



STUDENT HANDBOOK ***2017-2018***

San Dimas High School places a high value on academic success. The purpose of this handbook is to promote an orderly campus that provides that success. The most current edition of this handbook is available online at SanDimasHigh.com.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

Effective Communicators

- Read and listen with understanding
- Write and speak with clarity
- Use technology to access, organize and present information

Accomplished Learners

- Challenge themselves continuously
- Participate in and accept responsibility for learning
- Produce quality independent work
- Solve problems and express ideas creatively

Responsible Individuals

- Respect all beliefs and cultures
- Demonstrate integrity and ethical behavior
- Create and maintain a plan for the future
- Work to promote causes greater than themselves
- Inspire others to move toward a successful outcome

PARENT – SCHOOL COMMUNICATION

Parents are encouraged to visit the school, especially your child's classrooms. It is advisable to make an appointment. In order to visit a classroom, please contact the teacher at least 24 hours before you plan to visit. A visit can be arranged by calling our receptionist at (909) 971-8230 extension 0.

The Daily Bulletin is a list of announcements read over the school intercom daily (except during special events) to inform the student body of pertinent information about academic and extracurricular programs. The bulletin can be delivered to any email address at the request of a parent or community member. To subscribe to the Daily Bulletin, please contact the school.

A Parent Newsletter is emailed home and posted on the website every other month. All school activities and schedules are posted on the School Calendar located on SanDimasHigh.com.

SCHOOL AND DISTRICT WEBSITE

The San Dimas High School website is located at SanDimasHigh.com.
The Bonita Unified School District website is located at do.bonita.k12.ca.us.

The Bonita Unified School District is an equal opportunity employer and does not discriminate on the basis of any class protected by law.

San Dimas High School

CODE OF CONDUCT

Respect, Responsibility and Ready to Learn

RESPECT means treating people the way you wish to be treated.

- Respect each other and all property to ensure a positive and safe learning environment
- Display appropriate behavior according to the student handbook at all times
- Cooperate with all school personnel
- Use respectful, appropriate language avoiding sarcasm, gossip, belittling, or put downs
- Place all trash and discarded materials in trash cans throughout the day
- Move quietly through the campus to avoid being a distraction to classrooms
- Display appropriate behaviors on buses so that they can reach each destination safely
- Display appropriate behaviors in all areas of the school

RESPONSIBILITY means following school rules.

- Wear proper and acceptable attire to school as outlined in the Student Handbook
- Arrive to school and to every class on time and be ready to work
- Move to class when the bell rings
- Take proper care of textbooks, materials, and equipment
- Have a parent/guardian clear absences immediately
- Advise the school office, guidance, and nurse regarding changes of address, phone number, and emergency information on a consistent basis
- Follow BYOD policies with all electronic devices (Cellular phones, MP3 players, headphones, CD players, iPods, games, etc.)
- Park in the student parking lot only with a valid parking permit
- Carry a school I.D. card at all times
- Report any and all concerns. BE SAFE and look out for your peers!

READY TO LEARN means being on time in the appropriate place with required materials.

- Conduct yourself in a manner that allows the teachers to teach and all students to learn
- Strive for success and believe it is possible
- Carry materials needed for each class according to teacher expectations
- Display Academic Integrity; cite sources and produce work that is solely your own
- Complete and turn in assignments on the due date
- Return as quickly as possible whenever out of class in order to maximize learning

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BELL SCHEDULES

Daily Schedule				Rally Schedule			
1	7:35	8:28	(53 minutes)	1	7:35	8:29	(54 minutes)
2	8:33	9:28	(55 minutes)	2	8:34	9:30	(56 minutes)
Break	9:28	9:38	(10 minutes)	Break	9:30	10:04	(34 minutes)
3	9:43	10:36	(53 minutes)	3	10:09	11:03	(54 minutes)
4	10:41	11:34	(53 minutes)	4	11:08	12:02	(54 minutes)
5	11:39	12:04	(25 minutes)	Lunch	12:02	12:32	(30 minutes)
Lunch	12:04	12:34	(30 minutes)	6	12:37	1:31	(54 minutes)
6	12:39	1:32	(53 minutes)	7	1:36	2:30	(54 minutes)
7	1:37	2:30	(53 minutes)				

Compact Day Schedule				Minimum Day Schedule			
1	7:35	8:18	(43 minutes)	1	7:35	8:13	(38 minutes)
2	8:23	9:08	(45 minutes)	2	8:18	8:58	(40 minutes)
Break	9:08	9:18	(10 minutes)	3	9:03	9:41	(38 minutes)
3	9:23	10:06	(43 minutes)	Break	9:41	9:51	(10 minutes)
4	10:11	10:54	(43 minutes)	4	9:56	10:34	(38 minutes)
Lunch	10:54	11:24	(30 minutes)	6	10:39	11:17	(38 minutes)
6	11:29	12:12	(43 minutes)	7	11:22	12:00	(38 minutes)
7	12:17	1:00	(43 minutes)				

Extended Lunch Schedule				Finals Schedule			
1	7:35	8:29	(54 minutes)	1, 4	7:35	8:55	(80 minutes)
2	8:34	9:30	(56 minutes)	2, 6	9:00	10:20	(80 minutes)
Break	9:30	9:40	(10 minutes)	Break	10:20	10:35	(15 minutes)
3	9:45	10:39	(54 minutes)	3, 7	10:40	12:00	(80 minutes)
4	10:44	11:38	(54 minutes)	0	12:05	1:00	(55 minutes)
Lunch	11:38	12:33	(55 minutes)				
6	12:38	1:32	(54 minutes)				
7	1:37	2:30	(53 minutes)				

Renaissance Day Schedule			
1	7:35	8:25	(50 minutes)
2	8:30	9:25	(55 minutes)
Break	9:25	9:35	(10 minutes)
3	9:40	10:30	(50 minutes)
4	10:35	11:25	(50 minutes)
Assembly	11:25	12:10	(45 minutes)
Lunch	12:10	12:40	(30 minutes)
6	12:45	1:35	(50 minutes)
7	1:40	2:30	(50 minutes)

2017-2018 IMPORTANT DATES

Aug	14	Senior & Junior Check in	Feb	1	Scholarship Lunch
	15	Sophomore & Freshman Check in		6	Compact Day
	18	Freshman Orientation		12	No School (Lincoln's B-Day)
	21	First Day of School		19	No School (Presidents' Day)
	26	Smudge Pot Football Game		27	8 th Grade Parent Night
	28	Back to School Night			
Sept	1	Minimum Day	Mar	6	Compact Day
	4	No School (Labor Day)		6	Career Day
	5	Compact Day		9	No School (Staff Development)
	11	Make up Picture Day		9	Sadie Hawkins Dance
Oct	3	Compact Day		16	3 rd Quarter Grades Close
	4	UC/CSU Application/Financial Aid Night		19	4 th Quarter Begins
	6	No School (Staff Development)		21	College Night
	11	PSAT		27	Open House
	13	1 st Quarter Grades Close		30	Minimum Day
	16	2 nd Quarter Begins	Apr	2-6	Spring Break
	19	Great Shakeout (Earthquake Drill)		9	Back from Break
	20	Minimum Day		10	Compact Day
	20	Homecoming Parade & Game		28	Prom
	21	Homecoming Dance	May	1	Compact Day
Nov	2	Minimum Day (Conferences)		7	AP Exams Begin
	3	No School		21	Senior Awards Night
	4	SAT at SDHS		22	Minimum Day
	7	Compact Day		23, 24	Minimum Day, SDCP Presentations
	10	No School (Veterans' Day)		28	No School – Memorial Day
	20-24	No School (Thanksgiving Break)	June	1	2 nd Semester Ends for Seniors
Dec	5	Compact Day		1	Senior Checkout
	21	Minimum Day (Finals Pd 1, 2, 3, 0)		2	SAT at SDHS
	22	Minimum Day (Finals Pd 4, 6, 7)		5	Graduation Practice and Picture
	22	1 st Semester Ends		5	Compact Day
	25	Winter Break Begins		6	Graduation 7:30 pm
Jan	8	Back from Break/2 nd Semester Begins		6	Minimum Day (Finals Pd 1, 2, 3, 0)
	9	Compact Day		7	Minimum Day (Finals Pd 4, 6, 7)
	15	No School (Martin Luther King)		7	Last Day - 2 nd Semester Ends
	17	PSAT Score Back Night		11	Summer School Begins

STUDENT SERVICES

Attendance Office

Ext. 3040

San Dimas High School and Bonita Unified School District expect all students to be on time and present in class during each day school is in session. California Education Code 48200 mandates compulsory full-time education for all persons between the ages of 6 and 18. Punctuality and regular attendance is essential for a student's academic success and will be the expectation as a student leaves SDHS and enters the job force.

Reporting Absences: To report an absence, a note can be sent with your student to the attendance office or you may call (909) 971-8230 Ext 3040 to speak to the Attendance Clerk or leave a voice mail. It is the student's responsibility to make sure all absences are cleared within 3 days of the occurrence. If an absence is not cleared within 3 days, a Saturday School may be assigned to the student. Parents may clear an absence after the 3 day deadline; however any resulting disciplinary consequences will remain.

Excused Absences: An excused absence is recorded when it is verified by a parent or guardian due to illness, death in the immediate family, medical appointment, court appearance, or attendance at a religious event. Prolonged, illness related absences may require verification from a physician showing the student was under medical care. Court appearances may also require verification from the court. Make-up work for these absences is required.

Checking Attendance: Students and parents can check their student's attendance record (along with grades, discipline and transcript) on Aeries Browser Interface (ABI) located [here](#). The site is also accessible from SanDimasHigh.com. It is the student's responsibility to check their attendance in ABI; students with perfect attendance will be posted once per quarter and any discrepancy must be cleared the same week as the posting.

Planned Absences: Student absences due to family business, travel, or other reasons not listed as 'excused' will be marked as unexcused. To avoid this, students and parents are requested to notify the school and teachers a minimum of 10 days prior to the absence. If approved ahead of time, a Short Term Independent Study contract will be set up.

Short Term Independent Study: Students who must miss five or more consecutive days of school due to vacations, personal business, etc. may be placed on a Short Term Independent Study Program. Parents must notify the Office at least 10 school days prior to the first day of absence by written note or phone call. State law prohibits us from offering Short Term Independent Study after the fact. Students and Parents will be given an Independent Study Agreement Form and assignment sheets. All work must be

completed and returned to the Office upon the student's return to school. Students are responsible for and accountable for work assigned through the short term independent study contract. If work is not turned in, failing grades on the assignments may result and attendance is recorded as an unexcused absence from school.

Off-Campus Pass: Students who need to leave campus during the school day may check out through the Attendance or Health Offices and obtain an off-campus pass. If students need to leave campus for a pre-arranged appointment, parents may send a note or call the office at the beginning of the school day to verify the arrangement. Students returning from off-campus must check in with the attendance office before returning to class. Students may also leave campus with a valid open period sticker or lunch pass. Details regarding these passes are located in the School Policy section located later in this handbook. The school cannot release a student that does not have a lunch pass at lunch time unless a parent comes to the office to sign them out.

Tardies: Students are expected to be on time to every class period just as they will be expected to be on time in the working world. Tardy students disrupt instruction and result in the loss of valuable instructional time. Parents may excuse up to three 1st period tardies per semester by contacting the attendance office by phone or by note before the student arrives to school. Tardies may be excused for reasons such as car problems, traffic issues, illness, or personal necessity. Tardies to any period during the school day may result in disciplinary action, typically detention for each period tardy. Multiple tardies to any class during a semester may result in a review of a student's attendance by the Student Attendance Review Team (SART). Tardies may be cleared by a teacher in the same quarter that the tardy is issued. Once a new quarter begins, tardies may not be cleared. It is the student's responsibility to check their attendance in ABI; students with perfect attendance will be posted once per quarter and any discrepancy must be cleared the same week as the posting.

Truancy: Students who are missing from school without a verified excuse and/or without parent's knowledge are required by the state to be marked as truant. Single period and full day truancies are in violation of California Education Code 48900. A student who is found to be truant from a single period will be issued a detention; if they are truant 4 or more times in a month, a Saturday School will be issued and/or their lunch pass will be revoked. A student missing from a single period more than 20 minutes is also required by law to be considered truant. Students who are truant for a full day risk the issuance of a Saturday school, campus or community service. State law defines habitual truancy as missing 3 or more single periods of school without a valid, verified excuse. Students who are habitually truant may have their attendance reviewed by the Student Attendance Review Team (SART).

Career Center

Ext. 3065

The SDHS Career Center is located in the Media Center. The Career Center has a variety of resources available to students. The Career Center is open before and after school, during break, and during lunch. Students may also arrange appointments during the school day with Career Center staff provided a teacher approves the appointment. Please call (909) 971-8230 Ext. 3065 with questions.

The Career Center can aid students with the following:

- Work Permit and Work Experience Applications
- ROP Class Registration
- Career information, career interest testing, and job applications
- College catalogues and information
- Scholarship applications and financial aid information
- Meetings with College Representatives and Military Recruiters
- College Night and Career Day events run by SDHS and BUSD

Work Permits: According to California State Law, no student under 18 years of age may work without a permit. The permit can be obtained through the Career Center. If, at any time, the work that a student is doing outside of school interferes with his or her health, school attendance, or schoolwork, his or her permit may be revoked. Any student, regardless of age, must maintain a 2.0 grade point or their work permit will be revoked.

Finance Office

Ext. 3060

The Finance Office is located in the administration building and is open every school day except Wednesdays. Students or parents may come into the Finance Office during break, lunch, before or after school. The office, under the direction of the ASB Director and Administration, sells school supplies, PE clothes, yearbooks, and ASB cards as well as providing information regarding dances, school activities and student medical insurance (see the insurance section under school policies for details). It also collects donations, fundraiser money, and fees for lost or damaged school materials.

The Finance Office accepts cash, money orders, personal checks, Visa, and MasterCard for any service or fee charged to a student's account. Personal checks that are returned for insufficient funds (NSF) will result in a \$15 NSF charge placed on a student's account. After May 1st of the current academic year, the Finance Office cannot accept personal checks.

Many parents find the online web store very useful for purchasing any items sold at SDHS. The web store is available 24 hours a day and charges \$2.00 per item. The online store accepts MasterCard and Visa payments.

Questions regarding the Finance Office can be directed to our Finance Clerk at (909) 971-8230 Ext. 3060.

Student Charge Cards: Every student is entitled to a public education at no cost to them, however if items are lost, stolen or damaged, a fee will be issued. Students who are issued textbooks and/or library books and then lose or damage the books will be assessed a replacement fee in the form of a charge card. Club advisors and coaches also issue charge cards for damage or non-return of school issued uniforms, equipment, club funds, fundraiser materials, and other school property. Students will be denied participation in extra-curricular and co-curricular activities and report cards will be withheld to remind students of their pending debt. Participation in activities and grade reporting will resume as soon as the debt is paid or the materials are returned in good condition.

Health Office

Ext. 3020

The Health Office is located in the Administration Building and is a welcoming place for injured and ill students. We ask that parents/guardians keep the school informed of any changes in emergency contact information and telephone numbers.

Passes to the Health Office: Please be aware that a student must have a pass signed by a staff member to enter the Health Office. If a student becomes ill at school, and it is determined that he or she must go home, the student must obtain an Off-Campus pass from the Health Office. An injured or ill student who leaves campus without a Health Office contact is required by law to be marked truant. A student who bypasses the Health Office by contacting parents for pick up via cell phone or email is also considered truant.

Medications: Student medications that need to be taken during the school day (prescribed or over the counter) must be administered through the Health Office. The student must have a completed authorization form on file before we may administer the medication. The form includes both a physician and a parent signature. The medication form can be obtained through SanDimasHigh.com or by clicking [here](#).

Physician Orders: A physician's order is needed if a student requires any assistive devices at school such as a wheelchair, crutches, etc. A physician must also clear a student to return to school following hospitalization, serious and/or contagious illness, or a 911 transport from the school site following an injury.

Any questions regarding Health Office procedures can be referred to our Health Clerk at (909) 971-8230, extension 3020.

Library Media Center

Ext. 3092

The SDHS Library Media Center is open daily from 7:00 am – 3:30 pm with some exceptions during testing and campus events. The computers and book collection are available for research and study sessions. The Library Media Center is operated under the direction of the Librarian and Media Center Assistant. Questions regarding the Library Media Center can be answered by calling (909) 971-8230 Ext 3091.

In order to make the most of the Media Center, students are asked to do the following:

- Work quietly while in the Library Media Center.
- Be accompanied by a teacher or have a pink hall pass signed by their teacher allowing the student to be in the media center during class periods.
- Use a current student ID to check out any material.
- Reimburse the school for lost or damaged materials checked out to them. Students who have an unpaid fee for lost or damaged library books or who have an overdue book will not be permitted to check out library materials.

Textbooks: In accordance with the Williams Act, all students will be issued books for courses in which books are required. Textbooks will be distributed through the Library Media Center; classroom teachers may issue required novels in their class or have the Library Media Center distribute the novels. Students are expected to adhere to the following textbook regulations:

- Advise the Media Center Assistant of any unusual marks or damage to a book before issuance to prevent the student from being charged for the damage.
- Sign their name and teacher's name in ink in the proper place on the inside cover of an issued textbook.
- Pay a fine for excessive wear or damage to a book that was created while in a student's possession.
- Be responsible to keep track of their books; a lost book will result in a replacement fee.
- Take care of all fines as soon as possible in the Finance Office.

Registrar

Ext. 3050

The SDHS Registrar is responsible for the enrolling and releasing of students from San Dimas High School. The registrar is also responsible for maintaining the academic

records of SDHS. *Students and parents should contact the registrar immediately regarding a change in residency, a change in phone numbers, a change in a student's legal guardian, a student name change, or with requests to transfer schools.* Any questions regarding registration, updating contact information, or academic transcripts can be directed to our Registrar at (909) 971-8230, extension 3050.

Transcripts: SDHS alumni and current students can contact the registrar to request a copy of their transcript.

Transfer Procedures: If a student is leaving San Dimas High, a parent or guardian should contact SDHS to initiate the checkout process. A check out form is provided to the student. On this form, a student will collect current grade information from all of his or her teachers and a release from the Media Center and Finance Office in regards to outstanding materials or fees owed to the school. All school materials and fees must be turned in before the transfer can be completed.

Inter/Intra District Permits: Inter-district forms need to be collected from the school of residency and are submitted to the district office. The forms will be reviewed at the district level and then forwarded to the school site. When the form is received from the district, our registrar will contact the parent for information regarding the child's grades, attendance, and discipline. Intra-district paperwork can be picked up and returned to the home school. Completed paperwork will be forwarded to the school of choice for approval.

Student Service Coordinators

A Student Service Coordinator (SSC) serves the student body with assistance in educational and career planning. SSCs are also available to students who may need counseling in social or emotional issues that arise during the school year. SSCs are available in case of emergency at any time; however, for general help students will need to make an appointment. To make an appointment, students should complete a "Request to Meet with an SSC" form that is available in the administration building. Parents may also call or make an appointment to meet with their child's SSC.

Students with last names starting with:

A-FMrs. BrenneckeExt. 3051

G-NMrs. StragierExt. 3052

O-Z.....Mrs. Atkinson.....Ext. 3053

BEHAVIOR and DISCIPLINE

San Dimas High School has high expectations in regards to the behavior of students. Students are expected to arrive to classes on time, stay attentive, be on task during class instruction, and work diligently towards graduation. Whether in attendance during regular instruction, traveling off campus with sports teams or field trips, or attending after school activities, SDHS students are always expected to be respectful of fellow students and to follow the directions of teachers and staff members. In instances where misbehavior occurs, San Dimas will apply a progressive discipline policy with the goal of changing behavior and encouraging students to make better choices in the future.

Each teacher publishes classroom behavior guidelines in their individual classes. School wide rules of conduct are:

- Be seated and ready to begin work at the tardy bell.
- Show respect to classmates, staff, teachers and personal property.
- Follow all teacher and staff member directions.
- Demonstrate academic integrity at all times.
- Stay on task during the entire school day.

Progressive discipline consequences are issued when a student misbehaves. Those consequences may include teacher-student conferences, parent contact, teacher detentions, a disciplinary referral, campus or community service, Saturday School, suspension from class, in school suspension, out of school suspension, a referral to the student study team for review of the educational program placement, an administrative hearing to consider involuntary transfers and/or expulsion.

San Dimas High School Sequential Discipline Policy

*Respectful * Responsible * Ready to Learn*

Tardiness (2-7, per quarter)

Tardy 1-2	Teacher Warning & Consequence
Tardy 3	Teacher Warning & Consequence, parent contact, "N"
Tardy 4	Demerit, "U"
Tardy 5	Campus Beautification
Tardy 6	Friday Detention

Truancy (per year)

Truancy 1-2	1 hour Campus Beautification, lunch pass confiscated
Truancy 3 (1st full day)	"No Dance List," Campus Beautification
Truancy 4	Friday Detention, Mentor Program
Truancy 5	Saturday School, Campus Beautification

Office Referral (per semester)

OR 1	"N", Campus Beautification
OR 2	Restorative Justice, "U"
OR 3	Mentor Program, Friday Detention
OR 4	Saturday School, Mentor Program, "No Dance List"

Dress Code

First offense:	Warning, change clothes
Second offense:	Demerit, change clothes, phone call
Third offense:	Campus Beautification, phone call, change clothes
Fourth offense:	Friday Detention

EXTREME BEHAVIOR/Major Offenses=RAPID EXIT

Bonita Unified School District Academic Integrity Policy

Education is a partnership between students, teachers, parents, and staff. The goals of our school community depend on the acceptance of responsibility for conduct in both social and academic endeavors. Every faculty member and student belongs to a community of scholars where academic integrity and the pursuit of excellence are fundamental commitments. Students come to this school not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also build character. This pursuit is characterized by individual responsibility for personal learning as well as by giving credit to sources of information.

This Academic Integrity Policy is intended to promote and protect an atmosphere of trust, fairness, and respect. Academic Integrity requires that students produce work that is their own work, and, if questioned, that each student is able to explain all work products to demonstrate understanding of the material.

Demonstrating and Supporting Academic Integrity

Administrators and Counselors Will:

- Ensure that all faculty, students, and parents have been informed of and have access to the Academic Integrity policy.
- Create a school-wide environment that promotes honesty and integrity in work.
- Maintain cumulative records of reported violations.
- Enforce appropriate disciplinary actions when violations of the policy occur.

Teachers Will:

- Provide students with explicit requirements and directions for both work and technology.
- Structure positive conditions for testing.
- Be specific as to whether work is to be cooperative or individual.
- Teach and review the correct method of documentation.
- Refer to the Academic Integrity Policy for policies and procedures.

Students Will:

- Complete all work individually unless the teacher gives explicit permission otherwise, and use technology appropriately when producing work.
- Avoid situations that might contribute to academic dishonesty.
- Protect work he or she has completed or is completing from being used by others.
- Document borrowed materials by citing sources.
- During a test or quiz, ensure all answers are products of his or her own knowledge, and refrain from discussing tested materials with other students until directed to do so.

- Be able to explain all work products if questioned to show understanding of the material.
- Ask the teacher when unclear about a topic or assignment, either in directions or content.

Parents/Guardians and Other Adults Supporting Students Will:

- Support the student's effort to complete work him/herself.
- Be aware of a student's need for supplies as well as a quiet time and place to work.
- Have knowledge of the Academic Integrity Policy and the student's consequences of not abiding by it, and provide a positive example for adhering to and supporting the enforcement of the policy.
- Reduce the pressure for "success at any cost", and give support even when his or her best effort doesn't earn an "A".

Violations of Academic Integrity Expectations

ACADEMIC CONSEQUENCES

If a student violates any of the expectations for academic honesty, the teacher of the course in which the incident occurs may:

1. Lower the grade for the assignment(s) on which the academic dishonesty occurred, including assigning a zero for the assignment(s),
2. Lower the citizenship mark issued on the semester report card for the term in which the incident occurred, including issuing a "U", even for a first offense.

DISCIPLINARY CONSEQUENCES

The examples below are common violations of expectations for academic integrity. Each is listed with guidelines for disciplinary consequences issued by a counselor or administrator. The list is not meant to be exhaustive. Teachers and administrators may elect to issue academic and/or disciplinary consequences for incidents not listed below, but which violate the expectations listed in the "Demonstrating and Supporting Academic Integrity" section of this policy.

LEVEL 1	1st Incident	2nd Incident	3rd Incident
Copying work assigned to be done independently or allowing someone to copy your own or another's work	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Copying or closely paraphrasing sentences, phrases or passages from an uncited source for a paper, or for research (plagiarism)	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Looking at or allowing someone else to look at your own or another's paper on a quiz	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Using "cheat" notes on a quiz	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Talking or communicating with another student by any means during a quiz	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension
Giving or receiving quiz information to or from students in other periods of the same teacher or same course	1-3 days detention or equivalent; campus beautification	Saturday School or equivalent	1-3 days in-school or home suspension

LEVEL 2	1st Incident	2nd Incident	3rd Incident
Looking at or allowing someone else to look at your own or another's paper on a test	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Using "cheat" notes on a test	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Talking or communicating with another student by any means during a test	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing

Giving or receiving test information to or from students in other periods of the same teacher or the same course	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Submitting papers taken from the Internet, other publications, or other students or resubmitting prior work as original (plagiarism)	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Extensive copying or closely paraphrasing sentences, phrases, or passages from an undocumented source for a major paper, or project (plagiarism)	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Submitting individual projects that are not wholly your own work	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Forgery of signatures	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Fabricating or alternating laboratory data	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing
Submitting translations from Internet translation programs in a language class (plagiarism)	Saturday School or equivalent	1-3 days in-school or home suspension	3-5 days suspension; possible referral to disciplinary hearing

LEVEL 3	1st Incident	2nd Incident	3rd Incident
Tampering with official records including altering grades in a gradebook or on a computer database.	1-5 days suspension; possible referral to disciplinary hearing	3-5 days suspension; possible referral to disciplinary hearing	5 days suspension; possible referral to disciplinary hearing
Stealing, accessing, or distributing exams or answer keys to an exam by any means	1-5 days suspension; possible referral to disciplinary hearing	3-5 days suspension; possible referral to disciplinary hearing	5 days suspension; possible referral to disciplinary hearing

Cheating on a high stakes test such as Advanced Placement or CAASPP	1-5 days suspension; possible referral to disciplinary hearing	3-5 days suspension; possible referral to disciplinary hearing	5 days suspension; possible referral to disciplinary hearing
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Consequences for violations of the Academic Integrity Policy are cumulative for the school year in which the first incident occurs, plus the entire following school year.

In addition to the consequences listed above, students in violation of any aspect of the Academic Integrity Policy may also be subject to:

- Removal from a teacher assistant or office assistant assignment
- Removal from a leadership position within the school
- Loss of eligibility for honor societies and academic recognition

Unauthorized Access to Student Records

Unauthorized access and/or modification of the content of a student record, whether physically or electronically, is a serious violation of the Academic Integrity Policy.

In addition, unauthorized modification of the contents of a student record is considered to be a theft of District property under California Education Code 48900(g).

Unauthorized access/modification includes, but is not limited to, the following:

- A student who accesses a Bonita Unified staff account without permission from the account holder, whether or not any changes are made.
- A student who makes changes to their own or another student's records, (whether or not he/she derives personal benefit as a result of making changes).
- A student who requests or knowingly allows changes to be made to his/her record, even if he/she is not aware of the details of the changes.
- A student who facilitates unauthorized access to a staff account or a student record by any means.

Consequences for unauthorized access and/or modification of the content of a student record, whether physically or electronically, even for a first offense, may include:

- Suspension for up to 5 days.
- Recommendation for involuntary transfer within the district.
- Recommendation for expulsion.
- Report to law enforcement.

BIPs and Teacher Detentions

The Behavior Improvement Program (BIP) is the name of the merit and demerit program run by SDHS. Students can earn a merit when they follow the School Code of Conduct: respect, responsibility and ready to learn. Students that receive a merit may win one of many prizes donated by the community. A demerit is a detention and is always 25 minutes in length. Demerits/detentions can be served before or after school: 7:00am- 7:30am in the office or 2:45-3:15 pm in an assigned classroom. To avoid further consequences, students must serve detention the day it is assigned or the next day. Students who do not serve detentions may not be allowed to attend extra-curricular activities until all detentions are served. Lunch passes will be revoked and/or Saturday School assigned if a student has four or more un-served detentions or a record of not serving detentions. All students are required to carry an official school ID each day class is in session.

Teacher Detentions

Teachers may assign after school detentions to be served by the student with the teacher in the classroom. The length of a teacher detention is at the discretion of the teacher. Teachers will provide the student 24 hour notice for the detention. Failing to serve a teacher detention may result in a referral to the office for further disciplinary action.

Citizenship Grades

“O” Outstanding - Will be assigned to those who exhibit positive behavior on a daily basis. These students go the extra mile to help establish a positive and cooperative class room environment. These students always demonstrate and follow all classroom expectations, school rules, and policies.

“S” Satisfactory – Will be assigned to those who routinely exhibit positive behavior and cooperate fully with all students and teachers. The majority of students generally receive a satisfactory citizenship.

“N” Needs improvement – Will be assigned to those who exhibit inappropriate conduct/ behavior in the classroom in one or more areas.

- a. Two or more office interventions
 - i. One Saturday School equals one office intervention
- b. Three or more documented Teacher interventions with at least one Parent contact.
- c. 3 Unexcused Tardies
- d. One Truancy

“U” Unsatisfactory – Will be assigned to those who exhibit on-going patterns of inappropriate behavior. An unsatisfactory grade may also be given to a student who exhibit extreme behavior on occasion which may be disruptive, hurtful, disrespectful, dangerous *and/or* threatening in nature. The following may result in a “U” citizenship grade.

- a. Three or more office interventions
- b. Five or more documented Teacher interventions with at least two Parent contacts.
- c. 4 Unexcused Tardies
- d. 2 or more Truancies
- e. Any one time demonstration of extreme behavior

Class Suspensions

Pursuant to California Education Code §48910, a teacher has the right to suspend a student from a single class period for two days beginning with the day of the infraction. This type of suspension requires the teacher to make a reasonable attempt to notify the parent or guardian in person or by phone on the day of the infraction.

Expulsions

California Education Code 48915 details grounds for expulsions.

Except as provided in subdivision (c) and (e), the Principal or the Superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity on or off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to extenuating circumstances.

- Causing serious physical injury to another person, except in self-defense.
- Possessing any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing in Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault and battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Upon recommendation by the Principal, Superintendent of schools, or by a hearing officer or of administrative panel pursuant to subdivision (d) of Section 48918, the

governing board may order a pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

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

The Principal or Superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity on or off school grounds.

- Possessing, selling, or otherwise furnishing a firearm. The subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred by the principal or the designee of the principal.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

Identification Cards

All students are expected to carry an official school ID each day class is in session. The card serves as identification for students who belong on campus, for book checkouts, Finance Office payments, and discipline. The ID, or a separate school issued ID, may also include permission for Internet use, lunch pass, open period, or ROP classes. The ID card should be presented when asked for by any staff member.

Prohibited Items

Laser Pointers: California Education Code prohibits laser pointers on a school campus. Students found in possession of laser pointing equipment will be referred to the office for disciplinary action.

Markers and Spray Paint: Students are not allowed to bring permanent markers or cans of spray paint on campus. Water based markers are permitted for the purpose of academic activities and under the direction of an instructor. Students found defacing, vandalizing, or 'tagging' school property will be held financially responsible for the

damage, which may include repair, labor, and/or replacement costs. In addition to school discipline, law enforcement will be notified of any vandalism or graffiti and students may be prosecuted under California law.

Pepper Spray: Education Code 48900 (b) prohibits the possession of pepper spray on a school campus. Students who possess pepper spray on school grounds will receive disciplinary action consistent with bringing 'dangerous objects' to campus.

Saturday School

Saturday Schools are conducted on select weekends throughout the school year from 8 am – 12 noon. Students attending Saturday School are required to be punctual and to bring schoolwork and/or reading material (novels or assignment reading; no magazines or newspapers). Students who are late or arrive with no work to complete will be denied admission and marked as absent from Saturday School. The school dress code is enforced during Saturday School; students in violation of dress code will be denied admission. No food, electronic devices (except calculators), pillows, pajamas, or blankets are allowed. Saturday Schools are not in session on some 3-day weekends or during prolonged breaks (Thanksgiving, Winter and Spring Break).

Students may be assigned a Saturday School for a variety of reasons: Unexcused absences, period trancies, failure to serve BIPs or teacher detentions, truancy during lunch, as an alternative to suspension, or for disciplinary infractions as determined by the administration. Students who fail to serve Saturday School will receive additional discipline, which may ultimately include suspension from school.

Saturday School Dates

September 9, 16, 23, 30
October 7, 14, 21, 28
November 4, 11

December 2, 9, 16
January 13, 20, 27
February 3, 24

March 3, 10, 17, 24
April 14, 21, 28
May 5, 12, 19

Search and Seizure

Pursuant to Board Policy 5145.12, school administrators/designees may search individual students, their property, and district property under their control when it has been determined that reasonable suspicion exists. In our continuing effort to provide a safe and healthy learning environment for all students, Bonita Unified School District and San Dimas High School make use of a special program to minimize the presence of illegal drugs and alcohol on campus. This program, in collaboration with local law enforcement, has allowed the use of drug detection canines on campus. The use of this resource is strictly governed by Board Policy 5145.12.

Sexual Harassment

California Education Code 212.5 defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.” Sexual harassment from any student and/or employee will not be tolerated. The Bonita Unified Board of Education considers sexual harassment to be a serious infraction that may result in suspension or dismissal of an employee or suspension or expulsion of a student.

Tobacco Free Campus

Tobacco of any form is prohibited from all school campuses in the Bonita Unified School District. Eighteen-year-old students are also prohibited from tobacco use on campus. Tobacco use is also prohibited during school-sponsored extra-curricular activities. Possession or use of any form of tobacco (cigarettes, chewing, etc.) will result in disciplinary action, which can include suspension and/or a recommendation for expulsion. When appropriate, law enforcement will be notified.

CAMPUS LIFE

ASB

Ext. 3902

The Associated Student Body (ASB) of San Dimas High School oversees all extra-curricular and co-curricular activities on campus. Under the direction of the ASB Director, the ASB Leadership Class runs assemblies, sporting events, lunchtime and after-school activities, and fundraisers for the betterment of campus life. All students are encouraged to participate in activities and volunteer to participate in events. The ASB Director can be reached at (909) 971-8230 extension 3902.

ASB Card: One of the first ways a student can support the activities on campus is by purchasing an ASB Card. The funds from the sale of ASB cards are put directly back into the school and the enrichment of campus life. An ASB card entitles the holder to discounted rates at many school dances and functions, including free admission to all Valle Vista League football, basketball, and wrestling competitions. ASB monies fund the cost of all athletic programs on campus including the cost of officials and some equipment, uniforms, and awards. Upon the purchase of an ASB Card, students are issued a school ID with "ASB" imprinted on the face of the card. Students will be asked to present this card as proof of purchase at any sporting or school event before a discount or free admission can be granted.

Dances: SDHS students are supported both academically and socially. With this in mind, there are many school dances during a school year. A student must be in good standing with the school in order to attend a school dance. 'Good standing' is defined as any student who has no pending Saturday Schools or detentions when tickets are purchased. A student in good standing has also paid all material and fees owed to the school. In order to be nominated for a dance court, students must have purchased an ASB card. Students who are on suspension from school during the days leading up to the dance will not be allowed to attend. Refunds for ticket costs will not be issued to students who lose their dance attendance privilege due to disciplinary actions.

Dance Court Eligibility: When a student has a minimum GPA of 2.0 on their most recent grade report, has no more than one day of suspension during the current school year, and is on track for graduation as determined by credits completed and San Dimas Connection Project status, they are eligible for dance court. A student may only sit on one court per school year. The ASB will run a selection process to choose members of dance courts.

Dance Guests: Students may bring guests who are non-students if they are currently enrolled in 9th, 10th, 11th or 12th grade. Graduates may also be invited if they are 18, 19 or 20 years old at the time of the dance. All guests must have completed a guest pass and must have submitted it to the school administration for approval prior to ticket purchase. Students are responsible to provide a clear copy of the guest's photo ID with the guest pass application; faxes and emails to school staff are not acceptable. Ticket

sales that include a guest pass will conclude one day earlier than regular ticket sales. See guest pass for details.

Dance Dress Code and Behavior: Appropriate dress and behavior should be demonstrated at all SDHS activities. Students found to be wearing overly suggestive or disruptive apparel may be refused dance admission with no refund. Students dancing or behaving in a provocative or suggestive manner risk removal from the dance. Details of dance dress and behavior are on the back of all dance ticket applications and guest passes. Students may be required to take a breathalyzer test at any time before, during or after a dance.

Athletics

Ext. 3105 & 3106

San Dimas High School is proud of its rich athletic history. Today, SDHS offers sports teams for boys and girls in 13 different sports. Interscholastic, CIF competitions are held throughout the year; SDHS is a member of the Valle Vista League. Listed below are the sports and the seasons in which the teams compete.

Fall Sports

Cross Country
Football
Tennis (Girls)
Water Polo (Boys)
Volleyball

Winter Sports

Basketball (Girls and Boys)
Soccer (Girls and Boys)
Water Polo (Girls)
Wrestling

Spring Sports

Baseball
Golf (Boys)
Softball
Swimming
Tennis (Boys)
Track and Field

Athletic Eligibility: As with all San Dimas activities, the student members of our athletic teams represent San Dimas High School and the student body. As a school representative, all athletes are to display good sportsmanship and exemplary behavior on and off the competitive field. To be eligible for a team, students must be 'cleared' through the athletic department. Athletic clearance includes a physician-completed physical, a current GPA of 2.0 or higher on the most recent grade report, a 2.0 on any grade report during the competitive season, and no encumbrance to the school (monetary or material).

Questions regarding any sports program on campus should be directed to our Athletic Directors (A.D.). They can be reached at (909) 971-8230. The Girls' A.D. extension is 3106; the Boys' A.D. extension is 3105.

SCHOOL POLICIES

Cellular Phones, Cameras, and Calculators

(Pursuant to Board Policy and Administrative regulations 5131 and 6163)

Students who choose to bring any electronic device on campus, including calculators, must assume all responsibility for the device. SDHS and Bonita Unified School District are not responsible for any lost or stolen electronic property.

If a student chooses to bring a cell phone, camera, calculator, or other electronic device, they must abide by the following rules:

- Cell Phones may be used only outside the classroom except when permission is granted by a school or District employee.
- Cell phones may be used in the event of an emergency when there is a clear and present danger in the immediate area that will result in student or staff injury and/or loss of life.
- Under no circumstances will any cell phone or any camera be used in the locker rooms or restrooms of the school.
- Cell phones may not be used as calculators during class time unless specifically allowed by a school or District employee for educational purposes.
- Electronic devices must be deactivated and out of sight during class time and at any other time as directed by a school or District employee, unless specifically allowed by a school or District employee for educational purposes.
- The student is responsible for assuring electronic devices are turned off and not causing a disruption to themselves or others.
- Electronic devices are not to be used on district buses or field trips without permission of the bus driver or the school staff member that is accompanying the students.
- If a student chooses to use any electronic device in violation of school policy, that device is subject to confiscation. Only a parent may retrieve these devices after the school day has ended from the teacher or administrator.
- Any electronic device must be turned over to a staff member when requested. If a student chooses not turn over the device they will be brought to the office for disciplinary action.

Deliveries and Visitors for Students

In order to ensure minimal instructional disruptions, students may not receive visitors or deliveries of any kind during the course of the academic school day. The administration office will not hold money, lunches, homework, sport equipment, birthday grams, or any other delivery for a student to pick up at a later time. However, deliveries are allowed “over the fence” during break and lunch time for students who need something delivered. Students are not allowed to wait on the front steps or meet their delivery in the parking lot.

Dress Code

Bonita Unified School District and San Dimas High School have adopted a dress code that allows for personal style without causing disruption or intimidation. Each student's appearance should be neat, acceptable and in keeping with the activities at SDHS. In addition, the following are prohibited:

- Oversized shirts reaching beyond wrists, pants that can't stay up without a belt, socks that meet shorts, pants or shorts with slits that reveal the buttocks or under garments.
- Shorts, skirts, or dresses must be longer than mid-thigh
- Visible under garments (including sports bra), see through or fishnet fabrics, off the shoulder clothing, low cut tops, shirts that reveal breast or stomach, dresses or skirts that reveal the buttocks.
- Belts and wristbands with protruding metal, chains, dew rags, combs worn in hair, hair nets.
- Clothing that depicts violence, weapons, sexual suggestions, alcohol, tobacco or drugs.
- Steel toed shoes or boots, slippers that are designed to be only worn inside (no fuzzy or cloth soles).
- Pajamas, blankets, pillows, flannel pants or tops that are designed as sleepwear.
- Solid navy, black, or red beanies.
- A ring or other jewelry with protrusions or a ring joining two or more fingers.
- Studs with spikes, oversize or excessive jewelry, which could pose a danger in P.E. or other situations such as shop or science labs.

Students in violation of the dress code will be asked to correct their attire and given loaner clothing. They may be assigned a detention. The clothing in violation of dress code will be kept in the office until the end of the school day. Continued violation will result in progressive consequences including possible suspension per Education Code 48900K.

Field Trips

San Dimas High School believes that field trips provide an extra-curricular opportunity for students to further explore an area of study. Many academic departments run field trips throughout the year. All students must obtain parent permission on a “Permission to Participate in School Activity” form. Teachers will provide make-up assignments for students cleared to attend field trips. Donations are sometimes requested for a field trip, however no student will be denied participation due to not donating.

Before going on the field trip, students must get their homework assignments for the classes they will miss. Students are responsible for all work assigned and must turn in homework the next school day to receive credit. Students may choose not to go on the field trip. The advisor sponsoring the field trip also has the option of not allowing a student to go if behavior and/or attendance are a concern. A teacher with a concern about a student’s participation will contact the advisor and work out a mutually agreeable solution.

Fire and Disaster Drills

State law dictates that fire and disaster drills are completed during the school year. Teachers and staff members are well advised of the school safety plan and will instruct students on what to do in the event of an emergency. Students are required to follow the directions of staff members quickly, quietly, and exactly.

Graduation Requirements

To graduate from high school, a student must fulfill all the requirements mandated by the State of California and the Bonita Unified School District Board of Education. In the current school year, the graduation requirements include the completion of 220 semester credits of prescribed coursework, successful completion of Integrated Math 1 and the completion of the San Dimas Connection Project. To receive a BUSD High School diploma, seniors must remain enrolled in a full schedule of five or six classes during the last semester of attendance. For mid-year graduates, the last semester of attendance will be the fall semester; June graduates will count the spring semester as their final semester.

Coursework: To graduate from SDHS, a student must complete a minimum of 220 semester credits of coursework. There are eight areas of study where students are required to take courses. Within these 220 credits, a student must complete specified, subject specific courses, which include the following:

<u>Subject Requirement</u>	<u>Credits</u>	<u>Required Courses (if applicable)</u>
English	40	English I, II, III, and IV

Social Studies/History	10	World History
	10	United States History
	5	United States Government
	5	Economics
Mathematics	10	Integrated Math 1
	10	Other Math Course
Science	10	Physical Science
	10	Biological Science
Physical Education	20	P.E. or Sports P.E.
Vocational Education	10	
Visual-Performing Arts	10	
Electives	70	A maximum of 20 elective service credits (i.e. Teacher Assistant, Office Aide, etc.)

Please be aware that 4-year college and university admission requirements often differ from the prescribed coursework for graduation from San Dimas High School. Students should seek out admission requirement information from the school of their choice for complete details. Student Service Coordinators will schedule an appointment early in each student's high school career to develop a planned course of study that will insure the ability to achieve their post-high school goals. To check on this meeting, refer to the student service coordinator information found in this handbook.

San Dimas Connection Project: The SDCP is a portfolio-based project that provides all SDHS students with opportunities to examine their skills and abilities and to articulate their plans for the future as it relates to the ESLRs. The SDCP components include a *Personal Story*, *Best Work* samples from each school year, *Community Volunteer Service* completed each year, a *High School and Beyond Plan*, and the *Senior Presentation*. The Bonita Unified School District (BUSD) Board of Education determines the culminating project as a mandatory noncredit graduation requirement. Thus, students must complete and pass all components of the SDCP to be eligible for a diploma in the BUSD. See the SDCP Handbook on SanDimasHigh.com or by clicking [here](#).

Homework Policy

The Bonita Unified School District (BUSD) and San Dimas High School believe that homework is an integral part of the total instructional program. Homework extends learning opportunities beyond the confines of the school day. We recognize that homework contributes toward building personal responsibility, self-discipline, and lifelong learning habits. Time spent on homework directly influences the student's ability to meet BUSD's academic standards.

Assigned homework serves the following purposes...

- Reinforce classroom instruction and student learning.
- Prepare and review for exams and/or future lessons.

- Provide meaningful learning activities.
- Provide the teacher information on student progress.
- Develop mastery/proficiency of developing skills.
- Extend learning through enrichment/extension activities.
- Develop good study skills and habits.
- Foster independent learning.

Each teacher will issue a course syllabus that clearly outlines homework expectations for the particular class. When a student repeatedly fails to do their homework, parents/guardians will be notified by the teacher. Parents should know the homework their children are responsible for completing. Parents are encouraged to provide time for their child to complete their homework and to check-up on their progress, but are requested to allow their children to practice independently. Information on assignments is available on the Aeries.net Grade book located online though SanDimasHigh.com or by clicking [here](#).

Insurance

Optional student insurance is available to all students at a nominal cost. The school acts as the medium in supplying the insurance information and forms, but assumes no liability, either for the injury or the subsequent negotiations with the insurance company. Information on student insurance is available in the Finance Office.

Internet Contracts

(Pursuant to Board Policy 5131)

All students who intend to use the computers and Internet services provided by San Dimas High School are required to complete an Internet Terms of Use Contract. These forms are first made available during student registration and can be obtained from the administration office throughout the school year. The terms of this contract are to be followed by all students any time they use campus computers including use before, during, and after the school day. If a student chooses not to follow the rules in the contract they can lose their school computer privileges, be referred to counseling, be suspended from school, and/or be removed from computer classes with failing marks on computer based assignments.

Lunchtime Boundaries

In order to insure proper student supervision, all students are expected to remain in specific areas designated as “in-bounds” during break and lunch. The boundaries for lunch are detailed on the school map located at the end of this handbook. The quad between the F and G buildings, the lunch shelter, and the cafeteria are considered in-

bounds. Students needing to complete school business in the office may visit the administration building during break and lunch with the understanding they will return to the quad immediately after finishing their work. No one is allowed to eat in an area that is “Out of Bounds”

The parking lot is considered out-of-bounds during the school day (with the exception of juniors and seniors with a valid lunch pass). Students are not to loiter in the parking lot before or after school. Students are not to go to their car or to a friend’s car without explicit permission from a staff member; an escort may be required for the student to go to their car during instruction time.

Students found to be out-of-bounds during the school day will receive disciplinary action. A first offense will result in a warning. Multiple offenses can result in BIPs, Saturday Schools, revocation of a lunch pass, or suspension.

Lunch Passes

A junior or senior who qualifies for extended lunch period may receive an off-campus lunch pass with written permission from their parent. Lunch passes may be suspended or revoked for the duration of the quarter if a student is repeatedly late returning from lunch or found in possession of a forged pass or another student’s pass. Students with discipline or attendance problems during the school year may also have their lunch pass revoked.

Extended Lunch Opportunity

The work completed by students each quarter determines if they will be included in a study period or an extended lunch period for the following quarter. Students that have not yet earned an extended lunch will be enrolled in a study period (period 5). This will give students a quiet place during the school day to complete homework, classwork and/or get help from tutors. A junior or senior who qualifies for extended lunch period may receive an off-campus lunch pass with written permission from their parent.

All students earn their extended lunch for first quarter based on their work in 4th quarter of last year. The work completed by students in each subsequent quarter determines if they will be included in a study period or an extended lunch period for the following quarter.

Seniors that receive a failing grade on the San Dimas Connection Project (SDCP) during any quarter will be added to study period for the following quarter. Seniors that do not turn in a SDCP Portfolio by the due date will be added to study period until the portfolio is complete.

The first week of quarters 2, 3 and 4 will be a transition period as grades are posted and students are assigned to study period/extended lunch. Students will attend the previous quarter's study period/extended lunch assignment during this week.

Extended Lunch Requirements

Students can earn an extended lunch by meeting all of the following requirements:

Academics

2.0 un-weighted GPA with no grade lower than "C"

2.5 un-weighted GPA if any grade of "D"

No grade of "F" (including SDCP)

Citizenship

No U's in Citizenship

No Suspensions, ALC or Class Suspension

Tardies and Truancies are included in Citizenship Marks

Proficiency (April/May tests effect Q1)

Met or Exceeded on Math and English SBAC (CAASPP)

Met, Exceeded, Proficient or Advanced on Science testing (CST/NGSS)

Students with IEP or 504 plans must complete all of the same tasks in accordance with any modifications in that plan.

Open Periods

Many junior and senior students at SDHS have the option of reducing their academic day to five periods when they are shown to be on track to graduate. A junior must have a minimum of 120 credits completed towards graduation and be able to demonstrate an academic plan that will complete the remaining 100 credits and fulfill the remaining, uncompleted requirements. Seniors must have a minimum of 170 credits and be able to show a similar plan to complete a course of study for graduation. Juniors and seniors may request an open 1st or an open 7th period; however the school master schedule may not be able to accommodate every request. Depending on the schedule, some students may have to take either of the open period options. Students are not allowed to have open periods during periods 2, 3, 4, or 6. Period 5 may be an open period if the student meets the requirements for an extended lunch.

Physical Education

All students are required to take two years of physical education (PE) per California Education Code 8158. Full participation in class is expected of any student who is enrolled in a PE course. A parent may excuse a student from one day of participation in PE. An extended excuse of 3 days or more requires a physician's verification. Students

who refuse to participate in PE may suffer an academic consequence, disciplinary action, or both. Students who consistently fail to participate in PE (non-suit) risk failure of their PE course, a graduation requirement for SDHS students.

Suitable PE attire is to be worn during PE classes. PE clothes are available for purchase during registration and throughout the year in the Finance Office; t-shirts and shorts are available in sizes small, medium, large, extra-large, and extra-extra-large. PE clothing should be clearly marked with a student's last name and first initial. PE clothes are expected to be taken home over the weekend to be cleaned.

The PE teacher will issue a locker for student use while enrolled in PE. Personal items should not be left unattended outside the lockers at any time. PE lockers are not to be used to store textbooks. It is the student's responsibility to keep the locker locked at all times. SDHS and BUSD do not assume any responsibility for items lost or stolen from a locker; money, books, gym clothes, or any other items stolen from lockers will not be replaced. There are locker room attendants for both boys' and girls' locker rooms that may assist with securing oversized items during class time.

Restrooms

Restrooms are to be used only for their intended purpose. Restrooms are not lunch areas or meeting halls. In order to use the restroom during class time, all students should request a hall pass from their teacher before leaving the class. Loitering in or around the restrooms is strictly prohibited. Cell phone or camera equipment use in a restroom or locker room is also strictly prohibited. Students found to be using this equipment in a restroom or locker room will have the electronics confiscated. The equipment will be returned under the guidelines of the electronic devices policy found in the Behavior and Discipline section and additional discipline may apply.

Sex Education

California Education Code 51938 states that a school will "notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year."

The following courses include or may include one or more class sessions and materials in which the human reproductive organs as well as HIV/AIDS education may be discussed and/or detailed. In addition, instruction and/or films may be shown regarding the prevention of sexually transmitted diseases and/or HIV/AIDS:

- Anatomy
- Biology
- Child Development
- Freshman Foundations
- Physical Education
- Relationships

- Single Survival

A parent/guardian of a student enrolled in one of these classes who wishes to deny this information to his/her student should submit a written request to the school principal asking that the student be excused from these lessons. Such requests will be valid for the academic school year during which it is received and may be withdrawn by the parent at any time. Alternative instruction will be provided to the students that are not participating in these class sessions. Parents and guardians that wish for their student(s) to receive all of the above listed instruction do not need to take action.

If a parent or guardian wishes to review the class materials before making a decision, an appointment must be made with the school administration. Please contact the school at (909) 971-8230 Ext. 3033 to make an appointment with an assistant principal.

Star Awards

Students who qualify will receive a “STAR” Letter the first time they qualify. Each additional time they will receive a gold or royal star to pin on the letter. They also receive homework and other coupons provided by Academic Boosters.

Gold Star Requirements

- 4.0 GPA
- No more than 5 maximum excused absences
- No referrals to the Dean of Students
- No more than 3 BIPS
- No citizenship grades of N or U
- No outstanding debts to the school
- Involved in two of the following:
 1. ASB or class officer
 2. Officer or active member of any SDHS Club
 3. Active participant in SD Sport Team
 4. Member of band, choir, dance or rally

Royal Star Requirements

- 3.0 GPA
- No more than 10 maximum excused absences
- Good Citizenship Recommendation by the Dean of Students
- No more than 3 BIPS
- No Citizenship grades of U
- No Outstanding Debts to the school
- Involved in one of the following:
 1. ASB or class officer
 2. Officer or active member of any SDHS Club
 3. Active participant in SD Sport Team

4. Member of band, choir, dance or rally

Telephone Use

School telephones are primarily for the transaction of school business. Requests to call teachers or students to a telephone during instructional time will be granted only in cases of emergency. Students needing to place a phone call to a parent will be granted permission during break or lunch if the situation is of an urgent nature and there is a phone available for use at the time of the request. Students may also use a cell phone provided they abide by the policy regarding cell phones detailed earlier in this section.

Transportation

The San Dimas Law Enforcement Report indicates that currently, conditions do not exist in any part of the community that would eliminate any particular route to school as a safe route on the basis of an identified crime problem. However, certain procedures must be followed to ensure safe ingress and egress to and from school for students, staff, and parents. Those procedures are:

- Students walking to school are not to walk along the railroad tracks and are not to cross the tracks other than at marked, controlled street crossings.
- Pedestrians entering the school are not to cross Covina Blvd. except in the crosswalks at the freeway entrances, Saints' Court, and/or Lone Hill Avenue.
- Vehicles dropping off or picking up students are to use the student drop off/pick up lane accessed from Saints Court via the third entrance south of Covina Blvd or drop off along the sidewalk on the south side of Covina Blvd east of the bus lane.

Cars: Student parking is allowed in specific areas of the parking lot with a permit. Permit applications are available in the office for a fee. Vehicles that are parked illegally or without a permit are subject to citation from the Sheriff's Department and/or towing at the owners expense. Students who drive unsafely while in the parking lot are subject to loss of parking privilege without refund, citation from the Sheriff's Department, and/or towing at the owners expense.

Bicycles: Bikes are to be secured in the designated area in front of the school. Bikes may not be ridden at any time on campus or used in such a way as to interfere with the instructional program. The Bonita Unified School District and San Dimas High School are not responsible for lost, stolen, or damaged bicycles. Students must wear protective helmets while riding bicycles to and from school. Students found riding bicycles in the parking lot without a helmet or found riding in restricted areas will be subject to disciplinary action.

Buses: Information on applications for bus passes and fees is sent out before the beginning of the school year and before the beginning of second semester. Contact the

Transportation Department at the District Office for questions concerning the fee schedule. The phone number of the Transportation Dept. is (909) 971-8200 Ext 5261.

Students must adhere to all school rules while riding the bus. Students who violate the rules will receive a warning from the driver. Receipt of a bus ticket may result in revocation of bus riding privileges. Serious violations on the bus or at the bus stop may result in suspension from the bus, from school or other disciplinary measures. The bus riding rules follow:

- Arrive at least five minutes before the scheduled departure time, but never more than 10 minutes early.
- Wait in a safe place, a reasonable distance from the street.
- At the bus stop and while riding the bus, observe the same rules that apply at school. (No smoking, fighting, profanity, defacing property, throwing objects, etc.)
- Line up in an orderly manner as the bus approaches. Have your bus pass ready to present to the driver. Be ready to surrender the pass, if requested to do so.
- Students who lose their bus pass can have it replaced for \$5.00. Contact the District Transportation Dept. for details. (909) 971-8200 Ext 5261.
- Wait until the bus has come to a complete stop and the driver has opened the door before attempting to board or leave the bus.
- Be courteous and follow all directions given by the driver.
- Sit where the driver directs. Remain seated at all times until disembarking. Always face forward with both feet on the floor.
- Do not shout, make loud noises, or cause disturbances or distractions that will divert the driver's attention while the bus is in motion; it is a safety hazard.
- Keep the center aisle clear of feet and objects at all times.
- Food, drink, glass containers, animals, and insects may not be taken on the bus. Sack lunches may be taken on the bus but must not be opened while aboard.
- Do not tamper with the bus controls, the emergency exit doors, or make unauthorized exits from the bus.
- Follow the driver's instructions when crossing the street.
- Go directly home after leaving the bus from the ride home after school.

Skates, Skateboards, Rollerblades, and Scooters: Skates, skateboards, rollerblades and motorized scooters are prohibited on campus and may not be ridden at any time including in the parking lot. Students should leave these items at home. Non-motorized scooters or skateboards can be appropriately locked in the skateboard rack at the student's risk. Bonita Unified School District and San Dimas High School are not responsible for lost, stolen, or damaged skateboards or scooters.

Visitors

Parents, guardians, and other adults are encouraged to visit the school. We request that you contact the campus prior to your visit so that proper arrangements can be made. These arrangements must be made 24 hours in advance. They can be made with a teacher who will then inform the administration that an adult visitor will be coming to campus. Once arriving on campus, all visitors should check in with the receptionist and obtain a visitor's pass. California Penal Code 653g states that visitors to a campus without permit are loiterers. "Every person who loiters about any school or public place at or near which children attend or normally congregate is a vagrant, and is punishable by a fine not exceeding \$500 or by imprisonment in the county jail for no longer than 6 months or by both fine and imprisonment."

Students are reminded that they are expected to only be on their current school campus when school is in session. All students must stay off all other school campuses. At no time is it acceptable for a student to visit a teacher or student on another school campus. Disciplinary action, which may include suspension, may result if a student is found to be on a campus at which they are not enrolled.

PROGRESSIVE DISCIPLINE CHART

The following procedures are general guidelines. **School administrators have discretion with respect to the application of these guidelines on a case by case basis.** All incidents include counseling.

Offense	Consequence		
	1st Occurrence	2nd Occurrence	3rd Occurrence
Ed. Code 48900 A. Caused, attempted to cause, or threatened to cause physical injury to another person (fighting) [serious injury: 48915-A1]	1-5 days suspension Counseling Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation	5 day suspension Possible hearing recommendation
Assault on school personnel (PC 241.2) [48915-A5]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 B. Possession of "weapons" [knife: 48915-A2]	5 day suspension Police report Possible hearing recommendation	5 day suspension Police report Hearing recommendation	
Possession of dangerous Object [knife: 48915-A2] [firearm: 48195-C1]	1-5 day suspension Police Report Possible hearing recommendation	3-5 days suspension Police report Possible hearing recommendation	
Brandishing a knife [48915-C2]	5 days suspension Police report Recommend expulsion		
Poppers, stink bombs, lighters, matches	1 day suspension	1-3 days suspension	3-5 days suspension
Possession of firecrackers or other explosives [explosive: 48915-C5]	3-5 days suspension Possible hearing recommendation Police report	5 days suspension Recommend expulsion Police report	
Ed. Code 48900 C. Possession, selling, furnishing, or under the influence of alcohol or Drugs [possible 48915-A3], [selling: 48915-C3]	5 days suspension Possible police report Recommend hearing	5 days suspension Police report Recommend expulsion	
Ed. Code 48900 D. Sale or distribution of drugs or alcohol or substances purported to be drugs or alcohol (look-a likes) [48915-C3]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E. Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	
Ed. Code 48900 F. Damage to school property or private property	Alternative to suspension such as Saturday School or in-school suspension Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation
Ed Code 48900 G. Stealing or attempting to steal	Possible suspension if deemed a danger to persons Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 H. Possession or use of tobacco	Alternative to suspension such as Saturday School or in-school suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report

Offense	Consequence		
	1st Occurrence	2nd Occurrence	3rd Occurrence
Ed. Code 48900 I. Obscene Act	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	3-5 days suspension
Habitual profanity towards other students	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	2-5 days suspension
Profanity towards staff	Alternative to suspension such as Saturday School or in-school suspension	1-3 days suspension	3-5 days suspension
Ed. Code 48900 J. Possession of drug paraphernalia containing no drug	Possible suspension if deemed a danger to persons Possible police report	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 K. Disruption of school activities, Defiance of school authority	<i>Behavior that disrupts school activities or in which a student willfully defies the authority of a school employee can be grounds for suspension if the behavior is chronic. Other means of correction should be used and documented prior to a suspension See the Progressive Discipline section below for additional details.</i>		
Ed. Code 48900 L. Received stolen property	Possible suspension if deemed a danger to persons Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 M. Possession of an imitation firearm	5 days suspension Possible police report Possible hearing recommendation	5 days suspension Police report Possible hearing recommendation	5 days suspension Police report Recommend hearing
Ed. Code 48900 N. Committed or attempted to commit a sexual assault; or committed a sexual battery [48915-C4]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 Q. Engaged in or attempted to engage to engage in hazing.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed Code 48900 R. Engaged in an act of bullying, including but not limited to bullying by means of an electronic act directed at a pupil or staff member.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 S. Aids or abets the infliction or attempted infliction of physical injury to another person.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.2 Sexual harassment	Possible suspension if deemed a danger to persons Possible police report Possible hearing	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Offense	Consequence		
	1st Occurrence	2nd Occurrence	3rd Occurrence
Ed. Code 48900.3 Hate violence (including racial, ethnic, religious and sexual slurs) Caused, threatened to cause Or participated in an act of hate violence.	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.4 Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension if deemed a danger to persons Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Grounds for Involuntary Transfer to Another School Within the District:

1. Student in possession of or under the influence of drugs or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal

Grounds for Expulsion from the District (Education Code 48915):

- (A1-A) Causing serious physical injury to another person
- (A1-B) Possession of any knife or other dangerous object
- (A1-C) possession of any controlled substance
- (A1-D) Robbery or extortion
- (A1-E) Assault or battery upon a school employee
- (C1) Possessing, selling, or otherwise furnishing a firearm
- (C2) Brandishing a knife at another person
- (C3) selling a controlled substance
- (C4) Committing or attempting to commit sexual assault
- (C5) Possession of an explosive

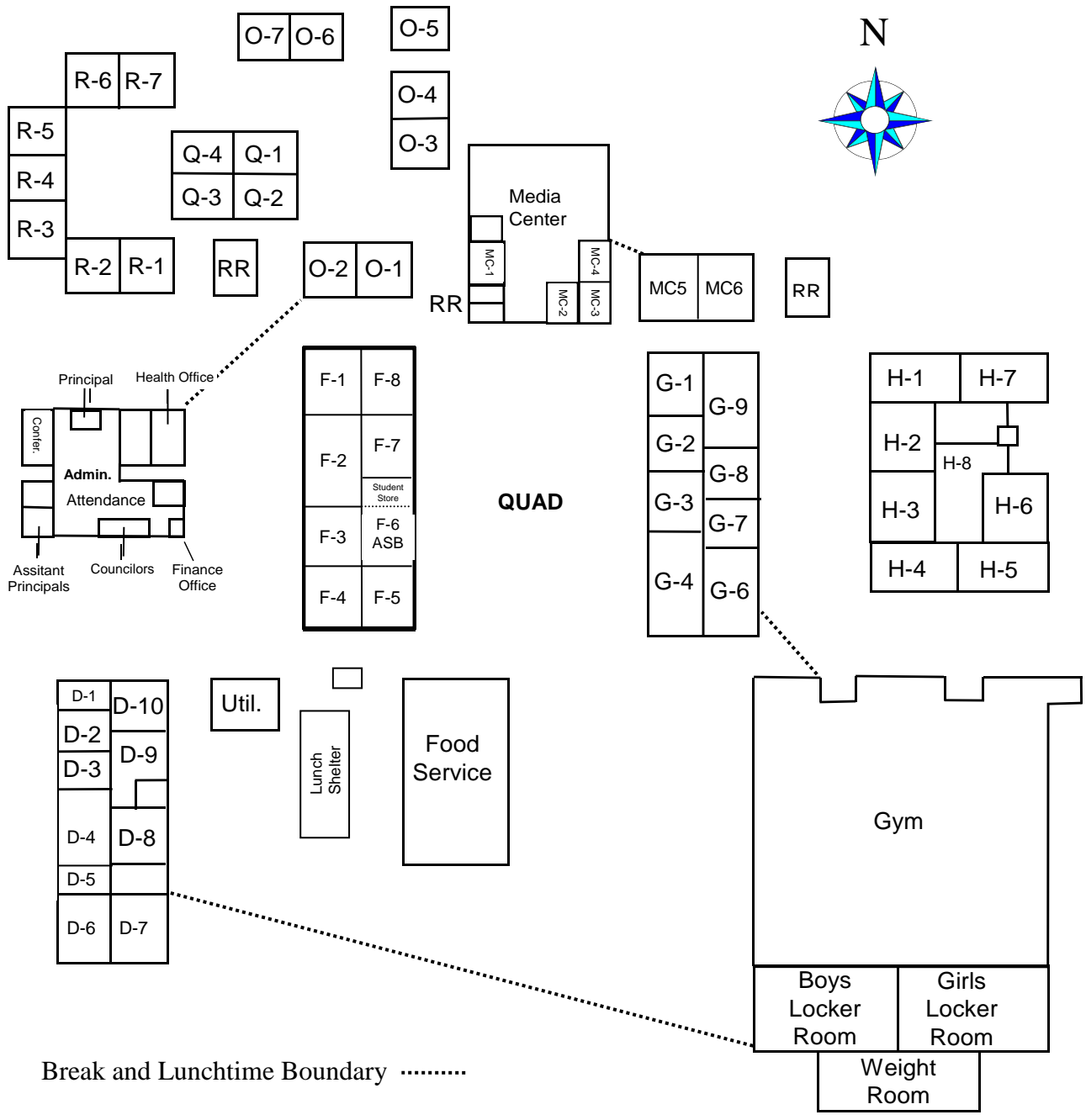
San Dimas High School TELEPHONE DIRECTORY

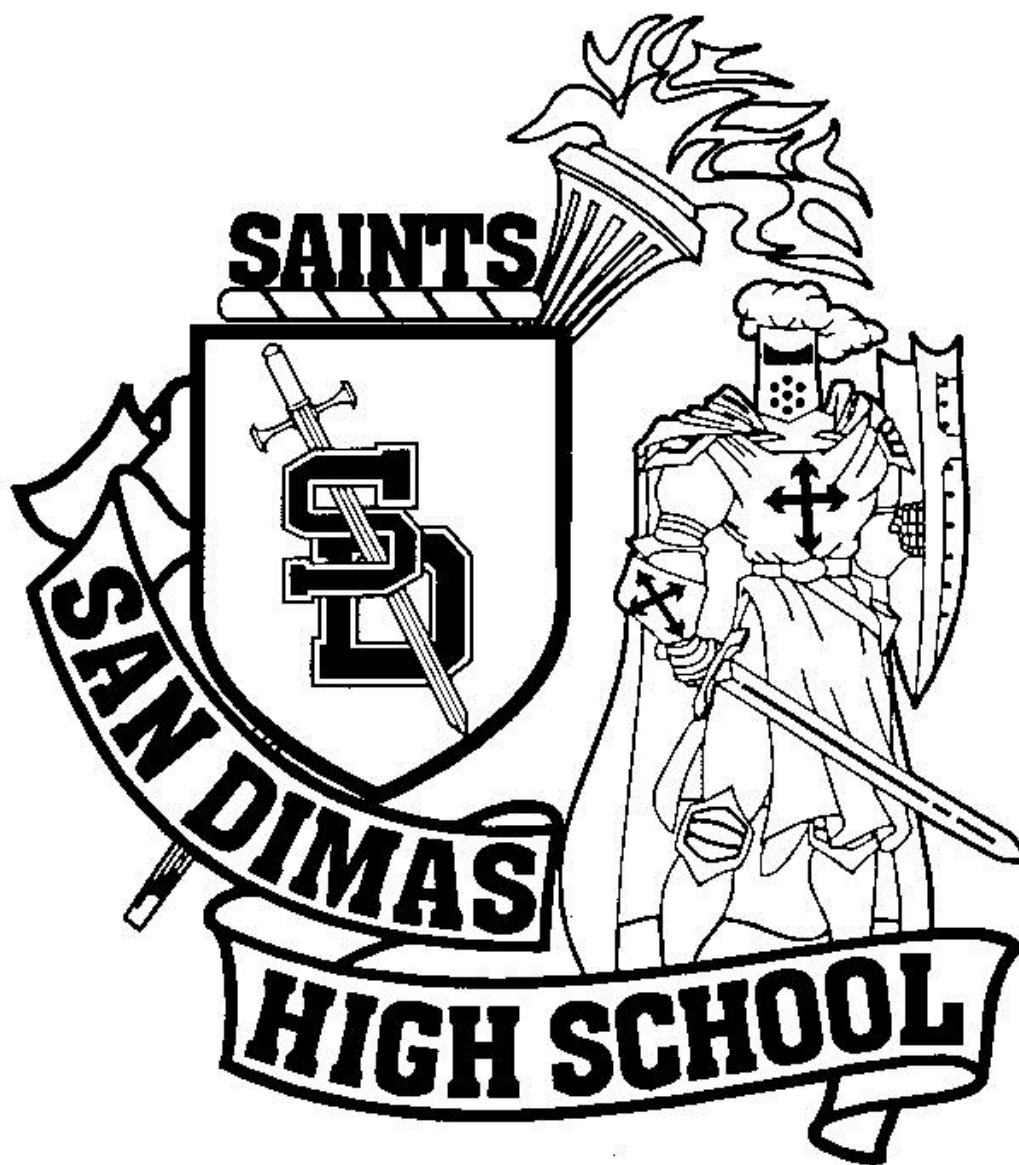
School Phone (909) 971-8230
School Fax (909) 971-8239

Assistant Principal		
Activities and Athletics	Mrs. Kear	3033
Assistant Principal		
Curriculum and Assessment	Mr. Nance	3031
Associated Student Body (ASB)	Mrs. Carson	3302
Athletic Director – Girls	Mrs. Kosik	3106
Athletic Director – Boys.....	Mr. Prestesater	3105
Attendance Office	Mrs. Jackson.....	3040
Career Center.....	Mrs. DiFlauro	3065
Dean of Students	Ms. Pomo.....	3036
Finance Office.....	Mr. Blau	3060
Health Office	Mrs. Clark	3020
Media Center	Ms. Cruz	3091
Principal.....	Mr. Macdonald	3011
Registrar	Mrs. Murray.....	3050
Student Services Office	Mrs. Pena	3054
Student Service Coordinators		
A-F	Mrs. Brennecke.....	3051
G-N	Mrs. Stragier	3052
O-Z.....	Mrs. Atkinson	3053

CAMPUS MAP

San Dimas High School





**800 West Covina Boulevard
San Dimas, California 91773**

**Phone: (909) 971-8230
Fax: (909) 971-8239**

SanDimasHigh.com