



Placentia-Yorba Linda Unified School District

2011 -2012 STUDENT HANDBOOK

Run with the...

Service

Teamwork

Achievement

Mastery

Passion

Ethics

Dedication

Excellence

19900 Bastanchury Rd
Yorba Linda, CA 92886
714 986-7500
www.ylhs.org

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September 2011

Dear "Mustang" Students and Parents,

Welcome to Yorba Linda High School – home of the "Mustangs." This is a very exciting time as we head into our 3rd year at Yorba Linda High School and welcome another class of students who will help establish the YLHS tradition.

The "Mustang" Student Handbook has been developed from the standards and expectations adopted by our district's comprehensive high schools. As our 2011-12 unfolds with a school of 1800 students, we will work together – staff, students and parents – to communicate and maintain an environment for success through the expectations set forth in this handbook.

Students, you will have the opportunity to meet new friends, achieve new goals and expand your horizons as we establish the culture and traditions for Yorba Linda High School. Participation in co-curricular programs, along with academic excellence, will help develop the friendships and memories that will last a lifetime.

Parents, we are excited to have you as partners in the educational process. As the year progresses, we encourage you to join PTSA, booster organizations or volunteer in support of one of the many opportunities that will arise for community involvement. Our staff, teachers and administrative team are available to keep you informed and to assist you and your student should the need arise.

This is a "special" time and on behalf of the Yorba Linda High School staff, I wish you a successful and rewarding school year.

Sincerely,

Dave Flynn
Principal

Run with the S T A M P E D E

Service Teamwork Achievement Mastery Passion Ethics Dedication Excellence



**Welcome
to
Yorba Linda High School
Home of the *Mustangs***

Come Run with the *STAMPEDE!!!*

Mustangs!

Welcome or welcome back to our 3rd year at YLHS. We are excited to have all four grade levels here on campus. Our staff here at Yorba Linda offers the finest educational experience available. We look forward to working with you and assisting you with your educational success.

Statistics prove that the success level of a student is directly related to their level of involvement in his/her high school. Yorba Linda High School has the opportunity to create a rich tradition of excellence in Academics, Arts, Athletics, and all of our extra curricular activities. We encourage you to get involved and find your connection. We want you to feel welcomed and to feel that we are your second home. Come get involved and run with the *STAMPEDE!*

This handbook has been designed to provide you with the important information that will assist with your success here at YLHS. Please feel free to come and ask any questions you may have. All of us in the Counseling Office are here to help you. The Counseling Office is located in the main office and we are open from 7:30 a.m. – 4:00 p.m.

Have a wonderful year and again, Welcome to the Mustang Family!

Sincerely,

Mr. Kaylor
Assistant Principal
Student Services

Run with the STAMPEDE

Service Teamwork Achievement Mastery Passion Ethics Dedication Excellence

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

Yorba Linda High School

19900 Bastanchury Rd

Yorba Linda, CA 92886

714 986-7500

www.ylhs.org

PYLUUSD BOARD OF EDUCATION

President – Eric Padget
Vice President – Karin Freeman
Clerk – Carol Downey
Trustee – Judi Carmona
Trustee – Carrie Buck

PYLUUSD DISTRICT ADMINISTRATION (714 986-7000)

Superintendent - Dr. Dennis Smith
Assistant Superintendent - Doug Domene
Assistant Superintendent - Candy Plahy
Assistant Superintendent - Suzette Lovely
Director of Educational Services - Jim Moore

YLHS ADMINISTRATION

Principal - Dave Flynn
Assistant Principal, Curriculum - Jennifer Graves
Assistant Principal, Student Services - Jason Kaylor
Activities Director - Shea Runge
Athletic Director Men's - Jeff Platt
Athletic Director Women's - Lisa Lejano
Principal's Secretary - Claudia Welch
AP Secretary Curriculum - Terry Kerans
Activities/Finance Clerk - Colleen Hayashi
Attendance Clerks - Lori Long, Alejandra Quintero

YLHS STUDENT SERVICES/COUNSELING/GUIDANCE

Assistant Principal, Student Services - Jason Kaylor
Counselor - Lorri Walls (A-G)
Counselor - Peyton Pike (H-O)
Counselor - Nancy Coulter (P - Z)
School Psychologist - Lisa Lee
AP Secretary/Registrar - Kathy Rodieck
Counseling Clerk/Registrar - Denise Ackland

Placentia-Yorba Linda Unified School District Graduation Requirement

The board of Education establishes the following requirements for the satisfactory completion of the high school program of study and for the granting of the high school diploma of graduation. The student will:

1. Successfully complete a minimum of 230 semester credits. (To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)
2. Successful completion of specific requirements as indicated below:

Language Arts	4 years	40 credits
Language Arts 1		10 credits
Language Arts 2		10 credits
Language Arts 3		10 credits
Language Arts 4		10 credits

Mathematics **2 years** **20 credits**
 10 credits of Algebra 1 are required for graduation. Acceptable completion of this course prior to ninth grade will meet this requirement.

Social Science	3 years	20 credits
World History/Culture/Geography or AP European History		10 credits
U.S. History		10 credits
Economics		5 credits
U.S. Government		5 credits

Science **2 years** **20 credits**
 (To include one year each in biological and physical science)

Physical Education	2 years	20 credits
P.E. Wellness 9 or Athletics		10 credits
P.E. Wellness or Athletics		10 credits

Fine Arts OR World Language **1 year** **10 credits**
 Fine arts includes courses from the fields of art, music, drama, humanities and dance. Dance may not be taken to satisfy both fine arts and physical education requirements.

Health Education **5 credits**

Academic Studies and Career Planning **5 credits**

Service Learning/Community Service **40 hours**

Elective Courses **80 credits**

1. No more than twenty (20) of these elective credits may be earned in service based courses. The 20 credits which may be accumulated from grades 11-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Deputy Superintendent, Educational Services, to meet this requirement.
 NOTE: In accordance with Education Code 5125.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee.
2. Effective with the graduating class of 2006 students must pass the High School Exit Exam.
3. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.

Transfer student must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this District which may reasonably be expected in the normal four-year period of attendance.

ACADEMIC RECOGNITION PROGRAMS

PRINCIPAL'S HONOR ROLL: Students at YLHS earn recognition of their academic excellence by being designated as a member of the Principal's Honor Roll based on the following criteria:

- Weighted GPA 4.0 and above including PE
- Twice a year recognition 1ST and 2nd semester grades

HONOR ROLL: Students at YLHS earn recognition of their academic excellence by being designated as a member of the Honor Roll based on the following criteria:

- Weighted GPA 3.5 – 3.9 including PE
- Twice a year recognition 1st and 2nd semester grades

MUSTANG SCHOLAR: This is a 3 level program with special recognition given during their senior year. Please refer to our website for more information.

SCHOLAR ATHLETE Advisor: Mr. Platt/Mrs. Lejano: Varsity athlete total weighted GPA of 3.5 or higher.

NATIONAL HONOR SOCIETY (NHS) Advisor: Mrs. Nicholson: Students who have a cumulative (weighted) 3.5 and higher grade point average are eligible to apply for membership. You can apply if you are or you have the following:

- Sophomore with a weighted cumulative GPA of 3.5 and above
- Leadership experience
- Community service
- Showing character and citizenship

CALIFORNIA SCHOLARSHIP FEDERATION Advisor: Mrs. Atmadja: The purpose of CSF is to foster high standards of scholarship, service and citizenship on the part of students of the senior high schools of California. Students join CSF through an application process.

HONORS/ADVANCED PLACEMENT PROCEDURE: Yorba Linda High School offers Honors and Advance Placement courses in academic areas of: World Language, Language Arts, Mathematics, Fine Arts, Science and Social Science. Our Honors Criteria is posted on our website in the counseling area for you to review. Students can see their counselor if they are interested in taking an Honors or AP class.

PROCEDURE FOR SELECTION OF VALEDICTORIAN

The valedictorian is the most outstanding scholar in the graduating class. Selection to this title shall be by the procedure established below.

1. All graduating seniors with an overall GPA of 3.98 or above shall be considered for selection as valedictorian.
2. The GPA of students eligible for consideration shall be determined using the following process:
 - a. Assignment of grade points for semester grades
 1. 4 points shall be assigned for each A; 3 points for each B; 2 points for each C; 1 point for each D.
 2. .5 points shall be added to any honors designated course and to any college preparatory science course taken in 9th grade.
 3. 1 point shall be added to honors courses taken in the first five semesters of grades 10-12.
 4. .5 points shall be added to all courses which would fulfill the "f" requirement of the University of California entrance in the first five semesters of grades 10-12.
 - b. The total number of grade points computed in "a" above shall be divided by the number of courses completed in the first seven semesters.
 - c. The GPA resulting from the computation in "b" above shall be increased by a factor of .1 for each regular course and .2 for each honors or "f/g" requirement course in progress during the 8th semester.
 - d. The GPA resulting from the computation of "c" above shall be increased by a factor of .1 for each regular course taken beyond the prescribed 6 courses in standard day. (No credit will be given in this category for independent study/ROP classes/Adult Education class or classes taken with a college.)
3. The student with the highest numerical total in "2d" above shall be valedictorian.
4. If circumstances justify, the Principal may designate co-valedictorians and/or a salutatorian.

**2010-2011
SAT / ACT TESTING DATES**

YLHS SCHOOL CODE: 054321

SAT and SAT Subject Test Dates
www.collegeboard.com register on line

TEST DATES	TEST	REGULAR	LATE
October 1, 2011	SAT & Subject	September 9, 2011	September 21, 2011
November 5, 2011	SAT & Subject	October 7, 2011	October 21, 2011
December 3, 2011	SAT & Subject	November 8, 2011	November 20, 2011
January 28, 2012	SAT & Subject	December 30, 2011	January 13, 2011
March 10, 2012	SAT Only	February 10, 2012	February 24, 2012
May 5, 2012	SAT & Subject	April 6, 2012	April 20, 2012
June 2, 2012	SAT & Subject	May 8, 2012	May 22, 2012

ACT ASSESSMENT

www.actstudent.org register on line

TEST DATES	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
September 10, 2011 October 22, 2011 December 10, 2011 February 11, 2012 April 14, 2012 June 9, 2012	August 12, 2011 September 16, 2011 November 4, 2011 January 13, 2012 March 9, 2012 May 4, 2012	August 13-26, 2011 September 17-30, 2011 November 5-18, 2011 January 14-20, 2012 March 10-23, 2012 May 5-18, 2012

PSAT/AP TESTS

Sign-up at YLHS

Preliminary SAT National Merit Scholarship Qualifying Test (PSAT/NMSQT)	Advanced Placement (AP) Examinations
TEST DATES Wednesday, October 15, 2011	May 7-17, 2011

YORBA LINDA HIGH SCHOOL ACADEMIC HONESTY POLICY

Yorba Linda students are expected to take pride in their achievements. Yorba Linda students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Academic dishonesty usually involves an attempt by a student to show a level of knowledge or skill which he/she, in fact, does not possess. Any student who seeks to gain a dishonest advantage over his/her fellow students is pursuing a course which is unacceptable to both peers and society.

In an effort to protect the rights of honest students and foster a sense of responsibility for personal conduct Yorba Linda High School has adopted this academic honesty policy. Promoting honest behavior is a responsibility shared by the school and parents. It is the responsibility of the students, parents, teachers, and administrators to prevent academic dishonesty. It is the responsibility of the teacher to determine whether or not a violation has occurred and to take the appropriate actions.

Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher. Examples of academic dishonesty include, but are not limited to the following list.

These offenses, or offenses deemed similar, are considered a breach of the Yorba Linda High School Academic Honest policy:

- Copying another student's homework, lab report or data. (Copying includes using another person's verbal response to a question as an original answer.)
- Unauthorized using of textbooks, notes, computer programs or written aids during an examination.
- Looking at another student's paper or talking during an examination.
- Helping another student to cheat on an examination or assignment.
- Writing formulas, codes, or key words on ones person or objects for use during an examination.
- Exchanging answers with other students, either before, during, or after an examination.
- Taking someone else's assignment and submitting it as your own.
- Plagiarizing any material without giving the author/artist name and/or source.
- Using material from the Internet without clearly identifying it as such.
- Submitting or using falsified data or records.
- Not following additional specific guidelines on cheating as established by department, class, or a teacher.
- Providing material to be used in a dishonest manner, such as providing homework answers for copying.
- Changing the grade or score of an assignment.

Incident 1: Zero on assignments; parent contact; referral to counselor
Incident 2: Zero on assignment; parent contact; placed on contract
Incident 3: Drop from class with a "WF"

SCHOOL POLICIES/PROCEDURES/REGULATIONS

COURSE PROGRAM CHANGES: Students are encouraged to work out their class schedules with counselors, teachers and parents prior to registration, as it will be difficult to make program changes after the semester begins. The following dates will be observed regarding program changes during the 18 week semester:

Board Regulation 51251.1 (a)

1. Student initiated changes for schedule errors and improper class placements will be made during the **first two weeks of the semester**. After two weeks, only ROP or Instructional Aide may be added, if available. New classes will not be added after this time, except by administrative action.
2. Student initiated class drops may be made up to the end of the first and third quarter grading period without the grade being recorded on the transcript. After these grading periods a "W" (withdrawal), followed by a letter grade which describes the students performance, will be affixed ("W-A", "W-B", "W-C" "W-D", "W-F") on the permanent record card.
3. Students cannot initiate a class change or drop during the ***last three weeks*** of the semester, (16th, 17th and 18th weeks.)
4. School initiated changes related to class placements of class withdrawals will be made at the discretion of the principal or his designee. Poor attendance, poor classroom behavior and/or violation of school rules are example of criteria for school initiated schedule changes.
5. School initiated class drops will have designated a "W-F" (withdrawal-failing) on the transcript and the date of the action.

ATHLETIC CLASS CHANGE: If a student quits or is removed by the coach from a team; he/she can not transfer into another sport until the current season is over with. Once a sport season ends the student has two days to report to the Athletic Director for clearance into another sport then report to his/her counselor for a schedule change. Failure to do so may result in loss of P.E. credits.

HOMEWORK: Students should be prepared to spend an average of thirty minutes per day doing homework for each course taken. College Prep, Honors and AP students will have approximately 1 hour per day per class. In most cases, this will average ten hours of work per week and some weekend study time. Projects, special collections, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not appear to have sufficient homework to meet the minimum standard as stated above, parent are urged to contact his/her teacher or counselor to discuss the situation.

HOMEWORK IN CASE OF ABSENCE DUE TO ILLNESS: A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, ***a student must be absent three (3) days with more absences anticipated before homework assignments can be requested from the teacher.*** Parents should contact the Attendance office at 714 986-7500 x 14033 to request homework. It is necessary that a ***24*** hour notice be given teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the counseling office regarding the home teaching process. No homework is requested for students missing school due to vacation or business. Checking the student's Aeries program will also allow you to find daily assignments on-line.

MAKE-UP WORK: The students of Yorba Linda High School are responsible for the work missed during an absence. ***Students may not make-up any homework or tests missed due to a class cut or truancy.*** Work being made up should not be considered as a form of punishment, but rather as a conscientious effort on the part of the teacher to assist the student in maintaining his level of achievement, and on the part of the student to meet his responsibilities. Make-up work will be graded as any other work. If a student has been absent for disciplinary reasons, the action should be reflected in the citizenship grade, if that student has otherwise met the requirements of course. The following are suggested guidelines for classroom make-up work. For short absences; one, two or three days; it is suggested that work be made up within a week's time. For long absences, an agreement should be reached between the teacher and student and parent(s) as to the due date for the make-up work. This should be an adequate but not excessive period of time. Required work not completed within established time lines will become an "F". Ed Code 48205 (b) states that tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

SCHOOL RELATED ABSENCES: It is the student's responsibility to check in with their teacher and class ***prior*** to leaving for the school event. It is also the student's responsibility to pick up or turn in missed homework, classwork or schedule a time with the teacher to make-up any missed tests or quizzes.

INDEPENDENT STUDY/FAMILY VACATION: If a student must miss school due to a family vacation the parent/guardian must make arrangements with the attendance office to request a contract to acquire assignments for the days the student will be absent. All assignments are due the day the student returns from vacation. ***Vacations are not an excused absence*** from school per the California Education Code.

ON-LINE COURSES: The following process is necessary to enroll in an On-Line Course:

- The student contacts their counselor with a request to take an on-line course
- The reason for the request must meet one of the following criteria:

Remediation

Advancement to next level (electives)

Impacted schedule (electives)

- If appropriate, the counselor will give the student the District Internet Independent Study Form for the parent to complete and return to the Counseling Office
- Yorba Linda's Assistant Principal of Curriculum approves or denies the request. The student will then be notified of the status of their request
- If approved the student completes the course
- The course will be added to the student's Yorba Linda High School transcript when an ***official*** transcript is received from the on-line provider. It is the responsibility of the student/parent to determine whether or not the course meets university requirements.

Student athletes are encouraged to inquire about the new NCAA regulation restrictions for taking on-line courses. Check out our web site in the counseling section under NCAA for this information. Remember to tell your counselor if you are planning on being an athlete in college.

PROCEDURE FOR RESOLVING CLASSROOM CONCERNS OR PROBLEMS:

1. Contact the teacher for a telephone conference or an appointment to discuss your questions or concerns personally
2. Contact your student's counselor for additional assistance
3. If the problem persists, contact the Assistant Principal in charge of either Student Services or Curriculum
4. If the above steps have failed to resolve the problem, please contact the Principal

MONITORING STUDENT PROGRESS: Early in the school year you will receive a letter from YLHS with information about the student Aeries (ABI) system. This system allows students and parents to monitor the student's progress on a daily basis. It also allows for an easy access to e-mailing the teacher, check attendance, print grades and check on homework completion. The student Aeries number will follow the student through out their enrollment in the district. If you do not have computer access we offer a Weekly Grade Check sheet your child can pick up in counseling prior to the start of school on Fridays.

HEALTH SERVICES: The school health clerk maintains the health office in the front office next to the attendance office on a part time basis. If your student has health issues please contact her for assistance. Students wishing to visit the health office during class time must have a hall pass from their teacher. ***Any medication including over the counter, must be held in the health office with doctor's and parent permission form on file.***

LOST AND FOUND: Articles that are found on campus will be sent to the lost and found department in the front office. These articles will be kept until the close of school in June. After school has closed, the remaining articles will be donated to charitable organizations.

HALL PASSES: Students must have a written hall pass in order to leave the classroom during the class period. Students that are detained for any reason should request a hall pas to avoid being marked tardy in the following class.

CLOSED CAMPUS: Yorba Linda has a closed campus to all students. Permission to leave campus during the school day can only be authorized by parent permission and cleared through the attendance office.

DROP OFF LUNCHES: ***The school will no longer accept "drop off" lunches for students.*** If you choose to bring your child lunch you must make prior arrangements with your child to meet them in the office foyer and hand them their lunch.

DELIVERING MESSAGES OR PERSONAL ITEMS TO STUDENTS: It is our desire to maintain a learning environment that does not interrupt class time for the students. Therefore, Attendance Office will not deliver items or messages to students in a non-emergency situation. Students are responsible for bringing

everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. We do not relay phone messages to students except in the case of an emergency. Please remind the student of doctor and other appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.

STUDENT PHOTO ID CARDS: Students are *required* to have a Yorba Linda High School photo ID card in their possession *at all times* for safety and security purposes. Failure to provide an ID card may result in detention hours.

VISITORS AND GUESTS: YORBA LINDA HIGH SCHOOL IS A CLOSED CAMPUS

ALL visitors must report to the school office before entering campus. Visitor passes are required for all visitors who are permitted to remain on the campus. *Visitor passes are not issued to high school age visitors.* Teachers shall allow no one but regularly assigned students or adults with a visitor pass in their class. Guest passes are required for activity programs and will be issued by the Assistant Principal of Student Services in accordance with procedures set forth in the student handbook. *Violators are subject to arrest per 653(G) of the penal code.*

GUEST PASSES FOR YLHS DANCES: When an YLHS student invites a non YLHS student to a school dance they must obtain and complete a guest pass from the Activities Office and turn it into the Activity Office for approval by the Activities Director. *The maximum age for a guest is 20 years old and no students younger than high school freshmen will be approved for a guest pass for any dance.*

TRANSCRIPTS: Seniors and Juniors who are college bound will need an official transcript sent to the college which they applied for. The college admissions process has been made easier for the students of YLHS with our connection to www.Parchment.com. The district has partnered with Parchment to handle transcript requests electronically. With Secure Transcripts the students of YLHS can now order their transcripts online, with ease and 24/7 convenience of the Web.

Most colleges in the U.S. are going paperless and will soon be *only* accepting transcripts online. It's easy for the YLHS students to order their transcript. Log onto the YLHS website at www.ylhs.org look for the Parchment link, follow the set up instructions, select the college you wish YLHS to send a transcript to, pay online and Parchment will do the rest. Once YLHS has released your transcript to Parchment you will receive an e-mail from Parchment that the transcript has been sent and received to the college of your choice. No more guessing if your transcript was ever sent.

NUTRITION/LUNCH POLICY: Students are expected to respect the campus and maintain a safe environment. In an effort to facilitate supervision, and cut down on the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating areas. We solicit your support and cooperation in contributing to a cleaner environment.

RULES AND REGULATIONS

1. Students are to eat food *ONLY* in the designated areas on campus. Eating in school buildings will *not* be permitted. Students cannot eat in out-of-bounds areas, which include parking lots, fields, athletic courts, driveways, or other designated areas
2. Students are expected to deposit trash in the receptacles provided
3. Students are not to be in the building during lunch unless directly supervised by a staff member

LUNCH PERMITS: Lunch permits will be issued to *SENIORS ONLY*. Seniors wishing to leave school at lunch on a regular basis must have a parent/guardian come to the school and sign for a lunch permit. *Seniors who abuse the stipulations of the lunch permit privilege will have their pass revoked.*

No other students will be permitted to leave school at lunch unless a parent/guardian signs them out in-person.

LOCKERS: Students are issued lockers for the purpose of storing P.E. clothes only and are the property of the school district. Since it is the school's duty to maintain safety, order and discipline, locker contents, book bags and gym bags are subject to "search and seizure" when a school official has reason to believe that a student possesses evidence of illegal activity, or activity that would interfere with school discipline and order. *Please store valuables in lockers. YLHS assumes no responsibility for items left unsecured (i.e. book bags, purses left on locker room floors or on top of lockers) by students.*

STUDENT PARKING REGULATIONS: Students who drive a motor vehicle to school ***MUST*** have a parking permit. Parking permits will only be sold for the amount of spaces available. There is a \$10.00 fee for the permit.

When applying for a parking permit; student must be present and have the following information in their possession:

- Parking Permit Request form (download on line or from front office)
- A valid California driver's license
- Car registration
- YLHS Student ID card

Students who drive multiple vehicles must present each vehicle registration or copy of registration when applying for a parking permit.

The following rules and regulations apply to all motorized vehicles while driving or parking on the YLHS campus:

- Students may **ONLY** park in the student parking lot near the gym. The upper lot is for faculty and visitors only.
- A parking permit must be attached to the rear view mirror or placed on the dashboard so it is clearly visible from the outside of the vehicle
- No end cap parking. Student must park in designated parking stalls. A parking permit allows a student to park on school grounds only. No street parking is allowed.
- A parking pass is non-transferable to other students. Students may not trade, loan or sell a permit issued to the registered user
- No parking on campus in areas designated as restricted parking areas. Posted signs or yellow marked parking stalls designate this area
- Students ***must*** follow directional arrows painted on the parking lot roadway
- If a parking permit is lost or stolen, the registered user must report the lost or stolen permit to the front office as soon as possible. A \$10.00 fee will be assessed to replace the lost or stolen permit
- Students may never park in areas designated as staff parking, loading or unloading areas or visitors parking. Handicapped parking is permitted with a DMV issued permit only. Any student parked using an unauthorized handicapped-parking permit will result in the loss of the permit and a citation from the Brea Police Department
- Parking or stopping in fire lanes is prohibited
- Motor vehicles, which include motorcycles, must be driven on the roadway at all times. No student vehicle is permitted to drive on sidewalks, grass area, playing fields, teacher parking lot, basketball courts, tennis courts or areas designated as restricted
- Go-peds, motorized skateboards, motorized scooters and skateboards are prohibited on school grounds at all times. School grounds include parking lots, field areas and green belt areas
- Posted speed limit on campus is reasonable for conditions at the time not to exceed 10 MPH.
- Bicycles are subject to the same rules and regulations as a motor vehicle. Students must park bicycles in designated area. Bicycles are not to be ridden inside the interior of the school grounds, walkways or buildings
- New vehicles or any additional vehicles driven must be listed on student's permit application. All changes during the school year can be made through the front office
- Any on campus traffic infraction, student could lose their parking pass up to 30 calendar days

All parking regulations are strictly enforced on and off the YLHS campus by the Brea Police Department. A violation of parking rules and regulations could result in parking citation being issued to the parked vehicle.

ASSOCIATED STUDENT BODY INFORMATION (A.S.B.)

STUDENT COUNCIL – LEADERSHIP CLASS

The Student Council is the legislative and supervisory body of the Associated Student Body. It is composed of elected and appointed officers and the Director of Activities. The Student Council meets daily to conduct school activities business for the Associated Student Body and plans all extracurricular activities.

STUDENT I.D. CARDS

All students will be issued an Identification Card. THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL FOR ALL SCHOOL ACTIVITIES AND STUDENT BUSINESS (including student purchases, the Attendance Office and Food Services). ID cards are required for admission to all school dances. YLHS ID cards are made during "BACK TO SCHOOL DAYS" week in August. Any student missing this week must obtain their ID card at make up picture day in September. A \$10 fee will be charged for replacement of any lost or stolen ID cards. Replacements ID cards can be obtained in the Activities Office before school, during break or lunch, or after school until 3:15pm. New students must obtain their ID card in the Activities Office within their first week of enrollment.

ASB CARDS

An ASB imprint on your ID card can be purchased for \$45.00. This provides the student with membership in the Associated Student Body and entitles the holder to huge discounts on spirit items, PE clothes, yearbook, dances, and most school events. ASB membership can save a student over \$250.00, if not more.

YEARBOOK/DVD

Yearbook sales will be announced throughout the year and will be sold during BACK TO SCHOOL DAYS. Prices and sale dates will be available online.

STUDENT PLANNER

To help you stay organized YLHS has created our very own student planner with our student activities included. Please purchase your student planner for \$10 with ASB or \$15 without ASB during BACK TO SCHOOL DAYS or during the first 2 weeks of school. We have a limited amount of planners for sale.

ACTIVITIES OFFICE

The Activities Office is open for student business before school 7:30-7:50 am, break, lunch, and after school until 3:15pm. No student business may be conducted during class hours even if the student has a free period. All students must have their ID card in order to purchase/pay for any items in the Activities Office. Payments will be on a cash only basis as of May 15 of each year.

STUDENT DEBTS

School debts are turned into the Activities Office and entered into the student's account. This account then becomes locked for any further business. Examples of debts are: lost, damaged or non returned school and library books, athletic equipment and uniforms, club fundraising debts, returned checks, transportation fees, etc. To clear this debt and unlock an account the item(s) and/or payment must be turned into the Activities Office. If there is a discrepancy, please check with the staff member who turned in the debt.

RETURNED CHECKS

Please resolve any returned checks immediately. Cash or money order must be returned to the Activities Office to cover the amount of the check plus the bank fee. Returned checks are a debt on the student's account. Any account not resolved in a timely manner will result in the reversal of items purchased (i.e. ASB, yearbook, tests, etc.).

DANCES

All dances except for Prom will be located on campus. Students must have their YLHS ID card in order to purchase dance tickets. A Dance Agreement signed by the student and parent must also be on file. Please read the Dance Agreement form for all dance related specifics. Dance ticket sales generally begin 3 weeks prior to the dance. No refunds can be made during the last week of dance ticket sales. Refunds will be made with a completely filled out dance refund sheet with parent signature. This form may be picked up and returned to the Activities Office.

CLUBS/ORGANIZATIONS

YLHS has over 30 student organized clubs on campus. Each offers opportunities for leadership, planning, and opportunities for community service and pride. All clubs must meet the following requirements:

- All clubs must be open to all members of the student body.
- Each club must have a constitution approved by the Student Council.
- All club finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.
- All clubs must have a faculty member as the advisor who will assume the responsibility for the club.

WEBSTORE

For those students and parents who wish to pay by credit card, the YLHS Webstore is located on the YLHS website at www.ylhs.org. Click on the shopping cart logo. Follow the directions for use on the log in page. Print out your transaction receipt and bring it to the Activities Office. Students with locked accounts will not be able to access the Webstore. Please check with the Activities Office as to the nature of the locked account. There is a transaction fee that covers the credit card company charges.

CO-CURRICULAR ELIGIBILITY

A co-curricular activity is one which generally takes place outside of the classroom time and is an extension of the regular curriculum. Co-curricular activities include, but are not limited to the following:

- Athletic teams
- Drama clubs or theatrical performances
- Color Guard
- Musical performance groups
- Cheer/Song squads
- School publications
- Academic Decathlon/Mock Trial/Speech & Debate
- Leadership/Student Government
- Club Leaders

It is the policy of the Placentia-Yorba Linda Unified School District that in order for a student to participate in any co-curricular activity, the student must maintain a grade point average of 2.0 ("C" average) on a scale of 4.0. If, at the end of a grading period the student has not maintained a 2.0 grade point average, the student will be placed on academic probation for ***one grading period***.

A student not earning a 2.0 grade point average at the conclusion of the probationary period will be deemed ***ineligible*** for participation in the co-curricular program until the grade point average is raised to a minimum of 2.0 at the end of a subsequent grading period. The grading periods referred to in this policy are 1st quarter, 1 semester, 3rd quarter and 2nd semester.

All school owned athletic equipment/uniforms must be returned within 2 weeks after the end of the season or a debt will be applied to the student's account. A student will not be able to clear for another sport until the debt is cleared.

If a student quits or is REMOVED by the coach from a team; he/she cannot transfer into another sport until that season is over with. The student should visit his or her counselor to be placed in a P.E. class within 2 school days.

Once a sport season ends the student has two school days to report to the Athletic Director for clearance into another sport or to a counselor if they are not going into another sport or if they need their schedule changed.

New NCAA requirement about on-line classes. Please see our web site under Counseling then click on NCAA for the announcement.

ATHLETIC INFORMATION

The Yorba Linda High School athletic program provides students a chance to participate in interscholastic competition. Every male and female student is urged to compete in the sports of his/her choice. The following are standards of citizenship and academics set by school and the California Interscholastic Federation:

1. Must maintain a 2.0 or higher G.P.A. **and** passing 4 classes
2. Demonstrate and maintain satisfactory citizenship
3. No school debt
4. Have a current complete physical examination on file
5. Verify individual personal insurance, copy of insurance card required or purchase school insurance from the finance office
6. Purchase an Associated Student Body Card (ASB)
7. Meet approved school board requirements

Athletic Director Men's: Jeff Platt 714 986-7500 x 14012 jplatt@pylusd.org

Athletic Director Women's: Lisa Lejano 714 986-7500 x 14010 ltully@pylusd.org

Athletic Clearances: Diane Quintero 714 986-7500 x 14033 aquintero@pylusd.org

	<u>Men's</u>	<u>Women's</u>
Fall Sports:	Football Cross Country Waterpolo	Volleyball Cross Country Golf Tennis
Winter Sports:	Basketball Wrestling Soccer	Basketball Soccer Waterpolo
Spring Sports:	Track and Field Baseball Swimming Lacrosse Tennis Golf Volleyball	Track and Field Softball Swimming Lacrosse

BEFORE AN ATHLETE MAY TRY OUT FOR A SPORT THE FOLLOWING ITEMS MUST BE COMPLETED:

Athletic clearance packets are available on line at www.ylhs.org or in the office.

1. Physicals: Make arrangements for your own physical. Appropriate forms are in the activities office at Yorba Linda High School or on line
2. Insurance coverage: All participants must have proper insurance coverage
 - A. Insurance waiver – if you presently have insurance equal to or more than \$1500.00 medical and accidental death. Copy of insurance card required
3. ASB card purchased
4. All school debts cleared
5. Emergency Release form completed
6. Residency verification on file in Counseling Office
7. Residence eligibility check on file
8. Transportation fee paid and transportation form completed.

If you have any questions regarding clearing, please call the athletic department or Athletic Clerk.

ATHLETIC CODE OF CONDUCT

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

The goal of athletic participation is to provide a rewarding co-curricular experience for all students. All participants must commit to exemplary conduct and behavior as a representative of the school, district, and community.

As a participant in PYLUSD athletics, I agree to the following:

1. To recognize that athletes involved in activities which reflect negatively upon themselves, the team or the school is subject to suspension from athletics;
2. To understand that hazing is defined as any act of forcibly involving fellow students in inappropriate, demeaning, or potentially dangerous acts (as in an initiation rite). Hazing is a form of intentional harassment and is considered a serious violation of our Code of Conduct;
3. To meet the minimum academic requirements established by the Board of Trustees of the PYLUSD and California Interscholastic Federations (CIF) for eligibility;
4. To recognize that suspension for offenses to Education Code 48900 will result in competition ineligibility during the time of suspension;
5. To recognize that sport specific standards of behavior and appropriate consequences may be set by the head coach of each individual sport;
6. To recognize that a student/athlete who has unlawfully possessed, used, offered to sell, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind, including androgenic/anabolic steroids, or unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, while on school grounds, during school, or during or while going to, coming from or attending a school sponsored event, while going to or coming from school, during the lunch period whether on or off school grounds, shall receive the consequences listed below, in addition to discipline imposed under the District's student disciplinary policies;

First Offense: *6 week suspension from the first official athletic contest (includes scrimmages)
Suspended athletes may participate in their designated athletic period only for the duration of the suspension

Second Offense: Suspended from athletics for one calendar year, regardless of the incident

Third Offense: Lifetime suspension from the athletic program, regardless of the incident

*Any offense occurring outside the student's athletic season, including summer will result in the suspension being applied to the next sport he/she participates in. Any offense occurring during the student's athletic season, may result in suspension for the balance of the season. Any time left on the suspension will be applied to the student's next season of sport.

7. To recognize a student/athlete involved in any activity during the time school is not in session, which results in a conviction, may receive consequences such as those listed in (6) above.

If a suspended athlete so chooses, he/she may have his/her suspension reviewed, and have the time of the suspension cut in half upon enrollment and completion of an acceptable substance abuse counseling program. Any athletic suspension may be subject to a review by the principal, athletic director, head coach and/or coaches' council.

This Code of Conduct will be included in all Athletic Packets for students.

Yorba Linda High School Student Dress Code

PYLUSD School Board policies establish that students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the decency of, or reflect negatively on, or detract from any phase of the educational program. The Yorba Linda High School administration and staff believe that dress affects the academic environment at school and in some cases can be disruptive to the learning environment. Therefore, the following dress codes apply at all times to students while on campus or in attendance at any school event.

ALL CLOTHING MUST BE CLEAN AND IN GOOD REPAIR

Shirts/Tops – Clothing shall conceal undergarments at all times. See-through fabrics, black less/strapless clothing, low cut revealing tops and bare midriffs *are prohibited* at all times.

Pants/Shorts/Skirts/Dresses – Undergarments cannot be visible in any way. Revealing pants/shorts or skirts/dresses are prohibited.

Illegal/Obscene – Any apparel, jewelry, accessory or inscription on personal belongings that could be construed as depicting or promoting illegal, obscene, or is sexually suggestive is not allowed. Items that specifically depict or promote alcohol, drugs, tobacco, weapons, or obscenities are prohibited.

Offensive – Apparel, jewelry, accessories, manner of grooming, and inscriptions on personal belongings that by virtue of color, arrangement, trademark, universal meaning or any other attributes, express or advocate racial, ethnic, or religious prejudice are not allowed.

Jewelry/Accessories – Spiked jewelry, chains, and other dangerous apparel are prohibited

Footwear – Bare feet are not allowed. Shoes must be worn at all times.

Hats – The wearing of hats is at the discretion of individual classroom teachers. *Bandanas, hairnets and do-rags are not permitted to be worn or displayed at anytime.*

CONSEQUENCES

- Incident 1:** Item may be confiscated, alternative clothing loaned, warning given, parent contacted, student may be sent home.
- Incident 2:** Item will be confiscated, alternative clothing loaned, parent conference possible, two (2) hour detention, student may be sent home.
- Incident 3:** Item will be confiscated, alternative clothing loaned, parent conference possible, four (4) hours Saturday School/Saturday Work hours assigned, possible student behavior contract.
- Incident 4:** Item will be confiscated, alternative clothing loaned, parent conference held, one to five day school suspension, student placed on behavior contract. Possible school transfer.
- Incident 5:** Item will be confiscated, alternative clothing loaned, parent conference held, one to five day school suspension. School transfer

PE NON-SUITE CONSEQUENCES

Incident 1: Loss of points for the day.

Incident 2: Email/parent contact.

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- Incident 3:** 1 work study hour will be assigned.
Incident 4: 2 work study hours will be assigned.
Incident 5: Referral to counseling office/Saturday work study assigned.
Incident 6: Referral to the office and student will be placed on behavior contract.
Incident 7: Student may be dropped from the class and receive an "F" and not credits.

ATTENDANCE INFORMATION

Track your students daily attendance, grades, homework assignments and contacting teachers is easy to do with the AERIES (ABI) student system available to parents and students. In the fall of each year, parents will receive a letter from YLHS indicating their student's ID number which will allow them to create an account. This account number will follow your student through out their education in the PYLUSD.

The goal of YLHS is to assist each student to become a productive and effective citizen in our democratic society. We believe that a quality education will benefit the student in his or her future endeavors. In our experiences we have found that there is a direct correlation existing between a student's attendance habits and his or her academic success. It is vitally important that students attend school on a **consistent basis**. The YLHS Attendance Policies have been established to provide motivation for our students to be in attendance so that they may achieve their full potential.

WHEN A STUDENT IS ABSENT: A **written note** from parent/legal guardian must be provided to the attendance office on the day the student returns to school. The note must include the student's legal name, date(s) of absence, reason for absence and the signature of the parent/legal guardian.

All students must show their YLHS Student ID card at the attendance window to obtain a re-admit or off campus pass. Failure to show YLHS Student ID card may result in detention hours.

Students returning to school from an absence without a written parental verification will be classified as a **"Temporary Truant"**. The student will have **24 hours** to clear the absence with a note. Failure to clear truancy will result in a **"Permanent Truant"** and the student will be assigned a Saturday School. If the student is truant for an entire day, he/she will be assigned hours at Saturday School.

OFF-CAMPUS PERMITS: If a student leaves campus for any reason during their school day the student must obtain an Off-Campus Permit from the Attendance Office **prior** to leaving school. Off-Campus Permits are issued before school, and during break. ***We do not allow students to leave with an Off-Campus Permit during the hours of 11:45 – 1:10.*** Students requesting to leave during this time must be signed out by parent/guardian in the Attendance Office. Failure to do so will result in the student being marked truant for any classes missed. Students who leave campus without an Off-Campus Permit will be considered illegally off campus and will be given a **PERMANENT TRUANT**.

READMITS: The Attendance Office opens at **6:45 a.m.** daily. Students returning to school after an absence should arrive early to obtain a readmit. **STANDING IN LINE WILL NOT EXCUSE TARDINESS TO CLASS.**

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AUTOMATIC DIALER: The district automatic dialer program attempts to call home and notify parents of students who miss 2 or more periods a day. The automatic dialer is programmed to call the home of any student who has an un-cleared absence between the hours of 6:00 p.m. and 8:00 p.m. Calls are made every day but often parents cannot be reached and messages are left on answering machines or voicemail. ***Parents are responsible if students pick up messages and fail to pass the message to a parent in a timely fashion.*** If you feel the absence was in error, please have your student contact the teacher directly. Remember you can track your student's attendance on AERIES.

AGREEMENT FOR STUDENTS 18 YEARS OF AGE: Students who are 18 years old may be allowed to excuse their own absences. A ***parent/guardian*** and the ***18 year old*** student must sign a release form in the Attendance Office. This cannot be done via fax. The 18 year old will have authorization to write their own notes to excuse any classes missed. They may also obtain an Off Campus Permit from the Attendance or Health office.

ATTENDANCE PROCEDURES

The PYLUSD Board of Education has established an attendance policy to inform parents and students of instruction missed due to absence, and to reduce student absenteeism. The attendance program is outlined as follows:

A student ***accumulating fifteen (15)*** absences (this represents approximately one-sixth of the semester) in a class in a semester may receive a grade of "**F**" and may be dropped from a class(es) with loss of credits.

The following absences ***are*** counted towards the accumulative total

- Illness (non doctor/nurse verified)
- Released from campus through the health office
- Parent permission
- Truancy
- Suspension

When a student accumulates absences the following interventions will take place:

Eight Class Absences:

The parent will receive written notification listing course period, course title, teacher and number of accumulated absences

Twelve Class Absences:

1. An Administrator will conduct a conference with the student's parents or guardian and the student to discuss problems
2. The student will be placed on an attendance contract, and a plan for improved attendance will be made
3. The student and parent will be notified that continued absence may result in a failing grade or withdrawal from class(es) with loss of credits

Fifteen Class Absences:

1. Student may receive a grade of "**F**" for the course
2. Students may be dropped from class(es) with loss of credits
3. If the student's class load drops below the minimum of five classes, the student may be referred/transferred to another educational program

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TARDY PROCEDURES

TARDY SWEEPS: The students at YLHS are given 7 minutes to pass from one class to another with a 2 minute warning bell at the 5 minute mark. In order to reduce the disruption of students being tardy to class, YLHS will implement random ***tardy sweeps***. During the tardy sweep any student out side of a class room when the final passing bell rings will be brought up to the Attendance Office and issued detention hours. Tardies accumulated in these sweeps will count the same as a tardy during any other time.

It is the responsibility of the student to be in class on time. Teachers are expected to use judgment in determining tardiness. A student is considered tardy if they are not in the classroom when the final passing bell stops ringing. Classes should be dismissed within one minute of the scheduled dismissal time in consideration of other teachers. The following referral procedure will be used:

TARDIES (per semester per class)

- | | |
|------------------|---|
| Tardy 1-2 | Handled by individual teacher
Student conference
Detention optional |
| Tardy 3 | Handled by individual teacher
Parent contact made by letter, e-mail or telephone (documented)
Detention optional |
| Tardy 4-5 | Handled by Office/Attendance
Parent contact made by letter, e-mail or telephone (documented)
Detention assigned (documented) |
| Tardy 6 | Referred to counselor
Assigned 4 hours Saturday Work
Parent contact (documented) |
| Tardy 7 | Referral to Attendance Director – previous action noted on referral
Parent contact
Detention/Saturday Work/School assigned
Student placed on Attendance Contract |
| Tardy 8 | Referral to Attendance Director – previous action noted on referral
Saturday Work/School program assigned
Parent conference |
| Tardy 9 | Referral to Attendance Director
Parent conference
Student may be withdrawn from class with loss of credits |

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TRUANCY PROCEDURES

Reference Board Policy 5113 (A), Educational codes 48260, 48262, 48264.6

PER SCHOOL YEAR

Any pupil who is absent from school or tardy to any class in excess of 30 minutes without a valid excuse is considered a truant.

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

The appropriate Attendance Director will assign disciplinary consequences for truancy.

- Incident 1** 4 hours Saturday Work/School program for two or more periods per day
2 hours for single period truancy
Parent contact
- Incident 2** 4 hours Saturday Work/School program for two or more periods per day
2 hours for single period truancy
Parent contact
- Incident 3/4** Student classified as **truant** pursuant to Educational Code 48560
4 hours Saturday Work/School Program for two or more periods per day
2 hours for single period truancy
Parent notification by mail
Student referred to school resource officer
- Incident 5** Student classified as **truant** pursuant to Educational Code 48260
Student Behavior Contract
4 hours Saturday Work/School for two or more period truanancies per day, 2 hours for single period truancy. Student referred to school resource officer. Student and parent **required** to attend School Attendance Review Team (SART) conference. SART agreement signed by student and parent. **SENIOR LUNCH PASS WILL BE REVOKED AT SART LEVEL**
- Incident 6** Student classified as a **Habitual Truant** pursuant to Educational Code 48262
4 hours Saturday Work/Study Program for two or more periods truanancies per day, 2 hours for single period truancy. Student and parent are referred to the Orange County District Attorneys office by school resource officer for **mandatory** attendance awareness education program
- Incident 7** Student classified as **Habitual Truant** pursuant to Educational Code 48262, 48264.5. Parent and student required to attend School Attendance Review Board (SARB)
- Incident 8** Student and parent are referred by school resource officer to Orange County Juvenile court for prosecution

ELECTRONIC SIGNALING DEVICES

Cell phones, iPods, MP3

5131.11 PYLUSD BOARD POLICY:

STUDENT USE OF ELECTRONIC SIGNALING DEVICES

It is the intent of the Board of Education, in exercising its authority to regulate the use of electronic signaling devices, to establish guidelines and regulations that will ensure the continuation of a positive climate for learning, free from unnecessary disruptions. As the technology wireless communication in our society had evolved, there is now widespread use of electronic signaling devices, such as cellular and digital telephones and pager devices, among our student population that previously has been prohibited.

Although state law no longer prohibit students from possessing or using electronic signaling devices, restrictions on their use on a school campus must exist to ensure that such use does not infringe upon the rights of others or interfere with classroom instruction or other school activities.

The Board does not encourage student possession or use of electronic signaling devices on a school campus or does it assume liability if such devices are damaged, lost or stolen. Students who use these devices shall do so only before and/or after the school day. Cell phones, pagers and electronic signaling devices shall remain off during the school day.

If the privilege of having these devices at school is abused and the possession or use of an electronic signaling device violates this policy, the school has the right to revoke the privilege and prohibit a student from possessing such a device on campus. The principal/designee is responsible for including violations of this policy in the school discipline plan as appropriate.

YLHS has developed the consequences below for electronic signaling devices violations.

If a student fails to hand over the device to the teacher or staff member, he/she will be considered in defiance of authority. The school day for not using the devices is 7:55 a.m. to 2:45 p.m. regardless of when the student ends their day.

- | | |
|-------------------|--|
| Incident 1 | Item confiscated, warning/possible parent contact
Item returned to student between 3:00-4:00 p.m. from the Attendance Office
<i>Student MUST provide YLHS Photo ID card to pick item up; there are NO EXCEPTIONS to this requirement</i> |
| Incident 2 | Item confiscated
Item returned to parent
ONLY parent or <u>legal</u> guardian with photo ID may pick item up |
| Incident 3 | Item confiscated
Item returned to parent
ONLY parent or <u>legal</u> guardian with photo ID may pick item up
2 hours Saturday School/Work assigned
Parent contact |

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- Incident 4** Item confiscated
Item returned to parent
ONLY parent or *legal* guardian with photo ID may pick item up
4 hours Saturday School/Work assigned
Placed on Behavior Contract
Parent conference
- Incident 5** Item confiscated
Suspension 1-5 days (insubordination)
Parent conference
Possible school transfer

CONFISCATED ITEMS

Any and all confiscated items will be released to the student/parent/guardian dependent on circumstances. Unclaimed items will be disposed of at the conclusion of the current school year.

Yorba Linda High School assumes no responsibility for lost or stolen items.

INAPPROPRIATE USE OF ELECTRONIC COMMUNICATION AND CONSEQUENCES

As the use of digital technology becomes more prevalent throughout our schools, the Placentia-Yorba Linda Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

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CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension.

****** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"***

******Education Code 48900 (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"***

******Education Code 48900 (i) "Committed an obscene act or engaged in habitual profanity or vulgarity"***

****** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"***

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the Bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the Bully's parents.
- Contact the police.

Yorba Linda High School Student Behavior Expectations and CODE OF CONDUCT

The goal of Yorba Linda High School is to assist each student to become productive and effective citizens in our democratic society. We are sure that the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

The purpose of the YLHS Code of Conduct is to ensure a safe and orderly educational climate conducive to learning. Students are expected to demonstrate responsible behavior which does not interfere with the safety, well being, or educational opportunities for themselves or others.

In an effort to support the positive actions of the vast majority of students, disciplinary action will result when students fail to conduct themselves in an acceptable manner. A pupil may be disciplined for acts which are related to school activity or attendance which occur at any time, including but not limited to, any of the following:

- While on school grounds
- While going to or coming from home to school
- Off campus during school hours
- During, or while going to or coming from a school sponsored activity

SEARCHES AND SEIZURES

The law provides school officials with a wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpack, lockers, cell phone, car) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped all students will be cooperative as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly includes being "out-of-bounds" without permission or a report by another student, parent or staff member of possession of contraband or dangerous objects. Students should also be aware that any contraband or dangerous objects found in their *possession will be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, he or she should go directly to the Assistant Principal or other staff member and turn it over without delay.* (Education Code 489050)

SUSPENDABLE AND EXPELLABLE OFFENSES

California Education Code 48900 a-r, .2,.3,.4,.7

The following offenses listed below may result in suspension, Administrative transfer to another high school within the district or expulsion from the PYLUSD. All incidences will be investigated by the administration of YLHS to determine which consequences will apply. The student may be recommend for expulsion for the following if:

(a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct;

Or

(b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others

California Education Code 48900

- (a) (1) Physical injury to another person
- (a) (2) Willfully caused physical injury by force or violence upon another person
- (b) Possession of weapons, explosives or dangerous objects
- (c) Possession or use of controlled substance, alcohol or intoxicant
- (d) Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- (e) Committed robbery or extortion
- (f) Vandalism to school property or private property
- (g) Theft
- (h) Possession of tobacco
- (i) Excessive use of profanity or repeated vulgarity
- (j) Possession of drug paraphernalia
- (k) Defiance or disruption of school activities
- (l) Possession of stolen property
- (m) Possession of an imitation firearm
- (n) Commit or attempt to commit sexual assault or sexual battery
- (o) Harass, threaten or intimidate a student witness
- (p) Selling Soma
- (q) Hazing
- (r) Bullying/Cyber
- .2 Sexual harassment
- .3 Hate violence
- .4 Intentional harassment, threats, or intimidation
- .7 Intentional terrorist harassment, threats or intimidation against school staff or property

EXPLANATION OF BEHAVIOR TERMS

Expulsions: Is a formal process which includes suspension and a hearing at the PYLUSD Child Welfare and Attendance office to determine if a student will be dismissed from their current educational setting. Students that have been expelled may not attend any school or program within the Placentia-Yorba Linda Unified School District until the expulsion requirements have been completed. Suspensions or expulsions will be imposed when other means of correction fail to bring about proper conduct or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the learning process.

The California Legislature amended ED Section 48915 (c) to fulfill the federal mandate. California law also adds a requirement for the mandatory suspension and the recommendation for expulsion of students who:

- **Possess, sell, or otherwise furnish a firearm**
- **Brandish a knife at another person**
- **Sell a controlled substance**
- **Commit or attempt to commit a sexual assault or sexual battery**
- **Possess an explosive**

****All ED Section 48915 offences are subject to expulsion.**

Suspensions: Removes a student from campus from one to five days, after which time the student may return to class.

Administrative Transfers: Removes the student from YLHS by transferring to another high school within the district. Student is removed for not more than two semesters. The student may return *if* he/she completes the conditions set forth by the Assistant Principal for returning to YLHS.

Violation of Ed Code 48900 Section (a) – (r) and 48900.2 – 48900.7

48900 Section A: Physical Injury to Another Person

Students are expected to seek constructive solutions to conflict in a non-violent manner.

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) EC 48900 (a) (1)

Disciplinary Consequences:

Incident 1	Suspension from school for 1-5 days depending on circumstances Parent conference Student Behavior Contract (optional) Possible police involvement Possible school transfer
Incident 2	Suspension from school for 1-5 days depending on circumstances Parent conference If on Student Behavior Contract, school transfer If not on Student Behavior Contract student placed on contract Possible police involvement Possible school transfer
Incident 3	Suspension from school for 1-5 days depending on circumstances Parent conference Possible police involvement School transfer

Causing serious injury to another person may result in the student being recommended for expulsion from the Placentia-Yorba Linda Unified School District.

(a) (2) Willfully used force or violence upon the person of another, except in self-defense.

Any student currently enrolled at YLHS who causes, attempts to cause, or threatens to cause physical injury to another person will be suspended from school for a period of not less than one day and not more than five days unless it can be shown that his/her actions were strictly in self-defense.

Disciplinary Consequences:

Incident 1	Suspension from school for 1-5 days depending on circumstances Parent conference Student Behavior Contract (optional) Possible police involvement Possible school transfer
Incident 2	Suspension from school for 1-5 days depending on circumstances Parent conference If on Student Behavior Contract, school transfer If not on prior Student Behavior Contract student placed on Student Behavior Contract Possible police involvement Possible school transfer

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Incident 3 Suspension from school for one to five days depending on circumstances
 Parent conference
 Possible police involvement
 School transfer

Causing serious injury to another person may result in the student being processed for expulsion from the Placentia-Yorba Linda USD.

48900 Section (b): Dangerous Objects

Students are expected to maintain a safe environment in the school free of weapons and/or dangerous objects.

****FIREARMS 48915 (c-1), **KNIVES 48915(c2), LASER POINTERS OR OTHER DANGEROUS OBJECTS**

Possession, selling, furnishing or use of firearms (including look-alike firearms), knives (including pocket knives), or other dangerous objects during the student's enrollment at YLHS will result in one or more of the following:

Disciplinary Consequences:

Incident 1	School suspension 1-5 days Possible police involvement Parent conference	Student placed on Behavior Contract School transfer Expulsion from school district
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****FIRES, USE/POSSESSION/SALE OF EXPLOSIVES, USE/POSSESSION/SALE OF INCENDIARIES 48915 (c5) (Matches, lighters, etc., false fire alarms)**

Disciplinary Consequences:

Incident 1	School suspension 1-5 days Parent conference Police/Fire Marshal involvement Restitution	Student placed on Behavior Contract School transfer Expulsion from school district Saturday School/Work
------------	---	--

48900 Section (c) (d), 48915 (c): Controlled Substances

Students are expected to be drug and alcohol free and attend a safe environment

SALE OR FURNISHING OF DRUGS/ALCOHOL/INTOXICANTS/NON-PRESCRIPTION/LOOK-A-LIKE DRUGS

Students may not possess, use, sell, be under the influence of, negotiating to sell, furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, non-prescription drugs (including "look-a-like), or possessing quantities of same large enough to indicate sale on school grounds, off campus during school hours, at any school sponsored function, or while being transported to or from school or activities. All prescription and over-the-counter medication must remain in the possession of the school's health office with physician's written medical authorization.

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If it is established that alcohol or other drugs have been actually furnished to students in connection with the on-campus solicitation (i.e. flyers advertising alcohol parties), the student may be subject to expulsion.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | Five day school suspension |
| | Parent conference |
| | Possible police involvement |
| | Possible expulsion from school district |

USE OR POSSESSION OR UNDER THE INFLUENCE OF DRUGS / ALCOHOL / INTOXICANTS / NON-PRESCRIPTION DRUGS OR DRUG PARAPHERNALIA

- | | |
|------------|---|
| Incident 1 | Five day school suspension |
| | Parent conference |
| | Possible police involvement |
| | School transfer |
| | Possible expulsion from school district |

48900 Section (e) (f) (g): Vandalism, Robbery, Damage to Property, Theft, Graffiti and Graffiti Paraphernalia

Students are expected to respect the property of others

Students may not commit or attempt to commit robbery, theft, damage to property or extortion during the student's enrollment at YLHS. Robbery includes the theft of any property not belonging to the student or any attempts made to force or create fear in others while attempting to steal or while stealing another person's property. Borrowing of another person's property without their permission may be considered a theft.

ROBBERY / EXTORTION

Depending on the circumstances, action will include one or more of the following:

- | | |
|--------------------------------|-----------------------------|
| Parent conference | Suspension from school |
| Possible police involvement | Placed on Behavior Contract |
| Restitution | School transfer |
| Expulsion from school district | |

THEFT/POSSESSION OF STOLEN PROPERTY

Depending on the circumstances, action will include one or more of the following:

- | | |
|--------------------------------|------------------------------------|
| Parent conference | Suspension from school |
| Possible police involvement | Placed on Behavior Contract |
| Restitution | School transfer |
| Expulsion from school district | Saturday School/Study Work Program |

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Vandalism/Graffiti

Engaging in willful or malicious behavior resulting in destruction, defacement, damage or loss of use of school property or the private property of another will result in:

Disciplinary Consequences:

- | | |
|------------|--|
| Incident 1 | Restitution
Behavior Contract
Parent conference and one or more of the following:
Possible police involvement
School transfer
Suspension from school for 1-5 days
Expulsion from the school district |
| Incident 2 | Restitution
Parent conference and one or more of the following:
Possible police involvement
1-5 day school suspension
School transfer
Expulsion from the school district |

Graffiti Paraphernalia

Possession of markers, spray paint cans, etching tools and/or other graffiti paraphernalia by students is prohibited on campus unless special permission is granted for a school-related activity.

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | Saturday School/Saturday Work Program
Suspension from school (optional) dependent on circumstances
Parent contact
Behavior Contract (optional) |
| Incident 2 | Suspension from school for one to three days
Parent contact
Behavior Contract |
| Incident 3 | Parent contact
5-day school suspension
School transfer |

48900 Section (h): Tobacco

Students are expected to live a healthy lifestyle and respect the wellness of others

Students may not possess or use tobacco or any products containing tobacco or nicotine products.

USE OR POSSESSION OF TOBACCO PRODUCTS

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|--|
| Incident 1 | Saturday Work/Saturday School Program
Tobacco education intervention program
Parent conference
Possible police citation |
| Incident 2 | Two-day school suspension
Tobacco education intervention program
Parent conference
Possible police citation |

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- | | |
|------------|---|
| Incident 3 | 4-day school suspension
Tobacco education intervention program
Parent conference
Student placed on Behavior Contract
Possible police citation |
| Incident 4 | 5-day school suspension
Parent conference
School transfer |

48900 Section (i): Obscenity/ Profanity / Vulgarity / Obscene Gestures

Students are expected to treat all staff and students of YLHS with respect and practice responsible behavior at all times

Students may not engage in obscene acts or use habitual profanity or vulgarity, which includes speaking, writing, gesturing or acting inappropriately.

PROFANITY/VULGARITY/OBSCENE GESTURES

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | Parent conference
Saturday School/Work Program
1-5 day school suspension depending on circumstances
Student placed on Behavior Contract (optional) |
| Incident 2 | Parent conference
1-5 day school suspension
Student placed on Behavior Contract |
| Incident 3 | Parent conference
1-5 day school suspension
School transfer |

PROFANITY/OBSCENE ACTIONS DIRECTED TOWARD A STAFF MEMBER

Depending on the circumstances, action will include one or more of the following:

Profane or vulgar language/gestures/actions directed towards a staff member(s) will result in a 5-day suspension from school, parent conference, Behavior Contract, and/or school transfer.

Disciplinary Consequences:

- | | |
|------------|---|
| Incident 1 | Parent conference
5-day school suspension
Behavior Contract
Possible school transfer
Removal from class |
| Incident 2 | Parent conference
5-day school suspension
Removal from class
School transfer |

48900 Section (j): Paraphernalia

Students are expected to live a healthy lifestyle and respect others

Students may not possess, offer, share, or negotiate to sell any drug paraphernalia while a student at YLHS.

DRUG PARAPHERNALIA

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	5-day school suspension Parent conference Possible police involvement School transfer Possible district expulsion
------------	---

48900 Section (k): Defiance & Disruption

Students are expected to follow school rules and respect the authority and direction of school staff

Students may not negatively impact the orderly operation of the classroom or educational environment of the school by being defiant, disruptive, disrespectful or deceptive.

Prior to office referral, the teacher is requested to use other means of correction such as counseling, detention, and parent contact.

CLASS MISCONDUCT

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

Incident 1	One hour detention School suspension (optional-dependent on circumstances) Possible parent conference
Incident 2	Saturday School/Study Program School suspension (optional-dependent on circumstances) Possible parent conference Behavior contract (optional)
Incident 3	2-day suspension from class School suspension (optional-dependent on circumstances) Behavior contract Parent conference
Incident 4	Parent conference School suspension (optional-dependent on circumstances) Student withdrawn from class

STUDENTS ARE EXPECTED TO TREAT SUBSTITUTE TEACHERS AS GUESTS ON THE YLHS CAMPUS. STUDENTS WHO DISPLAY INAPPROPRIATE BEHAVIOR WHEN A SUBSTITUTE IS IN CHARGE WILL BE ASSIGNED TO SATURDAY SCHOOL/SATURDAY WORK PROGRAM.

CAMPUS MISCONDUCT

Depending on the circumstances, action will include one or more of the following:

Campus misconduct includes, but is not limited to:

Food throwing*	Distribution of unauthorized materials
Rude behavior	Lack of consideration for fellow students
Horseplay	Littering/Trash
Out of bounds	Driving/parking violation**

Disciplinary Consequences:

Incident 1	Saturday School/Saturday Work hours assigned Behavior contract (optional) Parent conference School suspension (optional-dependent on circumstances)
Incident 2	Saturday School/Saturday Work hours assigned Behavior contract (optional) Parent conference School suspension (optional-dependent on circumstances)
Incident 3	1-5 days school suspension Behavior contract Parent conference
Incident 4	Parent conference 1-5 day school suspension School transfer

***Food throwing will result in Saturday School/Saturday Work Program or suspension, possible school transfer, possible expulsion from the school district depending on circumstances.**

****Driving/parking violations are also subject to regulation under the California Vehicle Code and will result in an immediate revocation of parking privileges.**

CAMPUS RESTRICTIONS

Depending on the circumstances, action will include one or more of the following:

1. In the interest of safety, SKATES, SKATEBOARDS, and/or SKATE SHOES, BICYCLES and MOTORIZED VEHICLES are PROHIBITED on campus.
2. SPIKED BRACELETS, CHAINS, or other DANGEROUS APPAREL is PROHIBITED on campus.
3. GAMBLING IS PROHIBITED on campus.
4. No selling of items on campus unless sponsored by an YLHS Club and approved by the ASB.

Disciplinary Consequences:

Incident 1	Warning Item confiscated returned to parent
Incident 2	One-hour detention Parent contact Item confiscated returned to parent
Incident 3	Saturday School/Saturday Work Program Parent conference Item confiscated returned to parent

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- Incident 4 2-day school suspension
Behavior Contract
Parent conference
Item confiscated returned to parent
- Incident 5 Parent conference
3-5 day school suspension
School transfer

INSUBORDINATION

Includes, but is not limited to direct defiance of staff authority, failure to attend assigned Saturday School/Saturday Work Program, failure to respond to a call slip, etc.

Depending on the circumstances, action will include one or more of the following:

Disciplinary Consequences:

- Incident 1 Parent contact
Suspension from school for 1-5 days or Saturday School/Saturday Work Program, depending on circumstances
No show to Saturday School/Saturday Work hours will result in hours being doubled
Student Behavior Contract (optional)
- Incident 2 Parent contact
Suspension from school for 1-5 days
Student Behavior Contract
- Incident 3 Parent contact
Suspension from school for 1-5 days
School transfer

FORGERY

Students are expected to practice responsible and honest behavior

Forgery of personal or school documents will result in one or more of the following:

- Parent Contact Behavior Contract
- Detention Suspension from school
- Saturday School/Saturday Work School transfer
- Withdrawal from class Expulsion from the school district

48900 Section (I): Receiving Stolen Property

Students are expected to respect the property of other students, staff members and school grounds

Depending on the circumstances, action will include one or more of the following:

- Parent conference Suspension from school
- Possible police involvement Student placed on Behavior Contract
- Restitution School transfer
- Saturday School/ Work Program Expulsion from school district

48900 Section (m): Possession of an imitation firearm

Students are expected to maintain a safe campus and community environment free of weapons, dangerous objects and objects that resembles a real weapon.

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday Work/Saturday School Program	

48900 Section (n): Commit or attempt to commit a sexual assault or sexual battery

Students are expected to treat all students and staff members of the school with respect.

Sexual assault includes any sexual acts performed against the victim's will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim.

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900 Section (o): Harass, Threaten or Intimidate a student witness

Students are expected to treat all students and staff members of the school with respect

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900 Section (p): Unlawfully offered, arranges to sell Soma

Students are expected to be drug and alcohol free and attend a safe environment

Disciplinary Consequences:

Incident 1	Five day school suspension
	Parent conference
	Possible police involvement
	Expulsion from school district

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USE OR POSSESSION OR UNDER THE INFLUENCE OF DRUGS / ALCOHOL / INTOXICANTS / NON-PRESCRIPTION DRUGS OR DRUG PARAPHERNALIA

Incident 1 5-day school suspension
Parent conference
Possible police involvement
School transfer
Possible district expulsion

48900 Section (q): Hazing

Students are expected to treat all students and staff members of the school with respect

Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible Police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900 Section (r): Cyber bullying

Students are expected to treat all students and staff members of the school with respect

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

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900.2: Sexual harassment

Students are expected to treat all students and staff members of the school with respect

Engaging in the sexual harassment of another student or staff member by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of sexual nature.

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900.3: Hate violence

Students are expected to treat all students and staff members of the school with respect

Interfering with another's civil rights by personal assault or damage to another's personal property because of the person's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900.4: Intentional harassment, threats, or intimidation

Students are expected to treat all students and staff members of the school with respect

Intentionally engaging in a level of harassment, threats or intimidation against a student or students, which is sufficiently severe as to have a possibility of disrupting class work or creating a hostile educational environment.

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

48900.7: Intentional terrorist harassment, threats or intimidation against school staff or property

Students are expected to treat all students and staff members of the school with respect and keep a safe environment

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

****Section 48915 (a5): Assault and/or battery against a student or staff member**

Students are expected to seek non-violent and constructive solutions to conflict

Depending on the circumstances, action will include one or more of the following:

Parent conference	Suspension from school
Possible police involvement	Student placed on Behavior Contract
School transfer	Expulsion from school district
Saturday School/Saturday Work Program	

DETENTION INFORMATION

CLASSROOM DETENTIONS: Are generally assigned by a teacher for a duration of **one (1) hour**. Detentions are served in a specific classroom designated by the assigning teacher. Students are under the supervision of the assigning teacher.

AFTER SCHOOL DETENTIONS (ADS): Can be assigned by Administrators, Counselors, Teachers and Office personnel. Detentions are either **one (1) hour or two (2) hours** in length and are served in a specific room or area, which has been designated as the YLHS Detention Hall. ***Students who arrive late will not be admitted. Students who are disruptive or are not actively engaged with academic work will be dismissed and considered in violation of the Insubordination section of the YLHS Discipline Code of Conduct. The appropriate disciplinary consequences will be implemented for any insubordinate students. Students are under the direct supervision of a Certificated employee.***

SATURDAY SCHOOL/SATURDAY WORK PROGRAM: 7:55- 12:00 noon (Students who arrive after 7:55 a.m. will not be admitted and detention hours will be doubled)

Consist of a **two (2) to four (4) hour** detention to be served on a designated Saturday morning beginning at **7:55 a.m.** Students are given a break in which they can purchase food and drinks. No food may be delivered to campus. The Saturday Work detention consists of physical campus beautification tasks which are consistent with the guidelines of Education Code 48900.6 (see below). Students should report in appropriate working attire. Students are under the direct supervision of Classified and Certificated employees. Saturday School is **four (4) hours** in length, and the student must bring class assignments to work on. Students who are assigned Saturday School are making up a full day absence or truancy. A Certificated teacher oversees these students.

RE-SCHEDULE SATURDAY PROGRAM HOURS: A student may re-schedule Saturday hours **2 times a year** for personal reasons with a parent note. This must be done prior to the assigned day not after.

E.C. 48900.6 Disciplinary Action, Community Service

Instead of disciplinary action prescribed by this article, the principal of the school, the principal's designee, or the superintendent of schools, at his or her discretion, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section community service may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by this article (Add. Stats. 1193, Ch.212)

Students will be given a short break approximately halfway through the detention. A second roll call will be taken at a designated area at the beginning and conclusion of this break. Students will be allowed to use the restrooms and drinking fountains at this time. ***NO STUDENT*** will be allowed in the parking lots, off campus or behind buildings without supervision. Final roll call will be taken approximately ten (10) minutes before the end of the detention period in a designated area. ***Leaving roll call without permission will result in dismissal and a referral for insubordination.***

The following rules are in effect at all times during the Saturday School/Work Detention. ***Violation of any rule constitutes a violation of the Insubordination section of the YLHS discipline Code of Conduct. The student will be dismissed from the Saturday detention without credit and referred to their counselor for assignment of disciplinary consequences.***

SATURDAY WORK RULES

- Reading magazines, newspapers, writing notes/letters, or drawing is **NOT ALLOWED**
- Sleeping is **NOT ALLOWED**
- Eating and drinking is **NOT ALLOWED** (except during break, food is for sale in lunch area). **No food may be delivered to the campus by parents, businesses, etc.**
- Radios, iPods, MP3's CD players are **NOT ALLOWED**
- Use, or possession of any tobacco/drugs/alcohol/intoxicant or paraphernalia is **NOT ALLOWED**
- Student/Parent will be financially responsible for any damage caused by intentional misuse to tools
- Proper shoes required. **NO SANDALS ALLOWED**

SATURDAY SCHOOL RULE

- Saturday Work rules apply
- Students must bring class assignments and materials

2011- 2012
REGULAR DAILY SCHEDULE

LATE START Monday		Tuesday-Friday	
Zero Period	6:50-7:30	Zero Period	6:50-7:45
<i>Collaboration time for Teachers</i>	7:30-8:15		
Period 1	8:25-9:15	Period 1	7:55-8:50
Period 2	9:22-10:12	Period 2	8:57-9:52
Break	10:12-10:22	Break	9:52-10:02
Period 3 (Announcements)	10:29-11:24	Period 3 (Announcements)	10:09-11:09
Period 4	11:31-12:21	Period 4	11:16-12:11
Lunch	12:21-12:51	Lunch	12:11-12:41
Period 5	12:58-1:48	Period 5	12:48-1:43
Period 6	1:55-2:45	Period 6	1:50-2:45

DOUBLE ASSEMBLY SCHEDULE

ASSEMBLY A “C” BUILDING – DOWNSTAIRS ONLY (Rms. 300 – 339)		ASSEMBLY B “C” BUILDING UPSTAIRS (Rms. 350 – 392) 400, 500 BUILDINGS, THEATER, PE, 200 BUILDING	
Zero Period	6:50 - 7:45	Zero Period	6:50 -7:45
Period 1	7:55 – 8:44	Period 1	7:55-8:44
Assembly A	8:44 – 9:24	Period 2A	8:51 – 9:40
Period 2B	9:32 – 10:21	Assembly B	9:40 – 10:21
Break	10:21 – 10:31	Break	10:21 – 10:31
Period 3 (Announcements)	10:38 – 11:27	Period 3 (Announcements)	10:38 – 11:27
Period 4	11:34 – 12:23	Period 4	11:34 – 12:23
Lunch	12:23 – 12:53	Lunch	12:23 – 12:53
Period 5	1:00 – 1:49	Period 5	1:00 – 1:49
Period 6	1:56 – 2:45	Period 6	1:56 – 2:45

**FINALS BELL SCHEDULE
2011-12**

JANUARY 24 – 26, 2012 (Tuesday, Wednesday, Thursday) JUNE 13 – 15, 2012 (Wednesday, Thursday, Friday)
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DAY 1 <i>FULL DAY</i>		
FINAL	Period 1 Review Test	7:55 - 9:55 7:55 - 8:25 8:25 - 9:55
	Break	9:55 - 10:05
FINAL	Period 2 Review Test	10:12 - 12:12 10:12 - 10:42 10:42 - 12:12
	Lunch	12:12 - 12:42
	Period 3	12:49 - 1:15
	Period 4	1:22 - 1:45
	Period 5	1:52 - 2:15
	Period 6	2:22 - 2:45

DAY 2 <i>MINIMUM DAY</i>		
FINAL	Period 3 Review Test	8:00 - 10:00 8:00 - 8:30 8:30 - 10:00
	Break	10:00 - 10:20
FINAL	Period 4 Review Test	10:27 - 12:27 10:27 - 10:57 10:57 - 12:27

DAY 3 <i>MINIMUM DAY</i>		
FINAL	Period 5 Review Test	8:00 - 10:00 8:00 - 8:30 8:30 - 10:00
	Break	10:00 - 10:20
FINAL	Period 6 Review Test	10:27 - 12:27 10:27 - 10:57 10:57 - 12:27