

BUENA PARK HIGH SCHOOL

Home of Scholars and Champions

2020-2021

<p>Student / Parent Handbook</p>

**Buena Park High School
8833 Academy Drive
Buena Park, CA 90621
714-992-8600**

BUENA PARK HIGH SCHOOL

DEPARTMENT DIRECTORY

ADMINISTRATION

Dr. Sonje Berg, Principal	(714) 992-8602
Mr. Dan Sage, Assistant Principal, Instruction & Operations	(714) 992-8603
Dr. Kimberly Jenkins, Assistant Principal, Pupil Services	(714) 992-8610
Mr. Aaron Chang, Assistant Principal, Student Affairs	(714) 992-8604
Ms. Crystal Crawford, Assistant Principal, Student Services	(714) 992-8623

CONTACT INFORMATION

DEPARTMENT	NAME	TELEPHONE NO.
Activities/Associated Student Body (ASB)	Lisa Scott	(714) 992-8768
Activities/ASB/Athletics Secretary	Alexis Mendivil	(714) 992-8605
Agriculture Department	Jessica Fernandes	(714) 992-8778
Athletic Director	Alvin Graham	(714) 992-8761
Attendance Office	Rosemarie Whitaker	(714) 992-8638
Cafeteria	Sarai Guzman Aldana	(714) 992-8780
Campus Supervisors	Glenda Aldaco, Mark Vargas & Norma Rodriguez	(714) 992-8715
Counseling A – F	Maggie Gallego	(714) 992-8626
Counseling G- MA	Sarah Arciba	(714) 992-8660
Counseling MC – Salc	Christina Mansour	(714) 992-8618
Counseling Sald - Z & AVID	Tracy Herreros	(714) 992-8609
Dance Production	Amanda Klaus	(714) 992-8757
Football Office	Dustin Sober	(714) 992-8742
Guidance Office	Johana Chaidez and Marielena Landry	(714) 992-8634
Journalism	Ron Carcich	(714) 992-8690
Library	Christina Ursua	(714) 992-8656
Music: Band	Robert Shetland	(714) 992-8759
Music: Choir	Jill DeWeese	(714) 992-8741
Nurse	Ynetter Johnson, RN	(714) 992-8726
Performing Arts Center		(714) 992-8748
Physical Education: Boys	Richard Zabala	(714) 992-8760
Physical Education: Girls	Suzan Guba	(714) 992-8763
Psychologists	Anthony Hernandez	(714) 992-8718
Records/Transcripts	Red Zozobrado	(714) 992-8622
ROP	Marielena Cummings	(714) 992-8642
School Resource Officer	Sarah Arciba	(714) 992-8660
Speech Therapist	Officer Daniel Solis	(714) 992-8737
Textbook Room	Officer Oscar Perez	(714) 992-8787
Yearbook	Mary Ayala-Herman	(714) 992-8740
	Christina Ursua	(714) 992-8740
	Jonathan Blea	(714) 992-8732

CALENDAR AND IMPORTANT DATES

PUPIL ATTENDANCE CALENDAR FOR 2020/2021

Staff Development Day (students do not attend).....	Friday, August 7, 2020
Staff Development Day (students do not attend).....	Monday, August 10, 2020
First Day of Student Attendance	Tuesday, August 11, 2020
Staff Development Day (students do not attend).....	Monday, October 12, 2020
Semester Records Day (students do not attend)	Friday, December 18, 2020
Staff Development Day (students do not attend).....	Friday, April 2, 2021
Last Day of Student Attendance.....	Thursday, May 27, 2021
Summer School Commences.....	Tuesday, June 1, 2021
HOLIDAYS Labor Day.....	Monday, September 7, 2020
Veterans' Day	Wednesday, November 11, 2020
Thanksgiving Holiday.....	Monday, November 23 through Friday, November 27, 2020
Winter Recess	Monday, December 21, 2020 through Friday, January 1, 2021
Martin Luther King Day.....	Monday, January 18, 2021
Lincoln Day.....	Monday, February 8, 2021
Washington Day.....	Monday, February 15, 2021
Spring Recess (Easter, April 4).....	Monday, March 22 through Friday, March 26, 2021
Memorial Day	Monday May 31, 2021

History of Buena Park High School

OUR HISTORY

Buena Park High School opened its doors with 508 students on September 11, 1956, as the third school in the Fullerton Joint Union High School District (FJUHSD). Our school was made possible by a school bond initiative, voted in by citizens who reside in the FJUHSD boundaries, to serve students in Buena Park, La Palma, and West Fullerton.

- Enrollment increased to 2,200 under the leadership of the

Since 1967, Buena Park High School has undergone the accreditation process ten times. Most recently, the school went through the process in 2016-2017. Under the supervision of the Western Association of Schools and Colleges, an intensive review was completed of every facet of the school's operation. A full six-year accreditation was awarded to Buena Park High School which certifies to all other educational institutions that our high school meets all standards set for high quality schools and that credits and grades earned by our graduates are based on quality criteria.

Buena Park High School enjoys high status in academics, athletics and the performing arts. High performance standards in the classroom, in competitive sports, and in artistic productions have earned Buena Park High School an outstanding reputation. Numerous trophies, awards, and hundreds of thousands of dollars awarded in scholarships validate these claims.

Every student at Buena Park High School is encouraged to take advantage of as many opportunities as possible to learn, participate, and grow.

SPECIALIZED PROGRAMS

"SCHOOL PROGRAMS AND PRACTICES PROMOTE A POSITIVE LEARNING ENVIRONMENT"

Advanced Academics Academy (AAA) -

What is AAA?

- A rigorous academic cohort designed to provide students with a challenging and comprehensive curricula
- A specialized academic program with a focus on International Studies
- Meets University of California 'A-G' requirements
- Integrated curricula
- Teachers, trained in the curricular areas of Advanced Placement
- Students admitted by entrance examination and interview

What courses do we offer?

- English I Honors, English II Honors, AP English Language, Advanced Placement English Literature.
- World History Honors, AP European History, AP United States History, AP Government, Honors Economics.
- Algebra I Honors, Geometry Honors, Algebra II Honors, Trigonometry Honors, AP Calculus AB and BC.
- World Language Honors and AP Spanish and French
- Biology Honors and AP, Chemistry Honors and AP, Physics Honors and AP

Other Features:

- Financial aid workshops for parents and students
- Travel to public and private colleges in California and beyond
- Visit universities to determine and meet individual interests and needs of students
- Receive personalized attention from Academy Coordinator

Successful completion of the AAA program makes students highly competitive candidates for admission to top universities across the nation and around the world.

AFJROTC The purpose of Air Force Junior Reserve Officer Training Corps (AFJROTC) is to develop citizens of character, dedicated to serving their nation and community. Students attend several field trips, participate in community events, and donate their time serving the local community and beyond. Students can receive annual college credits for each year of program completion.

Agriculture, Agri-Science, and Future Farmers of America (FFA): The FFA motto is, "Doing to learn, learning to live, and living to serve." Agriculture classes allow students to meet their graduation and college entrance requirements while raising animals, learning crop management and floral design, traveling, competing in a variety of contests, and even earning money.

AVID (Advancement Via Individual Determination): AVID is a secondary support program that has as its mission to prepare students in the academic middle for four-year college eligibility. The AVID program provides curriculum that includes study and organizational skills, college and career awareness, writing to learn and oral language skills.

CIF Sports The athletic class is designed to provide opportunities for young men and women to participate in interscholastic sports competition. The program involves seasonal competition schedules and organized, required after-school participation.

Freshman Focus Academy: The Freshman Focus Academy is designed to provide a variety of support services to selected freshman students. This elective course curriculum is designed to provide emphasis on study and organizational skills, college and career awareness, and reading and writing across the curriculum.

Leadership: The Leadership class is designed to promote effective leadership techniques and methods. The students assist with matters pertinent to student government and the planning of Associated Student Body activities.

Peer Assistance Leadership (PAL) Program: The PAL program is a youth development program for elementary, intermediate and high school students that teaches life skills and builds resiliency in students.

CAVPA – Coyote Academy of Visual and Performing Arts: The performing arts program includes opportunities for young men and women to participate in Art, Dance, Theater, 2-D & 3-D Art, Vocal and Instrumental Music, Orchestra, Multimedia Graphic Arts and Video Production.

Renaissance: Renaissance is a leadership training program that focuses on rewarding academic achievement and excellence.

Student Orientation Service (SOS): This program is designed to utilize student volunteers in assisting to familiarize new students to the BPHS campus. For two to three days, the S.O.S. student escorts new students to classes, answers questions, helps solve problems and helps the student adjust to their new school.

Advanced Placement International Diploma (APID)

The AP International Diploma (APID) is a globally recognized certificate for students with an international outlook. It challenges a student to display exceptional achievement on AP Exams across several disciplines.

AAA students accepting the APID challenge must pass five AP tests with a score of 3 or higher in:

- English and another language
- A global perspective subject such as AP Comparative Government
- A Science or Mathematics test
- One other subject: Art, Math, Science or Social Science

Guidance, Testing and Academic Services

Counselors

The goal of the Guidance Department at BPHS is to help students achieve academic success. BPHS has an excellent staff of caring and supportive counselors who work with students and their parents in determining the breadth and depth of their four-year program.

Group activities have been designed to help students explore educational and career options. Counselors will assist in developing a four-year educational plan at the freshman level, ending with a senior program which emphasizes

post-high school college and career planning. It is important for students and parents to attend planning nights to prepare for college entrance requirements, available scholarships, vocational events and orientation programs.

To make an appointment with a counselor, students should go to the Guidance Office in room 25, before or after school, during nutrition break or at lunch. Students should sign the clipboard, located outside the office of the appropriate counselor and wait to be called in for their appointment. Parents may make appointments to see their student's counselor by calling (714) 992-8642 or (714) 992-8634.

Periodic Academic Review

Every student will have an Annual Academic Review. Individual appointments are held to discuss graduation and college requirements, the student's academic progress, test scores, post-high school options and other issues specific to each student. Appointments can also be made by request.

Counselors are assigned according to the student's last name as follows:

A – D	Maggie Gallego
E– Le	Sarah Arciba
Li – Ra	Christina Mansour
Re – Z & AVID	Tracy Herreros

Regional Occupational Program (ROP)

The Regional Occupation program offers classes utilizing the "hands-on" approach to learning. ROP is an excellent way to explore career choices. Skilled instructors teach courses in an industry-like environment. Students are able to work with the materials, services, and equipment used in industry. ROP courses provide units in elective credit which are applied toward meeting the district's graduation requirements. In addition to units, students may also earn Certificates of Proficiency. Contact Sarah Arciba at 992-8660 for more information.

Library and Computer Lab

The library is open for student use from 7:00 am to 4:00 pm and for tutoring until 6:00 pm Monday through Thursday. Students may use one of the 40 desktop computers and 50 laptop computers before school, after school, during nutritional break and at lunch. There is no food or drink allowed in the library. During class time, students may use resources provided in the library as long as they present written permission from their teacher.

Computers may be used by students to type reports, conduct research, work on PowerPoint presentations, and other computer-related class assignments. Print materials, such as books and magazines, can be checked out with a current Buena Park High School ID card. Most books are checked out for three weeks. Lost library books will be charged at the replacement cost. Students with outstanding textbook or library fines will not be permitted to attend dances, buy their yearbook, participate in various school activities, or receive a cap and gown for graduation.

English Learner Classes

As a comprehensive high school, Buena Park High School offers high-intensity language training in English for foreign students. In stages, students learn basic language skills, which include listening, speaking, reading, and writing. An individual program for each student is developed.

Textbook Policies Chromebook Policy

Buena Park High School has a computerized textbook program to help keep track of textbooks. Textbooks for classes will be checked out to each student and will remain in the individual's file until the book is checked back in. Students must have a current I.D. card to check out textbooks. It is a student's responsibility to care for his or her textbook and to bring the textbook to class each day.

Each book is bar coded to assure that the student turns in the correct book. If the barcode is damaged or missing, a fine will be charged. Once a book has been checked out to the student, it is the student's responsibility to check each book for any damage or other problems. Any issues with the book must be turned in immediately to the textbook room. If the book is returned damaged, a fine for the replacement cost will be charged.

Grades

In general, the following criteria are used in determining grades for academic classes: attendance and punctuality, classroom participation and effort, tests and quizzes (announced and unannounced), notebooks, homework, laboratory work and projects (where applicable), reports and research projects.

Grading policies for each class are distributed during the first week of a student's attendance in the class. Semester grades are recorded as permanent records for the transcript. A Progress Report will be mailed to the student's home if he/she is receiving an unsatisfactory grade during the scheduled reporting periods. All parents are encouraged to obtain access to their student's grades and attendance, via the Aeries Parent Portal. A registration code is required in order to access this student information system, which may be obtained in person in our Guidance Office upon presentation of valid identification and verification of an individual's right to view specific student records.

Grade Designations:

A	Excellent	I	Incomplete
B	Above Average	CR	Credit
C	Average	NC	No Credit
D	Passing	NM	No Mark
F	Failing		

Student Classification by Units

According to the Board of Trustees, students in the FJUHS are classified by grade level. Cumulative units are recorded on semester grade reports, which are available on the Aeries Parent Portal. The unit expectation is as follows:

Grade 9	Completion of 0-54 units of course work
Grade 10	Completion of 55-109 units of course work

Grade 11	Completion of 110-159 units of course work
Grade 12	Completion of 160 units of course work or higher

Incomplete Grades

An incomplete grade, assigned by a teacher, means that the student has not completed all of the required assignments, necessary to receive a grade in the course. Students will have one quarter after the incomplete grade is given to complete all missing assignments, test, quizzes, projects, etc. Failure to do so may result in an "F" grade being assigned in place of the incomplete grade. The responsibility for clearing an incomplete grade rests entirely with the student.

No-Mark Grade

NM or "no-mark" may be used in cases when the student has enrolled in a course too late in the grading period for a letter grade to be earned.

Credit/No Credit Grading Policy

With the approval of parent(s) and counselor, students may elect credit/no credit grading for a maximum of ten credits per grading period, in accordance with criteria established by the Principal of each campus. Exceptions to this limit may be appealed to the Principal. Once credit/no credit for a course has been agreed upon, the student may not opt for a letter grade. Students hoping to graduate as Valedictorian or Salutatorian may not have credit/no credit courses at any time during grades 9 through 12, except for courses that are designated as only credit/no credit such as Teacher's Aide or Office Aide. "Credit" means that the student's coursework has been satisfactory and that the units (usually 5 per semester) have been earned. "No Credit" means that the student's course work has not been satisfactory and that no units of credit have been earned.

GRADUATION REQUIREMENTS

COURSE AREAS	NUMBER OF REQUIRED YEARS OF COURSE STUDY AND UNITS	
English	4 years	40
Social Science	3 years	30
Mathematics	3 years	30
20 units of math and 10 units of Algebra 1		
Science	3 years	30
2 years of Life Science and 1 year of Physical Science		
World Language / Visual or Performing Arts	1 year	10
Health	¼ year	2.5
Physical Education	2 years	20
Elective		65
Total Units Required		217.5

Each year-long class is equivalent to 10 units. Students must also pass the Computer Competency Exam in order to earn a high school diploma.

Honors and Advanced Placement Weighted Grades

The FJUHSD has adopted a policy to weight grades for academically rigorous Advanced Placement and Honors classes. Those classes will generate an additional

point toward grade point average. An "A" will qualify as 5 points as opposed to 4 points for a regular class, Likewise, a B = 4, a C = 3, a D = 1, and an F = 0.

UC/CSU Requirements

Students interested in attending a four-year college or university after high school are urged to complete the University of California and the California State University subject requirements. Students interested in attending a UC or CSU college must complete the classes listed below with a grade of "C" or better.

History (World & US)	2 years
English	4 years
Math	3 years*
(Algebra 1, Geometry, Algebra 2)	
Science	2 years*
Foreign Language	2 years*
Visual/Performing Art	1 year
College Prep Elective	1 year

These are minimum requirements; additional years of study are strongly recommended, especially in mathematics.

Physical Education Dress and Grade Regulations

Students in the Fullerton Joint Union High School District must complete 20 units of Physical Education. This requirement is to be met in the freshman and sophomore years. Appropriate dress for P.E. includes: athletic shoes and approved gym shorts and t-shirt. P.E. clothes are available for \$20 total, or \$10 each piece (shorts and t-shirt). Students are not required to purchase PE uniforms from Buena Park High School.

Schedule Changes

The school's master schedule is developed to meet the academic needs of our students and cannot be modified. Because of this, schedule change requests based upon teacher or class preference or for having subjects during a particular period will not be allowed.

When a student wants to change his/her schedule, he/she must discuss the change with the present teacher and then acquire the following:

- A "Schedule Change Request" form from the Guidance Office.
- The signature of the present teacher
- The signature of the new teacher
- A parent signature
- Counselor approval

NO SCHEDULE CHANGES WILL BE MADE UNLESS THE ABOVE PROCESS IS COMPLETED.
During the change process, the student is expected to attend his/her assigned classes.

Academic Honors

Academic excellence is encouraged and rewarded at BPHS. These honors include:

- Honors at Entrance, for incoming freshmen with a 3.5 GPA
- Principal's High Honor Roll for students with a 3.5 or better GPA
- Principal's Honor Roll for students with a 3.0 to 3.49 GPA
- Student of the Month, an outstanding student selected from each academic department.
- Outstanding Student of the Year, will receive bronze medals at Senior Reflections
- National Honor Society, a national organization requiring a cumulative GPA of 3.75 and community and school service
- California Scholarship Federation (CSF), an organization with a membership comprised of high ranking students of all grade levels
- AAA Scholar Graduates Stole awarded at Reflections
- Gold Tassel at Reflections and Commencement for students who maintain an overall 3.0 GPA
- Gold Cord and Gold Tassel at Senior Reflections and Commencement for students who maintain an overall 3.5 GPA

- Gold Seal on Diploma for students with life membership in CSF and students who complete the Academic Studies Program
- Valedictorian, the student distinguished as #1 in class ranking at the conclusion of his or her Senior year will receive a distinctive medal at Senior Reflections.
- Salutatorian, the student distinguished as #2 in class ranking at the conclusion of his or her Senior year, will receive a distinctive medal at Senior Reflections.

Summer School

Summer school is offered each year. Summer school gives students an opportunity to meet graduation requirements. Summer sessions for year-long courses will operate for six weeks. Semester courses are divided into two three-week segments. Five units of credit will normally be given for each four-week session. Every Buena Park student is encouraged to take advantage of this opportunity.

Homework

Homework assignments are an important supplement to classroom instruction and contribute significantly to the achievement of the goals and objectives of every class. Time set aside for homework allows for critical review of the concepts, for reflection about new ideas generated by classroom discussions, for practice and review of skills introduced during the class period, and for the development of self-learning skills. In addition, homework can help students develop self-discipline, self-reliance, and effective time management skills. Homework assignments need not always be written; they may take many forms depending upon the type of class and the teacher's objectives. If students are expected by teachers and parents to complete assigned homework, then higher levels of learning can take place. Parents are urged to take an active part in the education of their students by periodically asking about school homework. Generally, students will have homework at least four nights a week in most courses.

Tips for Academic Success

1. Students should attend school regularly and be on time everyday.
2. Students should listen and participate in class.
3. It is important to ask questions until an assignment or skill is understood.
4. A student should talk to his or her teacher if extra help is needed in a particular subject
5. It is important to set aside a regular time for study at home. A quiet, well-lit place is preferable for study at home.
6. Students should not procrastinate. Work should be completed as soon as possible and allow ample time for each assignment.
7. Students should attempt to complete their most challenging homework assignment first in order to be fresh and more alert.
8. Students should remember to make use of the resources in the school library; computers, books, and reference materials, available to support class assignments.
9. Remember, good study habits are learned. Students should find an approach to each subject that works for him or her.

Make-up Work

Absences from class are one of the greatest contributing factors to unsatisfactory school work and should be avoided except in cases of emergency or illness. Schoolwork missed because of legal absence must be made up within a period of time equal to that of the time lost. In cases involving serious illness or injury, this time may be extended. IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE FOR MAKING UP WORK MISSED. Students will not be allowed to make up work unless the absence has been cleared by a parent or guardian. Other teachers or staff members may not excuse period or daily absences.

Teacher Conferences

Parents are encouraged to confer with their student's teachers regarding student progress in class. Parents may call the teachers extension and leave a message or contact them via email. Email addresses may be found on the BPHS website (<http://www.buenaparkhs.org>). Our teaching staff will return the call or email as soon

as possible, during their preparation period. Each teacher has one preparation period set aside during the school day to prepare for classes, to work with students and to meet with parents.

Telephone Communication

Buena Park High School uses a system which allows teachers to communicate with parents via telephone messages in the family's native language. These messages inform parents about upcoming tests, missing assignments, and student behavior concerns, etc. In order to prevent students from intercepting these messages, it is strongly suggested that parents request the use of their cell phones instead of their home phone number. Please contact the Guidance Office to request a number change in the communications system.

Transcripts

Unofficial transcripts can be requested from your counselor in the Guidance Office, room. 25. For an unofficial transcript, students are encouraged to use ABI to print out an unofficial copy for themselves. Students may request them before school, during nutrition break and lunch, and after school. Regular office hours are Monday-Friday from 7:00 am until 4:00 pm.

ACADEMIC HONESTY

Academic honesty can be defined many ways, but the standard for judgment always comes back to the question of who is the originator of student work. Academically honest students submit work and/or performances, which are a product of the student's own efforts. The academically honest student cannot and would not lay claim to being the creator or author of a work or a performance, which has been originated or submitted by someone else for evaluation or consideration by teachers, administrators, other school staff, or peers.

Cheating includes but is not necessary limited to:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
- Looking at another student's test or answers
- Talking to another student during a test or quiz
- Copying or allowing another student to copy from one's own test and other course work
- Tampering with an instructor's record of student grades/scores
- Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/software/programs locally or by remote access. This includes the use of cell phones during class time.
- Taking a test for someone else or permitting someone else to take a test for you

Plagiarism is:

- Taking the specific substance of another person's work and offering it as one's own without giving credit to that source
- Not using quotation marks, internal documentation (such as M.L.A), or footnotes to denote material that has been directly quoted from another source, including the internet

- Paraphrasing an author without proper acknowledgement (Paraphrasing is defined as using an author's ideas by rewording and/or rearranging that author's original text)

Fabrication is:

- The intentional use of invented information or the falsification of research or projects or other products with the intent to deceive
- Citation of information not taken from the source indicated
- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence
- Submitting as one's own any academic exercise, written work, printing, music, or artwork prepared totally or in part by another person

Responsibilities of students, parents, teachers and administrators:

The student is expected to adhere to the tenets of academic honesty in completing all school-related tests, quizzes, projects, reports, homework assignments, activities, and other academic work, both in and out of class.

The parent is expected to adopt the spirit and intent of this policy by reviewing the policy with their student and encouraging the student to practice honesty in all matters.

The teacher is expected to promote academic honesty through ongoing reference to and application of the District Moral and Civic Values. The teacher shall instruct students in proper research and study skills appropriate to each subject and assignment. The teacher is expected to make clear to students the fact that the tenets of the academic honesty policy will be strictly enforced. Finally, the teacher is expected to initiate appropriate consequences when any student is found to have exhibited academic misconduct.

The administrator is expected to support the spirit of academic honesty with students, parents, counselors, teachers and other staff members in conferences and in each classroom. Disciplinary action taken with students concerning the Academic Honesty Policy will follow the process as outlined.

VIOLATION OF THE ACADEMIC HONESTY CODE WHILE TAKING MAJOR EXAMINATIONS SUCH AS THE PSAT, SAT, SBAC, CAASPP AND/OR AP, WILL RESULT IN THE INVALIDATION OF THE STUDENT'S EXAM IN ADDITION TO THE CONSEQUENCES LISTED BELOW. VIOLATIONS OF THE ACADEMIC HONESTY CODE ARE CUMULATIVE DURING A STUDENT'S ATTENDANCE AT BUENA PARK HIGH SCHOOL. SUBSEQUENT OFFENSES, WHETHER OR NOT IN THE SAME CLASS OR SEMESTER, WILL RESULT IN ESCALATION OF DISCIPLINARY ACTION.

Process for Disciplinary Action for Academic Dishonesty:

All offenses will be dealt with on a case-by-case basis

- The student will be addressed by the teacher of the class where the infraction occurs.
- Administration will be informed of the infraction.
- The teacher will contact the parent(s) to state the issue, review this policy, and explain disciplinary consequences. Local, state and federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.
- The student will receive an automatic "F" (zero) on the assignment or test.
- The teacher may refer the student to an administrator who may impose additional consequences including but not limited to detention, Saturday school, and/or suspension. Severity of the offense will determine length of detention, Saturday School, suspension, loss of credit, or expulsion.
- The student will be placed on academic probation.
- If the student is involved in an act of academic dishonesty in the class in which he/she is a student aide, the student may be dropped from the class with no credit.
- A record of the offense will be placed in the student's cumulative folder and discipline file.
- If the student is a member of NHS or CSF, he/she may be dropped from these clubs.

Right to Appeal

Pursuant to Section 48904 of the California Education Code, the student and/or parent has a right to appeal the implementation of Academic Honesty Code consequences if it is felt that due process has not been followed.

Acceptable Use of Technology

PLEASE READ THIS DOCUMENT CAREFULLY

Dear Parent or Guardian:

The Fullerton Joint Union High School District (District) is pleased to offer students of Buena Park High School access to electronic information resources such as the Internet and/or electronic mail (email.) Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain harmful matter, be inaccurate, obscene, profane, illegal, or otherwise inappropriate for educational purposes. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic information sources.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FORM

TECHNOLOGY IS A PRIVILEGE, NOT A RIGHT. INAPPROPRIATE USE WILL RESULT IN CANCELLATION OF THE PRIVILEGE.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The safety and security of minors while accessing electronic mail, media, chat rooms, or any other forms of electronic communication must be protected by law. No sharing of personal information is to occur.

Acceptable use of technology and electronic information resources includes:

- Communication in support of research and learning with the educational goals and objectives of the District.
- Access and exploration of appropriate information and resources.
- Work on District-related responsibilities and projects, class assignments, or unit/lesson plans.
- Publishing Internet sites and pages in accordance with District Guidelines provided by the classroom teacher.

Unacceptable use of technology and electronic information resources includes:

- Use for any illegal purpose.
- Use for financial gain or for commercial, political, and/or personal use unrelated to an educational purpose.
- Use involving impolite, inappropriate, abusive, dangerous, or obscene language.
- Use involving accessing and/or changing computer files that do not belong to the user.

- Use involving sending, receiving, or copying copyrighted material without permission.
- Use involving cheating or plagiarizing.
- Use involving a device or software that captures or monitors others' computer use.
- Use that violates the rights of privacy of others.
- Use that violates the rules of common sense or etiquette.
- Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material.
- Use which results in vandalism of property.
- Use which results in harassment or bullying of others, including, but not limited to, defamatory statements aimed at a person's gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs.
- Use that compromises the security of the operating equipment and/or software.
- Use of file-sharing programs without administrative approval.
- Because the use of technology and electronic information resources is a privilege, not a right, the student is expected to respect the importance of acceptable use.

As determined by the site administrator, students found to have engaged in unacceptable use will be subject to any or all of the following:

- Parent conference
- Suspension and/or termination of computer-use privileges and/or e-mail and Internet access
- A zero grade on related assignments and/or removal from the course
- Detention and/or Saturday School
- **Suspension, disciplinary transfer, and/or expulsion from the district**
- Referral to law enforcement authorities
- Legal action to recover damages and penalties
- Other appropriate consequences

Files and communications are reviewed to maintain system integrity and ensure that users are using the system responsibly.

The District reserves the right to conduct individualized searches of a user's actions on the network if there is reasonable suspicion that a law or rule has been violated. By law, all email messages originating from all users in the District are saved for three years.

Associated Student Body (ASB) and Activities

The many organizations, clubs and activities are an essential part of the educational program at Buena Park High School. The varied offerings are guided by advisors; students participate in many supervised activities.

Student Government

The Associated Student Body (ASB) is the campus government responsible for operating student body affairs, budgeting and disbursing Associated Student Body funds, and providing leadership for student body activities. The government meets daily during fifth period in Leadership Class. The ASB President represents Buena Park High School in the Student Senate, a group of student leaders in the FJUHS. Active involvement of all students is important for a strong student government and is strongly encouraged. In order to protect the privileges of student government, it is the duty of every student to be acquainted with its operation.

Organization Finances

Few students realize the business aspect of the student activities program at Buena Park High School. The student body spends its money on athletic equipment, athletic officials for competitions, insurance, dances, concessions, the school newspaper, and yearbook. A major portion of student body revenue comes from ASB card sales and ticket sales at sporting events, dances, and Performing Arts productions.

The Assistant Principal, Student Affairs supervises all financial accounts. He/She must approve all expenditures for all organizations after purchase request forms have been approved by ASB in their weekly meeting. Complete and accurate financial records of the ASB and all organizations are kept. All funds collected by clubs and organizations are to be deposited with ASB secretary on the same day they are collected or the day following the event. An ASB Handbook is issued to each club; the officers and advisors are responsible for following its guidelines.

ASB Card

Each student is encouraged to buy an ASB card. The card provides an opportunity for each card holder to take advantage of many social, athletic, and entertainment events at a discounted price. An Associated Student Body Activity Card is an excellent bargain for all BPHS students. For this \$40.00 investment, a student is entitled to free entrance to many school athletic events and reduced prices for dances, plays and concerts. The income from the sale of ASB cards supports schoolwide programs, such as sports, band, drama, music, school newspaper, and special student assemblies. The ASB card fee represents your share in "paying the way" for all of your school's activities. All students are urged to purchase an ASB card at the beginning of the school year and participate fully in Buena Park High School activities.

Student Clubs

A variety of student clubs and organizations meet on the Buena Park campus. Clubs are open to anyone who wishes to become a member. A student becomes a member of any club by being present at its meetings and taking an active role in its proceedings. We encourage the growth of new clubs as groups of students find a common interest. Students interested in forming a club must find a staff member to serve as an advisor and write a club constitution. Clubs currently offered on campus are:

AAA Club (Advanced Academics Academy)	Creative Writing Club	Korean Club
ACTNow! Club	CSF (Collegiate School Federation)	Latino Club
AFJROTC	Dance Club	Make A Wish Club
AFJROTC Game Zone	Debate Club	Math Club
American Cancer Society	Drama Club	Meditation Club
Art Club	Earth Club	NHS (National Honor Society)
ASB (Associated Student Body)	Fan Fiction	PAL (Peer Assistance League)
AVID Club (Advancement Via Individual Determination)	Fashion Club	Photography Club
Baking Club	FFA (Future Farmers of America)	Pride by Side
Band/Orchestra	Filipino Club	Psychology Club
Best Buds	French Club	PTSA (Parent Teacher Student Association)
BHC (Black Heritage Club)	Friends of Rachel	Renaissance
Book Association	FBLA (Future Business Leaders of America)	The Road Continues
Challenge Club	Game Club	Science Club

Cheer Club
Chess Club
Chinese Club
Choir
Coyotes for Christ

German Club
GSA (Gay Straight Alliance)
Hip Hop Club
Interact Club
Key Club

Staff Club
Transportation You
Yearbook Club
YES (Young Educated Scholars)

Pep Rallies

Pep rallies are the responsibility of the Commissioner of Spirit, assisted by the Pep Squad. Pep rallies are held several times during the school year. Students are urged to learn school songs and yells so they can give our teams their enthusiastic support. The official mascot of Buena Park High School is the COYOTE; the school colors are GREEN and WHITE. Students of Buena Park are referred to as "COYOTES."

Alma Mater

Hail to our Alma Mater,
Ever faithful we will be,
Hand in hand we proudly stand,
To pledge our loyalty,
With noble heart we will do our part.
For you we will never fail,
Buena Park we proudly sing,
Hail, All Hail!

Fight Song

Fight on Coyotes, fight, and we will win this fray.
Fight on Coyotes, fight, and we will win this game tonight.
Hail Green and White, our Alma Mater, on triumphantly.
So march right down that field and never yield,
We'll fight on to victory.

Stage Presentations

The Fine Arts Department, consisting of Band, Choir, Dance and Drama, put on semi-annual performances in the Performing Arts Complex. These performances include a holiday music program, a winter dance program, and fall and spring programs by the choir and concert band, and a spring dance concert.

Los Coyotes Yearbook and Yearbook Portraits

A high school yearbook is an irreplaceable way to remember and reflect upon the high school experience. The Buena Park High School yearbook is published every spring and distributed in May. The staff of the yearbook is made up of members of the Publication class. The yearbook is supported by sales and advertising. It is important to buy a yearbook during pre-sales. After the pre-sale cut-off date, the price will increase.

Senior portraits are taken during the summer. Seniors will receive information and appointments in the mail. If the appointment cannot be kept, it is essential to call the photography company immediately and reschedule. If a senior has not taken his or her senior portrait by the end of September, there is a chance that he or she may not have a portrait in the yearbook. It is the student's responsibility to make and keep the appointment.

Underclassmen portraits are taken during registration. Those students who register late must take their picture on scheduled picture make-up days. Any student that has not had their picture taken by the end of October will not appear in the yearbook.

Pep Week

Pep week is a long-standing tradition at Buena Park High School that fosters class spirit and school pride. Each class is assigned a day during pep week: Freshmen perform on Tuesday, sophomores on Wednesday, juniors on Thursday, and seniors on Friday. Activities include choosing a theme, decorating the campus on the assigned day and performances during nutrition break and lunch. Please note that class advisors must supervise all activities and gain prior approval from the Assistant Principal, Student Affairs for all activities. Class advisors must also preview all performances, including music, script and dances,

prior to the performance date. Students must remember that all school rules, including dress code, will be enforced during pep week.

Food Fest Lunch Periods

To facilitate fundraising for the various student organizations on campus, three Food Fest Lunch Celebrations are spread throughout the year. On these days, lunch may be extended. Club advisors wishing to participate in Food Fest must attend a mandatory lunch meeting and sign up for food items to sell with the Activities Director to avoid repetition of the same items.

Dances

Buena Park High School prides itself on well-organized, fun and safe dances. Dances are intended for Buena Park High School students and not the general public. The staff and administration of Buena Park High School chaperone dances and want Buena Park High School students to experience a drug and alcohol-free dance. The following regulations govern dances:

- Only BPHS students and authorized guests are admitted
- Tickets will not be sold to students with outstanding detentions, Saturday school assignments, or school fines.
- All guests must have a valid guest pass, picture identification and be under 21 years old.
- BPHS students must have a valid school I.D. to enter any dance.
- Students who leave a dance early will not be readmitted.
- The law forbids any use of tobacco, alcohol, narcotics or dangerous drugs at school functions. Students participating in such activity will forfeit their admission fee and will have their parents called to pick them up. Students will also face consequences, such as suspension from school, and may be forbidden from attending future dances
- Students and guests must comply with all school rules, including dress code
- "Freak dancing" is strictly prohibited. "Back-to-front" dancing is banned as well. Any infractions will lead to student(s) being removed from the dance, and further school consequences may result.

International Day

Buena Park High School celebrates a diverse and multicultural student body on International Day. The festivities include a double period assembly where dances, representing different cultures are performed. Students are encouraged to participate in the assembly. They may do so by attending the mandatory tryouts in costume and with music for approval by Assistant Principal, Instruction/Student Affairs.

The celebration also includes an extended lunch period and Food Fest. During the lunch period, many of the clubs and organizations on campus sell multicultural food items to raise funds for their organization. To participate in the International Day Food Fest, club advisors must attend a mandatory lunch meeting and sign up for food items with the Activities Director to avoid repetition of the same items.

Waivers for School Trips

Students making any type of trip sponsored by the school are required to obtain waivers signed by a parent or guardian. The necessary waiver forms are

supplied by the particular advisor involved. Teacher permission is also required for students taking optional field trips. Forms are available for students to have each of their teachers sign.

Parent Involvement Policy

The Fullerton Joint Union High School District and Buena Park High School believe parents/guardians are the most influential teachers and that sustained parent involvement in the education of students contributes greatly to student academic achievement, social success, and a positive school environment.

To this end, Buena Park High School will develop with and distribute to parents/guardians of all Buena Park High School students, a written parental involvement policy, agreed on by such parents/guardians. This policy shall address each of the areas indicated below. Buena Park High School is a schoolwide Title I school.

Policy Involvement

Buena Park High School will hold an annual meeting each fall on Back to School Night for parents of students at Buena Park High School. Buena Park High School is a schoolwide Title 1 school, therefore all parents/guardians will be invited and included in the meeting. Invitations will be sent in Spanish and English to parents via U.S. mail, email, website notification. Parents who are not able to attend this meeting may request an alternative meeting time which would allow them to receive the information described below.

At this meeting, conducted in English and Spanish, the Principal or other designee of the Principal shall review the following:

- Requirements of Title 1 and the rights of the parents to be involved through the School Site Council (SSC) or, if requested, through regular meetings in order to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their students.
- A description of programs offered and curriculum used by Buena Park High School to meet the needs of all its students as well as the assessments used to measure student progress and the proficiency levels students are expected to meet.
- The existing Parent Involvement Policy. Parents will be given the opportunity to suggest improvements to the policy. These suggestions will be conveyed to the SSC.
- The existing School-Parent Compact. Parents will be given the opportunity to suggest improvements to the Compact. These suggestions will be conveyed to the SSC.

Throughout the year BPHS will communicate timely information to all parents/guardians through school publications such as Counselor Newsletters, BPHS Pawprints, parent meetings such as PTSA and if necessary, by calling additional meetings at a time and location convenient to the parents. Teleparent will be used as a means of communication to all parents/guardians.

Parents will also be given the opportunity to make suggestions as to the improvement of the Parental Involvement Policy through surveys and through committees such as the English Learner Advisory Committee (ELAC). The SSC

will annually review and approve the Parental Involvement Policy, which will also be included in the Single Plan for Student Achievement.

Shared Responsibilities for High Student Academic Achievement

Buena Park High School shall jointly develop with parents, a School Parent Compact outlining how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards.

This Compact will be published annually on the school website and mailed to parents. In addition, the Compact will be reviewed at the annual parent meeting and ELAC, as well as during individual conferences as requested by the parents or the school. The SSC and ELAC will annually review and approve the School Parent Compact.

Building Capacity for Involvement

To ensure the effective involvement of parents and to strengthen the partnership between the school, parents, and the community, BPHS shall offer workshops, at a time and place convenient to the parents providing:

- Assistance in understanding Common Core State Standards, state and local assessments, how to monitor their student's progress and to work effectively with educators to improve the achievement of their children.
- Materials and training to help parents work with their students to improve their academic achievement
- Information related to school and parent programs, meetings, and other activities in a format and, to the extent practicable, a language the parents can understand
- Other reasonable support as parents may request

When appropriate and when funds allow, BPHS will offer parent education for all parents on important and appropriate topics regarding high school and future careers, university system, etc. The objective is to help parents understand the educational system and participate in their student's education.

Specific areas of need for assistance will be established through parent and staff surveys as well as discussions at parent meetings such as: SSC, ELAC, PTSA, and individual conferences with parents.

In addition, BPHS will provide education for school staff in how to reach out to, communicate with, and work with parents as equal partners. This training will take place during staff inservice days.

Accessibility

In carrying out the parental involvement requirements, Buena Park High School shall, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

Reservation

In order to fulfill our commitment to parent involvement, Buena Park High School shall reserve no less than 1% (one percent) of its allotted Title I funds to this end.

Parents shall be provided with opportunities for giving input as to how these funds shall be allocated for parent involvement activities.

Discipline and Attendance Procedures

These rules supplement the broad discretionary authority to maintain safety, order and discipline by school officials.

Student Code of Conduct

Buena Park High School students are expected to respect themselves as well as the rights, feelings and property of others. The rules and regulations expressed in this code are established to maintain a school climate conducive to learning. Students who fail to comply with these rules and regulations shall be subject to disciplinary action. All school personnel and parents have a shared responsibility to enforce school rules and regulations and take the necessary action to correct school behavior that is inappropriate or interferes with the functioning of the school.

Participation and attendance at extra-curricular activities is considered a part of the educational program. However, involvement in these activities is a privilege, not a right. Participants and spectators carry responsibilities as representatives of their school communities. All rules of student conduct apply to extra-curricular activities. Students with an excessive number of disciplinary or attendance related incidents may be excluded from the participation in extra-curricular events.

Buena Park High School is a place dedicated to learning, to growing, and to developing positive friendships. It is essential that students and their families understand that high standards of behavior will be maintained at Buena Park High School.

Behavior Expectations:

1. Be respectful to all staff members and students.
2. Attend all classes, and be on time.
3. Bring completed assignments and necessary materials to class.
4. Conform to school/classroom regulations.
5. Protect school property and personal property of others.
6. Carry a Buena Park High School I.D. card at all times and present it to school personnel upon request.
7. Be on campus only during regular school hours, for school activities, or at other times under the supervision of school personnel.

No students are to be on campus before 6:00 am or after the school day ends, Monday through Friday, or at any time on a weekend or holiday unless properly supervised by staff

These behavior expectations apply 'at all times' on campus and at all school activities, on the way to and from school or school activities, and at lunch and break, whether on or off campus.

Discipline Code

These procedures are established to enhance the behavior of students in an effort to be fair, firm and consistent while providing a safe environment to property and persons. These rules are intended to supplement discipline rules established by Education Code Section 48900 et. seq. and Board policies. Students and staff are to be provided with an environment which provides the

greatest opportunity for learning. The discipline imposed may depend on the severity of the violation regardless of any prior occurrences. The recommended penalties are intended to reflect a degree of flexibility so as to allow the exercise of discretion by the administration.

Areas Off-limits

Students are allowed in these areas only when coming to or leaving from school, before school, and after school: areas adjacent to campus including across the street, athletic fields, and the area in front of the PAC, the west side of campus near staff parking, access road to the west and behind the campus. Students may be in the parking lots only when coming to or leaving school at the start or end of the day, after checking out through the attendance office to leave school, or during the lunch period with a valid off-campus pass. Students may not loiter in the parking lot.

Banned Items:

The Fullerton Joint Union High School District has banned all of the following:

- Any kind of gun (real or fake)
- Any kind of knife (real or fake)
- Any kind of explosive, including firecrackers (real or fake)
- Any kind of drug
- Any kind of tagging instruments such as markers, spray-paint cans, paint pens, paint, etc.

Fullerton Joint Union High School District schools adhere to a policy of zero tolerance. Students in violation of this policy are subject to expulsion.

“Hotline”

1-800-924-SAFE has been implemented in an effort to prevent unlawful activities on district campuses. Students and others are urged to use the number to anonymously report weapons, explosives, drugs, tagging or other dangerous or destructive items or activities on district campuses. The 1-800-924-SAFE number will access a recorder at the District Education Center. The callers will be asked to share any information they wish without giving their names. Callers will also be asked to be specific about the campus and person they are calling about so that their information can be investigated.

Violations and Disciplinary Actions:

There are four major categories of violations for which pupils will receive appropriate disciplinary actions:

- Violations against persons
- Violations against property
- Violations against health and safety
- Violations that disrupt school activities and defy the valid authority of school personnel

Violations Against Persons

DISTRICT POLICY ON DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies on discrimination, harassment, intimidation, and bullying can be accessed on the District's Website. Copies are available in the school office.

The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code Section 422.55 and Education Code Section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code Section 48900(r).

1. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.
2. Acts of discrimination, harassment, intimidation, or bullying should be brought to the attention of the Principal.
3. You may make an anonymous complaint by contacting the Principal or the District's Nondiscrimination/Anti-Bullying Coordinator or call anonymously 1-800-924-7233. If there is sufficient corroborating information, the District will commence an investigation. Students and parents also may contact the District's Nondiscrimination/Anti-Bullying Coordinator: Director of Administrative Services Dr. Jennifer Williams at (714) 870-2803 or jwilliams@fjuhsd.net.
4. Complaints will be considered confidential. However, it may become necessary to disclose certain information in order to effectively investigate.
5. Students who violate the District's policies on discrimination, harassment, intimidation, and bullying may be subject to discipline, including suspension and expulsion.
6. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

Hazing:

Hazing includes any method of initiation or pre-initiation into an organization which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm. Hazing includes harmful activities or amusements associated with such an organization. Also prohibited is any conspiracy to engage in hazing or any act likely to cause bodily danger, physical harm, or personal degradation or disgrace or mental harm to another student. (Education Code section 32051)

First Offense:

- Warning/reprimand, one to five-day suspension depending on severity of the action, and parent conference.
- Students may also be removed from the organization for which the hazing was intended.
- Possible referral for expulsion or transfer to another district school.
- Notification to law enforcement if appropriate

Second Offense:

- Five-day suspension, parent conference, possible transfer to another district school or educational program.
- Possible referral for expulsion.
- Notification to law enforcement if appropriate

Threats, Intimidation, Fighting**Threats or Intimidation**

Intimidation involves threats of mental, physical harm or pressure. Examples of this behavior include, but are not limited to, bullying, domineering, extorting, or otherwise attempting to influence someone with the use of frightening actions and/or words.

First Offense:

- Warning/reprimand,
- One to five-day suspension and/or Saturday School
- Parent conference
- Possible recommendation for expulsion
- The police department may be notified.

Second Offense:

- Five-day suspension
- Parent conference
- Possible transfer to another district school or another educational program, or recommendation for expulsion.
- Police department may be notified.

Fighting: Willful Use of Force or Violence upon another Person / Threatening or Harming an Employee of the School District

Fighting includes the use of physical force against another person, regardless of who initiated the incident.

First Offense:

- One to five day suspension

- Parent conference
- Possible transfer to another school district or recommendation for expulsion
- Police department may be notified

Sexual Harassment:

The Board of Trustees is committed to maintaining an employment, educational, and business environment free from harassment, embarrassment, intimidation, or insult on the basis of an individual's gender. Responsive action will be taken when necessary to eliminate such practices or remedy the effects. Sexual harassment, as defined and prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board of Trustees will not tolerate the sexual harassment of any employee or student by any other student or district employee. Any student or employee found guilty of sexual harassment shall be subject to disciplinary action up to and including expulsion as a student or termination as an employee.

The Board of Trustees encourages students and staff to immediately report complaints of sexual harassment to the Principal/designee or the accused employee's immediate supervisor. Any kind of retaliation for reporting sexual harassment is prohibited. BP 2223, 4122, 4523, 5645.

First and Subsequent Offenses:

- One to five-day suspension and/or Saturday School
- Parent conference
- Possible expulsion
- Police department may be notified

If you believe you are a victim of sexual harassment, contact any Buena Park High School administrator immediately.

Gambling:

Gambling refers to any action(s) by a student involving a bet, wager, lottery, or taking a risk on an uncertain outcome for money or property.

First Offense:

- Warning/reprimand
- One to three-day suspension and/or Saturday School

Second Offense:

- Three to five-day suspension, parent conference
- Possible transfer to another district school or another educational program

Violations against Property

Theft

Taking property of the school, another student or staff member without permission or knowingly receiving stolen property is a violation of school rules and state laws.

First Offense:

- One to five-day suspension
- Parent conference
- Payment for loss or damages incurred
- Possible police notification
- Possible transfer to another district school or another education program.
- Possible recommendation for expulsion

Second Offense:

- Five-day suspension with required parent conference required prior to return to school
- Payment for loss or damages incurred
- Police notification
- Possible transfer to another district school or another education program
- Possible recommendation for expulsion

School Property

Damaging or defacing any school/private property or bringing stolen items onto campus is prohibited. This includes unauthorized activities such as papering the campus, defacing the walls, etc.

Students and their parents shall be responsible for all damage to equipment or school property. Expense incurred by the District in replacing or repairing school property lost, damaged, or destroyed by a pupil shall be paid to the District by the pupil, his parent or guardian. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

First and Subsequent Offenses:

- One to five-day suspension and/or Saturday School.
- Reimbursement of cost for damages, personnel and clean-up
- Parent conference
- Possible police notification
- Possible transfer to another district school or another educational program
- Possible recommendation for expulsion

Violations Against Health and Safety

Tobacco:

Any use or possession of tobacco, including cigarettes and/or chewing tobacco, on campus or at a school activity is prohibited.

First Offense:

- Parent notification
- One to three-days suspension and/or assignment of a four hour Saturday School,
- Completion of a Tobacco Education Program

Second Offense:

- Parent conference
- Three to five-day suspension (one to three days for tobacco violation and two days for willful defiance)

Third Offense:

- Parent conference
- Five-day suspension (three days for tobacco violation and two days for willful defiance)
- Possible transfer to another school or another educational program

Controlled Substances, Alcohol, Look-Alike Drugs and Drug Paraphernalia:

The use, possession and/or being under the influence of alcohol or a controlled substance at school or at a school activity are prohibited. The possession or use of drug look-alikes or drug paraphernalia at school or at a school activity is prohibited.

First Offense:

- Five-day suspension with mandatory parent conference prior to student's return to school
- One to five-week suspension from all activities (dances, plays, sports, competitions and/or practices)
- Notification of extracurricular advisors/coaches per codes of conduct
- Completion of an appropriate rehabilitation program
- Police contact when applicable
- Possible transfer to another district school or another educational program
- Possible recommendation for expulsion

Second Offense:

- Possible removal to alternative placement for a minimum of one semester
- Notification of extracurricular conduct.
- One to five-week suspension from all activities (dances, plays, sports competitions and/or practices)
- Police contact when applicable
- Recommendation for continued rehabilitation

- Possible recommendation for expulsion

Offering, Furnishing, and Sale of Controlled Substance:

The offering, furnishing, or sale of alcohol, controlled substances, and paraphernalia or drug look-alikes at school or at a school activity is prohibited.

First Offense:

- Five-day suspension and recommendation for expulsion
- Police contact

Weapons

Possession of weapons, anywhere on the school campus (including in a car), or at school-sponsored activities is prohibited. Any item classified as a weapon by law enforcement agencies is considered such by the school. Weapons include, but are not limited to, knives, pocket knives, clubs, guns (loaded or unloaded), nunchaka sticks, metal knuckles, stars, large finger rings with sharp edges, or any object that is used as a weapon. "Look alike" weapons are also illegal.

First Offense:

- Police department will be notified
- Parents will be notified
- Suspension
- The student may be arrested by a law enforcement agency
- The student will be recommended to the district for the expulsion unless the Principal certifies there are mitigating circumstances for not recommending expulsion

Explosive Devices

No use or possession of any type of explosive is permitted on the school grounds or at any school activity. Explosives may include, but are not limited to, bomb materials of any kind, M-80s (military detonating devices), and fireworks.

First Offense:

- Five-day suspension with recommendation for a transfer to another district school, another educational program, or for expulsion
- Fire department contact
- Police department may be notified
- Payment for loss or damage.

Fires

Setting fires or tampering with fire equipment is prohibited. Pulling or setting off a fire alarm, when there is not a fire or an immediate danger, is also strictly prohibited. One or all of the following may occur.

First Offense:

- One to five-day suspension and/or Saturday School
- Parent notification
- Referral to fire department
- Possible recommendation for transfer to another district school or another educational program
- Possible recommendation for expulsion

Student Parking Violations

Use of the school's parking spaces is by permit only. Staff have designated parking spaces but may use the lot designated for student parking. Students are not to park in spaces that have been designated for staff or visitors, with or without a permit.

Student parking permits are \$25.00 per school-year. They may be purchased at the Coyote Accounts window, upon presentation of a valid California driver's license, current registration and proof of insurance containing the student's name as one of the insured.

First Offense:

- Official warning/reprimand
- Buena Park Parking Control may issue a ticket and possibly tow the vehicle from an unauthorized area
- Detention or Saturday School assigned

Second Offense:

- Ticket and possible tow of vehicle from an unauthorized area
- Student may lose the privilege of bringing his/her vehicle onto campus

Bus Misconduct

Bus misconduct involves unsafe or disruptive conduct on the bus, including disrespect and defiance of the driver.

First Offense:

- Warning and parent contact
- Detention and/or Saturday School, depending on the severity of the offense
- Possible one to three-day suspension from riding the bus

Second and Subsequent Offenses:

- Parent conference
- Suspension from riding the bus for 1-45 days

Skateboards, Bicycles, and Other Wheeled Vehicles

To promote safety on campus and prevent accidents, bicycles and motor driven cycles (e.g. mopeds, etc.) are not permitted to be used or ridden on campus. Skateboards, skates or scooters are not to be used on campus. There is a designated area which may be used to park bicycles, skateboards and scooters at the student's risk. It is highly recommended that the item be secured with a heavy-duty lock and chain or a "U-lock" in the designated area. Storing riding vehicles in the classrooms or offices is prohibited.

First Offense:

- Skateboard or other wheeled vehicle will be confiscated and may only be picked up after school
- Possible loss of privilege to bring vehicle to school

Second Offense:

- Skateboard or other wheeled vehicle will be confiscated and parent/guardian of student will be required to pick it up
- Possible Saturday School
- Possible loss of privilege to bring wheeled vehicle to school

Third Offense:

- One to five-day suspension for willful defiance
- Possible transfer to another district school or educational program

Unlawful/Dangerous Driving

Unlawful/dangerous driving refers to driving in a reckless or unsafe manner at school or at a school activity and any other violation of the law with a vehicle.

First Offense:

- Warning and parent contact with possible loss privilege to bring vehicle onto the campus
- Possible one to five-day suspension or assignment to Saturday School
- Police department may be notified

Second Offense:

- Parent contact
- Loss of privilege to bring vehicle onto campus
- Possible three to five-day suspension
- Possible transfer to another district school or educational program
- Police department may be notified

The district is not responsible for personal property such as any wheeled vehicles brought onto school premises.

Violations that Disrupt School Activities and Defy Authority

Cellular Telephones

Students may possess cell phones and other electronic devices, provided that the devices do not disrupt the educational program or school activity. Electronic devices should be turned off and kept out of sight during the school day. BPHS

and the Fullerton Union High School District are not responsible for the loss, damage or theft of any person electronic device.

First Offense:

- Device will possibly be confiscated and given to an Assistant Principal for pick up after school
- A notation will be made in the student's disciplinary file and student will be given a warning

Second Offense:

- Student will be assigned a detention and parent or guardian pick up of phone

Third Offense:

- Saturday school will be given
- Parent conference will be required before the phone is returned

iPods, cd players, other music storage devices

Students are encouraged to NOT bring iPods or other such devices to school. They are easily stolen and can create disciplinary problems in classes. BPHS and the Fullerton Union High School District are not responsible for any damage, loss or theft of any personal electronic devices. Students are expected to have their iPods or other devices put away *before* entering the classroom.

First Offense:

- Device will possibly be confiscated and given to an Assistant Principal for pick up after school
- A notation will be made in the student's disciplinary file and student will be given a warning

Second Offense:

- Student will be assigned a detention and parent or guardian pick up of phone

Third Offense:

- Saturday school will be given
- Parent conference will be required before the phone is returned

Dress Code

In recognition of the instructional responsibilities and goals of the Fullerton Joint Union High School District, the rules have been developed, relative to the dress of students. These policies and rules are explained in the section of this handbook entitled "Dress Code."

First Offense:

- Inappropriate clothing is confiscated and a "loaner" item will be provided where applicable
- Detention assigned

Second Offense:

- Student may be sent home to change inappropriate attire or "loaner" item will be provided

- Parent notification
- Saturday school assigned

Third Offense:

- Cited as disruption of school activities and/or willful defiance (EC 48900k)
- One to three-day suspension

Obscene or Vulgar Language and Gestures

Obscene, vulgar, crude, or lewd language or gesture at school or school activities is prohibited.

First Offense and Subsequent Offenses:

- Parent will be contacted
- Warning / reprimand
- Detention and/or Saturday School
- Possible Suspension
- Possible recommendation for transfer to another school or another educational program
- Possible police notification

Other Unacceptable Behaviors

The following behaviors are inappropriate, unacceptable, and prohibited:

- Climbing on the roofs of buildings or on covered walkways
- Use of the pool facility except during class time and/or under the supervision of a school employee
- Throwing any object, including water, food or beverages
- Possession or use of water balloons, water pistols, or other liquid-propelling devices
- Possession of materials or publications which incite a clear and present danger of the commission of unlawful acts on school premises, a violation of lawful school regulations, a violation of federal, state, or local law, or the substantial disruption of the orderly operation of the school are prohibited
- Possession of materials and publications which demean any race, religion, sex, or ethnic group

Violations of these standards of behavior are subject to one or more of the following:

- Conference with student and/or parent
- Denial of school privileges, such as dances and athletic events
- Detention
- Campus clean up
- Removal from class
- Saturday School
- Transfer to another school
- Suspension
- Recommendation for expulsion

Disciplinary Referral Process

When students are disruptive to the instructional process and/or are not responding to the teacher's attempts to promote positive behavior, the teacher will refer the student to the Assistant Principal. The student's behavior(s) and previous disciplinary procedures by the teacher (e.g. teleparent, phone calls home, detention, etc.) will be listed on the referral. The Assistant Principal will

determine the appropriate disciplinary procedures and make a notation in the student's disciplinary file. Disciplinary procedures may include: student warning, parent contact, detention, Saturday School, other interventions, and/or suspension.

Detention

Detentions may be assigned by a teacher, Assistant Principal or Principal's designee. If a student cannot serve detention on the assigned date, he or she must provide a valid reason to an Assistant Principal prior to the detention. If a student fails to serve detention, a 2 hour Saturday School will be assigned.

Saturday School

Saturday School is offered most weekends and may be assigned by an administrator for no-show detentions, excessive tardiness, trancies, defiance, and infractions of school rules in lieu of a one-day suspension. The Saturday School sessions are intended to be a structured program of supervised study time. Therefore, students who are assigned Saturday School are expected to come prepared with school work to do. Classes will be held between 8:00 am and 12:00 pm. Students who attend may not bring, cellphones, iPods, have food or drink in the room during student periods, or bring visitors into the classroom. Students who are disruptive for any reason will be removed and referred back to the administrator who assigned the Saturday School, as will students who fail to attend when assigned. Failure to attend may result in suspension or other interventions.

Dress Code

Students are expected to dress in an appropriate fashion that does not interfere with or distract from the educational process. This code has been established to promote a productive learning environment free of drugs and weapons, as well as a proactive direction away from gang attire. In addition, clothing should be clean, in good repair, and worn in an appropriate manner. Footwear is required at all times.

The following are not allowed:

1. Pants worn below the waistline (undergarments are not to be exposed at any time)
2. Un-hemmed, over-sized, and/or baggy garments
3. Long socks to the knee and long shorts (some leg must be showing)
4. Extreme neckline (scoop-neck, or other low-cut tops that may result in undue exposure)
5. Sheer/tight fitting garments
6. Bare midriffs (tops must at least touch the waist of pants)
7. Bare shoulders for males (muscle tops or tank undershirts) or spaghetti straps for females (straps must be two inches in width and cover the bra strap).
8. Exceptionally short skirts or shorts (must be at least mid-thigh)
9. Graffiti inscribed on clothing or accessories
10. Any clothing or articles of clothing (including, but not limited to, hats, gloves, "do- rags", shoestrings, wristbands, jewelry) related to a group or gang and/or which in the judgment of the school Principal/designee may provoke others to acts of violence
11. Clothing, jewelry, and cosmetics involving sexually related or obscene symbols, pictures, and/or wording

12. Articles of clothing, jewelry, cosmetics, or accessories which, in the opinion of the Principal/designee, pose a threat to the physical well-being and safety of students or others (e.g. spiked collars or wristbands cannot be worn)
13. Articles of clothing that promote tobacco, alcohol or drug related products.
14. Articles of clothing that include profanity and/or promote hate or intolerance.
15. Wearing pajamas or slippers is not permitted.

Suspension

Violations that qualify for Suspension

- Disruption of school activities or willful defiance
- Damage to or theft of school or private property
- Threatened or actual physical injury to another person
- Possession or sale of firearms, knives, weapons or explosives
- Possession, use, sale or furnishing of drugs, alcoholic beverages, intoxicants, bogus or look-alike substances
- Smoking, possession of tobacco, profanity, obscene acts, vulgarity or slander
- Editing, publishing, distributing materials or publications that are libelous, obscene, lewd, or which demean any race, religion, sex or ethnic group
- Gambling
- Sexual Harassment

Suspension Procedures

1. A conference will be held with the student. The student is allowed the opportunity to present his/her version and evidence in his/her defense. The student should be advised of the reason for the disciplinary action. It is possible to suspend a student without a conference if it is judged to be hazardous to the well being of the school to return the student to the campus for the conference.
2. An attempt will be made to contact the parent/guardian informing them of the suspension.
3. A parent or guardian will be given written notice of the suspension within 48 hours.
4. The parent/guardian must respond to the school's request for a conference without delay as per state law.
5. The parent/guardian will be informed that the Superintendent or his designee may review the suspension.
6. A student may not be suspended for more than five days without an Extension of Suspension (EOS) meeting at the district office.
7. A student may not be suspended for more than twenty days in one school year (different policies apply to special education students).
8. A suspended student may be required to complete and receive credit for assignments and/or tests missed during the suspension as provided by the teacher.
9. A suspended student must remain under the parent's supervision and not be on any school campus or attend school activities for the duration of the suspension.

Attendance Procedures

PARENTS MAY CLEAR ABSENCES IN WRITING OR BY TELEPHONE (714) 992-8686

ABSENCES MUST BE CLEARED WITHIN THREE DAYS OF THE ABSENCE

The note must include the following information:

- ✓ Name of student
- ✓ Student number
- ✓ Student's grade level
- ✓ Date(s) of absence
- ✓ Reason for absence
- ✓ Parent/Guardian signature

Absences, which are not cleared within three days, will be marked on the student's attendance records as truant

Truancy in a class may result in disciplinary action such as Saturday School and/or suspension. State Law states that any student who misses three (3) periods or has three (3) tardies, which are unexcused in one school year, is identified as a habitual truant. Parent conferences may be required for attendance problems.

Medical appointments will be cleared with a doctor's note, stating the time and date. It is the District or its representative who determines if an absence is excused or unexcused based on information that "establishes the facts" with regard to the absence, not the parents/guardians.

Students must check out with the attendance office BEFORE leaving campus. If a student does not follow procedures, they will not be excused for the periods missed. This would be considered a truancy.

The Dean of Academic Services and/or attendance clerk will attempt to notify parents of persistent absenteeism. Parents and guardians, however, are urged to take the initiative in monitoring student attendance by checking their student's ABI account.

WE ENCOURAGE YOU TO ACTIVATE YOUR AERIES PARENT PORTAL ACCOUNT

The ABI system allows parents and students to monitor student grades and attendance, via the internet.
Please call our Guidance Office at (714) 992-8642 for more information.

Approved Absences

The following reasons for absences are valid, according to State Law:

1. Verified illness (absences of more than five (5) days may require a doctor's note upon a student's return)
2. Death in the immediate family
3. Emergency medical or dental attention (doctor's note is needed to clear)
4. Absences approved in advance by a school administrator, not to exceed 10 days
5. Authorized religious holidays

6. Traffic Court or subpoena to court (with court documentation)

Absences Not Approved

The following are examples of absences, which may not be excused as prescribed by the attendance laws:

1. Truancy
2. Transportation issues
3. Extended absences not approved in advance
4. Shopping
5. Birthday or other celebrations
6. Gainful employment
7. Baby sitting
8. DMV Appointments

Vacation and personal trips are not valid reasons for absences. Please plan accordingly.

Tardy Policy

The faculty, staff and administration of Buena Park High School believe that regular and punctual attendance plays a key role in student achievement. This belief is supported by the FJUHS Policy and provisions of the California Education Code. Students are responsible for attending class on time each day, ready to work.

Third Unexcused Tardy

- The teacher assigns a 1-hour detention
- Reviews the problem with the student advising him/her of the potential citizenship grade reduction and potential future Saturday school
- Teacher makes a personal phone call to parent (not via Teleparent) informing them of the problem and potential consequences if problem persists.

Sixth Unexcused Tardy

- Referral to Dean of Academic Services
- 4-hour Saturday School assignment issued
- Parent/guardian is informed

Ninth Unexcused Tardy

- Referral to Dean of Academic Services
- 4-hour Saturday School assignment issued
- Student placed on attendance contract
- Parent/guardian is informed

Twelfth Unexcused Tardy

- Referral to Dean of Academic Services
- 1-day Suspension issued.
- A Parent conference is held prior to the student returning back to school.

Athletics

Freeway League

Buena Park High School athletic teams compete in the Freeway League, which was formed during the 1958-1959 school year. BPHS is the only school to remain in the Freeway League during its entire fifty-year history. Today the league includes Buena Park, Fullerton, La Habra, Sonora, Sunny Hills and Troy High Schools.

All Freeway League schools belong to the California Interscholastic Federation. The CIF, formed in 1914, administers high school athletic programs

Athletic Clearance

Students are to be cleared to participate in athletic competitions, practices and to be considered part of an athletic team. Students will be cleared once a year for all sports by turning in a completed Emergency Contact/Physical form to the Activities Office, room 24-C. In addition, it is suggested, but not required, to purchase a BPHS ASB card (\$40), and make a \$50 donation for transportation costs. Student physicals must be documented on the BPHS Athletic Physical Form with the required original signature of a medical doctor and the physician's rubber stamp. Students must also clear all outstanding fines.

Athletic Eligibility

As required by California Law, our Board of Trustees has adopted academic eligibility standards for participation in extracurricular activities. Please review the information below carefully if you are interested in participating in extracurricular activities at Buena Park High School.

Eligibility is declared 10 days after the end of each grading period. An athlete is allowed a one-time probationary period that can be used if the athlete is not academically eligible. Students are not eligible to use a probationary period if he/she is earning less than 20 credits during each grading period.

In order to participate in Buena Park High School athletics, students must maintain certain academic standards:

- 2.0 grade point average (C average)
- Completion of or progress toward 25 credits each grading period.
- No more than 2 U's in citizenship
- A student wishing to participate in a school activity must attend the schedule of classes for that student on the day of the activity unless the absence receives prior written administrative approval
- Must not have any outstanding fines

Athletic Injuries

Every precaution is taken to safeguard the athlete, both during training and in competition. Legal rulings from state and county forbid the FJUHS Board of Trustees to assume any financial responsibility for injuries, unless the school contributed by negligence to cause such injuries.

Sportsmanship

BPHS maintains the highest standards of sportsmanship for athletic teams and spectators, including guests. All athletes at BPHS are subject to the following "Athletic Code":

- Appropriate conduct by athletes is expected at all times in class, on campus, at other school, and on the bus.
- The Athletic Board shall review all reported cases involving athletes and violation of school rules, and a recommendation of disciplinary action will be submitted to the Assistant Principal, Student Affairs.
- The Athletic Board will consist of all head coaches and the Athletic Director. A decision can only be determined by a majority vote.

- Athletes involved in incidents involving drugs or alcohol will, in addition to severe administrative disciplinary action, lose the right to participate in athletic contests for at least two weeks.

Insurance

In accordance with the Education Code and District policy, all participants in athletics must purchase student insurance or present a certificate of insurance indicating minimum coverage of \$1,500.00 medical and \$1,500.00 accidental death benefits. The Fullerton Union High School District has authorized the Myers Stevens-Toohey plan to be offered to all students who are not already insured.

Transportation Contribution

Buena Park High School Athletic Department suggests a transportation contribution/donation for those students who use the bus to travel to and from athletic and other activities. This donation is suggested in order to continue transportation services for FJUHS athletic, cheer, Performing Arts events and other activities.

In response to the fiscal crisis in the State, the District Budget Study Committee studied many cost-saving strategies and ideas to assist the District in maintaining a balanced budget. Approximately 70 percent of the total cost of transportation for a given activity is divided between the school-site budget and the students participating in sports and activities. The remaining 30 percent of the expense will encroach on the District's general funds. The recommended donation is \$50.

Health, Safety and Student Services

Health Services

Students who become ill during the school day should, with their classroom teacher's permission, report to the Attendance Office. An up-to-date EMERGENCY CARD must be on file in the office for every student and it is important to make sure all information is current and accurate. If a student has a chronic or severe health problem, please note this on the EMERGENCY CARD.

Students will not be allowed to leave school unless a parent/guardian is contacted and permission has been given.

It is the student's responsibility to report injuries sustained on school grounds to his or her teacher immediately. When an injury occurs at school, first aid is given. If the injury is of a serious nature, 911 will be contacted. The school will also contact the parents of the injured student. It is imperative that emergency consent forms be on file in the Attendance Office listing current phone numbers for all persons who are to be contacted in case of emergency.

State-mandated vision and hearing tests are given to all tenth graders, and yearly to special education students and students in specialized programs that may require vision and/or hearing services.

Cafeteria Services

The Buena Park High School cafeteria, also known as the Coyote Café, serves over 1,000 students and staff members on a daily basis. The cafeteria offers a wide variety of foods, from snack items to the student tray lunch and a variety of hot entrees.

Fullerton Joint Union High School District has established a Wellness Policy that sets forth nutritional guidelines for food sales. One of the goals for the FJUHS District Wellness Policy is that all foods and beverages, made available on campus by District staff members during the school day, be consistent with current Dietary Guidelines for Americans.

The cafeteria also provides an opportunity for student employment before and after school, and during break and lunch. In addition to receiving a salary the students are given an opportunity to gain experience and build work ethic and skills, which students may carry over to subsequent jobs.

Free and Reduced Lunch Program

Fullerton Union High School District is an active participant in the National School Lunch Act. Students may obtain application blanks for this program in the Guidance Office or online. Parents and guardians of students applying for this program are urged to read all application instructions carefully and to complete the form in its entirety. For additional information on this program, please call 992-8642.

Safe Schools

Buena Park High School is a great school with a safe and orderly environment. Within the atmosphere of a safe school, students, teachers and staff feel secure to focus their energies on learning and personal growth. A positive and safe school climate will continue to be our top priority. All teachers, staff and students share a mutual responsibility to support established rules and regulations, which are designed to maintain such a positive and purposeful atmosphere. Listed below are some very important established school policies that work to effectively support a safe and secure school.

Visitors

Except for currently registered students and staff, all others at school are considered visitors. All visitors, including parents, are to report to the main office to obtain a visitor's pass before entering any part of the campus. Parents interested in the welfare of students are always welcome. However, under no circumstance will students from other schools, brothers or sisters of current students, or non-students be permitted to accompany or visit students anywhere on campus at any time. Students are not to invite visitors to come to Buena Park High School. Students who violate this policy may be subject to disciplinary action.

Closed Campus Policy

Buena Park High School is a closed campus, including break and lunch time except for those juniors and seniors with an off-campus pass. If a student leaves campus at any time during the school day without clearing through the attendance office, the absence from class will not be excused and will be regarded as truant and may be subject to applicable disciplinary action.

For exceptional reasons, some students may be authorized to leave campus during the regular school day or placed on a shortened day schedule. Students are not to loiter in or near homes or apartments that are adjacent to the school at any time, before, after or during their school day.

In the event a student leaves campus, neither the District nor any of its employees can be liable for the conduct or safety of the student during that period.

Off-Campus Lunch Passes

Parents may request that junior and senior students be allowed to leave campus at lunch for the present school year only. Lunch passes may be issued only after the Assistant Principal meets with the student and the permission slip is signed by a parent. Students may be denied a lunch pass based on poor attendance, discipline, or academic issues. If the pass is issued, a sticker will be placed on the student's I.D. card. The purpose of a lunch pass is for a student to go home 7-11, Circle K, or any other school campus is strictly off limits. In general, the school discourages the issuance of lunch passes and encourages all students to stay on campus.

[Lunch passes will only be considered for 11th and 12th grade students in good standing.](#)

When off campus, the school assumes no responsibility for the student's safety.

Driving Regulations

Students driving automobiles, motorcycles, or other power vehicles to school, even occasionally, are required to register them with the activities clerk in the activities office. Parking stickers will be issued to identify a valid student parking space holder. Cars in the parking lot without a school sticker clearly displayed will receive a parking ticket from the Buena Park Police Department. Students may not be in motor vehicles or in the student parking lot during their school day. Cars parked on campus are subject to search by school personnel or other civil authorities. Seniors have an option of "purchasing" a reserved parking spot for the school year as a Senior Class fundraiser.

Work Permits

The Education Code and California child labor laws provide that no minor under the age of eighteen years may be permitted to work at any time without first securing a "permit to work" from their school. Working students must observe certain parameters as prescribed by law.

Work permits may be obtained in the Guidance Office. Work permits are issued on a one-school-year basis. A work permit may be revoked/canceled when it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated.

Lost and Found

The lost and found center is located in Room 27. All articles found on campus should be turned in and picked up in Room 27. Valuables will be locked up until identified and claimed. All unclaimed lost-and-found items will be disposed of at the end of each quarter.

Physical Education Lockers

Use of P.E. lockers is limited to Physical Education students only. The following rules will be observed:

- P.E. clothes should be the only items stored in P.E. lockers.
- Textbooks and other personal possessions may be placed in PE locker during a student's PE class only.
- Students should not share P.E. lockers or their padlock combination WITH ANYONE.
- Neither the school nor the Fullerton Joint Union High School District is responsible for theft/loss in the locker rooms.

Deliveries to Students during the School Day – NO DROP OFFS!

No items including, but not limited to, lunches, homework, money, projects, P.E. clothes, and books will be delivered to your student by school staff. Taking the time to communicate at home limits the interruptions to classes for messages regarding transportation, doctor appointments, and other personal messages, as well as the delivery of forgotten items. Ensure that students leave their home with all the items necessary for the day. If you choose to leave items for your child to pick up, please do so in the attendance office and BPHS is not responsible for forgotten, lost, or stolen items or notifying your child.

Healthy Schools Act

Per the annual written notification requirement of the Healthy Schools Act of 2000, below are listed for parents or guardians of students expected pesticide use on school sites. This notification identifies the active ingredient or ingredients in each pesticide product. The Internet address for further information on pesticides and their alternatives is <http://www.edpr.ca.gov>.

PRODUCT NAME	ACTIVE INGREDIENT	PRODUCT NAME	ACTIVE INGREDIENT
Affront	Chlorpyrifos	MF Roach Gel	Hydramethylnon
Avert	Abamectin	MF Roach Stations	Fipronil
Avitrol	Aminopyridine	Merit 75 WP	Imidacloprid
Baygon Granules	Methylcarbamate	Metaldehyde	Metaldehyde
BP100	Pyrethrins	Orthene	Acephate
BP300	Pyrethrins	P.I.	Pyrethrins
Catalyst	Propetamphos	Precor	Methoprene
CB 40	Pyrethrins	PT515 Wasp	Pyrethrins
CB 80 Extra	Pyrethrins	PT565 Plus XLO	Pyrethrins
Delta Dust	Deltamethrin	Purge III	Pyrethrins
Demand	Lambda-Dyhalothrin	Purge Wasp & Hornet	Pyrethrins
Dragnet	Permethrin	Talon G	Brodifacoum
Drione Dust	Pyrethrins	Tim-Bor	D.O.T.*
Eaton Bait Block	Diphacinone	Talstar	Bifenthrin
Final Bait Block	Brodifacoum	Tempo	Cyano
Furnitoxin	Aluminum Phosphide	Termidor SC	Fipronil
Gopher Getter II	Indandione	Wasp Freeze	Allethrin
MF Ant Granules	Hydramethylnon	Wilco Ground Spl Bt	Chlorophacinone
MF Pharaoh Ant Sttn	Hydramethylnon		

*Disodium Octaborate Tetrahydrate

Parents or guardians may request prior notification of individual pesticide applications at the school site. People who request in writing, prior to notification, will be notified at least 72 hours before pesticides are applied. If you would like to be notified in writing when a pesticide is to be applied, please write the Grounds Supervisor, 1021 S. Leslie St., La Habra, CA 90631.

Asbestos Notification

There are no current construction projects at Buena Park High School that require asbestos abatement. However, projects at other district high schools are currently conducted. The following is available for your information:

This notification is pursuant to the Asbestos Hazard Emergency Response Act (AHERA). During the 2007/08 school year, no asbestos management activities have been or are currently being completed at Buena Park High School: Abatement of asbestos will occur after school hours as a measure to relieve concerns regarding removal during school hours.

The Fullerton Joint Union High School District contracted with certified abatement contractors for hazardous materials abatement, and Executive Environmental Services Corporation provided environmental assessments, consulting services, and oversight for the 2007/08 school year.

The Asbestos Management Plan for the District was updated in 2006 and is located at the District Service Center. The management plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained within ten days of written notification to the Superintendent's Office.

Any questions concerning this notice or explanation of our Asbestos Management Plan can be directed to Todd Butcher, Director of Facilities & Construction at (714)870-2818.

The District is committed to continuing to provide a safe and healthy environment for all students and staff members. If you have additional questions that are not answered in this letter or by the information contained on the Web site, please contact Carl Erickson, Administrator of Human Resources, at (714) 870-2907.

Disaster Plan

In accordance with Fullerton Joint Union High School District's Disaster Plan, should an emergency occur:

All staff and students are expected to be familiar with emergency preparedness procedures. Following the direction of teachers and staff will provide critical assistance during a potential disaster and minimize injuries:

- ✓ Remain Calm
- ✓ Follow the direction of teachers and staff at all times
- ✓ Duck and Cover: Use desks/tables as protection during earthquakes.
- ✓ Exit the classroom when directed by your teacher. You will follow a specific route to the athletic areas.
- ✓ Wait to be released. Teachers will continue to take class roll to account for each student.

During School Hours

- ✓ All students will be kept at the school until released by the Superintendent or designee.

- ✓ School staff will provide protection and supervision of all students at school.
- ✓ If necessary, housing, medical care, clothing and food for students will be provided to the extent possible.
- ✓ Parents should not attempt to call the school regarding their child, nor come to the school to pick up their child until notified by the Superintendent or designee.
- ✓ Students will be released from the campus as soon as it is safe to do so.
- ✓ The District will use local radio stations KEZY (AM 1190), KWIZ (AM 1480), and KOCM (FM 103.1) to communicate school information to parents.

Beyond School Hours

- ✓ All students are to remain away from school grounds until notified to return to school by the Superintendent, or designee, unless the school site is designated as an official emergency aid center.
- ✓ Information about the hours school will be in session will be broadcast over the local radio stations.

Lockdown Procedures

In case of a campus lockdown, students will remain on campus until released by the Superintendent or designee. Any parents and/or other visitors will be required to remain in lockdown as well. There is a possibility that Buena Park Police Department will cordon off the surrounding neighborhood during a lockdown. In this case, the BPPD Command Post and members of the BPHS Emergency Operations Center (EOC) will be located in the OCTA parking lot on Orangethorpe at Magnolia.

NON-DISCRIMINATION

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973, Ed Code § 220): The District does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to Assistant Superintendent Education and Assessment Services Dr. Sylvia Kaufman, at (714) 870-2840. A copy of the District's nondiscrimination policy (AR 0415.1 and AR 0415.11) is available from the District office or on the District Website at <http://www.fjuhsd.org>.

District Compliance Officers

The Governing Board designates the following compliance officer(s) to receive formal and informal complaints from constituents, including students, and investigate them to ensure district compliance with law (Title II, V, IX, Title 5, Section 504 of the Rehabilitation Act):

Dr. Jennifer Williams, Executive Director, Administrative Services
714-870-2803; jwilliams@fjuhsd.org

Dr. Sylvia Kaufman, Assistant Superintendent, Educational Services
714-870-2840; skaufman@fjuhsd.org