

# Center Cougars Student Handbook 2019-2020

*Revised February 14, 2020*

“The Home of Scholars and Champions”

3111 Center Court Lane

Antelope, CA 95843

[www.centerhigh.org](http://www.centerhigh.org)

Jerald Ferguson, Principal: (916) 338-6422

Shirley McNichols, Assistant Principal: (916) 338-6438

Chuck Chauvin, Assistant Principal: (916) 338-6426

ASB Office: (916) 338-6435

Attendance Office: (916) 338-6427 (Voicemail)

Attendance Office: (916) 338-6424 (Leaving Early)

Attendance Office Fax: (916) 338-6370

Boys/Girls Athletics: (916) 338-6366

Athletics Fax: (916) 338-6364

College & Career Center: (916) 339-4758

Counseling/Student Center: (916) 338-6428

Counseling/Student Center Fax: (916) 338-6373

Main Office: (916) 338-6420

Main Office Fax: (916) 338-6370

Student Activities: (916) 338-7564

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Important Dates, School Events & Activities  
VISIT OUR WEBSITE @ [www.centerhigh.org](http://www.centerhigh.org)

## **GENERAL INFORMATION**

Center High School was established in 1982. The school mascot is the Cougar.  
The school colors are Columbia Blue and Gold.

## **VISION STATEMENT**

Center High School's vision is to be the leading example of overall student achievement in secondary education while fostering an environment where life-long learning and service are intrinsically valued.

## **MISSION STATEMENT**

The mission of Center High School is to guide and encourage each student to reach his/her unique potential as a productive, respectful and responsible member of a multiethnic community.

## **CORE VALUES**

Integrity  
Safety  
Responsibility  
Academic Achievement  
Respect  
Community  
Relevance

## **ALMA MATER**

Hail to thee, our Alma Mater,  
dear old Center High,  
In our memories we will cherish  
happy days gone by.  
When we think of Center High School  
we will call it home,  
Center guides us ever onward  
through years to come.

**BELL SCHEDULE  
8 PERIOD A/B BLOCK SCHEDULE**

**CENTER HIGH SCHOOL**

2019-2020 Bell Schedules

Regular Day 19-20			
Period	Start	End	Minutes
1/5	7:40 AM	9:10 AM	90
Break	9:10 AM	9:15 AM	5
2/6	9:20 AM	10:50 AM	90
1st Lunch	10:50 AM	11:25 AM	35
Late 3/7	11:30 AM	1:00 PM	90
Early 3/7	10:55 AM	12:25 PM	90
2nd Lunch	12:25 PM	1:00 PM	35
4/8	1:05 PM	2:35 PM	90

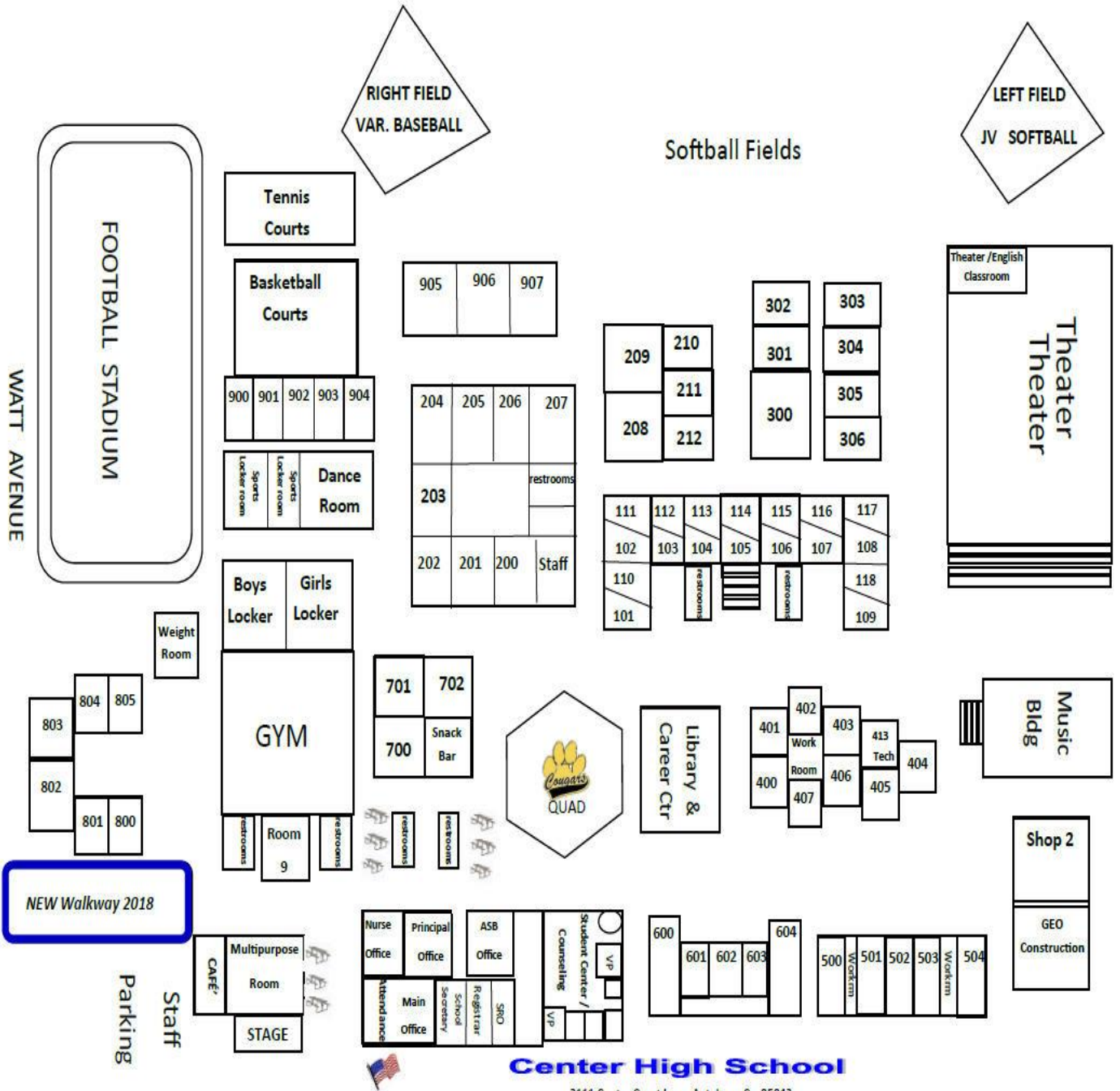
Early Release Day 19-20			
Period	Start	End	Minutes
1/5	7:40 AM	9:00 AM	80
Break	9:00 AM	9:05 AM	5
2/6	9:10 AM	10:30 AM	80
1st Lunch	10:30 AM	11:05 AM	35
Late 3/7	11:10 AM	12:30 PM	80
Early 3/7	10:35 AM	11:55 AM	80
2nd Lunch	11:55 AM	12:30 PM	35
4/8	12:35 PM	1:55 PM	80

Afternoon Rally 19-20			
Period	Start	End	Minutes
1/5	7:40 AM	9:00 AM	80
Break	9:00 AM	9:05 AM	5
2/6	9:10 AM	10:30 AM	80
1st Lunch	10:30 AM	11:05 AM	35
Late 3/7	11:10 AM	12:30 PM	80
Early 3/7	10:35 AM	11:55 AM	80
2nd Lunch	11:55 AM	12:30 PM	35
4/8	12:35 PM	1:55 PM	80
Rally	1:55 PM	2:35 PM	40

Morning Rally 19-20			
Period	Start	End	Minutes
Rally	7:40 AM	8:20 AM	40
1/5	8:25 AM	9:45 AM	80
Break	9:45 AM	9:50 AM	5
2/6	9:55 AM	11:15 AM	80
1st Lunch	11:15 AM	11:50 AM	35
Late 3/7	11:55 AM	1:15 PM	80
Early 3/7	11:20 AM	12:40 PM	80
2nd Lunch	12:40 PM	1:15 PM	35
4/8	1:20 PM	2:35 PM	75

Finals 19-20			
Period	Start	End	Minutes
1/3/5/7	7:40 AM	9:40 AM	120
Break	9:40 AM	9:45 AM	5
2/4/6/8	9:50 AM	11:50 AM	120

# CAMPUS MAP



**Center High School**

3111 Center Court Lane, Antelope, Ca 95843

# SCHOOLWIDE LEARNER OUTCOMES (SLOs)



## SELF-DIRECTED LEARNER

- Develops and pursues personal, academic, and career goals.
- Accepts responsibility for one's own learning.
- Seeks and evaluates information effectively.

## CRITICAL THINKER

- Effectively identifies, organizes, and analyzes problems.
- Selects appropriate strategies and technologies to demonstrate understanding.

## EFFECTIVE COMMUNICATOR

- Demonstrates effective communication using a variety of appropriate methods: speaking, media, arts, reading, technology, listening and writing.

## QUALITY PRODUCER

- Plans to create a product that meets or exceeds established standards.
- Conducts, evaluates, and revises a product using available technology.
- Presents a product that reflects the standards and goals.
- Works collaboratively when appropriate.

## RESPONSIBLE CITIZEN

- Follows rules: school, society, and community.
- Participates in community service.
- Respects the differences of others.
- Demonstrates honesty, integrity, and respect.

## ACADEMIC DISHONESTY

The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Center Joint Unified School District Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. Our Center High School community believes that the school should maintain a climate in which honesty, courtesy, integrity and a concern for others are highly valued.

Definition: Academic dishonesty is taking (or lending) at inappropriate times a person's work, information, ideas, research, and documentation, without properly identifying the originator. The teacher's professional judgment will determine whether academic dishonesty has occurred. Students are reminded not to give the instructor cause to consider their actions a violation.

To avoid inadvertent dishonesty, the following list, which is not intended to be all-inclusive, delineates a variety of methods of academic dishonesty:

- A. Looking at someone else's paper during an examination, test or quiz
- B. Talking with another student during an examination, test, or quiz
- C. Showing your test, quiz, exam to other student
- D. Sharing test, quiz items with students in other period
- E. Using any kind of "unauthorized notes"
- F. Cell phones and electronic devices are to be turned off and put away while in buildings, including during a test, quiz, or exam
- G. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs. Teachers hold different expectations with regard to homework (some teachers encourage students to work together while other teachers expect an assignment to be completed independently). It is the responsibility of the individual teacher to clarify to the students his/her expectations regarding individual assignments
- H. Allow someone to copy work assigned to be done independently.
- I. Copying or closely paraphrasing sentences, phrases, or passages from a non-cited source while writing a paper or doing research
- J. Submitting any non-cited information found on the Internet or citing non-existent sources
- K. Fabricating or altering laboratory data

**Consequences:** When a student has been found in violation of the academic dishonesty policy, the consequences and procedures for each instance are as follows:

### 1st Instance

- A. "0" for the assignment/project/report/exam.
- B. Teacher will confer with the student.
- C. Teacher will notify the parents/guardians and inform them of the consequences.
- D. Teacher will refer the student's name to administration. Name and event filed.

### 2nd Instance

- A. Student(s) will receive one or more of the following consequences:
  - i. "0" for the assignment / project / report / exam
  - ii. Quarter mark lowered one full letter grade.
- B. Teacher will notify the student's counselor.
- C. Teacher will notify the parents.
- D. Teacher will refer the student's name to administration. Name and event filed.

### 3rd Instance

- A. Same as 2nd Instance.
- B. Administrative action will be taken: work service, suspension, etc.

### Teacher Responsibilities:

- A. Teachers will make their policies and personal philosophies regarding tests, major research papers, homework, etc. known to their students.
- B. Teachers will prepare students for and give advanced notice of tests.
- C. Teachers will be available to students before work is due.
- D. Teachers will actively proctor students during test periods.

Parent Responsibilities:

- A. Parents should reinforce in their student's ethics, honesty and integrity in their academic life as well as their personal life.
- B. Parents should reduce the pressure for "success at any cost." Support your student's best effort, regardless of the grade it receives.
- C. Parents should expect their student to have homework each night (between one and three hours all classes combined). Help your child protect study time. Provide a good study environment (desk, good light, quiet, etc.). Be sensitive to your child's study time frame. When he/she says he/she needs to study, he/she means it. Students commonly cheat because "there wasn't enough time."

Student Responsibilities:

Quizzes and Tests:

- A. Manage time so you have adequate time to study.
- B. Take responsibility to find out what material will be covered on the test or quiz.

During the test – **MAKE SURE TO HAVE ALL ELECTRONIC DEVICES OFF AND STORED AWAY**

- A. Make sure your paper cannot be seen by anyone else.
- B. Keep your eyes on your own paper.
- C. Do not talk: ask the teacher, not neighbor, questions of clarification.
- D. After the test, or quiz, do not discuss questions with other students until all students have taken it.

Fairness: In fairness to all, students are urged to make the teacher aware if academic dishonesty is taking place, including the kind of academic dishonesty and the methods used.

Homework: Do not copy others' work; do not work with other students on assignments unless the teacher gives instruction to do so or unless the teacher tells the entire class to work together.

## **COMPUTERS AND NETWORKS**

When you use school computers, you agree to follow the directions of teachers and staff, the rules of the school and district, and the rules of the computer networks you access. Protect your password. Do not allow anyone else to use your password, and do not use anyone else's password

## **ATTENDANCE**

Each student is expected to attend school regularly and be on time. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Please try to schedule appointments outside of the school day. Students and parents are advised to keep track of absences.

**A note from a doctor will be required after the tenth absence for any reason.** After ten unexcused absences in any given class, a student **may** lose credit for that class per Board Policy 5121. Any student attending less than a full day of classes must have an excused absence cleared by the attendance office for the length of the absence in order to participate in any athletics or extra-curricular activities.

All absences must be excused; excused absences include but not limited to the following.

- A. medical appointment
- B. bereavement or funeral
- C. court appearance
- D. religious observance
- E. school verified field trips

### **Truancy**

The definition of truancy also applies to students who arrive late to school 30 minutes or more without a valid excuse from the parent in person, in writing, or by telephone. **Students truant from school will not be permitted to make up assignments. If the student's Tardy Slip is marked "no note", the student will be recorded as truant and will have two days to clear his/her absence. If the absence is not cleared, it will remain recorded and enforced as a truancy.**

**Habitual Truancy** is defined by the following

- A. unexcused absence for three full days in a school year
- B. tardy for more than thirty minutes on three occasions in a school year



Board Policy 5121 states:

"The Board believes that 10 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es)."

AR 5121 states:

"Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report."

**District Requirements:**

- A. When a student is habitually truant, the school shall convene a conference with the student, parent(s) and teacher(s). At the appropriate time, the student will be referred to the District for action by SARB.
- B. When a student is habitually truant from one class at the secondary level, the teacher shall make personal contact with parents. (Personal contact is defined as a telephone or face-to-face conference; an "attempt" to contact is not sufficient). **All such contacts/conferences must be recorded in Aeries by Teacher.**
- C. Parents of students in danger of failing a course due to excessive absences must be informed, per Board Policy, by the teacher through personal contact (as defined above).
- D. At the secondary level, students who have 10 unexcused absences in a class may receive a failing grade, provided the above three requirements have been met. (Board Policy 5121)

**TARDY/UNEXCUSED ABSENCE POLICY**

Students are expected to arrive to classes on time. Unless students have a valid excuse to be absent, they are also expected to attend each class. Each semester students who are tardy or who have an unexcused period absence (class cut) will incur the following consequences:

1-10 Overall Tardy/Unexcused Period Absence

- 1. Teacher warning
- 2. Classroom Consequences
- 3. Teacher-Parent Contact Recommended
- 4. Robo Call Home (Tardy/Unexcused Period Absence)**

11- 20 Overall Tardy/Unexcused Period Absence

- 1. After School Detention or Lunch Detention – Administrative Discretion
- 2. Administrative Call Home
- 3. Student Placed on Tardy Contract – Parent/Student Signatures
- 4. Social Probation –in place until all earned detention is served

21<sup>st</sup> Plus Overall Tardy/Unexcused Period Absence

- 1. After School Detention or Lunch Detention – Administrative Discretion
- 2. Social Probation –in place until all earned detention is served
- 3. Parent May be Required to Attend School with the Student
- 4. Other Appropriate Administrative Action

Social Probation Will Include:

- 1. Revocation of the following privileges in Any Extracurricular Activities and/or
- 2. Athletic Teams (Practice & Games)
- 3. Cheer/Dance teams
- 4. Drama
- 5. Clubs
- 6. Non Academic Field Trips
- 7. After School Activities such as Homecoming, Dances, Powder Puff or Sports O Rama

After School detention will run from 2:45 PM to 3:15 PM and will be held in a room to be determined. Students arriving to detention after 2:45 PM will not be admitted and will be subject to further progressive discipline up to and including suspension at home. Detention takes priority over all other school activities including clubs and athletic practices and games. If a family emergency occurs which prevents a student from attending detention on the day assigned, the parent/guardian needs to contact the appropriate administrator to schedule next available detention date.

## LEAVING CAMPUS

When a student needs to leave campus early, **he/she must sign out in the Attendance Office** with one of the following verifications at the time of dismissal from school:

1. Student may be signed out by a parent/guardian.
2. Student may bring a note from the parent/guardian to the Attendance Office.
3. The parent/guardian may call the Attendance Office to verify the student's dismissal time prior to the time of dismissal.
4. Students leaving campus during lunch are subject to a discipline referral to site administration.

Failure to follow these procedures will result in the student being marked truant. Students with fewer than four classes per day must get an Early Dismissal sticker on their ID card in order to leave campus early. Stickers are available in the Attendance Office. The office staff may periodically confirm a student check out with a telephone call to the parent/guardian. Individuals not listed on a student's emergency card may not sign out, check out, or acquire student information.

## CLOSED CAMPUS / VISITORS

Center High School maintains a closed campus policy. All students leaving campus **MUST** receive prior clearance through the Attendance Office. Student visitors are not permitted on campus under any circumstances. All adult visitors, who have prior administrative approval, must sign in at the Main Office. Parents/guardians are required to give teachers at least a 24-hour advance notice, and obtain administrative approval if they wish to observe a class.

## DROP-OFFS/DELIVERIES

The front office is not designed to receive or deliver students' items such as P.E. clothes/shoes, sports equipment, food for class parties, balloons, flowers, stuffed animals, cards, cell phones, or money. The office will accept forgotten homework, backpacks, projects, and sack lunches. It is the student's responsibility to come to pick up the item during passing period or lunch. **The office will not send passes or pull students out of class, nor should a student leave class without a pass from his/her teacher.**

Students are not permitted to have food delivered by businesses or third party deliveries. This includes and is not limited to pizza deliveries or deliveries by such vendors as Uber Eats, Grub Hub, etc. Such vendors will be turned away and/or food items will be confiscated and held until the end of the day.

Center High School is not responsible or liable for items dropped off.

## MEDICATIONS

Pupils required to take medication during the regular school day (prescription or over the counter) may be assisted by the school nurse/other designated school personnel if the school receives the necessary forms completed by the parent/guardian. Prescription forms can be obtained in the Main Office.

## BICYCLES / SKATEBOARDS / SCOOTERS

Bicycles must be parked in the bicycle racks provided for that purpose. Scooters and skateboards must be placed in the rack located in the fenced bicycle rack. Students need to provide their own locks. Students must walk their bicycles, skateboards, and/or scooters when on school property.

## CLASSROOM BEHAVIOR STANDARDS

All students will follow class and school expectations.

- A. Show respect for others by being considerate and courteous.
- B. Be on time to class with appropriate materials.
- C. Enter the classroom and take your seat quietly. Remain in your seat unless otherwise instructed by the teacher.
- D. Stay on task for the assigned time. Follow directions.
- E. Keep hands, feet, and objects to yourself.
- F. No food, drinks, gum, hats, sunglasses, grooming, or card playing will be allowed in the classroom.
- G. No electronic devices including, but not limited to, cell phones and IPODS or other music devices are to be used (seen or heard) once inside a classroom.
- H. Class will begin and be dismissed by the instructor, not the bell.
- I. Work stations are to be kept neat, safe, and clean.
- J. A classroom suspension will result for disruption or defiance when a substitute is present or as a teacher deems necessary, and will contact parent per EdCode. Students will report directly to student center upon exit of classroom.

## CLUBS AND ORGANIZATIONS

Students have the opportunity to participate in a variety of academic, multicultural, community service, and spirit clubs, during "Welcome Back Week" in the fall, with Club Day at end of August, all being held during both lunches to allow students the opportunity to gather information on campus clubs and activities. For information regarding campus clubs, contact the Activities Director at 916-338-7564 or [jwinborne@centerusd.org](mailto:jwinborne@centerusd.org). For information regarding athletic teams, contact the Athletic Director at 916-338-6366 or [djbeily@centerusd.org](mailto:djbeily@centerusd.org).

## COLLEGE & CAREER CENTER

The College & Career Center provides a variety of career exploration materials, activities, and services including: college catalogs/resources, PSAT/SAT test preparation, career speakers, ROP information, college tours, Work Permits, employment opportunities, scholarship resources, EAOP, Armed Services, and College/Career Fair. For more information contact [mcamarena@centerusd.org](mailto:mcamarena@centerusd.org)

## LIBRARY MEDIA CENTER

The Library Media Center offers a variety of print and electronic materials. The Library has an online catalog and uses an automated checkout system. Computers are available for student use. Students must have a signed pass when visiting the library during class time. Food and drink are not permitted in the building. **Circulation:** Student ID cards are bar-coded and used as library cards. Books may be checked out for three weeks and may be renewed upon request. Library materials are to be returned by the due date. It is the student's responsibility to return books on time and to take proper care of checked out materials or a fee of replacement cost will be placed on students account.

## CALIFORNIA SCHOLARSHIP FEDERATION

CSF is a state-wide honor society. Members have access to specialized and general scholarships at outstanding universities. Students who are members for four semesters (at least one during senior year) have a seal affixed to their diploma and become Life Members. The CHS CSF chapter selects service projects, activities, and events to attend. To join CSF, the student must fill out an application at the beginning of each semester.

## COUNSELING/STUDENT CENTER

The CHS counselors will assist students with their four-year academic plan, career development and provide personal, social, and crisis interventions. The counseling office assistants will provide student services; enrollment, disenrollment, transcripts, academic records, test data, and community resources. Students and parents need to make an appointment to see their individual counselor.

Ms. Ana Perez, Counselor <a href="mailto:anaperez@centerusd.org">anaperez@centerusd.org</a>	A - GA	338-6360
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Mrs. Kim Biancalana, Counselor <a href="mailto:kbiancalana@centerusd.org">kbiancalana@centerusd.org</a>	GE - O	338-6362
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Mrs. Dulce Ramirez, Counselor <a href="mailto:dramirez@centerusd.org">dramirez@centerusd.org</a>	P - Z	338-6377
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Parents are encouraged to contact teachers regarding questions about their student's performance in specific classes.

**IMPORTANT:** Every parent, guardian and student is required to sign up for a Aeries Portal Account. This account will allow you to view attendance, grades, assignments and requirements for a successful school year. Please visit our website@ [www.centerhigh.org](http://www.centerhigh.org) and click the *Parent Tab* for more information.

## GRADUATION REQUIREMENTS

### Class of 2020 and beyond

In order to earn a diploma from Center High School, students must:

- A. Earn 260 credits out of a possible 320 credits.
- B. Complete the coursework listed below:

<i>SUBJECT</i>	<i>CREDITS</i>	<i>YEAR REQUIREMENT</i>
English	40	Four Years
Math	30	Three Years (Algebra Included)
World History	10	Sophomore Year
American History	10	Junior Year
Government	10	Senior Year
Economics	5	Senior Year: Semester
Physical Education	20	Two Years (Freshman/Sophomore Mandatory)
Physical Science	10	One Year
Biological Science	10	One Year
Computer Applications	5	Freshman Year: Semester
Health	5	Freshman Year: Semester
Consumer Finance	5	Senior Year: Semester
CTE/Technology	5	Semester
Visual & Performing Arts or Foreign Language	10	One Year
Electives	85	Four Years
<b>Total</b>	<b>260</b>	<b>Graduation</b>

### GRADING STANDARDS

Grades of A (exceptional), B (above average), C (average), & D (minimum) are passing and earned credits towards graduation. A grade of “F” is failing, and no credit is awarded. A “grade-in” progress report cards are issued on-line after 4th & 8<sup>th</sup> week (approximately) and end 1<sup>st</sup> and 3<sup>rd</sup> quarters. The end of semester grades (mailed home) are recorded for permanent records and count towards graduation and recorded on student’s transcripts.

### WP and WF POLICY

After the tenth class period, withdrawals must be staff initiated **AND** approved by an administrator. After the tenth class period, but before the end of the first or third quarter report period, students will be subject to a “WP” (withdrawal/pass) or “WF” (withdrawal/fail) grade. No credit is awarded, and the WP/WF will appear on the semester transcript. There are no class withdrawals during the final quarter in either semester.

### CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

The California High School Proficiency Examination (CHSPE) is a testing program established by California law (Education Code Section 48412). If eligible to take the test, you can earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: an English Language Arts section and a Mathematics section. If you pass both sections of the CHSPE, the California State Board of Education will award you a Certificate of Proficiency, which by state law is equivalent to a high school diploma (although not equivalent to completing all coursework required for regular graduation from high school). Although federal agencies are not bound by state laws, the U.S. Office of Personnel Management has ruled that the Certificate of Proficiency shall be accepted in applications for federal civilian employment. The U.S. Department of Education, including the Federal Student Aid Office, recognizes the CHSPE as the equivalent of a high school diploma in applications for federal financial aid. All persons and institutions subject to California law that require a high school diploma for any purpose must accept the certificate as satisfying the requirement.

Passing the CHSPE does not, by itself, exempt minors from attending school. Minors who have a Certificate of Proficiency must also have verified parent/guardian permission to stop attending school. Many students who pass the CHSPE continue to attend school. State law provides that, if you leave school after passing the CHSPE and are no more than eighteen years old, you may reenroll in the district in which you were registered with no adverse consequences. If you do reenroll you may be required to meet new or additional requirements

established since you were previously enrolled. If you reenroll and then leave school again, you may be denied re-admittance until the beginning of the following semester. Contact your guidance counselor or school administrator for further information and details about leaving school after passing the CHSPE.

Dropping out of school after registering for the CHSPE or while awaiting results is unlawful for those under eighteen years old. It may also result in failing grades for courses in which you are enrolled.

<https://www.chspe.net/about/>

### **CREDIT FOR COURSES TAKEN AT A COMMUNITY COLLEGE**

CHS students planning to take a community college course can pick up the forms in the counseling department or online. The Los Rios Community College District requires the Advance Education Application and Sierra College requires the Academic Enrichment Application. Both community colleges require a 2.70 GPA. Note: your application will be subject to review and approval by your counselor. One community college credit is equivalent to 3.33 high school credits. The course will be documented on your high school transcript when an official community college transcript is provided. No honor status is given for any community college course.

### **EARNING CREDITS IN HIGH SCHOOL**

Students earn credits toward graduation and a diploma that also appear on a permanent high school transcript that will be looked at by colleges and future employers. Students are not awarded credits for 'F' grades. An additional grade point will be awarded in a junior and/or senior level Honors or AP course for a grade of 'C' or higher. **Ten unexcused absences in a class may result in earning an "F" for that class per Board Policy 5121.**

### **ONLINE COURSES**

If a student is interested in taking an online course, he/she must meet with his/her counselor for approval prior to taking the course.

### **CLASS CHANGE POLICY**

A Center High School student is expected to stay in a year-long class the entire year, both semesters, fall and spring. Staffing levels for the entire school year are based on the courses students select in the spring of the preceding school year. Changing students' mid-year is disruptive to the established classes and the education of the student(s).

If the student needs a change to his/her schedule based on one of the reasons below, the student needs to fill out the "Schedule Change Request" form available in the Student Center.

#### **Possible exceptions to this rule are:**

- A student has already completed the course (for example in either summer school or other credit recovery program) after the course was requested or student was enrolled.
- A student does not meet the recommendation(s) or requirement(s) to be in the class.
- A senior is missing a course needed for graduation or admission to college.

#### **Program changes only at semester:**

- If a student is to be added to or removed from a program.
- Physical Education classes within the same period may be switched.

#### **If a schedule change is required, the following will occur:**

- If the course is either 1<sup>st</sup>/5<sup>th</sup> or 4<sup>th</sup>/8<sup>th</sup> period, a late arrival or early dismissal (seniors only) may be changed with the class.
- Every effort will be made to keep the students with their current teachers.

This policy is subject to change per administrative discretion and **all requests must be made through the counseling department within the first ten days of the school year.**

The counseling department will correct any mistakes as quickly as possible. Each student must stay in his/her classes until he/she has been officially notified that the schedule has been changed.

## ASSOCIATED STUDENT BODY STICKERS

The ASB sticker entitles a student to free admission to all home games, free admission to the Welcome Back Dance. Money derived from the sale of ASB stickers goes to support school activities. The cost of the ASB sticker is \$40.00.

## STUDENT IDENTIFICATION

For purposes of safety, security, and ease of identification in an emergency, all students are issued an identification card that must be carried by the student while on campus or at any CHS event. Student IDs must be presented when buying anything or picking up merchandise at the ASB window. Student IDs are also necessary when checking out library books, and are required for all school dances and events. Cost for a replacement ID card is \$5.

## LOST AND FOUND

Lost and found items are to be turned into the ASB Office (valuable items) or (clothing items). Personal property items not claimed will be donated to charity at the end of the school year. Textbooks/library books will be returned to the appropriate teacher or to the Library.

## PARKING / MOTOR VEHICLES

- A. All motor vehicles brought to school by students must be parked in the student parking lot. **Students or visitors are not to park in green, numbered spaces under any circumstances.** These are for staff only.
- B. CHS does not accept responsibility for theft or damage to vehicles parked in the school parking lot.
- C. Students are not permitted in the parking lot during the school day except by special permission from an administrator.
- D. All student drivers must purchase a parking permit from the ASB Office. Permits are \$10 per semester or \$15 for school year. Permits must be properly displayed when parked on campus. Cars without permits are subject to ticketing by Law Enforcement.
- E. Vehicles must be properly parked in the student lot at all times. Parking in unauthorized areas is prohibited. Vehicles parked in undesignated areas are subject to towing.
- F. Safe driving practices are expected in all campus lots and streets.
- G. The parking lot is off limits to students during the school day unless the student has a pass from an administrator.

Violations will result in the loss of parking privileges. Failure to report hitting another car on school property to school administration will result in loss of parking privileges and violates penal code which will involve law enforcement.

## PERSONAL ELECTRONIC DEVICES & CELL PHONE USAGE

Students are discouraged from bringing cell phones, cameras, musical devices, games, and other electronic devices to school. Electronic devices may only be used before and after school, during lunches, and between classes. All cell phones and electronic devices must be turned off and put away before entering any buildings. Any electronic device being used or that goes off during class time will be confiscated by teacher and turned over to the administration with a classroom referral. All electronic devices must be used in a manner not to disrupt the school environment.

**1st Offense:** Student must pick up the device from an administrator at the end of the school day or teacher confiscated and returned at end of class.

**2nd Offense:** Teacher confiscates and student must pick up the device from an administrator and parents will be notified. (possible disciplinary action)

**3rd Offense:** Teacher confiscates and student must pick up the device from the administration, parents will be notified and the student will receive disciplinary action.

**Due to high theft rates, electronic devices are not encouraged on campus. Center High School is not responsible for lost or stolen electronic devices. Center High School staff will not conduct investigations involving lost or stolen electronic devices.**

### Cell Phone & Recording Devices

- ED Code 51512 - The Legislature finds that the use by any person, **including a pupil**, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. **Any pupil violating this section shall be subject to appropriate disciplinary action.**

- California Penal Code - PEN 632
  - (a) A person who, intentionally and without the consent of all parties to a confidential communication, uses an electronic amplifying or recording device to eavesdrop upon or record the confidential communication, whether the communication is carried on among the parties in the presence of one another or by means of a telegraph, telephone, or other device, except a radio, shall be punished by a fine not exceeding two thousand five hundred dollars (\$2,500) per violation, or imprisonment in a county jail not exceeding one year, or in the state prison, or by both that fine and imprisonment.

## DRESS CODE

The following guidelines are intended to define “appropriate student attire” and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students, and minimize distraction so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. At all times, all students are expected to abide by the following guidelines:

- A. Clothing, jewelry, personal items (gym bags, backpacks, water bottles, notebooks/binders, etc.) and tattoos with language or images that are vulgar, sexually suggestive, discriminatory, promoting prejudice, obscene, libelous, or that promote illegal or violent content, such as weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, is prohibited.
- B. Garments/clothing shall be sufficient to conceal undergarments at all times.
- C. Shorts, skirts, and dresses must cover the upper-thigh area.
- D. Shirts and tops must cover the entire torso, including chest, back and midriff. Tube tops, halter-tops, backless tops, scoop-neck tops, low V-neck tops, half shirts, spaghetti straps, off the shoulder tops, and muscle shirts are not appropriate. Sheer/mesh tops must have appropriate clothing underneath.
- E. Pants, shorts and skirts must be worn at or above the hip bone/waist.
- F. No pajamas or blankets.
- G. Hats, beanies, hoodies, bandanas, etc. (except those being worn for religious purposes) must be removed prior to entering a school building.
- H. Footwear must be worn at all times. No bedroom slippers.
- I. No sunglasses may be worn in buildings.
- J. Any clothing or accessories related to gangs are not acceptable.

Students violating any part of this dress code will be sent to the office for replacement shirts, sweat pants, or other articles of clothing.

NOTE: Coaches and teachers in classes, such as shop, may impose more stringent requirements than the above consistent with the needs of the particular sport and/or class.

\*\*This list is not all-inclusive. The administration reserves the right to use his/her own discretion in deciding what is disruptive to the educational environment.

## SENIOR EXPECTATIONS

**It is important that all seniors recognize that participation in graduation is a privilege, not a right.** Seniors who commit a serious disruption of school activities including, but not limited to, streaking; consuming, possessing or being under the influence of alcohol or illegal drugs; fighting; or any suspendable offense during their senior year will not be allowed to participate in the graduation ceremony or the senior activities associated with the closing week of school. “Pranks” may be considered vandalism, which is a suspendable offense. In addition, seniors who owe the school money must pay all fines prior to graduation practice in order to participate in the graduation ceremony. All seniors and their parent/guardian sign a “Contract of Expectations” at the beginning of the school year detailing the specifics of what is required in order to participate in graduation, including specific attendance information. Contracts are required of all seniors; however, the consequences for seniors remain the same even if the signed contract is not returned.

## DISCIPLINE PROCEDURES

An important part of the philosophy of Center High School is that all teachers have the right to teach, and all students have the right to learn. Students should be provided with every opportunity to fully experience wholesome and worthwhile learning experiences. The maintenance of good school discipline is an important part of the educational process. The presence of chronic behavior and/or attendance issues is not conducive to effective teaching/learning situations and will not be tolerated.

In order to help students, understand what is expected and what consequences follow each violation of the rules, the district has developed a Behavior Code, established to guarantee the right of all students to an education in a positive environment.

**A positive school climate comes from an understanding among the school community that statements and actions which degrade others will not be tolerated.** A standard procedure for dealing with violations of the school’s Behavior Code has been developed to ensure fairness to students. For each offense during an academic year, there is a prescribed consequence. A copy of the district’s Behavior Code is discussed with students during the first week of school. Copies of this plan are also available in the CHS Main Office.

## STUDENT RESPONSIBILITIES

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school. (Renumbered Stats. 1983, CH. 498).

## **STUDENT RIGHTS**

Students have rights, as do all citizens, under the constitution, as well as state law and district policy. Student rights include:

- A. The right to be heard. Students are encouraged to voice constructive criticism through student government, advisory committees, teachers, school staff, and any other channels of communication, as long as that process does not substantially disrupt the orderly operation of the school.
- B. The right to an education in a safe, clean environment.
- C. The right to full use of class time for receiving instruction and for learning.
- D. The right to fair, consistent, and respectful treatment by staff members and other students.
- E. The right to a hearing as established under Education Code 48900.
- F. The right to seek redress of grievances through the district's grievance procedure.

## **QUESTIONING OR INTERVIEWING A STUDENT & PARENT NOTIFICATION**

There is no provision in the law requiring a District Administer to contact a parent(s) before interviewing a student for any purpose. Administrators have the responsibility to gather information necessary to maintain safety, smooth operation, and order to keep the focus on the education mission of the schools.

Even if a student is found to have violated the rules, there is no requirement for prior parental notification. The district strictly follows discipline procedures specified in the Education Code. Should interviews uncover a violation of the rules and suspension is warranted, this may follow only under procedures in Education Code section 48911, which calls for advising a student of the charges and evidence and soliciting the student's version of the facts but does not call for notifying parents in advance.

## **SUSPENSIONS / EXPULSIONS/SOCIAL PROBATION**

A Student may be suspended and/or expelled for violations of 48915 and 48900 offenses EVEN on the first offense. Administrators have the authority to suspend students from school for up to five (5) days. Teachers have the authority to suspend students from the classroom for up to two (2) days. A parent conference will be held for the purpose of addressing the inappropriate behavior. Suspensions shall be imposed only when other means of correction fail to bring about proper conduct or if conduct violates suspendable EdCodes. A student may be immediately suspended for offenses (a) through (m) of the Suspension Form if the student presents a danger to persons or property, or if the student threatens to disrupt the instructional process.

## **SEXUAL HARASSMENT**

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. The Board shall not tolerate sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. The Board encourages students to immediately report incidence of sexual harassment to staff or a school administrator. The Superintendent shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- B. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- C. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
- D. 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 school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- A. Unwelcome sexual flirtations or propositions.
- B. Verbal abuse of a sexual nature.
- C. Graphic verbal comments about an individual's body.
- D. Sexually degrading words used to describe an individual.
- E. Display of sexually suggestive objects or pictures in the educational environment.
- F. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.



## DANCE RULES

### BUYING A TICKET

- A. To purchase a ticket, CHS students must show their current student ID card and have a completed permission slip. CHS students may not purchase tickets for other CHS students. **Dance tickets are never sold at the door.**
- B. Suspended students are ineligible to attend dances for 45 school days from the date of the suspension.
- C. A student on social probation will not be able to buy a dance ticket or attend the dance.
- D. Refunds are never issued for students who do not attend or who are removed from a dance for behavior reasons. Students cannot purchase tickets for dances if they owe fines to CHS.

### GUEST PASSES

- A. Guest Passes are available for Juniors and Seniors only for Homecoming, Junior Prom, and Senior Ball. Those are the only dances where guests are permitted.
- B. Completed Guest Passes with approved signature and business card of guest's school administrator are due on the dates listed on the pass. A potential guest who has already graduated high school and under 20 years of age must have prior administrative approval in order to attend.
- C. The approved Guest Pass must be presented at the time the ticket is purchased and the CHS student must present his/her current ID.
- D. The approved Guest Pass and guest's ID must be presented at the door.
- E. Any student who brings a guest will be held responsible for the guest's behavior.
- F. To be a guest at a CHS dance, guests must be in at least 9<sup>th</sup> grade and not over 20 years of age.

### ENTERING THE DANCE

- A. Student's current CHS ID card is required to gain entrance.
- B. The student's name must appear on the official list. Guests must present picture ID.
- C. Backpacks/oversized purses are not allowed inside any dance. No exceptions.
- D. All students in attendance are subject to random search and/or drug/alcohol screening as deemed appropriate by the Administration.
- E. Once a student has left the dance there is no re-entry.

### DANCE BEHAVIOR EXPECTATIONS

- A. All dancing considered inappropriate by administration will not be tolerated.
- B. Proper attire is required at each dance.
- C. All school rules and regulations are in effect at all dances.

### CONSEQUENCES

- A. Verbal warning will be issued to all students at the dance. Individual students may be removed.
- B. If inappropriate behavior continues, the dance will end and all students will be directed to leave the premises.
- C. Continued violations of the dance rules will result in immediate removal from dance and possible suspension. Students removed from a dance will not be allowed to attend another CHS dance until they and parent/ guardian have met with an administrator to discuss appropriate behavior.
- D. Students caught sneaking into a dance will have their dance privileges revoked for the remainder of the school year and be charged the price of admission.

## ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Many extracurricular activities, not limited to but including athletics, are available during the year. The California Interscholastic Federation (CIF) and the state of California have established minimum criteria for participation in all CIF sponsored activities. To be eligible to participate in athletics and/or extracurricular events, a student must:

- A. Have at least a 2.0 GPA on the report card the preceding quarter. Weekly grade reports are not used to determine eligibility.
  - a: [www.cifsjs.org](http://www.cifsjs.org)
- B. Follow all team and CHS athletic expectations (contracts).
- C. Maintain good citizenship throughout the season/school year.

## ATHLETICS

### Philosophy

Our goal is to produce student athletes who, through sports, learn the importance of sportsmanship, respect, teamwork, physical health, self-improvement and competition. Through athletics, our student-athletes will learn the skills needed to later become contributing members in a highly competitive society. The use of any steroids or other performance enhancing drugs is a violation of district policy.

### Sportsmanship

Sportsmanship is the “golden rule” of athletics. It means treating others as you wish to be treated. As student-athletes, we must develop the practice of playing fair, exercising self-discipline, showing respect for authority, and demonstrating the spirit of hard work and sacrifice. We must take loss or defeat without complaint and victory without gloating. We must always treat opponents with fairness, generosity and courtesy. As student-athletes, we must seriously accept the responsibility and privilege of representing Center High School and our community.

### Fan Behavior

We encourage all students as well as members of the community to support Center High School athletics by attending athletic events. Good sportsmanship is expected from CHS fans. Direct your excitement and support to our teams. Derogatory or unsportsmanlike behavior directed to the opponent or the referees/officials is inappropriate and does not reflect the high standards of Center High School. Fans are expected to treat guests from opposing schools and the referees/officials with respect and courtesy. Any behaviors such as these are cause for removal and possible exclusion from any future contest, both home and away in which CHS participates.

### Academic Eligibility

All students participating in athletics shall demonstrate satisfactory minimum progress in meeting the requirements of graduation. In order to be eligible for participation, a student must have earned a minimum 2.0 grade point average during the preceding grading period. Grades issued at the end of the first and third quarters and grades issued at the end of the first and second semesters will be used to determine eligibility.

An athletic eligibility waiver (available for GPA's less than 2.0 with only one 'F') may only be used once during four years of high school.

#### PROCEDURES TAKEN BY STUDENT TO APPEAL

- A. Student picks up a Grade Appeal Form from the Athletic Director.
- B. Student returns completed form to the Athletic Director. After reviewing the appeal, the Athletic Director will approve or deny the appeal on a one-time basis and is responsible for keeping a record of the process.
- C. Freshmen are discouraged from using this one-time waiver and may be denied based on a case by case basis.
- D. Any student not on track for graduation will be denied a waiver.

### Athletic Clearance

All clearance materials must be submitted to the following website for “SportsNet” <https://sportsnethost.com/centerhs-parent> and cleared by SportsNet. A student cannot participate until this approval has been granted unless, during the summer when school offices are closed (registration & student center), then a new incoming athlete can present a valid physical to the head coach. In order to register the student in the system the athlete's parent/guardian will need an exact match of the spelling of the student's first and last name as well as his/her student ID number. As soon as school's offices reopen, registration in SportsNet must occur in order to continue practice/play with the team. A student will not have a student ID number unless registered at CHS.

### Athletic Suspension

Students should understand that the staff at Center High School strongly believe that the use of tobacco, alcohol and drugs anytime is not acceptable for high school students for health and safety reasons. The staff believe that the current glamorization of the use of tobacco and alcohol is misleading and believe that high school students should be aware of the negative effects of tobacco (Including Vaping or use of its products), alcohol and drug use.

- A. **Any** student who smokes, chews or possesses tobacco in any form **anytime** during a sport season will be ineligible to represent the school in any interscholastic contest for six weeks, excluding vacation periods. With the coach's permission, the student may continue to practice with a team but may not wear a school uniform or otherwise represent a team at any interscholastic contest. The coach and student will meet to discuss what the student may expect if he/she continues to practice with the team.

- B. **Any** student who uses or possesses alcohol or drugs on or off campus before, during or after school hours shall be ineligible for six weeks of school (vacation periods do not count). With the coach's permission, the student may continue to practice with a team but may not wear a school uniform or otherwise represent a team at any interscholastic contest. A second offense involving alcohol or drugs will cause the student to be ineligible for one calendar year from the date of the infraction. The student may not continue to practice or participate with a team during the calendar year of ineligibility.
  
- C. **Any** student involved in the sale of drugs or alcohol anytime during season or off-season will be ineligible for one calendar year from the date of the infraction. The student may not continue to practice or participate with a team during the period of ineligibility.