

WASHINGTON

STUDENT HANDBOOK

OPPORTUNITY AND SDC

2017-2018



Christian Burner
Principal

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<https://www.colton.k12.ca.us/wash>

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BOARD OF EDUCATION AND DISTRICT ADMINISTRATION

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Mrs. Patt Haro
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Dr. Frank Miranda, Business Services Division
Mrs. Amanda Corridan, Student Services Division

PRINCIPAL'S WELCOME

It is my pleasure to welcome you to Washington High School for the 2017-2018 school year. Washington High School is an academic institution for those students who are seeking an alternative from the comprehensive school due to a variety of reasons. Whatever your reason for needing or wanting to attend Washington, we are here to make sure your academic experience helps you be successful and prepares you for a career or college future.

Please be sure to read this handbook as it will guide you in making positive decisions while you are attending your daily classes and working with your teachers and tutors. Our counselors are available to offer you guidance as you progress academically and will help you choose a path towards a successful career and/or college experience. If you are in need of extra counseling for personal growth, we can provide you with resources on campus and off campus to suit your specific necessity.

After reading through this handbook, we require that the student and parent sign and submit the signature page so we know you understand the school expectations and also understand the opportunities that are available.

Thank you for being a student at Washington High School and good luck with your academic pursuits.

Christian Burner
Principal

COLTON JOINT UNIFIED SCHOOL DISTRICT MISSION STATEMENT

The Mission of the Colton Joint Unified School District, a team of caring employees dedicated to the education of children, is to ensure each student learns the academic knowledge and skills necessary to thrive in college or in the workforce and be responsible, productive citizens by providing engaging, challenging, and enriching opportunities and specialized programs in a safe environment in partnership with students, families and our diverse communities.

WASHINGTON HIGH SCHOOL VISION

The vision of Washington High School is to develop the whole child (social, emotional, and academic) in preparation for career readiness in the 21st century.

WASHINGTON HIGH SCHOOL MISSION

The mission of Washington High is to provide an effective academic course of study aligned with California Content Standards, in a safe and structured learning environment. This is accomplished through an atmosphere of acceptance and mutual respect through a partnership with students, parents, staff, other schools, and the community.

EXPECTED SCHOOL WIDE LEARNER OUTCOMES

- Students will demonstrate mastery of state content standards and skills, and be able to communicate effectively by integrating these standards into meaningful projects or activities.
- Students will create a career/education plan for their high school and postsecondary options.
- Students will demonstrate social and cultural awareness.
- Students will demonstrate responsibility for themselves.

WHO DO I CALL?

Issue/ Need	Title	Name	Phone
Report an absence, verify attendance	Attendance Assistant	Monica Aguilar	580-5802
Get transcripts, grades, un-enroll from school to transfer	Registrar	Sue Centanni	580-5801
Enrollment questions and appointments for all programs	Principal's Secretary	Chris Caro	580-5804
Schedule appointment with principal, general program questions	Principal's Secretary	Chris Caro	580-5804
Talk to a counselor about student emotional, academic, social concerns	Counselor	Thomas Conner Jose Gonzalez	580-5817 580-5822

Discuss discipline issues

Assistant
Principal

Beatrice Blake

580-5810

Staff complaint, grade challenge

Principal

Christian Burner

580-5804

2017-2018 BELL SCHEDULES

Middle School Regular Bell Schedule			Middle School Monday Bell Schedule			High School Minimum Day Schedule		
Period	Start	End	Period	Start	End	Period	Start	End
Period 1	9:40	10:25	Period 1	9:40	10:16	Period 1	9:40	10:10
Period 2	10:25	11:10	Period 2	10:16	10:47	Period 2	10:10	10:40
Period 3	11:10	11:55	Period 3	10:47	11:18	Period 3	10:40	11:10
Period 4	11:55	12:40	Period 4	11:18	11:49	Period 4	11:10	11:40
Lunch	12:40	1:10	Lunch	11:49	12:19	Period 5	11:40	12:10
Period 5	1:10	1:55	Period 5	12:19	12:48	Period 6	12:10	12:40
Period 6	1:55	2:40	Period 6	12:48	1:17	Period 7	12:40	1:00
Period 7	2:40	3:40	Period 7	1:17	1:45			

High School Regular Bell Schedule			High School Monday Bell Schedule			High School Minimum Day Schedule		
Period	Start	End	Period	Start	End	Period	Start	End
Period 1	9:40	10:25	Period 1	9:40	10:09	Period 1	9:40	10:07
Period 2	10:28	11:13	Period 2	10:12	10:41	Period 2	10:10	10:37
Period 3	11:16	12:01	Period 3	10:44	11:13	Period 3	10:40	11:07
Lunch	12:01	12:31	Lunch	11:13	11:43	Period 4	11:10	11:37
Period 4	12:31	1:16	Period 4	11:43	12:12	Period 5	11:40	12:07
Period 5	1:19	2:02	Period 5	12:15	12:44	Period 6	12:10	12:37
Period 6	2:07	2:52	Period 6	12:47	1:16	Period 7	12:40	1:00
Period 7	2:55	3:40	Period 7	1:19	1:45			

SDC Regular Bell Schedule			SDC Monday Bell Schedule			SDC Minimum Day Bell Schedule		
Period	Start	End	Period	Start	End	Period	Start	End
Period 1	9:40	10:15	Period 1	9:40	10:10	Period 1	9:30	10:00
Period 2	10:15	11:00	Period 2	10:10	10:40	Period 2	10:00	10:30
Period 3	11:00	11:30	Period 3	10:40	11:15	Period 3	10:30	11:00
Lunch	11:30	12:00	Lunch	11:15	11:45	Period 4	11:00	11:30
Period 4	12:00	1:00	Period 4	11:45	12:15	Period 5	11:30	12:00
Period 5	1:00	2:00	Period 5	12:15	12:45	Period 6	12:00	12:30
Period 6	2:00	3:00	Period 6	12:45	1:15	Period 7	12:30	1:00
Period 7	3:00	3:40	Period 7	1:15	1:45			

IMPORTANT DATES

Holidays	Parent Conferences	Finals
September 4	Semester 1	Semester 1
November 10, 20-24	October 16, 17, 18, 19, 20	December 12, 13, 14
Christmas Break: 12/18-1/8	Semester 2	Semester 2
January 15	April 2, 3, 4, 5, 6	June 1, 4, 5, 6
February 16-19		
Spring Break: 3/19-30		
May 28		

COUNSELING AND GUIDANCE

The counselors help students with emotional, social, and academic needs as well as college and career planning. In addition, they may be able to direct you to local area services, such as General or Family Counseling, Teen Crisis Hotline, Abuse Shelters/Counseling, and Emergency Food/Shelter Providers. Washington counselors also provide on-site counseling for substance abuse, anger management, attendance and other services as needed.

Students who wish to see their counselor should fill out a request form before school, during lunch, or after school. In emergency situations, students may request to see their counselor as soon as possible by communicating with their classroom teachers.

HIGH SCHOOL GRADUATION REQUIREMENTS

Under Board policy, students who do not complete **all** of the requirements for their class **will not** qualify for a diploma and may not participate in the graduation ceremony.

Graduation Requirements

Five semester credits may be earned for each course passed each semester. *If a student in the high school opportunity program failed a class at their home school they should plan on taking summer school in order to graduate on time.* Contact the counselors in May to arrange summer school classes for availability of classes.

Repeat courses are not eligible for additional credit unless specified in the course description. (BP 6146.1)

EACH STUDENT MUST COMPLETE THE FOLLOWING TO EARN A DIPLOMA

Required Classes	Traditional High School	Washington High School
English I-IV		
World History		40
U.S. History		10
Principles of Democracy		10
Economics		5
Math*		5
Science		20**
Foreign Language, Fine Arts, or Career Technical Education		20
Computer Literacy***		10
Physical Education		5
Electives	75	55
Total Required Credits	220	200

* Algebra I may count for high school math credit if taken in grades 9-12.

**Students must pass both semesters of Algebra I as part of the math requirement to graduate.

*** Students can meet the Computer Literacy requirements for graduation in one of the following ways:

1. Complete an approved course in grades 7 and 8 with a C- or better.
2. Complete an approved CTE course in grades 9-12.
3. Demonstrating competency on the Computer Literacy Challenge Test.

ACCEPTABLE AND NON-ACCEPTABLE CREDIT

ACCEPTABLE AND NON-ACCEPTABLE CREDIT – Board Policy 4025 (p. 4-19):

Advance Written Permission Required to Accept Coursework from Other Institutions. Prior to enrolling in a course at another institution, a student must receive written permission from the school administration stating that the course will be accepted for credit by the school. The letter must indicate how the course will be used

(e.g., for elective credit). Written permission must be obtained prior to enrolling in the course and not after the course has been completed. If prior written permission is not obtained, the coursework will not be entered in the student's school record, and will not be counted toward meeting the District's graduation requirements.

- a) All credit must be verified by official documentation.
- b) Credits earned previously in other high schools are normally acceptable.
- c) By means of prior arrangement with the school principal, courses taken at a community college may be counted toward the total requirements for graduation.
- d) No credit for religion courses will be accepted

GRADING POLICY

Each instructor uses the following percentages to determine the grade earned by the student:

A = 90-100%	or	4 grade points
B = 80-89%	or	3 grade points
C = 70-79%	or	2 grade points
D = 60-69%	or	1 grade point
F = 0-59%	or	0 grade point

Grade points are computed by using semester grades. Using the list of grade points above, the following formula will help you figure out your grade point average (GPA): You must add all the grade points for the classes taken (could be zero to twenty-four points) in the semester divided by number of classes. (Example: If a student earned two A's, 3 B's, and one C, the total grade points would be $4+4+3+3+3+2 = 19$ grade points divided by 6 equals a GPA of 3.16. Attendance becomes a factor if the student does not make up the missed classroom assignments.

TESTING AND ASSESSMENT

Specific tests are given and or mandated by the California Department of Education. These tests would include the following:

- California Assessment of Student Performance and Progress (CAASPP): California's new statewide student assessment system is mandated state exams designed to determine competency.
- California English Language Development Test (CELDT): Administration of the CELDT program. Test results are used for student's performance and district accountability purposes for English Learners.
- Physical Fitness Testing – this is done in grades 5, 7, and 9 to determine physical fitness levels and for state reporting of school and district information.

WORK PERMITS

Students under the age of 18 are allowed to seek employment. When a student obtains employment they are required by law to obtain a work permit. Work Permits are issued by the school district to the employer for the student hired. Students who are 16 years of age, and interested in obtaining a work permit should contact Work Experience Teacher, Steven Barton. In addition to work permits, Mr. Barton is able to provide credits for students who intern with local businesses. For more details, contact him directly at: (909) 580-5004 Ext. 3175
Email: steven_barton@cjusd.net

ZANGLE STUDENT CONNECT (GRADEBOOK)

Zangle Student Connect is a web-based application that provides students with a collection of their school and student information which is made available by the school district through the internet. Students and parents can access Zangle Gradebook through Zangle Student Connect. To access visit <https://zangle.colton.k12.ca.us/studentconnect/>.

Your student id number and computer password is needed to log-in.

TEN-DAY ACADEMIC REVIEW REPORT

A ten-day review report of student work, attendance, and behavior is completed for every student in the opportunity program. A copy of the report will be sent home after the teacher and the administrator sign it. Once received at home, the parent/guardian should sign it, and send it back to the school site. If you have any questions or concerns please call for an appointment to talk with any teacher or staff member. In addition, there are parent teacher conferences scheduled each semester.

ATTENDANCE

When a student is absent, the parent/guardian **MUST** call or send a note to the attendance office **WITHIN 72 HOURS** to inform the school of the absence. The note must consist of the student's name, grade and reason for absence, **(THIS IS REQUIRED BY CALIFORNIA STATE LAW)**. Parents have 72 hours to provide a reason for absence, **after which the absence is considered a truancy/unverified absence for each period missed.**

BY STATE LAW, any student who misses three (3) days or more due to truancy, is declared a habitual truant and will be reported to the appropriate juvenile/law enforcement agency.

TYPES OF ABSENCES

There are many types of absences recognized by the CJUSD, in accordance with California Education Code 48200.

- **Qualified absences:** Due to illness, doctor/dentist appointments, family funeral or court appearance of the student. The State of California allows one (1) day excused for an in-state funeral and three (3) days for out-of-state funerals.
- **Unqualified absences:** Excused by parents for reasons other than recognized in Qualified Absences, including family emergencies.
- **Truancies/Unverified absences:** Absences not authorized by parent/guardian, not notified within 72 hours and not authorized by school personnel.
- **Suspensions:** Absences mandated by school officials for disciplinary reasons.

In addition, some absence codes note that a student was not in class, but was in the office or on a school activity.

TARDIES

Being at school on time is part of normal attendance. A student arriving late to school/class disrupts the teaching and learning process. Any student arriving on campus after 9:40 a.m. must report to the office and receive a pass to class.

10/10 RULE

Students are **NOT** allowed out of class the first 10 minutes of the class period or the last 10 minutes of the class period. This is important time for teachers to take attendance, provide directions regarding assignments, and for students to turn in work.

LEAVING CAMPUS DURING THE DAY

Students who leave campus during the day **must be checked out through the Attendance, Health, or Assistant Principal's offices**. A parent/guardian is required to do this or an authorized person on the student's emergency card with prior parent consent. Eighteen year-old students may check themselves out through the attendance office. Compulsory attendance laws require that students remain in school for the entire day. Parents and guardians are advised to schedule all appointments outside of the school day when possible. In addition, we strongly discourage student early dismissal for reasons other than doctor's appointments, court orders, etc. Only verifiable justification of a student's absence such as a doctor's note will be excused as a "qualified" absence.

TRUANCIES

When a student is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, he or she is considered a "habitual truant." Letters will be sent home to parents of students who are truant and parent conferences will be arranged to discuss the problem. The District Director of Child Welfare and Attendance will be notified via copies of the letter sent home to parents. In addition to appropriate behavior modification consequences at school along with counseling, referrals will be made to the School Attendance Review Team (SART), District Attendance Review Team (DART), or School Attendance Review Board (SARB).

TRUANCY, YOU, and THE LAW

Truancy is a very serious infraction of the California Compulsory Education Law. Parents or guardians are obligated to see that their child attends school on a regular basis. Those parents who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to EC Section 48290. Pupils may also be subject to prosecution under Section 48264 of the Education Code. In addition, the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code. One should also keep in mind that there is a high correlation between success in school and regular school attendance. Doing poorly in school is highly correlated with poor attendance.

ADDITIONAL ATTENDANCE INFORMATION

The following actions may also be taken to control excessive absences, tardies, and/or truancies:

- Doctor's notes required for prolonged absences
- In-House Suspension
- On campus lunch detention
- SART Contract meeting with parent/guardian

- SARB Hearing with parent/guardian, District Attendance Members, District Attorney, Local Law Enforcement Representatives, Probation Officers, (possible citation for parent)

SATURDAY SCHOOL

Saturday School is an intervention program (PBIS) for students who have been identified as being excessively tardy and/or truant in their school attendance, and a tutoring program for students who have been absent from the regular school day. When students attend Saturday School, students make up full-day absences and the District recovers ADA for attendance. The following explains how a student may be assigned and/or invited to attend Saturday School.

1. Students with four (4) tardy violations **are assigned** to serve Saturday School. If a student does not attend the assigned Saturday School, he/she will be assigned lunch detention during the following week.
2. Students who accrue 6 or more period “truancies” and/or “unverified” absences **are assigned** to Saturday School.
3. Students who have “qualified” and/or “unqualified” full-day absences **will be invited** to Saturday School for tutoring to help make up for work missed due to the absence, plus the District recovers ADA.

OPERATION CLEAN SWEEP

Operation Clean Sweep is a coalition of law enforcement, educators, juvenile probation and the courts whose focus is to promote a safe learning environment for our children. The operation was created to help schools within San Bernardino County manage the challenges they are facing when dealing with the safety of students. The Colton Joint Unified School District is a partner in the program. Clean Sweep is administered by the San Bernardino County Sheriff’s Department and currently works with Bloomington High, Bloomington Middle, Ruth O. Harris and Terrace Hills Middle. Colton High, Slover Mountain, Washington Opportunity, and Colton Middle work with the Colton Police Department. Clean Sweep includes administrator training sessions, site safety assessment, and the citation program, which allows participating schools to issue citations for a variety of violations. Cited students will be required to appear in juvenile traffic court.

SCHOOL RULES AND EXPECTATIONS

1. No profanity or disrespectful behavior (including but not limited to bullying, sexual harassment, or racial slurs) toward school staff or students.
2. No fighting or threatening.
3. Do not leave the class without an adult escort.
4. Return all materials to their proper place when completed.
5. No weapons, drugs, tobacco, or alcohol.
6. No tagging, graffiti, sexually suggestive, vulgar, profane, crude, drug, alcohol, tobacco, gang affiliated, prejudice, or weapons on school property, personal items, clothing, folders, body art.
7. Bikes and skateboards must be parked in the bike rack with a lock.
9. No student may leave school grounds once he/she has arrived without parent check-out.
10. No eating or drinking in classrooms without prior approval.
11. Backpacks and purses are not allowed at school.
12. All District Policies, State Education Codes, Local, State and Federal Laws will be enforced.

CLOSED CAMPUS

Washington High School is a closed campus. Once a student arrives at school, he/she must remain on campus unless he/she has an office-approved permit to leave campus. If a student is found off campus, without permission, it is a violation of California Education Code 48900(k) and San Bernardino County Ordinance 25.0202(a). The student will be marked truant for the appropriate periods and may be issued a citation to appear in court. Students arriving on campus any time after the bell must report to the attendance office and sign in. Students leaving early must obtain a "Permit to Leave" campus from the attendance office, health office, or an assistant principal.

VISITORS ON CAMPUS

Washington High School welcomes community and parent visitors. We invite you to visit and get involved in the programs we offer our students. Campus safety, however, must be maintained. The following policies have been developed to make WHS a safe learning environment that remains open to parents and community.

- Student visitors **are not allowed** on campus during the school day.
- Adult visitors must sign in at the front desk, leave a legal I.D. and obtain a visitor's badge. The badge must be visible at all times.

Parents and guardians of students attending our school are welcome to visit the school, but first must report to the administration office to secure a visitor's badge. They will be asked to provide a driver's license or legal photo identification. This is necessary to know who is on campus at all times and is required by state law. Parents who wish to confer with teachers may do so before or after school, or during their planning period. **It is always best to telephone ahead to be sure a conference time is reserved.**

NO FOOD OR DRINK INSIDE

Food or drinks are not allowed on school buses, in the classrooms, auditorium, library, or gymnasium during the school day. Student will be asked to throw away all food items. Failure to abide by this rule will result in a referral to administration.

BICYCLES/SKATEBOARDS ON CAMPUS

No bicycles, skateboards or motorbikes are to be ridden on campus. Bike racks and skateboard lockers are available on school grounds. Students found riding on blacktop during school hours or afterschool will have their item(s) confiscated.

PDA

Public displays of affection (PDA) are acts of physical intimacy in the view of others. What is an acceptable display of affection varies with respect to culture and context. PDA is a violation of the California Education Code 48900 (k) Disruption of school activities or otherwise willfully defiance of school authorities. A violation will result in disciplinary action to include, but not limited to, parent contact. Holding hands is an acceptable form of display of affection.

PROHIBITED ITEMS

- Drugs, alcoholic beverages, narcotics, cigarettes, vapes, inhalants, cigarette lighters, matches, tobacco products, and look-a-likes.
- Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.
- Gambling devices: dice, playing cards, etc.*
- Medications or pills. **(MUST BE REGISTERED IN THE OFFICE)**
- Water balloons, squirt guns, misting bottles, and water bottles.
- Collectable cards or toys of any type (including stuffed animals).*

- Graffiti tools, permanent markers, felt tip markers, aerosol paint containers, silly string, etc.
- Inappropriate magazines, literature, flyers, etc.
- No backpacks, purses or bags.
- No outside food.

*Items may be confiscated and returned **ONLY** to a parent/guardian. Disciplinary action may also be taken. **THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS, THE DAMAGE OF, OR THE RETENTION OF ANY PROHIBITED ITEMS THAT ARE BROUGHT TO SCHOOL.**

BEHAVIOR INTERVENTIONS FOR ROUTINE DISCIPLINE

Washington High School uses a behavior modification framework, Positive Behavior Intervention and Support (PBIS), designed to teach students to take control of their own behavior.

Discipline may be handled by the teacher, principal, assistant principal, or an administrative designee at the site. Violations of the Education Code 48900 can and will result in one or more of the following:

- | | |
|--|--|
| • Administrative Warning | • Detention |
| • Parent Notification | • Inside Suspension |
| • Parent Conference | • Outside Suspension |
| • Behavior Contract | • Due Process Hearings |
| • Confiscation | • Expulsion Panel Hearing |
| • Parent Attendance in the Child's Classroom | • Outright Expulsion |
| • Restitution | • Law Enforcement Notification, Citation and/or Arrest |
| • School Community Service | |
| • Isolation Period | |

STUDENT DISCIPLINE

California Ed Code

It is the responsibility of every student to know and follow school rules. By doing so, you will be a productive and successful member of the WHS school community. All students should be self-directed learners who demonstrate concern and respect for others. Students who make poor decisions will be held accountable for their actions. California State law says that a student may be disciplined, suspended, or recommended for expulsion based on "reasonable cause." While conducting an investigation, our Administration team may interview your student, in which case, under California State law, parental consent is not required. [CA Ed Code 48911 a-d]

California Education Code 48900. A pupil may be suspended from school or recommended for expulsion for committing an act as defined below:

- (a) 1 - Caused, attempted to cause or threatened to cause physical injury to another person/school employee; or
2 - Willfully used force or violence upon the person of another, except in self-defense or Group fight.
- (b) Possessed any knife, explosive, or other dangerous object of no reasonable use to the pupil. (Knife less than 2.5", firecrackers, Airsoft).
- (c) Unlawfully possessed, used, or otherwise furnished, or been under the influence of any controlled substance.

- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance represented as such (look-a-like).
 - (e) Committed, attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stole or attempted to steal school property or private property.
 - (h) Possessed or used tobacco or any products containing nicotine.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - (k) Disrupted school activities, or otherwise willfully defied school authorities. (kd) DCV Defiance of dress code.
 - (l) Knowingly received stolen school or private property.
 - (m) Possession of an imitation firearm.
 - (n) Committed or attempted to commit sexual assault.
 - (o) Harassed, threatened or intimidated a student who is a witness.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription Soma.
 - (q) Engaged in or attempted to engage in, hazing as defined in Section 32050
 - (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - (t) Aiding or abetting the infliction, attempted infliction or threatened infliction of physical injury.
- 48901.5 Possessed an electronic signaling device.
- 48900.2 Sexual harassment
- 48900.3 Caused, threatened to cause, or participated in an act of hate violence
** WHS will investigate any allegation in regards to caused, threatened to cause, or participated in an act of hate violence or engaged in harassment (including sexual), threats, or intimidation, especially as it relates to racial or ethnic slurs.*
- 48900.4 Intentionally engaged in harassment, threats or intimidation.
- 48900.7 Made terrorist threats against school employees, property or both. A threat is any statement, written or oral, which will result in death, great bodily injury to another person or property damage in excess of \$1,000.
- 48915(a)-1 Caused serious physical injury to another person, except in self-defense.
- 48915(a)-2 Possessed any knife, explosive or other dangerous object of no reasonable use to the pupil (Knife blade 2.5" or longer or in accordance with SB 166).
- 48915(a)-3 Unlawfully possessed any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 48915(a)-4 Committed or attempted to commit robbery or extortion.
- 48915(a)-5 Committed assault and battery on a school employee.
- 48915 (c) The principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a student determined to have committed any of the following acts at school or at a school activity off campus:
- (1) Possessing, selling, or otherwise furnishing a firearm.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance
 - (4) Committed or attempted to commit a sexual assault or sexual battery.
 - (5) Possession of an explosive or destructive device (M-80 explosive).

*** As the State of California and the local school board work to ensure a safe environment, new laws and regulations may become effective during the school year. We will make every attempt to inform you of these changes.*

DRESS CODE POLICY

The purpose of the student dress and grooming regulations is to maintain a safe and orderly environment, to promote modesty, and to encourage students to dress appropriately and to come to school properly prepared for participation in the educational process.

A student may not remain at school or at school activities dressed in a manner which (1) creates a safety hazard for said student or for other students, (2) constitutes a serious or unnecessary distraction to the learning process, (3) tends to disrupt the campus order, or (4) is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity.

Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning by enforcing District policy. At the Principal's discretion, school personnel are to enforce all guidelines relating to the following regulations. These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extra-curricular activities or specific cases.

In case of questionable dress and/or grooming not covered by the guidelines, the site administrator and/or law enforcement personnel will determine the appropriateness and make the final decision.

1. No head coverings are allowed to be worn on school grounds except for sun protective hats that fit the following description: must be plain white, tan, or neutral color canvas with a 2-4 inch brim that follows the entire circumference of the hat. It must be flexible so to fit in a pocket, backpack, purse, book bag or locker. It may not be altered or customized in any way and the chinstrap or strings must match the color of the hat and may not be worn indoors. The hat may include the official school logo. ONLY during inclement weather (as determined by the site principal) may hoods or unadorned beanies be worn outdoors.
2. Clothing, accessories, body art, and/or personal items including, but not limited to, backpacks and folders, shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive, which bear weapons, drug, alcohol or tobacco company advertising, promotions, and likeness, or which advocates gang affiliations, ethnic, racial, or religious prejudice.
3. Any clothing or accessory that is a safety hazard to the wearer or others is not allowed.
4. Clothing shall be sufficient enough to conceal undergarments at all times. See-through fabrics, halter tops, tube tops, off-the-shoulder or low-cut tops, bare midriffs/midsection, and skirts, shorts, or rips in jeans shorter than mid-thigh are prohibited. Sleepwear/loungewear (including but not limited to pajama bottoms and slippers) is prohibited. Excessively baggy pants/shorts, banded or tucked pant leg bottoms, and hanging belt straps are not allowed. Skin must be visible between shorts and knee high socks.
5. Any attire or accessory containing a professional sport team name or logo is prohibited.
6. Students shall be permitted to wear College attire or accessories.
7. Shoes must be worn at all times. For elementary and middle school only: sandals must have heel straps. Flip-flops or backless shoes are not acceptable.
8. Glasses, other than prescription, shall not be worn inside school buildings or outside of buildings if they are a disruption to school activities.
9. Student Identification Badges will be supplied by each Middle School and High School. While on campus during the school day students must have their own ID Badges in their possession and readily available to show when a District staff member requests a student to identify themselves by their ID Badge. The badge may not be defaced or altered in any way (not to be covered by pins, stickers, etc.).

Each school will develop their own ID Badge replacement policy; however, a minimal charge will be assessed each time a replacement is issued. GTHS will charge \$5.00 for replacement ID badges. The students who have financial difficulty will be offered alternatives to this charge.

These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extra-curricular activities or specific cases.

CONSEQUENCES FOR DRESS CODE VIOLATION

1st Violation:

Student will change into acceptable clothing either from the office or from parent. If student refuses, then parent or parent designee from Emergency Card will pick up student.

Documentation in Zangle as a 48900(k) violation

2nd Violation:

Student will change into acceptable clothing either from the office or from parent. If student refuses, then parent or parent designee from Emergency Card will pick up student.

Lunch Detention assigned

Documentation in Zangle as a 48900(k) violation

3rd & 4th Violations: ()**

Student will change into acceptable clothing either from the office or from parent. If student refuses, then parent or parent designee from Emergency Card will pick up student.

After school community service is assigned

Documentation in Zangle as a 48900(k) violation

5th Violation: ()**

Student will receive a 1-3 day In-House/Outside suspension

Documentation in Zangle as a 48900(k) violation

(**) -- Violations 3-5 may be combined with other 48900(k) violations to qualify for a 1-3 day In-House/Outside suspension.

Additional violations will result in further disciplinary action, including suspension.

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." If any provision of this policy or administrative regulation is held to be invalid or unenforceable by the final decision of a court or competent jurisdiction, all remaining provisions shall remain in full force and effect.

CELL PHONE POLICY

In accordance with California Education Code 48901.5, students may bring pagers and cell phones to school; however, they are NOT to be **VISIBLE** or **turned on** during school hours. They can be used after school only. Cell phones and other personal electronic signaling devices including, but not limited to pagers, mobile communications devices, personal digital assistants (PDAs), laptop computers, tablets, Ipods, radios, MP3's, and CD players will be confiscated if they are **VISIBLE/USED** at any other times. ***We are NOT responsible for lost, stolen, or damaged cell phones or personal electronic signaling devices.***

Disruption may result in confiscation: If a disruption occurs or a student uses a cell phone and other personal electronic signaling devices for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device school site cell phone policy consequences will be followed.

Use of Devices on School Grounds

Electronic signaling devices may be used before school begins and after the regular school day ends. (School begins when the first bell rings directing students to go to class.) **Cell phones must be turned off and not visible during the instructional day including passing periods.** (Students with a shortened schedule must wait until off-campus in order to use the cell phone.)

Student Responsibility

It is the responsibility of the student to ensure that his/her cell phone is turned off and secured at all times within the above specified time period. In the case of a lost, stolen, or damaged cell phone or pager, the school and District shall NOT be deemed responsible for its replacement, stolen airtime, and/or damage.

Search and Seizure

In accordance with BP/AR 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

- ✓ Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

CELL PHONE VIOLATION & CONSEQUENCES

1. First Offense

- ✓ Student turns in cell phone to school staff and signs form
- ✓ Device is return to student at end of day (if student is cooperative)
- ✓ Record Education Code 48901.5 and 48900(k) violation in student discipline file

2. Second Offense

- ✓ Student turns in cell phone to school staff and signs form
- ✓ Parent notified and asked to pick up device from front office
- ✓ Record Education Code 48901.5 and 48900(k) violation in student discipline file
- ✓ Other means of correction: referred to counselor or mentor teacher

3. Third Offense

- ✓ Student turns in cell phone to school staff and signs form
- ✓ Parent notified and asked to pick up device from front
- ✓ Record Education Code 48901.5 and 48900(k) violation in student discipline file
- ✓ On site other means of correction (i.e., loss of privileges from field trips or activities, detention, isolation, etc.)

Additional violations of the cell phone policy will result in further disciplinary action, including suspension.

NOTE: Flagrant disregard of Education Code Section 48901.5 or refusal to cooperate with school authority will result in a suspension on the first offense.

HEALTH ISSUES

HEALTH OFFICE

Students who need to see the school nurse or health aide should get a pass from their teacher (unless it is an emergency). The health aide is available during school hours to provide first aid 5 days a week. The school nurse is on campus every Wednesday to provide health counseling, guidance, and first aid.

The school nurse also coordinates eye & hearing examinations as well as other health-related services.

EMERGENCY CARDS

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. *Each student must have an emergency card on file* so that the school has the necessary information in order to make the proper contacts. In the event of an emergency, only the person(s) listed on the emergency card will be allowed to take the student from campus. Only those listed on emergency cards may arrange for students to leave campus, call students to the office to speak with them, and obtain information regarding students. We ask that you please fill out and return the card to school as soon as possible.

If any information on the emergency card changes at any time throughout the school year, please call the Health Office immediately (ext. 3031). The health clerk will notify other departments as needed.

MEDICATIONS ON CAMPUS

Education code 49423 allows the school nurse or other designated trained school personnel to assist with medication when certain requirements are met:

1. **All medication administered by CJUSD must have a form completed and signed by the physician. In addition, the parent/guardian must sign the request portion. Medications cannot be given without BOTH signatures.**
2. Medications given on a ten-day basis: the physician may write his/her order for school administration on the medication form or fax the completed medication form, but it is best to have the parent administer medicines before and after school whenever possible.
3. All medication must be properly labeled with the student's name, dose, and current date. NO medication may be dispensed unless it is in an original, current prescription bottle. The bottle & the doctor's order form must match otherwise the medication CANNOT be administered by school personnel.

INHALERS

Students at the secondary level can carry their inhalers only if the physician and parent/guardian have filled out the proper forms. Any child who is not experiencing relief with their inhaler should immediately come to the office.

It is the responsibility of the parent/guardian to ensure all the proper forms are completed. When medications are offered by the physician or health care provider on a daily basis for the school year and the parents want to stop the medication: the parents must write, date and sign a note if they want to discontinue the medications(s). The school nurse will notify the physician the parent's wish to discontinue the medication.

Parents/guardians must come in and pick up any unused medication on the last day of the school year; unless the child required medication during the summer school program. **All unused medication will be released to parents/guardians only. No medication will be handed to students.**

Medication forms will be required at the beginning of each school year, or when a change in medication occurs. Please contact the Health Office to pick up the proper forms.

The safety of all children is our utmost concern.

BULLYING POLICY AND PREVENTION

Bullying will not be tolerated at Washington or any other campus in the Colton Unified School District.

The Colton Joint Unified School District accepts the responsibility to create and maintain a school culture of learning, respect, and safety. When students are able to focus on learning rather than abuse or intimidation, achievement will be higher. It is the District and school's duty to let bullies know their actions will not be tolerated, and to let their victims and potential victims know that they do not have to tolerate the actions of bullies.

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to have a fear of harm or to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

Types of bullying include:

- Verbal abuse (name calling, racial remarks, belittling)
- Physical (hitting, kicking, shoving, twisting limbs, spitting, or destroying of personal items)
- Extortion (verbal or physical bullying for money or personal items)
- Hazing (having to participate in an act of physical or emotional harm to be part of a group)
- Indirect bullying (rejection, exclusion, ignoring, alienating, or isolating to purposely cause emotional distress)
- Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking onto another person's electronic account and assuming that person's identity in order to damage that person's reputation.

The district expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaining of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during the lunch or recess periods.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative, school climate. Students shall be informed, through students' handbooks, and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

In order to conclude that an act of bullying has occurred, there must be proof that the incident was severe or pervasive and that the student (victim) experienced fear of harm, or experienced a substantially detrimental effect on his/her physical or mental health, academic performance, or ability to participate in school activities.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action per California Education Code up to and including recommendation for expulsion. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

1. Any student who engages in bullying may be subject to disciplinary action up to and including recommendation for expulsion.
 - a. Students are expected to immediately report incidents of bullying to the principal or designee
 - b. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
 - c. If the complainant student or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or parent/guardian of the student should contact the Office of Student Services. The district prohibits retaliatory behavior against any complainant or any participant in the complaint or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
2. The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
3. Staff who witness an act of bullying shall take immediate steps to intervene when safe to do so. Any student, parent/guardian or other individual witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Complaints and Investigation

A complaint may be filed by a student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying. The incident may be reported to a teacher, the principal, or any other available employee, using the district Bullying/Harassment Complaint Form. The principal or designee is responsible for investigating allegations of bullying.

INTERNET USE AGREEMENT INFORMATION:

Purpose

The Colton Joint Unified School District (CJUSD) believes in the educational value of using instructional technology and recognizes the potential of such to support curriculum and student learning. Our goal in providing electronic resources is to promote academic excellence by facilitating resource sharing, innovation, and communication. We will make every effort to protect students from any misuses or abuses as a result of their experiences with an information service.

21st Century Learner

Technology is an integral part of our students' lives and futures, and we strive to provide technology rich learning environment for students. Students need to learn and master the technology skills necessary to succeed in the technological 21st century global society. However, inappropriate use of these resources may result in disciplinary action and/or referral to legal authorities. The site administrator, district administrator, and/or systems administrator may limit, suspend, or revoke access to technology if deemed necessary.

Filtering and Monitoring

As required by the Federal Children's Internet Protection Act (CIPA), content filtering technology is used to restrict access to unacceptable materials on all Internet access provided by CJUSD. The district makes every effort to limit access to objectionable material; however, no web filtering is 100% safe. With internet access a risk exists that students may access material that may not be of educational value in the school setting. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, may be subject to discipline; which may include the possibility of suspension or expulsion.

If a student identifies a security problem, they are required to notify a teacher or administrator at once, and not demonstrate the problem to other users. Students should also never use another individual's account. All use of the system must be under your own account. If a user is identified as a security risk, he or she may be denied access to the information system and face potential disciplinary consequences.

Individualized Learning Resources

Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. In providing educational materials—such as a learning management system to provide individualized instruction based on student ability determined by student input—these resources may collect students' personally identifiable information. Parents/guardians will be deemed to have given consent for students under the age of 13 to access such educational resources, unless the parent/guardian affirmatively opts out of allowing student access to the educational program. To opt a student under the age of 13 out of access to online educational resources that may collect personally identifiable information, parents/guardians should contact the site principal to process this request.

No Expectation of Privacy

The use of CJUSD owned information technology is not private. Students must understand that there is no implied right to privacy when using the district system. All electronic communications and downloaded material, including files deleted from a user's account, may be reviewed by district officials to ensure proper use of the system. CJUSD has the right to monitor, inspect, copy, review and store any and all usage of CJUSD technology resources including transmitted and received information at any time and without prior notice.

Digital Citizenship

Access is an academically important privilege that entails responsibility. While utilizing CJUSD network and educational technology resources, students are expected to exhibit responsible behavior and refrain from

engaging in inappropriate use.

The use of any of CJUSD's electronic information resources should be in support of education and research, having the educational goals and objectives of the Colton Joint Unified School District in order to further the education of students. Technology provided by CJUSD will be used by the student primarily for pursuing and promoting knowledge about the lessons and units teachers assign as part of the teacher's regular curricula. Students are personally responsible for this provision at all times when using electronic information resources. When using any District electronic resource, students are expected to comply with all District policies, regulations and any applicable laws. The following are some of the electronic resources made available to CJUSD students.

- Email - Students are issued electronic mail from the CJUSD network, and it should be used for educational purposes only and under the direction of a teacher or administrator. Students will in no way use email to spread rumors, gossip, or engage in activity that is harmful to others. Students should not give out their email address unless instructed to do so from a teacher or administrator.
- Cloud Computing - We have experienced a shift in technology from software that resides on servers and computers to applications that reside on the internet or in the cloud. As of 2013, CJUSD has adopted Google Apps For Education as its primary student productivity and communication software. Students need to understand how to safely use these applications. Students must follow the direction and rules outlined by their teacher and/or administrator when cloud computing. More information about Google's privacy and data policies can be found here: <https://www.google.com/edu/trust/>
- Learning Management System - Learning Management Systems (such as Haiku Learning and/or Google Classroom) will be used by students to access teacher created lessons, tests, discussions, assignments, calendars, wikis, grades, and other classroom resources. More information about Haiku Learning's privacy and data policies can be found here: <https://support.haikulearning.com/hc/en-us/articles/202577843-Privacy-and-Security>
- Web 2.0 Tools - Web 2.0 tools will be used for creating projects and presentations, peer editing, creative writing, sharing, discussions, research, collaborating, and communicating.
- Communication and Social Media - Students may use blogs, discussion boards, messaging, and/or social media in a moderated environment established to support educational purposes under the direction of a teacher or administrator. These tools and services are accessible via the internet and may be intended for a global audience. While using these communication tools and social media, students must adhere to all aspects of this Responsible Use Policy. Students should not use these communication tools and social media sites for personal use or without direction from a teacher or administrator.
- Cyber/Personal Safety - Students are responsible for their individual accounts and should take all precautions to prevent others from being able to use them, which includes but is not limited to keeping passwords private. Students should never share their user name/passwords with other students or log-in under another student's name and/or trespass in other student's files. Students should not share personal information about themselves or others over the internet. Students should not agree to meet with anyone they have met online, and should notify a teacher or other school employee if they receive any message that is inappropriate or makes them feel uncomfortable.
- Netiquette - Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that an abundance of the valuable content online is often unverified, incorrect, or inappropriate. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Verbal or written language that is considered inappropriate in the classroom is also inappropriate online. Once something is online it can be shared and spread in ways never intended.

Unacceptable Use, Violations

Students must understand that all rules of conduct described in the School Handbook also apply when using technology resources. Unacceptable use can come in many forms, but it is commonly considered as the viewing of any website and/or any message(s) sent or received that indicate or suggest pornography, unethical or illegal activity, racism, sexism, inappropriate language, threats, intimidation, sexual harassment and/or bullying of any individual or groups and other issues further described within this document.

Students should report any misuse of CJUSD technology resources (electronic resources) to administration. Violation of District Policies, Regulations and/or laws, including but not limited to California Education Code 48900 subdivisions related to improper conduct or misuse of District property, including hardware or cloud-based content, even if not expressly defined herein, may lead to disciplinary action including loss of computer, network and/or internet and e-mail privileges suspension, expulsion, or prosecution when appropriate.

- **Web Access/Internet/Network** – Students shall not attempt or gain unauthorized access to the network or District blocked sites. Students will not use the network or internet for any type of activity or personal gain.
- **Copyright/Plagiarism** – Students will not violate copyright laws or software licensing agreements. Plagiarism is the act of using someone else’s words or ideas as your own. Students will not copy materials without the permission of the author and must properly cite all information acquired through the internet or other information technologies. Plagiarism of internet resources will be treated in the same manner as any other incidences of plagiarism.
- **Cyberbullying** – Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Students should never send, or encourage others to send, abusive messages. Students who send emails or post comments with the intent of scaring, hurting, or intimidating others will receive severe disciplinary action and loss of privileges. In addition, students should never post pictures, information or work of other students without their permission. Students should understand that instances of Cyberbullying created when not at school or after school hours can result in disciplinary action.
- **Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy property, including data of another user or system on the network or the internet. This includes, but is not limited to, uploading or creating computer viruses, and any attempt to disrupt network services. Vandalism includes any activity that can be described as hacking, cracking, passwords, sending junk or unwanted e-mail (SPAM). Vandalism also includes the intentional damage of computer hardware, peripherals, and software media. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral including suspension and/or expulsion, and the immediate loss of access to the system. Parents may be liable for the cost of the damage that students cause to school property.
- **Software** – Software is available to students to be used as an educational resource. Students should not load or modify software without the consent of an administrator.
- **Hardware** – Hardware and peripherals are provided as tools for student educational purposes. Students are not permitted to install or relocate network hardware and/or peripherals (except for portable devices), or to modify settings to equipment without the consent of the District Information Technology Department.
- **BYOD (Bring Your Own Device)**. CJUSD may provide access for students to the internet on their own electronic devices. The student is fully responsible, at all times, for the personally owned device brought to school and should follow all the rules outlined in this Responsible Use policy. Students who utilize their own devices on campus will be deemed an authorized user of the device by the District and may be required to grant the District access to the device in the event there is a reasonable suspicion of wrongdoing and/or for the teacher to access student work product in conjunction with curriculum and instruction.

NONDISCRIMINATION / HARASSMENT

NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS/STAFF

District programs and activities shall be free from discrimination, including , harassment, intimidation and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age, genetic information, political belief or affiliation, a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

The Governing Board shall ensure equal opportunities for all pupils in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures and other activities. Eligibility for extra and co-curricular activities shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

SEXUAL HARASSMENT **NOTICE TO PUPILS AND EMPLOYEES**

It is unlawful for pupils or employees to engage in sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone in the work or educational setting. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive environment.

Any pupil or employee who feels he or she has been subject to sexual harassment may file a formal complaint by completing a District "Report of Complaint" Form (available at any school or at the District Office) or provide a letter outlining the complaint. The letter must include the name, address and telephone number of the person making the complaint, the name of the school or department, the name of the employee or student involved, the statement of complaint, including all facts, dates and policy involved, a statement of relief sought and signature of the person filing the complaint. An investigation will take place within 30 days of submission.

UCP ANNUAL NOTICE 2017-2018

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

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

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any

program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education, After School Education and Safety, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education and Career Technical and Technical Training Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Course Periods without Educational Content, Education of Pupils in Foster Care and Pupils who are Homeless, Every Student Succeeds Act / No Child Left Behind, Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3); Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education State Preschool

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

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.
- A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.
- **We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.**
- Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints.
- A pupil fees complaint is filed with the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

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

COMPLAINT PROCEDURES

The District's goal is to maintain the highest quality educational program for all students. To this end, it places its trust in its employees and desires to support their actions. The Board also recognizes the right of an individual to file a legitimate complaint with the District and has outlined the procedures in Board Policy 6520:

1. Complaints concerning school personnel should **initially** be made directly by the complainant to the person against whom the complaint is lodged.
2. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the employee's principal or administrative supervisor. Note: Written Complaints should be submitted on the District Complaint Form (D-60 2/13/92.)
3. If the complaint, after review by the principal or administrative supervisor, remains unsolved, the complaint, together with the report and analysis of the situation shall be referred to the Superintendent or designee.
4. The Superintendent's decision shall be final unless the complainant or the employee requests a closed hearing before the Board on the complaint. The employee shall be given at least 24 hours notice of the Closed Session hearing in person or by mail, notifying him or her of his or her right to have the complaint heard in a Public Session. If the complainant desires a Public Session and the employee objects, only the complainant's remarks shall be in Public Session and the remarks of the hearing shall be in Closed Session.
5. Every effort should be made to resolve the complaint at the earliest possible stage.
6. Failure of the complainant to put the complaint into written form beyond the initial level will be considered by the District as a dropping of the complaint.

WILLIAMS COMPLAINT CLASSROOM NOTICE

NOTICE TO PARENTS, GUARDIANS, PUPILS, AND TEACHERS

Pursuant to California **Education Code** Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.colton.k12.ca.us. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site:
<http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

COMPLAINTS MAY BE SUBMITTED TO:

Title IX and Sexual Harassment:

UCP / Williams:

Employees:

Students:

Director of Human Resources

Director of Student Svcs.

Director of Student Svcs

1212 Valencia Dr.

325 N. Hermosa Ave

325 N. Hermosa Ave.

Colton, CA 92324

Colton, CA 92324

Colton, CA 92324

909-580-5000

909-580-6525

909-580-6525

MCKINNEY – VENTO HOMELESS ACT

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines "homeless" as follows:

The term "homeless children and youths"—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

It is the District goal to be proactive in meeting the needs of its homeless population. Although funds and resources are limited, the CJUSD is committed to:

- Being sensitive to your situation and needs
- The immediate enrollment of your child
- Assisting in obtaining medical and other records
- Ensuring equal access to all education and activity programs
- Providing parents and students with information necessary for success in school
- Providing services as per need and available resources

STUDENT HANDBOOK DISCLAIMER

This handbook is published for your information only, and every effort was made to insure accuracy at the time of printing. However, this handbook is not an irrevocable contract between student and Washington High School. This handbook is published as a guide for students, faculty and others interested in the school. Students are expected to be familiar with all District regulations and information set forth in this handbook or any amendments to or modifications thereof.

Washington High School reserves the right to change the regulations and to add or withdraw items at any time during the period this handbook is in effect. The school, with the concurrence of the District, also reserves the right to add or withdraw programs. Effective dates of change will be determined by proper authorities and shall apply to prospective students and to those who are already enrolled.

Please complete this verification, tear out this page, and return this page your first day of attendance.

VERIFICATION OF UNDERSTANDING

I have read, understand, accept the responsibility, and will abide by the rules and policies of Washington High School and the Colton Joint Unified School District.

STUDENT

SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN

SIGNATURE: _____ DATE: _____

School Site Council

School Site Council is an advisory group to give input on school policy, budget and other school related activities. It is comprised of school staff, administration, and community members. Would you consider being involved? The meeting times are usually the third Wednesday of the month, mid-afternoon. Your serious consideration is greatly appreciated.

___ I would like to be part of the School Site Council. Telephone number where I can be contacted:

___ Contact me. I would like more information about the School Site Council.

Phone Number: _____

___ I cannot be part of the School Site Council at this time.