

Buena Park High School

A California Distinguished School



2022-2023

STUDENT HANDBOOK



A CALIFORNIA DISTINGUISHED SCHOOL

**8833 Academy Dr.
Buena Park, CA 90621**

(714) 992-8600

www.buenaparkhs.org

Administration

Sonje Berg, Ed.D
Principal

Kimberly Jenkins, Ed.D
Assistant Principal, Instruction and Operations

Crystal Crawford
Assistant Principal, Pupil Services

Mark Kailiponi
Assistant Principal, Student Affairs

Brian Cuevas
Assistant Principal, Student Services

PURPOSE OF THE HANDBOOK

This handbook familiarizes students and their parents with Buena Park High School and attempts to answer the most commonly asked questions about the school's programs, policies, and activities. Please take the time to read through this handbook in order to help make the high school experience a successful one. More information about many items can be found on our website at buenaparkhs.org.

You can also follow us on social media:

School Website: buenaparkhs.org

Instagram: [@buenapark_hs](https://www.instagram.com/buenapark_hs)

Twitter: [@BuenaParkHS](https://twitter.com/BuenaParkHS)

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BUENA PARK HIGH SCHOOL

GENERAL INFORMATION

ASSISTANCE DIRECTORY (Area Code 714)

Information	992-8600		
Principal		Registrar/Records Clerk	
Dr. Berg	992-8601	Mr. Wiley	992-8605
Principal's Secretary		Activities/ASB Clerk	
Ms. Oseguera	992-8601	Ms. Lugo	992-8786
Asst. Principal, Instruction and Operations		Guidance/Counseling Clerk	
Dr. Jenkins	992-8603	Mrs. Cummings	992-8642
Asst. Principal IO, Secretary		Counseling	
Ms. Belmudez	992-8667	Mrs. Gallego, Counselor	992-8626
Asst. Principal, Pupil Services		Ms. Arciba, Counselor	992-8660
Ms. Crawford	992-8610	Mrs. Mansour, Counselor	992-8609
Asst. Principal, Student Affairs		Ms. Herreros, Counselor	992-8618
Mr. Kailiponi	992-8623	Guidance Tech	
Asst. Principal, Student Services		Mrs. Chaidez	992-8634
Mr. Cuevas	992-8604	Mrs. Jackson	992-8738
Attendance 24-hour line	992-8686	Custodial Supervisor	
Attendance Office Clerk		Mr. Paez	992-8739
Mrs. Whitaker	992-8638	Cafeteria Supervisor	
		Ms. Aldana	992-8680
		Athletic Director	
		Mr. Terry	992-8761

MISSION STATEMENT and Student Learning Outcomes

We believe that all students have the responsibility, right, and ability to learn. As an institute of learning, Buena Park High School's mission is to facilitate and support each student's achievement and success in pursuit of further education and in the workplace, to foster in each student the critical thinking and self-esteem necessary to promote productive and healthy lifestyle choices, to instill in each student a commitment to and respect for the democratic society in which they live, to encourage within each student an awareness, appreciation, and tolerance for ethnic and cultural differences.

Buena Park High School promotes the success of all students in an atmosphere of mutual respect and caring by the following means:

- A. Educating students to their individual learning potential.
- B. Fostering in each student an acceptance of ethnic and cultural diversity.
- C. Promoting school spirit and school loyalty; and.
- D. Instilling within each student a commitment to the values of community and the American democratic society.

Buena Park High School strives for excellence in academics, activities, athletics, and service by:

- A. Providing academically challenging programs for students with different
- B. interests and abilities.
- C. Providing a challenging array of curricular, extra-curricular, aesthetic, and athletic programs.
- D. Providing the tools to access, evaluate and use information from a variety of technological sources.
- E. Equip our students with the skills necessary for a successful transition to college and/or work.

VISION STATEMENT

"Buena Park High School is a diverse community dedicated to the academic, personal, and social growth of all student learners within a student-centered environment. Buena Park High School encourages students to become lifelong learners and contributing members of a democracy in an ever-changing world."

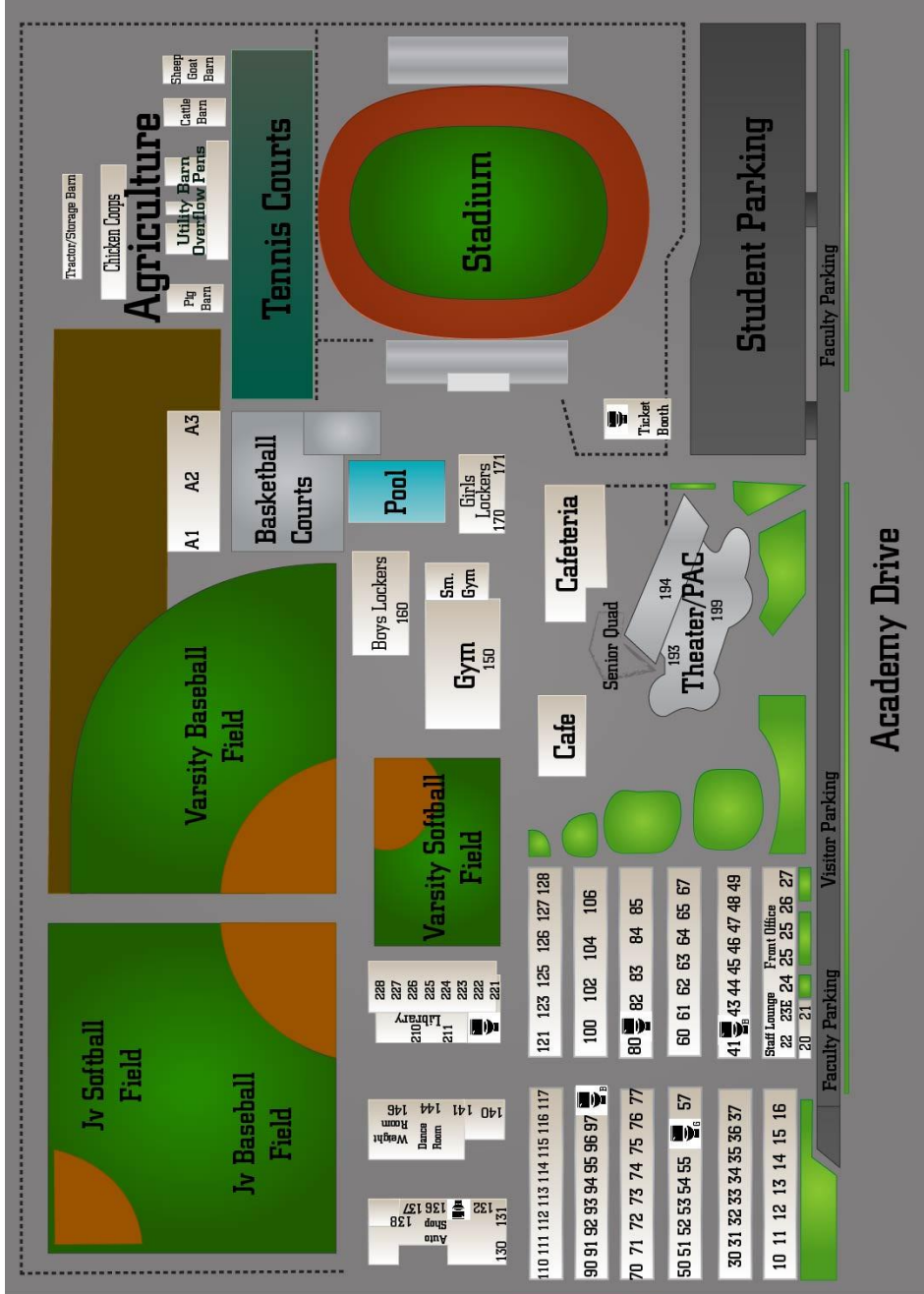
BELL SCHEDULES

Regular Schedule*				Min
7:26: AM	-	8:25: AM	: Zero period	59
8:30: AM	-	9:23: AM	: Period 1	53
9:28: AM	-	10:21: AM	: Period 2	53
10:26: AM	-	11:22: AM	: Period 3	56
11:22: AM	-	11:52: AM	: LUNCH	30
11:57: AM	-	12:50: PM	: Period 4	53
12:55: PM	-	1:48: PM	: Period 5	53
1:53: PM	-	2:17: PM	: HOWL	24
2:17: PM	-	2:32: PM	: BREAK	15
2:37: PM	-	3:30: PM	: Period 6	53

Friday Schedule*				Min
7:26: AM	-	8:25: AM	: Zero period	59
8:30 AM	-	9:23 AM	: Period 1	53
9:28 AM	-	10:21 AM	: Period 2	53
10:26 AM	-	11:22 AM	: Period 3	56
11:27 AM	-	11:51 AM	: HOWL	24
11:51 AM	-	12:21 PM	: Lunch	30
12:26 PM	-	1:19 PM	: Period 4	53
1:24 PM	-	2:17 PM	: Period 5	53
2:17 PM	-	2:32 PM	: Break	15
2:37 PM	-	3:30 PM	: Period 6	53

Late Start Schedule*				Min
8:30: AM	-	9:25: AM	: PD/PLC	55
9:30: AM	-	10:18: AM	: Period 1	45
10:23: AM	-	11:11: AM	: Period 2	44
11:16: AM	-	12:06: PM	: Period 3	44
12:06: PM	-	12:36: PM	: Lunch	30
12:41: PM	-	1:29: PM	: Period 4	44
1:34: PM	-	2:22: PM	: Period 5	46
2:22: PM	-	2:37: PM	: Break	10
2:42: PM	-	3:30: PM	: Period 6	44

Campus Map



Buena Park High School
 8833 Academy Drive
 Buena Park, CA 90621
 714-992-8601
 Fax: 714-578-0256
www.buenaparkhs.org

Agriculture Buildings	
A1 - Ag Biology	110 111 112 113 114 115 116 117
A2 - Ag. Envir, Hort, Soil Chem	90 91 92 93 94 95 96 97
A3 - Floral, Vet Science	70 71 72 73 74 75 76 77
Hard to Find Classes	
136	50 51 52 53 54 55
138	30 31 32 33 34 35 36 37
146	10 11 12 13 14 15 16
171	20 21
201	
193	
199	
200	

PUPIL ATTENDANCE CALENDAR FOR 2022-2023

First day of School Attendance.....Monday, August 15, 2022
Staff Development Day (Students do not attend).....Tuesday, November 1, 2022
Semester Records Day (Students do not attend).....Friday, December 23, 2022
Staff Development Day (Students do not attend).....Friday, April 7, 2023
Last Day of Student Attendance.....Thursday, June 1, 2023
Summer School Commences.....Monday, June 5, 2023

HOLIDAYS

Labor Day.....Monday, September 5, 2022
Veterans Day.....Friday, November 11, 2022
Thanksgiving Holiday.....Monday, November 21 through Friday, November 25, 2022
Winter Recess.....Monday, December 26 through January 6, 2023
Martin Luther King Day.....Monday, January 16, 2023
Lincoln Day.....Monday, February 13, 2023
Washington Day.....Monday, February 20, 2023
Spring Break.....Monday, March 20 through Friday, March 24, 2023
Memorial Day.....Monday, May 29, 2023

QUARTERS

First Quarter	August 15, 2022	-	October 21, 2022
Second Quarter	October 24, 2022	-	December 23, 2022
Third Quarter	January 9, 2023	-	March 17, 2023
Fourth Quarter	March 27, 2023	-	June 1, 2023

GUIDANCE, TESTING, AND ACADEMIC SERVICES

AERIES AND GRADE REPORTING

Parents and students can monitor student grades and attendance via the internet using [Aeries](#). (click on Aeries for link). Parents will be emailed with information on creating and establishing an account once a valid parent email is on file. Teachers post current attendance and grades regularly, providing up-to-date information and grade reports. PLEASE NOTE: *Report cards and progress reports are no longer printed and mailed home unless a student is in danger of failing or a parent submits a written request to the Guidance Office.*

FJUHSD 2022/2023 Assessments

(Tentative)

Description	Grades				Dates
ELPAC	9	10	11	12	February - May 2023
Hearing Screenings		10	11		Spring 2023
Physical Fitness Test	9				February - May 2023
CPR Compression Training	9	10			TBD
CAASPP			11		April 2023

COMMUNICATION WITH TEACHERS

Parents are encouraged to communicate with their student's teachers regarding student progress. Most concerns can be handled successfully by email or telephone (see directory). Email links for all teachers can be found at www.BuenaParkhs.org. Personal conferences are welcome if phone or email proves inadequate. Unless there is an emergency, communication is, to begin with, the classroom teacher and not administration. Our staff cares deeply about your student's success and will strive to handle your concerns at the classroom level. Buena Park Administration will ask if you have attempted to address your concerns with the classroom teacher in most circumstances. If not, you most likely will be directed to speak with that individual teacher before an administrator addresses your concerns. Please contact the classroom teacher to make necessary arrangements.

COYOTE COLLEGE AND CAREER CENTER

The Counseling Office houses information on jobs, careers, college, SAT and ACT tests, work permits, scholarships, financial aid, academics, apprenticeships, and vocational/technical schools. The Counseling Office is open before school, during break, lunch, and after school to accommodate students.

GRADUATION COURSE REQUIREMENTS

English	Eng 1, 2, 3, 4 or Int/Adv ELD	40
Social Science	World History, US History, Gov't/Econ	30
Science	2 years (including 1 year of life sci and 1 year of phys sci)	20
Mathematics (including Algebra 1)	3 years (Algebra must be completed/passed)	30
Visual Performing Arts/ World Language	1 year world language or visual/performing arts	10
Health Science	¼ year (2.5 credits)	2.5
Physical Education	2 years	20
Elective		65
Total Units		217.5

WITHDRAWAL PROCEDURE

Any student who is transferring out of the school needs to complete the withdrawal procedure. Parents/legal guardians must appear in person to withdraw a student. The parent/legal guardian must have proof of continual enrollment. The check-out form will be prepared for the student to carry to each teacher, to the library, and to the textbook clerk for clearance. All books, Chromebooks, and other school property will need to be returned or paid for at that time.

SCHEDULE CHANGE REGULATIONS

Students may **NOT** request changes to their schedules for the following reasons:

1. Changes based on teacher preference
2. Changes based on period preference
3. Adding/changing electives that were not chosen in the spring during registration

Schedules changes may be permitted for the following reasons:

1. Missing a class
2. Took and passed a class on his/her schedule already
3. Class level is incorrect (i.e., honors class when it shouldn't be)
4. Have an open period in his/her schedule
5. Missing his/her sport/dance course on the schedule
6. Want to change an elective class to maintain a-g eligibility

Students will receive a Google form link via email from their schedule on the first day of school. Students must fill out the Google form Week 1 to request a schedule change for any reason above. After the first week, students will need to email their counselor directly to request a meeting for a schedule change. Counselors will meet with students regarding schedule changes if necessary, but most changes can be made through the Google form without interrupting the student's instructional time during class.

Dropping an AP Course (Leveling Down):

When a student signs up for an AP/honors course, they are committing to a rigorous course. If a student wishes to level down from a weighted course (honors, AP), they must:

- Reach out to the teacher to ask for help and ideas on how to succeed in the course.
- After a meeting with the teacher, if students still wish to level down, they must reach out to their counselor to explain the situation and discuss the steps they have taken to try to be successful in the course.
- After a meeting with both the teacher and counselor, if the student still wishes to level down, the student must meet with an administrator (APPS or APIO) along with the parent and teacher to discuss the situation.

*Changes are subject to availability in an alternative course. Student level-down change requests may not be accommodated if there is no space in an alternative course.

TEXTBOOKS

The school provides all textbooks used by Buena Park students. Textbooks are to be returned in good condition at the end of the year as fines will be issued for loss of or damage to textbooks. Fines could result in a loss of extracurricular privileges. Some courses have ebooks (electronic versions of books) which are made available to students.

HEALTH SERVICES

On-site health services are limited to first aid procedures, primarily ice and bandaids. Students should report to the LVN office (GUIDANCE/COUNSELING office) or the Administration Office if they feel ill or have been injured. Parents will be contacted and/or emergency services called as warranted. The health office cannot administer medications to students without a Medical

Treatment Form on file that has been signed by both the parent and the student's doctor. Medical Treatment Forms can be picked up from the LVN's office (Room15).

COYOTE CORNER

Buena Park High School values all student's social-emotional health, and we have developed a center that houses resources to support students throughout the day. Students who need a safe place to cope with anxiety, stress or need someone to talk to can visit our COYOTE CORNER (Room 27) at the front of the school. The Corner is open before and after school, during lunch and breaks, by appointment with a therapist, or with a pass from a teacher or administrator. Support is just around the CORNER.

WORK PERMITS

ALL minors under 18 years of age employed in California must have a permit to work.

Before permitting a minor to work, employers must possess a valid permit to employ and work such minors. Once a student has secured employment, students must print and complete the [Work Permit Application](#). After returning the completed and signed form to the school, the school admin will review specific criteria before issuing a permit to employ and work. Initial questions about work permits can be directed to Mrs. Alfonso in the College & Career Center.

Students must have:

- 2.0 GPA
- 90%+ attendance rate
- On track to graduate (no missing credits that have not been made up in summer school)
- Not failing any classes at the time of permit request.

At minimum, a work permit must be renewed at the beginning of each academic school year. Permits issued during the school year may have different expiration dates, depending on the situation, so be sure to check the expiration date of your permit so you can make sure you are not without one. You may pick up a work permit in the College and Career Center or print it [here](#).

More information can be found on the California Labor Commissioner's Office website: <https://www.dir.ca.gov/dlse/dlse-cl.htm>

ASSOCIATED STUDENT BODY AND ACTIVITIES

ASSOCIATED STUDENT BODY (ASB)

Buena Park High School has a very active ASB cabinet consisting of student body officers representing the full spectrum of Buena Park's student community. All students are encouraged to become involved in ASB-sponsored activities or run for one of the ASB offices. Eligibility rules for candidates include a minimum grade requirement and deadlines for filing for candidacy.

Online Store

Visit our Online Store to purchase ASB Cards, Yearbooks, BPHS swag, make donations, and pay fines at: store.bpcoyotes.org

Please follow the [directions](#) to create an account using your district-issued email address.

STUDENT CLUBS AND ORGANIZATIONS

Students enjoy more success when they become actively involved in their school. We encourage all students to become involved in a club, activity, or athletic team while at Buena Park. Most clubs are open to anyone who wishes to become a member by attending its meetings and taking a role in its activities. Clubs meet during the lunch period, and meeting dates are published in the daily bulletin. Current active clubs available at Buena Park include:

- Art Club
- AVID
- Black Student Union (BSU)
- Coyotes for Christ
- California Scholarship Federation (CSF)
- Filipino Club
- French Club
- Gay Straight Alliance (GSA)
- Key Club
- Korean Club
- Latino Club
- Lend a Paw
- Make-A-Wish
- Math Club
- Model United Nations (MUN)
- National Honor Society (NHS)
- Social Equity Club (SEC)
- Taj Mahal Club
- The Road Continues
- Yarnivores

DANCES

Students are expected to adhere to all Buena Park Student Behavior Expectations in this handbook at all dances. Purchasing a ticket to the dance means that you agree to comply with these student expectations. Students who choose not to adhere to the behavior expectations may be asked to leave and may receive additional consequences. Dancing must be appropriate as deemed acceptable by school personnel or chaperones. Students may not attend dances if they have outstanding fines or behavioral issues. Students who wish to bring a guest age 19 or younger who does not attend Buena Park to any dance must complete a dance guest pass request. All guests are also expected to adhere to the Buena Park Student Behavior Expectations in this handbook. Students above the age of 19, or who are more than one year removed from high school, are not permitted at our school dances. Buena Park Administration reserves the right to deny any guest from attending our school dances for any reason. All students and guests must present a current valid picture ID with date of birth when buying tickets and upon entering the dance. **If a student and/or a student's guest is picked up more than 15 minutes after the scheduled end of any dance, they may be denied attendance to the following dance, including Prom.** Students bringing a guest must purchase their tickets at least one day before the event. Dance guest passes are available at the activities window. Students wishing to go to a dance at another school should bring their guest pass to the APSA. The student must be in good standing with regard to behavior, grades, and attendance for the guest pass to be signed. ***Please note, if a student is on the Activity Ineligibility List due to detention hours owed, they may not buy tickets in advance OR at the door for dances. ID cards will be checked against the list before ticket purchase can be made. Students may be denied a guest pass to another school's dance if they have attendance, behavior, or academic concerns. Students on administrative transfers for discipline from other schools may not have guest passes approved for another school's dance.**

ID CARDS

Each student will be issued an ID card in August. New students will be issued ID cards during break or lunch at the Activities window. Students are required to carry and display their student ID while on campus (wear ID card on lanyard) or at school-sponsored events. Students will not be allowed to purchase ASB cards, yearbooks, parking permits, dance tickets, or check out books from the library or the textbook room without their ID card. The first ID card of the year will be provided to all students free of charge. Lost or stolen cards may be replaced at break or lunch at the Activities window for a fee of \$5.00.

PARKING

Students may park in the Buena Park Student Parking Lot by permit only. Permits are included in the cost of an ASB Card or can be purchased separately for \$30. A second semester parking permit is \$15. Students must complete a form and submit a copy of a valid driver's license, proof of current insurance, and proof of current registration. Your Buena Park Parking Permit must be

displayed at all times while parking on campus or BPPD will cite you. Student vehicles are subject to search at any time during the school day by the School Administration, BPPD, or Canine Detention Dogs and/or Handlers. If your parking permit was lost or stolen, you must go to the activities window at break or lunch to purchase a new pass for \$20.

FINES

In order for the school to run efficiently, it is important for us to collect fines on a regular basis. Students with ASB fines, sports fines, or textbook fines will not be allowed to register for a locker, get guest passes signed for another school's dance, or purchase tickets for school events. You can inquire about or pay fines in the textbook room or the activities office.

GYM LOCKERS

Gym lockers are also available for students in PE classes and after-school sports. Please note, if a student is on the Activity Ineligibility List due to detention hours owed, they may not be assigned a locker until their hours are cleared. ID cards will be checked against the list before a locker will be assigned.

As lockers are not totally safe from break-in or vandalism, it is recommended that valuables not be left in them at any time. Personal belongings, school books, equipment, and materials checked out to the students are the responsibility of the student. School personnel will take every reasonable action to protect student property. Still, neither Buena Park High School nor the Fullerton Joint Union High School District is responsible for losses from these lockers or any other location on campus, whether during the school day or after school hours. As a matter of security and health safety concerns, the school reserves the right to conduct random searches of locker contents. Please be aware of the contents of your assigned locker as you are the person that will be held responsible for the contents found within.

SENIOR WEEK ACTIVITIES

These events are mandatory for all Seniors. They are part of the regular school day and week. Seniors must attend all scheduled activities and school days unless they are excused from school by a parent/guardian. All seniors are expected to attend their classes for hours scheduled or the scheduled activity, including the day of Graduation, even if Graduation is not during regular school hours. If a student chooses not to participate in Graduation, their parent/guardian is to notify the Principal no later than one week prior to the event via email.

The Graduation Ceremony is one that truly marks the transition from youth to adulthood. We take the Graduation Ceremony very seriously and want you to as well. Approximately 5000 people will be present for this occasion. We expect Seniors' behavior to be as it has always been for the last four years: respectful, kind, uplifting, and honorable for one another and our families. With that said, any person who attempts to disrupt our Graduation Ceremony in any

way will be removed without warning. Every student will be searched, and any Senior who brings any item that could cause a disruption or violates our school or district code of behavior or the CA Education Code will be removed from the Graduation Ceremony without warning. Please also leave your cell phones with your parents or at home as they will not be allowed at our Graduation Ceremony.

CHROMEBOOK INSURANCE

Like textbooks, team uniforms, and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent a cost to the district and consequent liability to students and parents. We have a warranty to cover the Chromebooks covered for manufacturing defects, but we know loss and accidents may also happen, even when students take good care of the device. In these instances, district policies, state regulations, and practices require a fine to be levied to cover district property's repair or replacement cost.

In response, the district has developed a voluntary FJUHSD insurance Program for Chromebooks. The FJUHSD Insurance Program for Chromebooks works as follows:

- Prior to Chromebook distribution, parents make a payment of \$25.00 to enroll in FJUHSD insurance for the current school year. The payment is reduced to \$10 if a student qualifies for free lunch.
- In the event a student's Chromebook is accidentally damaged, the normal fine for repair costs (typically between \$30.00 and the full \$350 value of the Chromebook) will be waived, and the Chromebook will be repaired at no cost to the family (the number of covered repairs per year is capped at two). Willful damage will still result in a fine. Damage assessment will be at the sole discretion of the district.
- If a Chromebook is lost or stolen, the normal fine for a full replacement value of \$350.00 will be reduced to a \$40.00 deductible. Upon payment of this fine (or creation of an approved payment plan), the student will be issued a replacement Chromebook. However, the parent will not be eligible to enroll in FJUHSD insurance for a second time in the same school year and will be financially responsible for replacement or repair costs associated with this second Chromebook. If the Chromebook is stolen off-campus, file a police report within 24 hours and bring a copy to the school.
- If the lost or stolen Chromebook is recovered in good working condition, the fine will be refunded.
- Families who choose to enroll and have more than two children receiving Chromebooks will only be required to pay for a maximum of two FJUHSD insurance enrollments to cover all devices per school year.
- Exclusions - The charger, protective case, and any other peripherals issued with the Chromebook are NOT covered by the FJUHSD insurance program. If these items are lost or damaged, a fine will be issued for replacement cost. An equivalent replacement

item may be accepted in lieu of the fine at the sole discretion of Fullerton Joint Union High School District representatives.

- If a family leaves the District but does not return the Chromebook, they will be fined for the full replacement costs, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering district property.

ATHLETICS

BPHS Athletics is dedicated to developing student athletes to compete in interscholastic competition, demonstrating the values of sportsmanship, teamwork, and responsible behavior. Interscholastic Athletics helps promote unity, loyalty, and a sense of belonging to a team with a purpose and commitment. At BPHS, students of diverse backgrounds and abilities have an opportunity for varied sports experiences commensurate with their interests.

The health and welfare of our student athletes are of primary concern. Healthy habits, teamwork, good citizenship, and academic achievement are our student athletes' expectations.

To try out for sports and participate, it is required to go to AthleticClearance.com to complete the physical forms. You will need to submit the four (4) page physical form with the doctor's stamp/signature and print and sign the signature page from AthleticClearance.com to the Activities Window.

BPHS Athletic Teams and Seasons		
FALL	WINTER	SPRING
(August- November)	November - February)	(February - May)
Cheer (all year)	Cheer (all year)	Cheer (all year)
Cross Country (B) (G)	Basketball (B) (G)	Baseball
Football	Soccer (B) (G)	Softball
Golf (G)	Water Polo (G)	Golf (B)
Tennis	Wrestling (Co-Ed)	Swimming (B) (G)
Volleyball (G)		Tennis (B)
		Track (B) (G)
		Volleyball (B)

Recognition and Agreement of Early Release of Athletic Programs

Buena Park High School is committed to providing a rigorous educational experience for all students, including offering a wide variety of athletic opportunities and programs. In addition, we are dedicated to ensuring the safety of our students throughout the school day and during athletic practice and competition. As such, there are variables that may prevent your student-athlete from participating in athletics during the scheduled time during the school day (i.e., 6th period), which may include, but is not limited to facility availability and usage, adhering to heat advisory guidelines, accommodating seasonal scheduling, or adjusting the schedule for walk-on coaches. To address the aforementioned variables, Buena Park HS is adhering to the guidelines set forth by California Assembly Bill 1012 and Education Code § 51228.1 to allow for varying athletic practice schedules by permitting early release during the defined athletic period within a student's assigned schedule. A waiver will be provided and collected from each student-athlete to authorize early release on a yearly basis from parents/guardians.

SCHOOL ACTIVITY PARTICIPATION

At least 50% of school day attendance is required to participate in all school-sponsored athletics, extra-curricular or co-curricular activities, or in order to practice/play/perform that day or night. A doctor's appointment is **excused ONLY with written proof from the doctor's office. Notes WILL NOT BE ACCEPTED from parents/and or family members who are doctors.**

ATTENDANCE INFORMATION

Prompt and daily attendance at school has a direct bearing on academic success. Students are expected to attend all classes for which they are registered every day that classes are in session. Parents are expected to ensure that students attend school and are on time for school each day. The Assistant Principal of Student Services is available for consultation regarding attendance and/or adjustment problems. Please note, truancies will result in detentions and Saturday School hours from the Assistant Principal of Student Services, APSS.

REPORTING OR CLEARING ABSENCES

For all absences, parents/guardians are to call the 24-hour attendance line at (714) 992-8686 each day of their student's absence, OR the student may bring a note to the attendance office from his/her parent/guardian with the following information within (3) school days regarding a student's absence. **Failure to do so will result in an Unexcused Absence.** Please provide the following information on the attendance hotline or student note:

1. Student's Name
2. Student's ID number
3. Date of Absence(s)
4. Reason for absence
5. Parent Signature and Date

Absences exceeding three (3) or more consecutive days will require documentation.

Failure to verify a student's absence within three (3) school days will be recorded as an Unexcused Absence.

Excessive excused absences will result in a request for documentation and the possibility of a meeting with the Administration.

EXCUSED ABSENCES

The California Education Code states that a student shall be excused from school when the absence is due to one of the following:

1. Due to illness. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within three (3) school days, it will be considered an Unexcused Absence.**
2. Due to medical, dental, optometric, or chiropractic appointments. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within three (3) school days, it will be considered an Unexcused Absence.**

3. For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one (1) day, if the service is conducted in California, and not more than three (3) days if the service is conducted outside California.
4. For the purpose of jury duty in the manner provided for by law.
5. Due to the illness or medical appointment of whom the student is the custodial parent. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within three (3) school days, it will be considered an Unexcused Absence.**
6. For justifiable personal reasons: observance of a holiday or ceremony of the student's religion, attendance at religious retreats, court appearance, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
7. For the purpose of serving as a member of a prescient board for an election pursuant to Section 12302 of the Elections Code. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within three (3) school days, it will be considered an Unexcused Absence.**
8. For attending the student's naturalization ceremony to become a United States Citizen. **Documentation must be provided to the Attendance Office upon return to class(es). If the student fails to provide the required documentation within three (3) school days, it will be considered an Unexcused Absence.**

Any other absences are considered UNEXCUSED

UNEXCUSED ABSENCES

An unexcused absence is an absence that is NOT REPORTED by a parent/guardian and/or the absence does not meet California Education Code as an excused absence. This occurrence will be recorded as an unexcused absence.

A student's grade can be negatively affected by an unexcused absence. A student may not be allowed to turn in work or take a quiz/test given the day of the unexcused absence. In addition, a student's eligibility to participate in school and/or sports events may be denied.

Examples of Unexcused absences/tardies are:

- Vacation, family trip, reunion, out-of-town visitors, wedding
- Oversleeping
- Car trouble, out of gas, missed bus, traffic conditions or traffic citation, DMV appointment
- Personal/business reason (including student employment responsibilities)
- Family emergency (undisclosed)
- Babysitting family members
- Senior pictures
- Studying for exams

Absences will not be excused in the following cases:

1. A parent fails to excuse a valid absence within the three (3) day limit.
2. The student leaves the campus without checking out through the office.
3. The student arrives late to school and does not check in through the office with an excused absence.
4. The student stops attending class before the change of schedule procedure can be completed.
5. The student does not receive permission from a teacher to attend another on-campus activity or classroom.

Make-up Work Due to Absences

Excused Absence- The teacher will allow the students to make up the missed assignment(s), and the student will have the same number of days that were missed to submit the assignment(s).

Unexcused Absence- A student may not be allowed to turn in work or take a quiz/test given the day of the unexcused absence.

Request for Extended Absences (Independent Study Contract)

Absences of **5 consecutive days** require Administrative pre-approval and a **14 DAY ADVANCE NOTICE**. [Independent Study Master Agreement](#)

The student is expected to work with their teachers regarding which assignments they will be working on **PRIOR TO LEAVING** for the extended absence. The reason for the **Request for Extended Absence** will determine whether the absence will be recorded as an Excused or Unexcused Absence. **College campus visits must be pre-approved and include college documentation** regarding the visit, or the absence may be considered an **Unexcused Absence**. The administration has final authorization on approving or denying extended absence requests.

Tardy Policy

Buena Park High School recognizes there is a direct correlation between regular attendance and success in high school. Excessive tardies for any reason will impact student success and may result in failing grades and/or loss of credit due to deficiencies in class participation, quizzes, discussion, cooperative group projects, and lab assignments.

Students are expected to be in attendance and prepared at the start of the class period. On those occasions when students are late to class, the following policies and consequences apply:

- **IF the student is 1 to 14 MINUTES LATE to Class**
 - The student should **go directly to class** and the teacher will record attendance with a code of "T" (tardy).

- **IF 15 to 30 MINUTES LATE to Class:**
 - Students should **report directly to the Attendance Office** and will be issued a mandatory **Re-Admit Slip** that must be submitted to their teacher. An attendance code of "T" (tardy) will be recorded, including any notes pertaining to the tardiness.

- **IF the student is Over 30 MINUTES LATE to Class:**
 - Students should report directly to the Attendance Office and will be issued a mandatory Re-Admit Slip that must be submitted to their teacher. An attendance code of "B" (Truancy) will be recorded. A parent/guardian will need to clear the absence within 72 hours.

IMPORTANT ATTENDANCE GUIDELINES

- Absences which have not been cleared within three (3) days = Unexcused Absence
- Tardies beyond thirty (30) minutes = Truancy
- Leaving campus without an Off-Campus Transfer Slip, including during break and passing periods = Truancy (Check-in and check out with the Attendance Office. No exceptions)
- Truancy/Truancies will result in Saturday School and possibly suspension from school.
- Please note: once a student is excused for five days in a row due to illness, a doctor's note must be obtained for excusal on the fifth day. Any absences more than 5 days in a row require a doctor's note for the absence to still be considered excused. If a doctor's note cannot be provided, the absence will be considered unexcused, and the student will receive Saturday School. Additionally, doctor's notes will be required for any student who is absent due to illness for more than 7 days during the school year.

Automated phone messages: An automatic phone message will be generated for each absence marked by the teacher and not cleared. Absence letters are also generated when the student accumulates three, six, or nine unexcused absences in a semester.

Punctuality

All students are expected to be in their scheduled class each period when the tardy bell rings. No students are to be in the hallways after the tardy bell rings, including those who have athletics sixth period or have an open period during the day. Students are also not to be sent on errands without an appropriate pass from the teacher. Students without passes will be sent back to class. No students should be allowed out of their classroom during the first and last 10-minutes of class.

Consequences For Tardies & Unexcused Absences

- Tardies 1-2: teacher-assigned consequence and parent contacted by the teacher
- *Returning late from a long lunch may result in lunch detention being assigned for the following week.*
- *Tardies 3-4 will result in a 1 hour after school detention*
- *Excessive tardies, 5 or more, will result in parent conference, Saturday School and/or a behavior contract*
- *3+ unexcused absences in one or more classes will result in Saturday School.*

Open Campus During Lunch Time

The governing board of the Fullerton Joint Union High School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Buena Park High School to leave the school grounds during the lunch period. Students may use their cars during the lunch period only. Section 44808.5 of the Education Code further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

Visitors On Campus

All visitors, including parent volunteers, are required to sign in at the Administration Office, present identification with a photo, and wear a Visitor Pass badge while on campus. All visitors to BPHS are subject to approval/denial by an administrator. Students from other schools and students' friends or relatives who are not enrolled in Buena Park High School and visiting BPHS Alumni are not permitted to visit during school hours. Parents or guardians who wish to observe a class must request permission from site administration more than 24 hours prior to the observation.

Delivery of Items

The office will not accept the delivery of items from delivery services. Parents may leave items for student pickup in the front office, but the office will not interrupt the instruction of a class to call a student for pickup and will not be responsible for lost or stolen items.

Saturday School

Students will be assigned Saturday School for behavior misconduct, attendance infractions, and academic dishonesty. Students will be notified by a summons and/or automated messaging system of when and where to report for their assigned Saturday School. Saturday School will begin promptly at 8:00 am to 12:00 pm in a designated classroom with a credentialed educator. Students must bring material to work on, such as classroom assignments or books to read. Students will not be allowed to surf the Internet, sleep, or disrupt the class. Failure to attend their mandatory Saturday School will result in the loss of school activities as determined by the school administration.

DISCIPLINE POLICIES AND GUIDELINES

STUDENT BEHAVIOR EXPECTATIONS

Students are responsible for their own behavior and are expected to follow all campus rules and regulations. These behavior expectations apply 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 of the campus:

- Students must treat all students and staff members with dignity and respect.
- Students are not allowed to be in a classroom, gym or locker room without a teacher or coach present at any time.
- Students are not permitted on the field areas without adult supervision.
- Students are not permitted off-campus during lunch without an Off-Campus Permit from the attendance office.
- Students must immediately report any threats or harassment to a campus supervisor, teacher, counselor, or administrator.
- Students should avoid physical violence and walk away from any situation that may lead to a physical altercation. “Self-defense” is not usually an acceptable reason for engaging in physical violence.
- Drugs of all types, tobacco, alcohol, vapes, and all weapons are never permitted on campus.
- Permanent markers are never permitted on campus.
- A student must obtain teacher permission and have an official hall pass prior to leaving class during the period.
- Skating and biking are not permitted on campus and skateboards/bikes cannot be carried with students and must be locked up during school hours.

Failure to follow these expectations will result in disciplinary action, including: Detention—lunch or after school, Saturday School, Suspension, or Expulsion.

Discipline/Detention Progression

Students and parents will be informed of student detention and Saturday School date, time, and locations through paper, phone, or email. Failure to attend detention and Saturday school will result in additional hours or consequences.

- **Lunch Intervention:**
 - Assigned for: tardies, and minor classroom/campus infractions
- **After School Intervention (3:30-4:30 pm):**
 - Assigned for: non-attendance of two lunch interventions, and moderate classroom/campus infractions
- **Saturday School (8 am-12 pm)**

- Assigned for: non-attendance of two after-school interventions, attendance infractions (truancies), serious classroom/campus infractions.
- **Activity Ineligibility List**
 - Exclusion from dances and other school activities as determined by the school
 - Assigned for: non-attendance of other detentions (if a student owes detention hours, they will be placed on this list). Once a student clears their hours, they will be taken off the list.
- **Suspension/Expulsion**
 - Students may be suspended for 1-5 days and/or recommended for expulsion for violation of California Educational Codes pertaining to discipline outlined in the following pages.
 - After multiple suspendable incidents, a student may be recommended for an involuntary intra-district transfer to another school within the FJUHSD. A student in good academic and behavioral standing may return after completing the current semester and one additional semester.
 - When a student is recommended for expulsion, the following process is followed:
 - An extension of the suspension meeting is held.
 - An expulsion panel hearing is held.
 - The final decision is made by the FJUHSD Board of Trustees.
 - A student in good academic and behavioral standing may return to another school within our district, not at BPHS, after completing the current semester and one additional semester.

BULLYING/HARASSMENT

Buena Park High School is committed to promoting healthy relationships and a safe environment. Therefore, any acts of violence, intimidation, or harassment will **not be tolerated** on district property or at school activities. Students are not to encourage, plan, or participate in any form of hazing or initiation activities.

Bullying could be but is not limited to any severe or pervasive physical or verbal conduct that:

- Places a student in fear of harm to him/herself or his/her property;
- Causes a student to experience a substantially detrimental effect on his/her physical or mental health;
- Causes a student to experience substantial interference with his/her academic performance; or
- Causes a student to experience substantial interference with his/her ability to participate in or benefit from the school's services, activities, or privileges.

Examples of bullying/harassment may include:

- Verbal, physical, or written abuse or aggression;
- Implied or explicit threats to cause harm to another student or damage personal property;
- Demeaning remarks, jokes, name-calling, teasing, or other actions;

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature;
- Unwanted negative remarks about a person’s ethnicity, race, religion, gender, or sexual orientation;
- Social isolation or manipulation;
- Use of electronics, including the internet, social media sites, and cellphones, to intimidate or threaten another student;
- Posting harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the internet, including social networking sites;
- Posting or sharing false or defamatory information;
- Posting private information about another person or sharing photographs without his/her permission; or
- Spreading hurtful or demeaning materials created by another person (e.g., forwarding offensive emails or text messages).
- Participating in hazing activities that subject a person to physical or mental brutality or humiliation associated with participation or membership on a team or organization.
- Retaliating against someone for complaining that they have been bullied or harassed.

The school will promptly and reasonably investigate allegations of bullying and harassment that are reported. Students who feel they are victims of harassment or have witnessed others being harassed should report this immediately to the administration or other school personnel. They may also report to the **District’s anonymous tip line: (800) 924-7233**. Students who are found to be in violation of this policy are subject to discipline, up to and including suspension and expulsion.

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 policies include:

BP/AR 0415 – Nondiscrimination

BP/AR 1312 – Complaints Regarding
Discrimination

BP/AR 5500 – Conduct

BP/AR 5642 – Anti Bullying

BP/AR 5645 – Sexual Harassment

Buena Park High School and The Fullerton Joint Union High School District prohibit bullying. Bullying is defined in Education Code Section 48900(r). 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. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.

Buena Park High School District does not tolerate discrimination on the basis of race, color, religious background, national origin or ancestry, ethnic group identification, marital or parental status, gender, sex, age, physical or mental disability, gender preference or sexual orientation or the perception of one or more such characteristics, or economic status in the educational programs or activities which it operates for its students. 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 the law (Title II, V, IX, Title 5, Section 504 of the Rehabilitation Act): Mr. Marvin Atkins, Principal, 562-266-2001, sberg@fjuhsd.org; Karl Zener, Executive Director, Administrative Services 714-870-2803; kzener@fjuhsd.org; Dr. Sylvia Kaufman, Assistant Superintendent, Educational Services 714-870-2840; skaufman@fjuhsd.org

Acts of discrimination, harassment, intimidation, or bullying should be brought to the Principal's attention. 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: Executive Director of Administrative Services Dr. Karl Zener at (714) 870-2803 or kzener@fjuhsd.net. Complaints will be considered confidential. However, it may be necessary to disclose certain information to investigate effectively. Students who violate the District's policies on discrimination, harassment, intimidation, and bullying may be subject to discipline, including suspension and/or expulsion. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

REASONS FOR SUSPENSION/EXPULSION

Section 48900 of the California Education Code includes the following reasons for suspension:

- Caused, attempted, or threatened to cause physical injury to another person.
- Willfully used force or violence upon another except in self-defense.
- Possessed, sold or otherwise furnished, any firearm, knife, explosive or other dangerous object.
- Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of a controlled substance.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
- Committed or attempted robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.

- Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or sexual battery.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in the act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- Aided or abetted the infliction of physical injury to another person.
- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause, or participated in the act of, hate violence.
- Intentional harassment, threats, intimidation or creating a hostile educational environment.
- Made terroristic threats against school officials and/or school property.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold steroids or other performance-enhancing substances.

The following violations of EC 48915(c) require mandatory suspension and a recommendation for expulsion:

- Possessing, selling or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault.
- Committing sexual battery.
- Possession of an explosive.

STUDENT DRESS AND GROOMING

Students are to be clean and free from contagious diseases:

If student cleanliness is an area of concern, students will be assisted by the school nurse for assistance and/or resources.

Students are expected to demonstrate positive personal hygiene habits such as brushing teeth, wearing clean clothes, and washing frequently enough that there is no clear and obvious odor from the student or student's clothing.

The purpose of “Student Dress Standards and Guidelines” includes:

- Ensure that all students are treated equitably without regard to gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Permit students to wear attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.

The Student Dress Standards and Guidelines are as follows:

1. Clothing worn by students will be opaque and appropriately cover the student's body.
 - a. Student clothing must cover undergarments, or where undergarments typically would be, at all times.
 - b. Clothing must cover all areas of the midriffs when arms are down. Minimal exposure of the belly button is permitted when raising arms or moving.
 - c. Clothing must not expose cleavage, buttocks, or genitals.
 - d. Clothing must not have holes or mesh/transparent or sheer fabric that exposes undergarments or skin that otherwise should not be exposed.
2. Clothing worn by students will align with the instructional purpose and meet safety requirements.
 - a. Students may be required to wear additional safety attire when directed by an instructor to align with class standards (e.g., wood shop, science lab, physical education).
 - b. Students may be permitted to wear otherwise prohibited clothing (e.g., midriff bearing) when directed by an instructor to align with an activity (e.g., sports' uniforms, theater costumes).
3. Hats and headwear are permitted when they align with the following standards:
 - a. Student's face must always be visible to staff.
 - b. Hats or headwear may not interfere with the sight of any students or staff.
 - c. During in-classroom instruction, a teacher may direct a student to remove headwear at any time *unless* the headwear is such that it is a cultural item (e.g, yarmulkes, turbans, hijab). Teachers may also direct a student to a different seat if the hat causes a visual obstruction to other students.
4. All clothing and accessories (including hats) are prohibited from:

- a. Advocating violence or referencing criminal activity (including, but not limited to, the use of drugs or alcohol).
 - b. Including pornography, hate speech (as defined in law). For the purpose of this policy, hate speech includes, but is not limited to racially derogatory names or words, caricature pictures, derogatory or exclusionary phrases.
 - c. Including images or language that creates a hostile or intimidating environment for any protected class.
 - d. All clothing and accessories are prohibited from causing a disruption to the educational environment.
5. Clothing must be worn for the purpose it is intended.
- a. Students may not wear clothing in an unintended way. For example, flags may not be worn as clothing (clothing *made* from flag fabric is permitted). Skirts may not be worn as dresses.

Your first and most important job is to be a successful student at Buena Park High School. Part of this success includes following school guidelines, including those regarding appropriate school dress. Clothing should be neat, clean, and appropriate for school. Students are prohibited from wearing any attire or being groomed in a manner that is disruptive to the instructional process in the judgment of the administration.

- 1. spiked wristbands, chains (including wallet chains), belts or other clothing, jewelry, or accessories that could pose a threat to student physical well being and safety is not permitted.
- 2. House shoes or slippers are not permitted.
- 3. Garments must be sufficient to conceal undergarments at all times.
 - a. No revealing pants/jeans, shorts, dresses, or skirts.
 - b. Halter-tops, tube tops, or backless tops **may not** be worn, garment must have shoulder straps and cover midsections.
 - c. See-through or revealing tops **may not** be worn.
 - d. No muscle shirts. Basketball type jerseys may only be worn with a T-shirt Underneath unless worn during a Buena Park Athletic Contest.
- 4. Offensive, crude or vulgar printing or pictures relating to drugs, tobacco, alcoholic beverages, graffiti, violence, or those that are sexually suggestive on any article of clothing, lanyard, or other items worn by students are not acceptable.
- 5. Any attire that may provoke others to acts of violence is not permitted.
- 6. Anything resembling gang* attire is prohibited. This includes but is not limited to any hats, apparel, jewelry, emblem, badge, symbol, accessory, manner of grooming, and graffiti.
written on notebooks, backpacks, etc.
- 7. Pants must be appropriate for the correct waist size of a student.
- 8. Knee length shorts are not to be worn with knee length socks.
- 9. No dramatically oversized button-down long-sleeved shirts, oversized white T-shirts or

other shirts modified with creases or pleats on the front or back are allowed.

*Due to the fact that gang attire changes, the administration, in consultation with the School Resource Officers, will determine definitions of what is gang-related.

If a student violates these standards, the student will be asked to take whatever steps are necessary to meet the expected guidelines. This may involve sending the student home to change the clothing. Hats that do not meet the Buena Park High School Dress Code Guidelines may be confiscated. The student must pick up the confiscated hat by the end of the day for the first offense. Hats that have been confiscated and left in the office over a week may be discarded or donated. It is the student's responsibility to meet with the school official who confiscated the hat at the end of the school day to have it returned. Parents will be notified if necessary.

Students are also subject to the following consequences for violations of the dress code, depending on the seriousness of the violation.

- 1st Offense Student is given a verbal warning and asked to change out of inappropriate clothing. If a student is unable to change out of inappropriate clothing, clothing will be offered to students from the Attendance Office if available. The inappropriate item will be returned to the student after school.
- 2nd Offense Parent is notified and a change of clothing is necessary before the student is permitted to return to class. The Inappropriate item will be returned only to parents.
- 3rd Offense Parent/Student/Administrator conference will be held and a Dress Code Behavior Contract will be issued along with 4 hours of Saturday School.
- 4th Offense Parent will be notified and additional disciplinary action for repeated offenses will be determined by an Administrator, possible suspension from school for willful defiance.

ACADEMIC DISHONESTY

Plagiarizing and cheating are grounds for immediate dismissal at colleges and universities. They are also considered serious infractions at BPHS. Students who help others cheat or plagiarize are held to the same disciplinary process as those who commit the crime themselves. Buena Park High School students are expected to attend school ready to learn. It is also expected, at all times, that student behavior reflects the ability to discern right from wrong. The well being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors. Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism or and involves any attempt by a student to show possession of knowledge and skills he/she does not possess or share information with others that allows another student to cheat or plagiarize. For purposes of this policy, the following definitions are in effect:

Purpose and Definitions

Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating, plagiarism, or fabrication and involves any attempt by a student to show possession of knowledge and skills he/she does not possess or share information with others that allows another student to cheat, plagiarize, or fabricate.

Cheating is:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids (electronic or otherwise), or the help of another student on tests in ways other than those expressly permitted by the teacher.
- Looking at another student's tests or answers or talking to another student during a test or quiz.
- Copying or allowing another student to copy a quiz, test, or individual assignment.
- Tampering with an instructor's record of student grades/scores.

Plagiarism is:

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source.
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving credit.

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 or listing sources not directly used in the academic exercise.
- Submitting an assignment that uses falsified, invented, or fictitious data or a deliberate concealment or distortion of the true nature of data or evidence.
- Submitting as one's own any assignment prepared totally or in part by another person; Taking a test for someone else or permitting someone to take a test for you.

Consequences

Although individual violations of academic honesty are significant, it is the intent of consequences that the student should learn from his/her mistakes and not exhibit such behavior in the future. However, it is also the intent that violations of academic honesty are cumulative during the student's attendance at District schools. Therefore, a second offense, whether it occurs in the same class as the first offense or in another class or school during the same or subsequent semester or year, will result in consequences outlined as "Second Offense" provisions.

First Offense

The consequences for a student's first-time involvement in an act of academic dishonesty that leads to a referral to an administrator may include, but not be limited to, any or all of the following:

- The student will receive a "0" (failing grade) on the quiz, test, or individual assignment.
- Teacher will contact the student's parents and write a referral.
- A record of the student's act of academic dishonesty will be recorded in the student's Aeries and discipline file.
- A "U" in citizenship may be recorded on the next grade report.
- The student may be dropped from the National Honor Society (NHS) and/or California Scholarship Federation (CSF).

Further Offenses

The consequences for a student's second (or subsequent) time of involvement in an act of academic dishonesty that leads to a referral to an administrator may include, but is not limited to, the following at the discretion of the administrator:

- The student will receive a "0" (failing grade) on the quiz, test of individual assignment.
- The student will receive discipline from administration.
- The teacher will contact the student's parent(s)/guardians(s).
- A record of the student's act of academic dishonesty will be recorded in the student's Aeries and discipline file.
- Other consequences as appropriate.