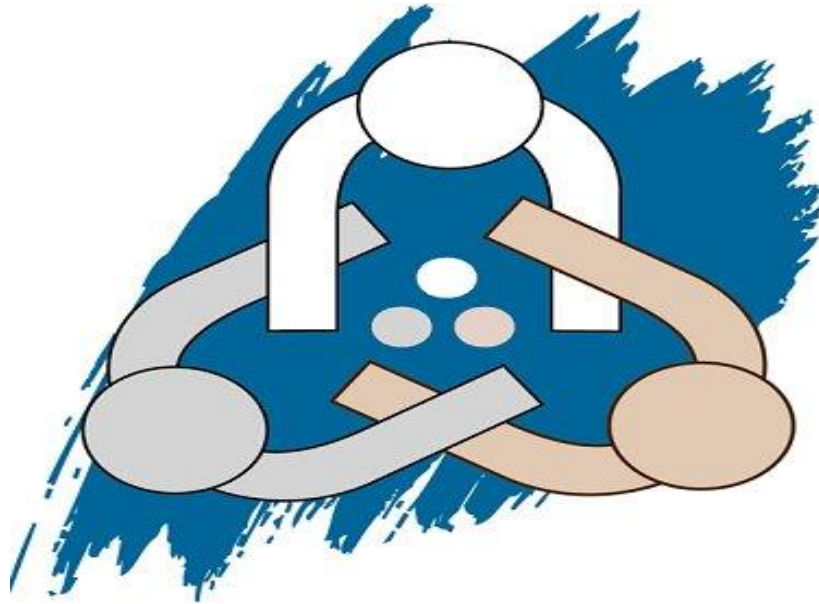


# Tulare Joint Union High School District

*“Quality Schools Preparing Exceptional Students”*



## **Student Code of Conduct 2020-2021**

**Tulare Union High  
Tulare Western High  
Mission Oak High  
Tulare Tech Prep High  
Sierra Vista Charter  
Countryside High  
Accelerated Charter High**

426 N Blackstone St  
Tulare, CA 93274  
Office (559) 688-2021  
Fax (559) 687-7317  
[www.tulare.k12.ca.us](http://www.tulare.k12.ca.us)

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## **THE BOARD OF EDUCATION AND STUDENT BEHAVIOR**

The Board of Education has the responsibility to see that an appropriate educational program is available to each student in our schools. Within the framework of California law, courses and materials are developed, teachers and administrators are selected, and rules and regulations are established to ensure a proper climate in which students may pursue their studies.

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Parents, administrators, teachers, and others responsible for the welfare of students must cooperate to interpret and enforce our behavior code and attendance policy.

This publication contains the rights and responsibilities, legal basis, and rationale for which our policies are founded. It is important that you read and discuss this Student Conduct Code with your son or daughter. We look forward to an excellent school year. We ask your cooperation to ensure that our students have a school environment that promotes the educational process both in academic growth and character development.

### ***Tulare Joint Union High School District Board of Trustees***

#### **TJUHSD Board Priorities:**

- Improve Student Outcomes and Performance.
- Manage Facilities and Student Growth.
- Maintain the Fiscal Integrity of the District and Fund the Board Priorities.
- Staff the TJUHSD with Qualified Personnel and Maintain a Positive Work Environment.
- Maintain Safe Schools.
- Continue to Strengthen Internal and External Communication Systems.

#### **TJUHSD LCAP Goals:**

- All Students will Graduate College and Career Ready.
- All English Learners will improve their English Language Acquisition and Achievement.
- All Students will be part of a Positive Learning Environment where they feel welcomed, valued, safe, and engaged as part of a greater community.

## **SUPERINTENDENT'S MESSAGE**

The Tulare Joint Union High School District is committed to ensuring that all schools in the district are safe and secure for all of our students. Student safety is one of our top priorities. The district will continue to enhance efforts to ensure all schools are safe and secure for students. We want every student to feel valued and safe in our schools. The district will do whatever it can to assure that students are treated with respect and are not subject to intimidation, bullying, or harassment. Thus, the student code of conduct has been developed to help in this effort. Our expectation is that students follow the Student Code of Conduct so that all students have a valuable and memorable high school experience. With a safe and positive environment, we can ensure that all of our students will concentrate on preparing themselves for college and career.

Sincerely,

Antonio Rodriguez, Superintendent

## CONFIDENTIAL REPORTING

Tulare Joint Union High School District makes a point of stressing safety for our students and staff. The district has implemented the Sprigeo hotline for students, or parent use to report confidential information that would help stop bullying, harassment, and intimidation, alcohol, drugs, and weapons on campus. This Sprigeo hotline will also assist in supporting students who don't know of other avenues to solve a problem.

**Sprigeo Hotline** - <http://app.sprigeo.com>

## COMPLAINT RIGHTS (E.C. 35186)

**Williams Uniform Complaint Procedure** (For a detailed version of this information, please visit our website.)

Notice to Parents/Guardians, Students, and Teachers:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional material, or both, to use in class and to take home.
2. School Facilities must be clean, safe, and maintained in good repair.
3. 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.

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.

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 lone-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.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district website [www.tulare.k12.ca.us](http://www.tulare.k12.ca.us). You may also download a copy of the California Department of Education.

## RIGHTS AND RESPONSIBILITIES

### Rights of Students

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student,
- To have ready access to a designated counselor or administrator. To examine personal records upon reaching the age of sixteen or completing the 10th grade.
- To be fully informed of school rules and regulations.

### Responsibilities of Students

- To attend school and classes regularly and on time.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

### Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in a productive activity under the care and direction of a dedicated staff.
- To have the assurance that school personnel will at no time preempt parental prerogative,
- To be informed of District policies and regulations and school rules,
- To review their child's record with a certificated staff member providing assistance.

### **Responsibilities of Parents**

- To visit School periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To Maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel,
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children,
- To become familiar with District policies and school rules and regulations. Encourage good attendance and keep your children in school all day, Avoid taking students out of school early.

### **Rights of Teachers**

- To expect and receive the attention, effort, and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

### **Responsibilities of Teachers**

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold Students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an ever-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

### **Rights of Administrators**

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

### **Responsibilities of Administrators**

- To provide leadership that will establish, encourage, and promotes good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services aid community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student staff parent community concerns and to react with sensitivity toward them.

# STUDENT DRESS CODE

## (Board Policy 5132)

The school district encourages students to dress appropriately for school and enforces a dress code for all high school students. Research has shown that student dress and appearance affect student attitude and conduct and that appropriate grooming and dress are a part of the learning process. **All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste, as deemed appropriate by the school administration.** We understand that students and their parents freely choose a style of dress that reflects the student's individuality, but we also believe that there are standards of appropriateness in grooming so not to distract from the educational process.

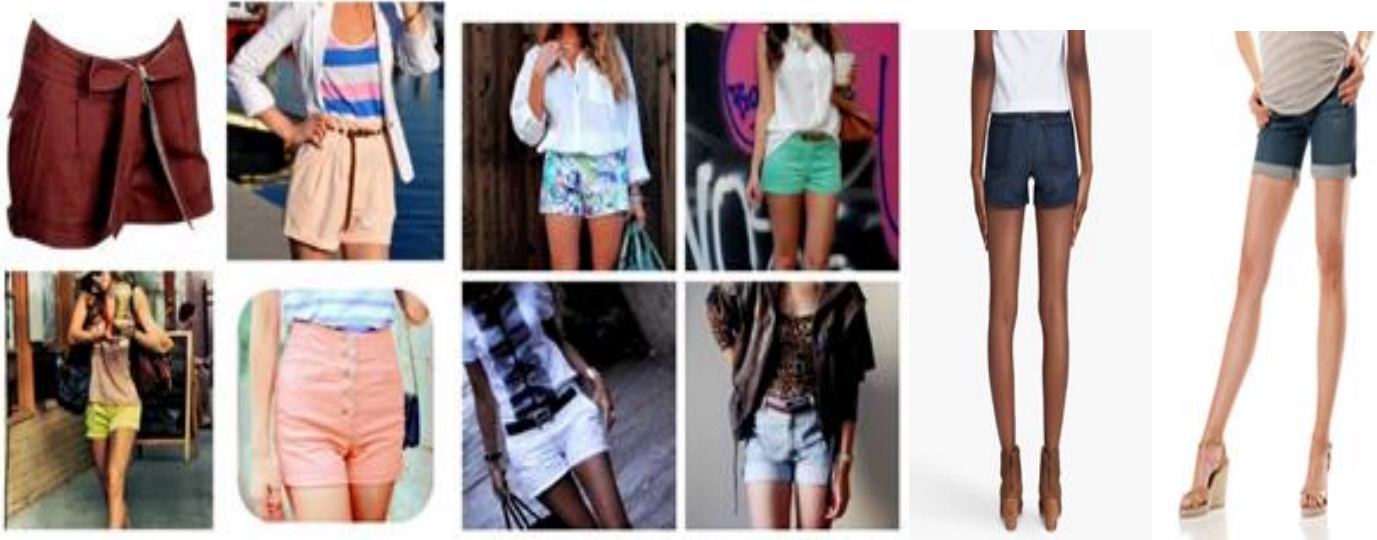
1. Student dress and appearance shall not be hazardous to the safety of anyone in the school.
2. Footwear must be worn at all times
3. Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs, advocates drug use, violence, disruptive behavior or is offensive is prohibited. A behavior contract is enforced based on gang associated activities.
4. Caps, hats, and head coverings are not permitted on campus.
  - a. **Beanies will be allowed outdoors November 1 to March 1.** The beanie must be: Free of designs other than district/school logos, free of any gang affiliation, and free from advocating any alcohol, drug or tobacco product.
  - b. **Sun protection.** Students are allowed to wear a full brim hat that is constructed of cotton or canvas material, capable of being folded up while in the classroom. These hats must be: Free of any type of logo or writing; Solid white or khaki color, and removed upon entering the school building.
5. See-through, bare midriff, fishnet blouses, spaghetti strap tops (straps must be one (1) inch or wider), low cut revealing tops, muscle shirts, strapless tops, off-the-shoulder and undershirts are prohibited. Shirts cut lower under the arm will not be acceptable.
6. No student may wear clothing that contains words that are suggestive or has suggestive double meanings of lewdness, obscenity or vulgarity. Clothing advertising alcohol, drug or tobacco products is prohibited.
7. The length of shorts must be within the bounds of decency and in good taste as appropriate for school. (See the following page of short styles that are acceptable.) All shorts, skirts, and skorts must reach mid-thigh. Biker shorts shall not be worn as outer garments.
8. Any clothing, hairstyle, piercings, or styles of dress that may cause a threat, have a negative effect, or disrupt the educational process will not be permitted.
9. Shirts must be worn at all school activities including sporting events. Bare midriffs will not be allowed.
10. No bagging or sagging clothes are permitted. Pants must fit at the waist, hips, crotch, and thighs. Belts must be tucked into the pant loop. No inappropriate holes or frays will be permitted.
11. Bandanas are not allowed at school or at school-sponsored events.
12. Towels, T-shirts, folded shirts **or any other clothing article cannot be worn around the neck, draped over the shoulder**, or hanging from the pocket.
13. Heavy chains that may pose a danger are prohibited.
14. Sports jerseys are not allowed on campus other than those with district/school logos.

## Dress Code in Regards to Shorts

The Tulare Joint Union High School District encourages students to dress appropriately for school. All clothing shall be acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste as deemed appropriate by the school administration. Please use the following guidelines for acceptable and not acceptable attire when purchasing back to school clothing.

The length of shorts must be within the bounds of decency and in good taste as appropriate for school. All shorts, skirts, and skorts must reach mid-thigh. Biker shorts shall not be worn as outer garments.

**The following pictures are of shorts that are acceptable.**



**The following pictures are of shorts that are not acceptable.**



# DISCIPLINE

## Definitions: (E.C. 48925)

**SUSPENSION** from school means the removal of a student from ongoing instruction for adjustment purposes. ***Parents will be notified when student is suspended.***

**SUSPENDED EXPULSION** means suspending the *enforcement* of the expulsion order. During the period of the suspension, the pupil is deemed to be on probationary status. The governing board may revoke the suspension of an expulsion order if the pupil commits any of the act enumerated in Section 48900 or violates any of the district's rules and regulations governing pupil conduct. (E.C. 48917)

**EXPULSION** means removal of a student from the immediate supervision and control, or the general supervision, of school personnel.

**DAY** means a calendar day unless otherwise specifically provided.

**SCHOOL DAY** means a day upon which the schools of the district are in session or weekdays during the summer recess.

**STUDENT** includes a student's parent/guardian or legal counsel.

**PRINCIPAL'S DESIGNEE** means one or more administrators designated by the principal to assist with disciplinary procedures.

**SCHOOL PROPERTY**, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases.

## **NEXUS TO SCHOOL:**

Broad Jurisdiction: A student may be suspended or expelled for any act listed in Section 48900 et seq. If the act is:

1. Related to school activity or school attendance, and
2. Occurs within a school in the student's school district or within any other school district, and
3. Occurs at any time, including but not limited to:
  - a. While on school grounds.
  - b. While going to or coming from school.
  - c. During the lunch period whether on or off the campus.
  - d. During, or while going to or coming from, a school-sponsored activity.

Narrow Jurisdiction: For the then serious acts listed as MANDATORY RECOMMENDATION, a student may be suspended or expelled only if the act is committed:

1. At school or at a school activity off school grounds.

**DISCRETIONARY EXPULSIONS:** For all non-mandatory expulsions, the board must make at least one of the following findings, in addition to finding that the pupil committed the charged offense:

1. Other means of correction are not feasible.
2. Other means of correction have repeatedly failed to bring about proper conduct.
3. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.



## **CAUSES FOR MANDATORY RECOMMENDATION FOR AN EXPULSION HEARING**

**Special Circumstances:** The education code mandates school sites to recommend an expulsion hearing in specific cases. This applies to the **five (5) mandatory expulsion hearing offenses** outlined in Ed. Code 48915(c):

**1) Possessing, selling, or furnishing a firearm**

**2) Brandishing a knife at another person**

**3) Unlawfully selling a specified controlled substance**

**4) Committed or attempted to commit sexual assault or committed sexual battery**

**5) Possession of an explosive**, federally defined as a “Destructive device” as described in 18 U.S.C. Section 921(a)(4). The term “destructive device” means – Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the devices described in the preceding clauses; Any type of weapon (other than a shotgun or a shotgun shell which the Secretary finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

A conduct violation involving any of these five (5) offenses requires a mandatory expulsion hearing without exception. Parents will be notified when a student is being considered for expulsion. These are serious offenses and notification of appropriate law enforcement agency is required. The term of the expulsion can be considered for up to one (1) year from the date of the expulsion.

## **CAUSES FOR RECOMMENDED EXPULSION HEARING**

School administration may consider expulsion for students that violate other causes under the education code. The expulsion process is the same for both mandatory and recommended expulsion hearings. The term of a recommended expulsion can be from 1 to 2 semesters. Causes for a recommended expulsion hearing are:

**1. CAUSED SERIOUS PHYSICAL INJURY to another person, except in self-defense (E.C. 48900 subsection (a)(2))**

Serious bodily injury means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (P.C. 243)

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**2. POSSESSED, SOLD OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT** unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal (E.C. 48915 and 48900, subsection (b)).

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**Note:** Possession of tear gas / tear gas weapon / pepper spray is considered a dangerous object. (Penal Code Sec. 12401, 12402) (E.C. 49330)

**3. FURNISHED A CONTROLLED SUBSTANCE** (as defined in the Health and Safety Code Section 11053 et seq.), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section (c))

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**4. POSSESSED ANY CONTROLLED SUBSTANCE** (as defined in the Health and Safety Code Section 11053 et seq.), except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. (E.C. 48900, sub-section (c))

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**5. POSSESSED WITH INTENT TO SELL ANY CONTROLLED SUBSTANCE** (as defined in the Health and Safety Code Section 1.053 et seq.), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48900, sub-section (c))

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**6. OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE** defined in the Health and Safety Code Section 11053 et seq., alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-alikes or in lieu of substances. (E.C. 48900, sub-section (d))

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**Note:** Furnishing or possessing an IMITATION CONTROLLED SUBSTANCE (LOOK-ALIKES) with the intent to distribute will result in a recommendation for expulsion. This offense is also in violation of Health and Safety Code 11680.

**7. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION** (E.C.48900 sub-section (e))

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**8. THREATENED, ATTACKED, OR COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL** (Penal Code Sec. 240,242) (E.C. 48915 and E.C. 48900, sub-section (a), E.C. 44014)

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**9. COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT** as defined in Sections 261,266c, 286,288,288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. (E.C. 48915 and (E.C. 48900, sub-section (n))

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**10. COMMITTED A TERRORISTIC THREAT** including but not limited to threats of, a bomb, abduction, sexual assault, shooting, or other violence where the threats directly name the school site, staff member, school equipment and/or property (EC 48900.7)

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**11. POSSESSED AN IMITATION FIREARM** a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E.C. 48900, sub-section m)

**1st Offense:** 1-5 days suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

## **CAUSES FOR HOME SUSPENSION ON FIRST OFFENSE**

The number of offenses and the consequences relating to discipline and extracurricular activities eligibility, for substance abuse violations carry over from year to year in grades 9-12, but not from middle school to high school. A school may have additional rules unique to its site as long as they do not conflict with the Student Conduct Code (E.C.35291.5)

### **DURING SUSPENSION:**

1. The student shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the office on official business by prior arrangement with a school administrator. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (7:00 a.m. - 4:30 p.m.)
2. The student is not to attend any school event or be on any school campus during suspension.
3. The responsibility of obtaining and doing classwork lies with the student. (Parents may contact the teacher to obtain classwork). The teacher may require the student to complete any assignments and tests missed during the suspension. The student shall not be denied the opportunity to make up work.

### **1. CAUSING OR ATTEMPTING TO CAUSE PHYSICAL INJURY OR USING FORCE OR VIOLENCE UPON ANOTHER PERSON** except in Self-defense. (E.C. 48900, sub-sections (a)(1) and (a)(2)).

**Note:** If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self-defense, the principal must recommend expulsion or report in writing to the Superintendent who will advise the Governing Board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 4895)

### **2. POSSESSING USING, OR BEING UNDER THE INFLUENCE OF** an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of Marijuana of any controlled substance (as defined in the Health and Safety Code Section 1053 et seq.). (E.C. 4895 and E.C. 48900, sub-section (c))

**1st Offense:** 2-5 days suspension and notification of appropriate law enforcement agency. May be recommended to attend a substance abuse counseling program. In addition, a **twenty (20) day suspension from extra-curricular activities will be enforced**. Suspended students give up their privilege to participate in any school-related functions/activities for a period of **twenty (20) school days**. (Ex: sports practice/games, band events, clubs, dances, graduation, agriculture events, etc. (AR 6145)) In the event that another suspension occurred before the end of the twenty (20) day period, another twenty (20) days will be added to their remaining days. The student must attend and complete a substance abuse counseling program, with a minimum of twelve (12) sessions. (BP 5131.6(c))

**Note:** If the student receives a five-day suspension, the suspension will be reduced to two (2) days if the student agrees to complete a site-approved intervention program. (If the student does not complete the program, alternative consequences will follow at the discretion of the site administration.)

**2nd Offense:** 3-5 days suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

**Note:** In addition, students appearing at school functions and having consumed or having in their possession alcoholic beverages or drugs may be handled by police action. (Penal Code Sec. 647) (Health and Safety Code Sec.11550).

### **3. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA** as defined in Section 11014.5 of the Health and Safety Code (E.C. 48900, subsection j).

**1st Offense:** 2-5 days suspension and notification of appropriate law enforcement agency. May be recommended to attend a substance abuse counseling program. In addition, a **twenty (20) day suspension from extra-curricular activities will be enforced**. Suspended students give up their privilege to participate in any school related functions/activities for a period of **twenty (20) school days**. (Ex: sports practice/games, band events, clubs, dances, graduation, agriculture events, etc. (AR 6145))

In the event that another suspension occurred before the end of the twenty (20) day period, another twenty (20) days will be added to their remaining days. The student must attend and complete a substance abuse counseling program, with a minimum of twelve (12) sessions. (BP 5131.6(c))

**Note:** If the student receives a five-day suspension, the suspension will be reduced to two (2) days if the student agrees to complete a site-approved intervention program. (If the student does not complete the program, alternative consequences will follow at the discretion of the site administration.)

**2nd Offense:** 3-5 days suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

#### **4. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL THE PRESCRIPTION DRUG SOMA (E.C. 48900, subsection p).**

**1st Offense:** 2-5 days suspension and notification of appropriate law enforcement agency. May be recommended to attend a substance abuse counseling program. In addition, a **twenty (20) day suspension from extra-curricular activities will be enforced.** Suspended students give up their privilege to participate in any school-related functions/activities for a period of **20 school days.** (Ex: sports practice/games, band events, clubs, dances, graduation, agriculture events etc. (AR 6145)) In the event that another suspension occurred before the end of the 20 day period, another 20 days will be added to their remaining days. The student must attend and complete a substance abuse counseling program, with a minimum of twelve (12) sessions. (BP 5131.6(c))

**Note:** If the student receives a five-day suspension, the suspension will be reduced to two (2) days if the student agrees to complete a site-approved intervention program. (If the student does not complete the program, alternative consequences will follow at the discretion of the site administration.)

**2nd Offense:** 3-5 days suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

#### **5. FIRE-SETTING OR ATTEMPTED FIRE-SETTING including the activation of false alarms or tampering with emergency equipment (Penal Code Sec 447 and 455, 148.4) (E.C. 48900, subsection (f)).**

**1st Offense:** 1-5 days suspension

**2nd Offense:** 3-5 days suspension

**Note:** Fire-setting of any nature may lead to a recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans may lead to immediate and serious consequences.

#### **OTHER CAUSES RESULTING IN HOME SUSPENSION OR ALTERNATIVE CONSEQUENCES**

When "suspension" is indicated, the site administrator will determine whether the consequence should include, **but not be limited to**, school-based interventions, in-school suspension, home suspension, Saturday School, intervention group, detention, community service. Students may also be placed on a school behavior or gang behavior contract. Community service may include, but is not limited to, work performed on school grounds during non-school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs and work performed in the community during non-school hours with written parent permission. (E.C. 48900.6)

Law enforcement agencies may be notified at the discretion of the administration.

If the nature of the offense is serious enough to warrant an alternative education placement or expulsion recommendation appropriate, the student may be suspended five (5) days for the infraction.

A student may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (E.C. 48900.5)

The number of offenses and the consequences relating to discipline and extracurricular activities eligibility, for substance abuse violations, carry over from year to year in grades 9-12, but not from middle school to high school. A school may have additional rules unique to its site as long as they do not conflict with the Student Conduct Code (E.C.35291.5)

**Gang-Related Behavior** - The following is considered gang behavior:

- **Showing colors;** blue, red, burgundy. For example, wearing a blue shirt, blue belt, or a team jacket in a certain way that aligns the student with a particular gang. Your son/daughter will not be allowed to wear gang related apparel or any other items that are associated with gang behavior.
- **Hand signs.** Making particular hand gestures signals gang association or action.
- **Nicknames/Moniker.** Individual gang names used are usually attached to some perceived attribute the member may have for gang purposes. The nickname tends to fit physical or psychological characteristics.
- **Tattoos.** Most gang-related tattoos are found on the member's hands, forearms, and occasionally, the face. The tattoos vary depending on the age of the gang member.
- **Graffiti.** Graffiti includes written and/or spray-painted words, slurs, or challenges.
- **Physical/verbal confrontations.** Conflicts may involve one or more members against rival gang members.
- **Grouping Together (Mobbing):** What is mobbing? A target is selected and bullied (mobbed) **by a group of people rather than by one individual.** A ringleader incites supporters, cohorts, copycats to engage in adversarial interaction with the selected target. The ringleader, or chief bully, gains gratification from encouraging others to engage in adversarial interaction with the target. Many people use the word "mobbing" to describe this pack attack by several individuals on one individual. Once mobbing is underway the chief bully incites the mobbing into mutually assured destruction.

### **INFRACTIONS THAT MERIT EITHER A WARNING, ALTERNATIVE CONSEQUENCES, OR SUSPENSION UP TO 5 DAYS**

*The following rubric may be used as a guide for determining the consequence for the following infractions. **However, the administrator may bypass one or more steps if it is believed the infraction merits more serious consequences:***

**1st Offense:** Warning, Alternative Consequence, and/or 1-3 days suspension

**2nd Offense:** Parent Conference, Alternative Consequence and/or 1-3 days suspension

**3rd Offense:** Contact Parent, Alternative Consequence and/or 1-3 days suspension

**4th Offense:** Contact Parent, Referral to Counselor, Alternative Consequence and/or 1-3 days suspension

**5th Offense:** Contact Parent, Referral to Counselor/Psychologist, Alternative Consequence and/or 1-3 days suspension

**6th Offense:** Contact Parent, Referral to Counselor/Psychologist, Alternative Consequence and/or 3-5 days suspension and/or recommendation for alternative education program or expulsion

#### **1. WILLFUL DEFIANCE OR DISRUPTION OF THE SCHOOL OR INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM** (Penal Code Sec. 48.E) (E.C. 48900, sub-section (k))

**1st Offense:** Warning or Alternative Consequences.

#### **2. CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY** - cutting, defacing, or otherwise injuring any school District property, or the malicious injury or destruction of any other person's real or personal property. "School property" includes, but is not limited to, electronic files and databases, (Penal Code Sec. 594) (E.C. 48900, sub-section (f))

**Note:** Parent/guardian will be held responsible for damage to District property. When the minor and parent are unable to pay for the damages, the District shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (E.C. 48904)

**3. USE OF TECHNOLOGY**, including but not limited to cell phones, computers, and other devices, **TO TRANSMIT, RECEIVE, OR POSSESS MATERIAL THAT IS SEXUALLY EXPLICIT OR PORNOGRAPHIC**. For the purpose of threatening to cause or causing physical or emotional harm or property damage. May include technological communications occurring during non-school hours or off-campus but which have an impact on attendance, the educational atmosphere of the school, or school safety. (E.C. 48900, sub-sections, (i), (r), and .2)

**4. THREATENING INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT OR DISCRIMINATORY CONDUCT) ANY OTHER PERSON** (E.C. 48900 subsection (a)(1) and/or (k)) (E.C. 48900.2) (E.C. 48900.4) (BP & AR 5145.3) Possible removal from campus or separation of the student.

**Note:** In the event, an allegation of sexual harassment is not resolved informally to the satisfaction of a complainant, the complainant may use the District complaint process for formal resolution of such complaints.

**5. COMMITTING AN OBSCENE ACTOR ENGAGING IN HABITUAL PROFANITY OR VULGARITY, INCLUDING RACIAL/ETHNIC SLURS** either verbally or in writing. (E.C. 48900, sub-section (l)) (BP & AR 5145.3)

**Note:** Any act committed against school staff would warrant consequences starting at Step 2. A student will be suspended on the first offense for five (5) days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property, (E.C. 48900, Sub-section (k))

**6. ENGAGING IN, OR HAVING ANY PART IN HAZING** or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52) (E.C. 233) (E.C. 48900, subsections (a)(1) and (q)). (E.C. 48900.3)

**7. STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY** "School property" includes, but is not limited to, electronic files and databases, (E.C. 48900 sub-section (g))

**8. KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY** "School property" includes, but is not limited to, electronic files and databases. (E.C. 48900 sub-sections (g), (l))

**9. ANY ACT OF DEFIANCE OR DISOBEDIENCE** either in language or in action against School personnel, refusing to comply with the reasonable requests or orders of school personnel. (E.C. 48900, sub-section (k))

**10. 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. (E.C., 48900, subsection (r)).

**Note:** Depending on the act, the student may be suspended or recommended for expulsion.

**11. RECKLESS DRIVING** (E.C. 48900, sub-section (k))

**12. FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE OR PASSES** (E.C. 48900, sub-section (k))

**13. VIOLATING THE COMPUTER AND NETWORK ELECTRONIC INFORMATION POLICY** (E.C. 48900, subsection (k)) (BP 6163.4 (a) and (Penal Code Sections 502,313(a), 632)

**Note:** Any infraction that may constitute a breach in network security or damage to the network, may result in disciplinary action including a recommendation for alternative education program or expulsion and notification of law enforcement on the first offense.

**14. POSSESSING OR USING TOBACCO** (or any products containing tobacco or nicotine products including e-cigarettes) in grades 7-12. (E.C. 48900, subsection (h)) Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Electronic smoking devices (e-cigarettes, vapor pens) E.C. 48011, subsection (h))

**Note:** No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of School District employees. (E.C. 48901) Confiscated materials will not be returned to students, but will be returned to the parents if requested within five (5) days of the incident.

**15. FAILING TO IDENTIFY ONESELF** or giving false information to school personnel. (E.C. 48900, sub-section (k))

**16. TAMPERING WITH PROPERTY OF THE SCHOOL, DISTRICT** or belongings of any other person. (E.C. 48900, sub-section (k))

**17. CHEATING OR PLAGIARIZING ON SCHOOL ASSIGNMENTS** (E.C. 48900, sub-section (k)), (BP 5131.9)

**19. GAMBLING AND WAGERING** or habitually being present where gambling and wagering are taking place. (E.C. 48900, sub-section (k))

**20. LOITERING ON OR ABOUT ANY CAMPUS** without apparent lawful purpose, (E.C. 48900, sub-section (k)) (Penal Code 653G and 627)

**Note:** A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. Punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six (6) months.

**21. ANY DRESS, GROOMING, OR APPEARANCE** which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, subsection (k)) (E.C. 35161, 35183, 35291.5, 35294.1; Calif. Code Regs., Title 5, Section 302)

**Note:** In addition to the Dress Code listed on page 5, schools may have additional rules approved by School Safety Committees School Site Council, Principals also have the discretion to prohibit any attire that is not described, or listed in the Dress Code and can also make reasonable exceptions to the Dress Code for Special days or special events.

**22. POSSESSING OF ANY OBJECT NOT OF A DANGEROUS NATURE** (i.e. Bluetooth speakers, cameras or other items a school administrator identifies as disruptive) (E.C. 48900, sub-section (k)) (Unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.)

**Note:** An unauthorized object will be confiscated by school authorities, Object will be returned to the parent/guardian, not the student.

**23. POSSESSING OR USING ANY ELECTRONIC SIGNALING DEVICE** high school students may possess and use electronic communication devices on school district property and at school-sponsored activities under the conditions listed below. Electronic signaling devices may include, but are not limited to, pagers, beepers, and cellular/digital telephones. Electronic communication devices may be used on school grounds before and after the official instructional day and during the student's lunch period and health break. Electronic communication devices must be turned off during class time. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Ed. Code 48901.5) It is the student's responsibility to ensure that their devices are turned off and secured at all times. The Tulare Joint Union High School District is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

**Note:** Students who violate these rules and regulations may be subject to discipline including suspension, expulsion or transfer to alternative programs.

**24. BEHAVIOR ON DISTRICT TRANSPORTATION:** Decisions about discipline regarding transportation will be a collaborative effort between transportation and school administration. Consequences range from warning to loss of bus privileges.

**Note:** Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

## **25. THE SALE OF FOOD AND/OR DRINK FOR PERSONAL PROFIT UNLESS PERMISSION HAS BEEN OBTAINED BY THE DISTRICT'S NUTRITION SERVICES**

**Note:** Students who violate these rules and regulations may be subject to discipline including suspension or transfer to alternative programs.

### **RIGHT OF APPEAL AND DUE PROCESS**

You have the right to appeal a suspension by requesting a meeting, with the principal, within ten (10) school days. You also have the right to see any and all records pertaining to your student within five (5) school days of your request for access.

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

### **SUSPENSION APPEAL PROCESS**

#### **Timelines**

A suspension appeal to the site principal must be requested within five (5) school days following the first day of suspension. The principal shall hear the appeal within five (5) days after the appeal request has been lodged. In cases where the site principal was involved in the suspension decision, due to the absence of the assistant principal, the appeal request would be lodged with the appropriate Assistant Superintendent. The Assistant Superintendent shall hear the appeal within five (5) school days after the appeal request has been lodged. The scope of the review is limited to the following four areas:

1. Did the school act without or in excess of its jurisdiction?

a. Was the suspension based on an enumerated suspendable offense?

Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the Student Conduct Code.

b. Were the student's acts related to school activity or attendance?

While on school grounds. While going to or coming from school. During the lunch period whether on or off the campus, during, or while going to, or coming from, a school sponsored activity. (E.C. 48900)

2. Was the student told why he/she was being suspended and provided with an explanation of the evidence that indicates he/she committed the offense?

a. Was the student afforded the opportunity to tell his/her side of the story and produce any evidence he/she may have to support it?

3. Was there prejudicial abuse of discretion in the suspension decision?

4. Is there other relevant or new material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded?

#### **Decision**

If the site principal overturns the suspension decision, all information related to the suspension will be deleted from the student's record. The decision of the site principal shall be final.



# **STUDENT HARASSMENT AND DISCRIMINATION (BULLYING POLICY)**

**(Prohibited by Law and by Tulare Joint Union High School District's Board Policy 5145.3, 5145.7 and 5145.9)**

The Board of Education will **NOT** tolerate harassment or discrimination and will make efforts to maintain school free from this type of behavior. Any and all forms of harassment or discrimination based on race, ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or actual or perceived sexual orientation which includes perceptions of a person's identity, appearance, or behavior is expressly prohibited.

## **TULARE JOINT UNION HIGH SCHOOL DISTRICT'S BOARD POLICIES**

1. Prohibits harassment/discrimination of any student by any employee, student, or other person in, or from the District.
2. Expects students or staff to immediately report incidents of harassment or discrimination to a site administrator or to another District administrator (**Barbara Orisio, Assistant Superintendent, Human Resources, (559) 688-2021, [barbara.orisio@tulare.k12.ca.us](mailto:barbara.orisio@tulare.k12.ca.us)**).
3. Each site administrator has the responsibility of maintaining an educational and work environment free of harassment and discrimination.
4. Each harassment complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. This responsibility includes discussing this policy with his/her students and employees and assuring them that they NEED NOT endure sexually insulting, degrading, exploitative treatment, or any other form of sexual harassment or discrimination.

### **EXAMPLES OF HARASSMENT:**

Harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances, distractions to deliberate intimidations, frank threats, or sexual demands. Forms of harassment include, but are not limited to the following:

- **Verbal Harassment**- Derogatory comments, jokes, or slurs, graphic verbal abuse of a racial or sexual nature; comments about an individual's body of dress, sexual preferences, sexual conduct, sexual orientation, or gender preference; racial/sexual degrading words used to demean, label, or describe an individual; or spreading sexual rumors.
  - **Physical Harassment** - Unnecessary or offensive touching, or impeding or blocking movement.
  - **Visual Harassment** - Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes, or invitations; the display in the educational environment of or sexually suggestive objects or racially derogatory pictures.
  - **Sexual Favors** - Unwelcome sexual advances, requests for sexual favors, unwelcome sexual flirtations, or propositions.
5. Retaliation - The District prohibits retaliatory behavior against any complainant.
  6. Electronic Harassment -The use of text messages, email, internet postings such as MySpace or Facebook to make libelous, degrading, hateful, hurtful, or any type of derogatory remark about a student or staff member.

### **SEXUAL HARASSMENT** (E.C. 212.5)

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in, the work or educational setting under any of the following conditions:

1. When submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. When submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. When the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at, or through, the educational institution.

### **SEXUAL ORIENTATION HARASSMENT AND DISCRIMINATION**

Harassment or discrimination based on sexual orientation and gender, which includes perceptions of a person's identity, appearance, or behavior, is expressly prohibited under VUSD policies and state law, including Education Code Section 220 and Penal Code sections 422.6 and 422.76. The prohibition on retaliation, the consequences for sexual harassment, and the grievance complaint procedures applicable to sexual harassment are equally applicable to harassment or discrimination based on sexual orientation.

### **BULLYING** (BP 5131.2)

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

**CYBERBULLYING** includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (cf. 5145.9)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans. (cf.6163.4)

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the District has developed a means for students to report threats or incidents confidentially and anonymously. Use the following hotline to make an anonymous report. **Sprigeo Hotline** - <http://app.sprigeo.com>

### **SUICIDE PREVENTION** (BP 5141.52)

The Board of Trustees recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselor, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, community organizations.

Students shall be encouraged to notify a teacher, principal, counselor, or another adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions base on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, release, reference, or discussed with third parties, the counselor may report to the principal of student's parent/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (E.C. 49603)

**National Suicide Prevention Lifeline: (800) 273-8255**

**Crisis Text Line: Text HOME to 741741 to connect with a Crisis Counselor**

**Local Suicide Prevention Lifeline: (800) 320-1616**

## **HATE MOTIVATED BEHAVIOR (BP5145.9)**

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

## **ATTENDANCE EXPECTATIONS AND CONSEQUENCES**

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

### **ABSENCE REPORTING**

The PARENT or GUARDIAN of a pupil is required to provide an explanation for a pupil's absence. This explanation is required no later than the day following the absence. (CCR Title 5, Sec. 306)

**Method of Verification** When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent guardian, other person having control of the minor, or the student if age 18 or older. (EC 46012; CCR Title 5, Sec. 306) The following methods may be used to verify student absences:

1. Written note, fax, email, or voicemail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent guardian or parent representative.

The employee shall subsequently record the following:

- a. Name of the student
  - b. Name of the parent guardian or parent representative
  - c. Name of the verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
  4. Physician's verification.
    - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
    - b. When a student has had 4 absences in the school year for illness verified by methods listed in numbers 1-3 above, any further absences for illness shall be verified by the physician.

## **ABSENCES-ASSIGNMENT MAKE-UP ALLOWED**

**1. EXCUSED ABSENCES** (CCR Title 5, Sec. 420) Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- a. Personal Illness. (EC 48205)
- b. Quarantine directed by county or city health officer. (EC 48205)
- c. Medical, dental, and optometric appointments: (EC 48205)
  - i. Students are encouraged to make medical appointments after school hours whenever possible.
  - ii. Students will be released for and receive excused absences for appointments only on the written approval of parents or guardians.
  - iii. The only exception shall be for those students whose parents or guardians have provided annual written consent to the school to release and excuse their child(ren) upon doctor verification.
- d. Attending funeral services of a member of the pupil's immediate family, so long as such absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California. *Immediate family* shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, of any relative living in the student's immediate household. (EC 45194, 48205)
- e. Student jury duty in the manner provided by law. (EC 48205)
- f. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (EC 48205)

Note: Students shall be permitted to make up missed school assignments. Students shall be allowed two (2) school days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with the student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

**2. ABSENCES EXCUSED FOR PERSONAL REASONS (PRIOR APPROVAL REQUIRED)** (E.C. 48205)

- a. A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
  - i. An appearance in court.
  - ii. An employment conference.
  - iii. A pupil family hardship situation, as authorized by the principal.
  - iv. An observance of a holiday or ceremony of the pupil's religion.
  - v. Attendance at religious retreats not to exceed four (4) hours per semester.
  - vi. Attending a funeral service of a person who is not an immediate family member.
  - vii. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.
  - viii. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat support position or is on leave from or has immediately returned from such deployment (EC 46014)
- b. PRIOR to an absence described in this regulation, a signed parental request must be received and approved by the principal or administrative designee.
- c. Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

Note: A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence.

Students shall be allowed two (2) school days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

### **3. ABSENCES EXCUSED/RELEASE TIME FOR RELIGIOUS EDUCATION (PRIOR NOTIFICATION REQUIRED)** (E.C. 46014)

The District will allow release time for students to participate in religious exercises or to receive moral and religious instruction. A student's absence will be considered excused, with full rights to make up tests and homework, if the following conditions are complied with:

- a. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two (2) days prior to release from school.
- b. Verification of attendance at the designated exercise is provided to the school on the first day after the absence.
- c. Each pupil so excused shall attend school at least the minimum school day for his grade for elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- d. No pupil shall be excused from school for such purpose on more than four (4) days per school month.  
Note: Students shall make arrangements with the teacher to make up missed work prior to the absence, Students shall be allowed two (2) school days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

### **4. ABSENCES FOR ENTERTAINMENT INDUSTRY** (E.C. 48225.5 (a) 1-2 (b-e))

A pupil working in the Entertainment or Allied industry or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience shall be excused from school for a maximum of up to five absences per school year, Students absent under this section shall be permitted to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit earned

### **5. ABSENCES FOR LICE**

District policy provides for students absent because of lice infestation to be excused from school for a maximum of three consecutive days. On the fourth consecutive day of absence, a student will be marked unexcused and may be subject to monitoring by the School Attendance Review Board (SARB). (E.C. 48320-48324, 48292-48293)

### **6. UNEXCUSED ABSENCES FOR PERSONAL REASON MADE UP IN SATURDAY SCHOOL** (NO PRIOR APPROVAL) (E.C. 37223, 48205)

Students who are absent for personal reasons and who did NOT receive prior approval from the school administrator may be assigned to Saturday School to make up class work missed because of the unexcused absence.

### **7. SUSPENSION (HOME AND IN-SCHOOL ASSIGNMENT MAKE-UP)** (E.C. 48913)

A suspended student may be allowed to complete comparable assignments. The responsibility of obtaining and doing class work lies with the student, (Parents may contact the teacher to obtain classwork) the teacher may require the student to complete any assignments and tests missed during the suspension. The student shall not be denied the opportunity to make up work and to have made-up work calculated in the course grade.

## **8. CONFIDENTIAL MEDICAL SERVICES** (E. C. 46010.1)

School authorities may excuse any student in grades 7-12 from school to obtain confidential medical services without the consent of the student's parent/guardian. (E.C. 4600.) (cf. 5145.6 - Parental Notifications)

## **9. PREGNANT AND PARENTING STUDENT RIGHTS** (EC §§ 221.51, 46015)

The District cannot apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The District cannot exclude or deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

The District may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity.

Pregnant/parenting students cannot be required to participate in pregnant minor programs or alternative education programs. Pregnant/parenting student who voluntarily participate in an alternative education programs will be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

The District must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

Pregnant/parenting students are entitled to eight (8) weeks of parental leave, which the student may take before the birth of the student's infant, if there is a medical necessity, and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant/parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant/parenting student who does not wish to take all of part of the parental leave to which he/she is entitled shall not be required to do so. A pregnant/parenting student is entitled to receive more than eight (8) weeks of parental leave if deemed medically necessary by the student's physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program. During parent leave, the District shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant/parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant/parenting student is entitled to opportunities to make up work missed during his/her leave, including, but not limited to, makeup work plans and reenrollment in courses.

Notwithstanding any other law, a pregnant/parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled, when it is necessary, in order for the student to be able to complete state and any local graduation requirements, unless the District makes a finding that the student is reasonably able to complete the District's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

A student who chooses not to return to the school in which he/she was enrolled before taking parental leave is entitled to alternative education options offered by the District. A pregnant/parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he/she would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of his/her use of these accommodations. A complaint of noncompliance with these requirements may be filed with the District under its UCP.

## **TRUANCY, EXCESSIVE ABSENTEEISM, TARDINESS**

**(E.C. 48269-48263, 48900(k), 49164)**

### **Definitions:**

**Chronic absentee** means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays, (EC 60901)

**Truant** means a student who 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 of time during the school day without a valid excuse on three occasion in one school year, or any combination thereof.

**Habitual Truant** means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent guardian. (EC 48262, 48264.5)

### **Addressing Chronic Absence**

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her. A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or educational options as appropriate.

Whenever chronic absenteeism is linked to a health issue or non-school condition, the attendance Supervisor may recommend school or community resources and/or collaborate with community agencies and organization to address the needs of the student and his/her family.

Students may not be absent from school without verified approval of a parent guardian or the school. The following represents the procedures which will be followed when a student is absent from school without a valid excuse or is tardy without the school's approval in excess of thirty (30) minutes.

### **First Incident of Truancy (See definition of "Truant" above)**

The student shall be reported to the attendance supervisor. (EC 48260) The student and parents will be notified of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator, or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse. The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day. Student will be informed that a work permit will not be issued or will be revoked if the student reaches the 4th step.

The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (EC 48264.5)

The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (EC 48264.5)

### **Second Incident of Truancy**

Any student who has been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without a valid excuse on one or more days or is tardy 30 minutes or more on one or more days during

the school year. (EC 48261) The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (EC 48264.5) The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to consequences under "Third Incident of Truancy" below. (EC 48264.5)

The appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost effective method possible which may include email or a telephone call. (EC 48262) The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (EC 48264.5)

The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's attendance problems.

### **Third Incident of Truancy** (Habitual Truant):

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school, may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (EC 48263, 48264.5)
- b. Upon making a referral to the School Attendance Review Board (SARB) or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the School Attendance Review Board (SARB) or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required to meet with the SARB or a probation officer to consider a proper disposition of the referral. (EC 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to the procedures under "Fourth Incident of Truancy" listed below.
- d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, that attendance supervisor may so notify the district attorney and/or probation officer.

### **Fourth Incident of Truancy**

Upon a student's fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (EC 48264.5; W&I 601) The student will be referred to a school administrator/designee, and the student will once again be reported as a legal truant (E. C. 48260).

The student may be referred to the local School Attendance Review Board (SARB). If the local SARB/attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the School Attendance Review Board (SARB), the attendance supervisor may notify the district attorney.

## **EXCESSIVE ABSENTEEISM**

### **Absence for 10 percent of school days (Chronic Absenteeism)**

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education laws and take full advantage of educational opportunities provided by the district.

Students identified as habitual truants or chronically absent shall be subject to the interventions specified in law and administrative regulation. A student's truancy, tardiness, or other absence from school shall not be the sole basis of his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.



1. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's attendance problems.
2. If a chronically absent student is at least 6 years old and is in any of the grades K-8, the attendance supervisor shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1. A conviction under this section requires a fine of up to \$2,000 and/or incarceration in county jail for up to one year. (Penal Code 270.1)
3. A school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CCR Title 5 sec. 421 b)

## **TARDIES**

One of the responsibilities of each student is to be in the classroom in his/her seat or work-station when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process.

## **SATURDAY SCHOOL (E.C. 37223)** This item has been suspended for the 2020-21 School Year

The Governing Board of any elementary, high school, or unified school district may maintain classes on Saturday. The School District's Board of Education approves such classes when appropriate and practicable.

The classes may include MAKE-UP CLASSES FOR UNEXCUSED ABSENCES occurring during the week.

Attendance at classes conducted on Saturday shall be at the election of the pupil or, in the case of a minor pupil, the parent or guardian of the pupil. However, the Governing Board may require students, as defined by Section 48620, to attend make-up classes conducted on one (1) day of the weekend.

Saturday School attendance (all four hours) may clear an absence. The District will not allow "banking" of Saturday School credit.

## **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

**(E.C. 48320-48324, 48292-48293)**

**This item has been suspended for the 2020-21 School Year**

The Education Code provides for the establishment of the School Attendance Review Board to meet the special needs of pupils with school attendance problems or school behavior problems.

The **School Attendance Review Board (SARB)** may include but is not limited to the following. A parent guardian as well as a representative of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel, (EC 48321)

The School Attendance Review Teams Board has the authority to recommend that parents and students take certain measures to correct inappropriate behavior, refer the pupil to community agencies for assistance, or suggest adjustments to the school assignment. In the event that a parent or guardian or pupil fails to respond to the directives of SARB or to services offered on behalf of the minor, SARB may:

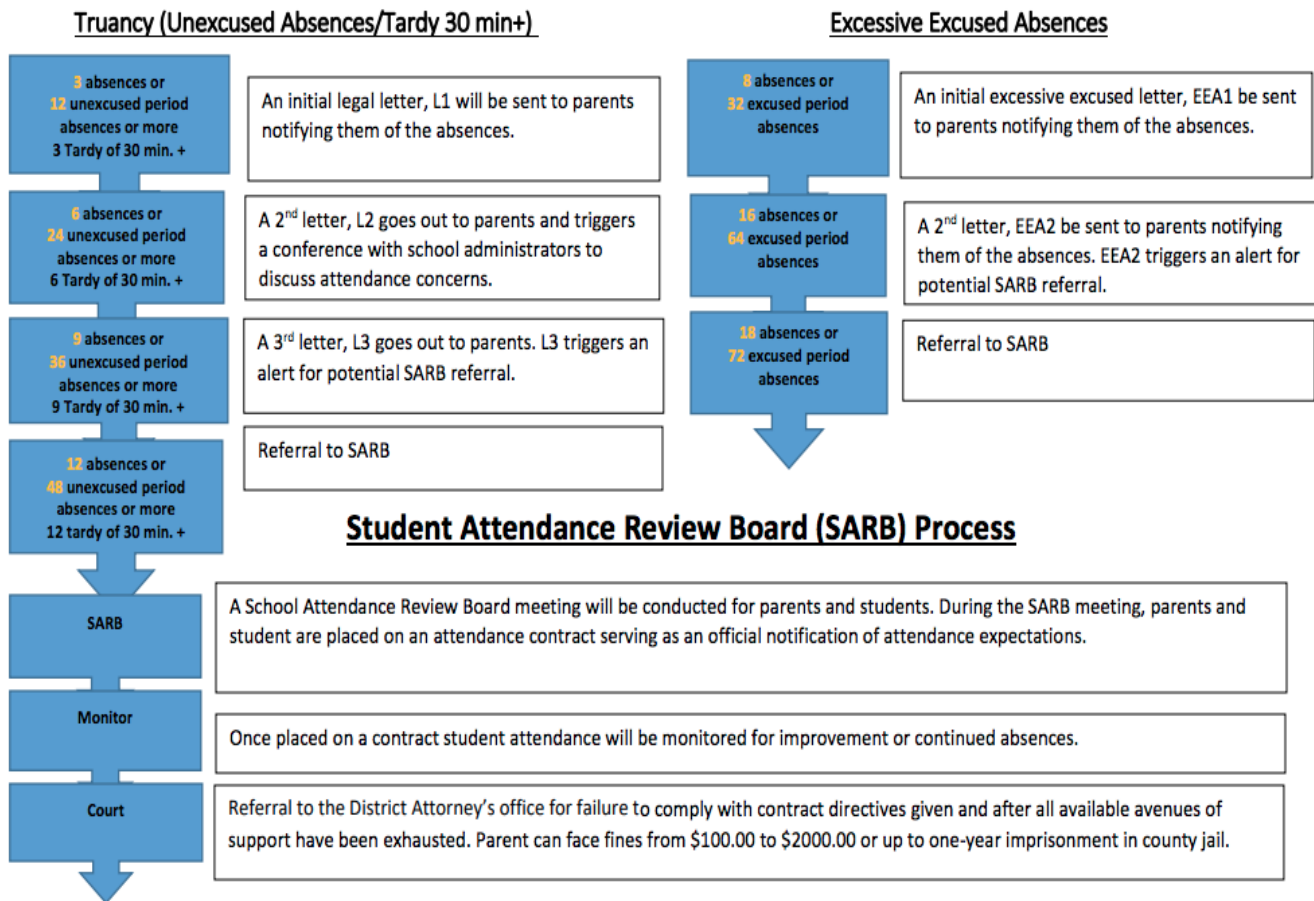
1. Direct that the minor be referred to the county welfare department under Section 300 of the Welfare & Institutions Code.

2. Direct that the minor be referred to the county probation department under Section 60I of the Welfare & Institutions Code.
3. Request the Superintendent Designee, to file a complaint against the parent, guardian, or other person in charge of such minor with the District Attorney.

The parent/guardian of any pupil who fails to comply with the directives of SARB, unless excused or exempted, therefore, is guilty of an infraction and shall be punished by the courts as follows:

1. Upon conviction, by a fine of not more than one hundred dollars (\$100).
2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
3. Upon a third or subsequent conviction, by a fine of not more than five hundred dollars (\$500).
4. In lieu of imposing the fines prescribed in paragraphs (1) and (2), the court may order such person to be placed in a parent education and counseling program.

### TJUHSD Attendance/SARB Process for Parents



# EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

## 1. ACADEMIC GRADING PERIOD

The comprehensive high schools will, every nine (9) weeks, notify all parents of each student's academic status by mail. Report cards will be issued at the end of each grading period through the mail. Parents should expect to receive a progress card report card that is mailed home. The January semester report card and the June semester report card will describe a student's final grade in a class and will be recorded on a student's transcript as the permanent grade. All of the other progress reporting periods are designed to give every parent in school a view of their individual student's progress in a class. Upon receipt of the progress report card parents are welcome to contact their school counselor to review their student's academic status.

In order for a pupil to participate in extracurricular activities, the pupil shall achieve a grade point average of 2.0 with no more than one "F", must be passing 20 units, and show maintenance of minimal progress towards meeting the high school graduation requirements prescribed by the Governing Board in each 9 week grading period preceding the period of participation in the extra-curricular activities. Students are not declared re-eligible or off probation until the second Monday following the end of the grading period. (AR 6145 (12)) There will be absolutely no exceptions to this CIF rule such as obtaining hand written grades by the student's instructors, counselors, or administrators.

For all students, the nine-week progress card/report card will be utilized to determine a student's eligibility status for participation in extracurricular activities. At the end of each six week grading period, those students who do not meet the academic requirements, as well as with CIF (athletic) standards, will be identified. The students will have the next nine weeks as a probationary period allowing them to bring up their grades for continued participation. If a student is unsuccessful in improving his/her grades to the required standard, the student will not be eligible to participate until he/she meets the academic standards at the next grade reporting period. Students are not declared re-eligible or off probation until the second Monday following the end of the grading period. There will be absolutely no exceptions to this rule such as obtaining hand-written grades by the student's instructors, counselors, or administrators.

## 2. ATTENDANCE

### Excessive Absenteeism

Students who are absent fifteen (15) days in one school year may be placed on Attendance Supervision which imposes the requirement that future absences be verified by a licensed medical practitioner.

*If a student on Attendance Supervision accumulates five (5) unexcused absences (absences without medical verification), the student will be ineligible to participate in extra-curricular activities for the remainder of the school year at the regular campus unless the student returns to the regular campus after successfully completing an alternative education program.*

### Attendance on Event Day

Students shall be in attendance all periods of the day of the event practice (or in attendance the day prior on a weekend event practice) unless excused by the Principal designee of his/her school in advance or be ineligible for the first event following administrative contact.

### Senior (12th grade) Attendance Policy This item has been suspended for the 2020-21 School Year

Seniors must not have more than thirty (30) period absences throughout the senior year in order to be eligible to participate in the commencement ceremony at the end of the school year. **Any absence counts against the thirty (30) period absences requirement with the following exceptions:**

- Doctor appointment or doctor mandated stay at home
- Subpoenas to court
- Funeral for an immediate family member
- Participation in a school activity

It is up to the student to bring verification from the doctor or court to the office within five (5) school days upon the return from the absence for an exception. Otherwise, we will count the absence as required per the policy.

## **DEBTS OWED FOR LOSS OR DAMAGE TO SCHOOL DISTRICT PROPERTY**

The district may collect the debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced or otherwise injured. Until the student or student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (E.C. 48904) However, this policy shall not apply to a student who is a current or former homeless or foster child or youth (E.C. 49014)

If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages - You may contact the Assistant Principal's office for more information on this option. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (E.C. 48904)

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (E.C. 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

## **STUDENT USE OF TECHNOLOGY** **(Board Policy 6163.4) (AR 6163.4(b))**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every reasonable effort shall be made to provide access to technological resources throughout the District's schools and classes.

To inhibit access to harmful material when using technological resources, and preclude other misuses of the system, the Superintendent or designee shall establish administrative regulations governing use of the District's technological resources. He/she shall ensure that users have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations, shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate.

### **Reference: Education Code:**

48980 Internet Access and Parent Notices  
51006 Computer Education and Resources  
51007 Programs to Strengthen Technological Skills  
51870.5 Internet Policy Instructional Materials Definition  
60013 Supplementary Instructional Materials  
60017.1 Technology-based Materials  
60044 Prohibited Instructional Materials

### **Penal Code:**

313(a) Definition of harmful material  
502 Unauthorized access to computer systems and computer data  
632 Eavesdropping on or recording confidential communications, United States Code, Title 20 680-7005 Technology for Education Act of 1994

## **STUDENT USE OF TECHNOLOGY (AR 6163.4(a))**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources are properly supervised and receive training in their proper use as well as copies of related District regulations. Prior to use of some technological resources, students and their parents/guardians will be required to sign a "User Agreement."

## **TECHNOLOGICAL RESOURCES - INTERNET DEFINITION AND USAGE RISKS**

The Internet is one technological resource that students may have access to as part of the educational process. The following are some items that define what the Internet is today:

1. A public meeting place.
2. Communications medium {voice/real-time audio & video, electronic mail}.
3. Virtual field trips (visits to faraway places).
4. Marketplace.
5. Entertainment.
6. Information resource (library, art gallery, product support).

As technology changes, so does the Internet. What it looks like today is not necessarily what it will look like tomorrow. There are some risks involved when students are allowed to access the Internet. Known risks are as follows:

1. Visit to a site that contains adult pornographic information.
2. Visit to a site where offensive video, audio, images, or text is presented,
3. Contact with undesirable persons.

The District cannot guarantee that a student will never access sites such as those mentioned above, but will minimize the likelihood of occurrence by the following:

1. Electronic filtering of known adult-oriented sites.
2. Supervising student activities.
3. Using planned lessons.
4. Monitoring of email chat sessions.
5. Policies for regular review of practices for improvement.

## **INTERNET USE - STUDENT OBLIGATIONS AND RESPONSIBILITIES**

Students and their parents/guardians must sign an Internet Use - Student User Agreement in order to have access to the Internet. This access may not be used for any purpose which conflicts with the goals or the policies of the School District or for illegal or unethical purposes.

Students are authorized to use the Internet in accordance with user obligations and responsibilities specified below:

1. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the District's system is strictly prohibited. The District reserves the right to monitor any online communications for improper use.
3. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
4. Users shall not transmit or receive material that is threatening, obscene, disruptive, or sexually explicit, or that could

be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability, religion, or political beliefs.

5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism is forbidden. Vandalism includes uploading, downloading or creating computer viruses, and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problems or misuse of the network to the teacher or principal.
10. Users will abide by system usage, security, and web publishing guidelines as set forth by District authorities.

### **PENALTY FOR INAPPROPRIATE USE**

Students who fail to abide by these obligations and responsibilities, shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate.

### **RULES OF INTERNET ETIQUETTE - "NETIQUETTE"**

1. Be Polite. Never send, or encourage others to send, abusive messages.
2. Use Appropriate Language. Remember that you are a representative of not only yourself, but also your school on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally; never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy. Remember that revealing your own phone number and address can result in unwanted intrusions of your privacy and should be viewed in the same light as a public listing in a telephone directory. Users shall have no expectation of privacy and understand that the District has the right to monitor and examine all system activities to ensure proper use of the system.
4. Electronic Mail. Electronic mail (E-Mail) is not guaranteed to be private. Messages relating to or in support of illegal or unethical activities must be reported to the District.
5. Recommended Practices. Use accurate and descriptive titles for your articles and subject lines for your email. Tell people what it is about before they read it.
6. Get the most appropriate audience for your message, not the widest. Avoid posting and bulk mailing of large messages.
7. Remember that if you post to multiple groups, specify all groups in a single message.
8. Be brief. Fewer people will bother to read a long message.
9. Minimize spelling errors and make sure your message is easy to understand and read.
10. Forgive the spelling and grammatical errors of others.
11. Remember that humor and satire is very often misinterpreted.
12. Post only to groups you know.
13. Cite references for any facts you present.
14. Keep signatures brief.
15. Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.

## THE SIX PILLARS OF CHARACTER

Character is a combination of traits that defines each person. Your character determines who you are as an individual. The character traits you develop and possess will direct your actions, choices, and the path you will take in life. Along with your family, schools have a responsibility to help you cultivate sound and wise character traits. Staff of the Tulare Joint Union High School District believes the following pillars of character are essential elements of the moral and ethical behavior expected of every student:

**TRUSTWORTHINESS:** A person of character is trustworthy, lives with integrity, is honest, reliable, and loyal.

**RESPECT:** A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy, and freedom of others, is courteous and polite to all, and is tolerant and accepting of differences.

**RESPONSIBILITY:** A person of character meets the demands of duty, is accountable, and pursues excellence.

**FAIRNESS:** A person of character is fair and just, is impartial, listens and is open to differing viewpoints.

**CARING:** A person of character is caring, compassionate, kind, loving, considerate, and charitable.

**CITIZENSHIP:** A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and the law.