

## **SAN DIMAS HIGH SCHOOL**

### **Behavior and Attendance Standards**

San Dimas High School places a high value on academic success. Running an orderly campus is one of the cornerstones of that success. The purpose of this statement of understanding is to outline some of the San Dimas High School Policies and Procedures that promote an orderly campus. Please take time to read and sign these abbreviated policies and the complete policies in the Student Handbook. The Student Handbook is available online at [SanDimasHigh.com](http://SanDimasHigh.com).

#### **Attendance**

**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 voicemail. 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.

**Off-Campus Pass:** Notes requesting an Off-Campus Pass must be turned into the Attendance Office at least 10 minutes prior to the student's first class. Notes must include a parent/guardian phone number for verification. Students will be issued a call slip to report to the Attendance Office and pick up their Off campus Pass prior to leaving campus. Attendance personnel will verify notes by signature and/or phone call. Parents may not call the Attendance Office to request an Off-Campus Pass. We must have a note with a parent signature, an e-mail or fax, or a parent/guardian must come in to sign the student out. The students will be called for by a call slip and the Off Campus Pass will be issued. Students possessing an 18 year old contract must adhere to the same expectations for off campus passes.

**Tardies:** Students are expected to be in their classroom, prepared to learn, before the bell rings. Tardiness is disruptive to the learning environment and will not be tolerated. Teachers will accurately record tardies, which will be tracked by administration. Administration will be notified if a pattern of excessive tardies is noted. The infraction will be recorded and proper discipline assigned according to the progressive discipline policy.

**Truancy:** Truancy is defined as being absent from school without parent/guardian's permission. Out of bounds includes, but not limited to, the following: parking lots, athletic fields/courts, or any other authorized or isolated area.

A student missing from a single period more than 30 minutes is also required by law to be considered truant. State law defines habitual truancy as missing 3 or more single periods of school without a valid, verified excuse.

Truancies will be handled according to the progressive discipline policy and (E.C. 48260.5). Teachers are not responsible for providing make-up work for students who were truant from their class.

#### **Student Discipline**

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.

#### **BIPs**

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 varies between 30 minutes (first offense) to 1 hour in length. Demerits/detentions can be served before or after school: 7:00am- 7:30am in the office or 2:45-4:30 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, and will incur additional consequences, such as Friday/Saturday school and lunch pass confiscation, until all detentions are served. All students are required to carry an official school ID each day class is in session.

### Saturday School

Students may be assigned a Saturday School for a variety of reasons: unexcused absences, period truanancies, four unserved demerits/detentions, off campus without a pass, disruption or other disciplinary infractions as determined by the administration. Students who fail to serve Saturday School will receive additional discipline including suspension from school.

### Electronic Devices

Electronic devices used to play games or music (including cell phones used to play music) are not allowed. Please refer to the Student Handbook at [SanDimasHigh.com](http://SanDimasHigh.com) for policy regarding electronic device usage on campus.

### Canine Program

Drug sniffing dogs periodically visit the school. For further details regarding the canine search policy, please refer to the search and seizure section of the Student Handbook at [SanDimasHigh.com](http://SanDimasHigh.com).

### Academic Integrity

Students are expected to display academic integrity at all times. This includes not copying or sharing work. For policies regarding Academic Integrity, please refer to the Student Handbook at [SanDimasHigh.com](http://SanDimasHigh.com)

### Student Deliveries

We are unable to accept student deliveries during the course of the academic school day. Parents may call student cell phones during lunch or break and ask to meet them at the gate with school projects, lunch money or personal messages.

### **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. As you dress for school each day, please adhere to the following guidelines:

- Clothing should be NEAT, CLEAN, SAFE, AND NON-DISTRACTING
- The Following are **prohibited:**
- Oversized shirts reaching beyond the wrist
- Socks that pull up high enough to reach the bottoms of shorts
- Belts, wristbands, or other jewelry with protruding metal, chains
- Steel toed shoes or boots, slippers that are designed to be only worn inside (no fuzzy or cloth soles)
- Blankets, pajamas, flannel pants or tops that are designed as sleepwear
- Combs in Hair, du-rags
- Clothing/hats that depict violence, weapons, sexual suggestions, alcohol, tobacco or drugs.
- Clothing that is excessively revealing
- Examples:
  - off-the-shoulder tops
  - Low cut tank tops, tank tops open on the sides
  - tank tops (with straps of less than one inch)
  - tube tops, shirts with open backs, backless shirts, and bare midriffs
  - Short shorts, short skirts. - clothing should cover buttocks completely at all times
  - sagging pants - underwear or shorts worn under the pants should not show at any time

**We affirm that we have read and understand this document as well as the policies set forth in the Student Handbook available at [SanDimasHigh.com](http://SanDimasHigh.com). *Final interpretation of the school code is at the discretion of the school administration.***

**Student Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**