

The District contracts with Hemet Unified School District to provide student transportation including home-to-school, special education, field trips and athletic events.

Eligibility

To be eligible for bus transportation, students must reside beyond the District's specified walking distances. Middle School students living more than three (3) miles from school, and High School students living more than five (5) miles from school are eligible for bus transportation.

Students attending a school other than their home school, as determined by their residential address by means of an approved intra-district or inter-district transfer, are not eligible for transportation services. They may however utilize any already existing bus stop location going to and from their school of attendance. Additional bus stop locations can not be added as a result of transfers.

Registration

To register your student to utilize the bus transportation offered, you must call the Bus Barn at **951-943-6640** and complete the Bus Contract that is in your registration packet. Every bus rider must complete this form and they are responsible for abiding by these rules. A copy of this document must be on file with the Transportation office. Please hand this contract to the bus driver on the first day of school bus use.

Your Student's ID card will be required for use as his/her bus pass for that school year.

BUS RULES

Transportation is a privilege not a right. A student may be removed permanently or for a specific amount of time for any defiance of authority on the bus.

Bus privileges are available to all students of Perris Union High School District who qualify for bus services⁷. However, students must obey bus and school rules. Bus riding privileges may be suspended or revoked for excessive bus tickets or behavior that causes unsafe conditions for the driver and others on the bus.

Students who elect to ride the bus are expected to be at the bus stop on time, show good manners, respect plants and private property near the bus stops and on the walk home, and keep noise and horseplay to a minimum. Bus stops and the students walk home from them are a part of the school's jurisdiction and all rules apply.

Bus rules of conduct that must be followed:

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

Violation of any school rules (including smoking, tagging or fighting) at the bus stop or on the bus will result in disciplinary action from the school and/or may result in the suspension of bus privileges.

Defacing, damaging, or destroying any portion of the bus will result in automatic suspension of the student from school and the suspension of bus privileges pending repayment of costs associated for the cleaning, repair, or replacement of items damaged by the student.