

# Welcome to Hemet High School

- *A California Distinguished School* -



The Hemet High School Staff would like to welcome you to the 2014-15 School Year. We hope that you, as a freshman, sophomore, junior or senior, will find the next nine months to be relevant, productive and enjoyable.

The staff is here to assist you as you engage in academic studies, school activities, and athletic pursuits. During your school participation you will undoubtedly encounter obstacles from time to time which seem to interfere with your progress. During these times, staff, as well as students, will be here to support, listen, and encourage you. When you have a question/problem, be sure to ask a staff member for help.

In any large organization (this year we will have more than 2,300 people on campus) certain “ways of doing things” are established to help people accomplish their work, and so it is here at Hemet High.

Be sure to read this material at least ONCE! It will familiarize you with your responsibilities as a student at Hemet High. Much of it can be summarized in these three rules:

1. Attend class every day.

2. Do your work.
3. Be courteous and considerate of others.

Certain “routines” have been developed so that students, parents, and staff will know ahead of time how needs / events will be handled. Hopefully, this predictability of mechanical matters will free us all to work enthusiastically in our various areas of learning.

### **Governing Board Educational Philosophy**

In order to provide a comprehensive and appropriate education for the children of the District, the Governing Board has identified the following philosophical statements as the basis for educational programs of the Hemet Unified School District.

### **The Hemet Unified School District believes:**

That the acquisition of basic skills by all students is a necessity and can be achieved by establishing stringent academic standards encouraged by high expectations of all students;

That it is important to foster an atmosphere that encourages patriotism and an understanding of the ideals of the American democratic system;

That high standards of discipline, requiring appropriate behavior by all students, are a necessary element of the education process;

That required homework is an integral part of education that extends the educational process into the home supporting the home / school / community relationship;

That sound personal health habits and standards are a significant part of the learning process;

That high standards of personal character, honor, and ideals must be fostered in the schools;

That strong support of the instructional program in each classroom is the primary function of all employees of the Hemet Unified School District;

That consistent student daily attendance and participation in classroom activities is a requirement in obtaining a viable education;

That education is a cooperative effort of the parent and the school that requires demonstrated responsibility and support on the part of the parent.

***Be thankful for each new challenge because it will build your strength and character.***

*Author Unknown*

## **Parental Rights**

The Board supports and acknowledges the right of a parent or guardian to direct the upbringing of his or her child. The Board also recognizes that parents or guardians should have the right to know whether any child of theirs will be asked to disclose or reveal, through the taking of any examination, survey, or questionnaire, certain matters of a personal nature about themselves, their parents, or guardians. The Board also recognizes that the parent or guardian of the child should have the choice whether or not the student will be allowed to participate in any such examination, survey, questionnaire, practice, sample, or

official test without the prior written consent of the parent.

In order to ensure these rights, the District shall not administer to any student without prior written parental or guardian consent, any practice, sample, or official test, questionnaire, survey, or examination which contains any questions or activities that relate to a student's or his or her parents' or guardians' beliefs and practices in sex, religion, personal or immediate family morals or values, or critical appraisals of individuals with whom the pupil has a close family relationship.

Secondly, no student shall be required, without prior written parental or guardian consent, as part of any research or experimentation program or project designed to explore or develop new or unproven teaching methods or techniques, to submit to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning one or more of the following:

1. Political affiliation;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisal of other individuals with whom the student has a close family relationship;
6. Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of emancipated minor,

without prior written consent of the parent.

All instructional materials, including teacher manuals, films, tapes, or other supplemental material which will be used in connection with any research or experimentation program or project as defined by the paragraph immediately above, shall be made available for inspection by the parents or guardians of children.

The purpose of this Policy is not to prohibit any discussion in a classroom of such subjects as politics, religion, or sex is engaged in as part of a course of student or curriculum adopted by the Board. Rather, this Policy is designed to protect against any direct or indirect attempt to ascertain information from a student regarding him or herself and/or his/her family in the areas described herein unless the parent or guardian has first given his or her written permission. This policy shall not be construed to interfere or effect in any manner whatsoever the District's responsibility to report child abuse to California Penal Code 11165 and seq. as well as any other applicable reporting requirements under California laws.

**READ Ethical Apply Life-Long  
R.E.A.L.**

**Hemet High School's Student Goals:**

1. **Read, Write, and Communicate Effectively** by using appropriate vocabulary, working alone and with others, and expressing complete work in demonstrating solutions to problems.
2. Demonstrate **ethical, honest, and healthy behavior** by completing all assignments and assessments with academic integrity (meaning doing your own work and not copying).
3. **Apply Knowledge and Reasoning Skills** by engaging in critical thinking and solving problems at a proficient level.
4. A **Life-Long Learner** by accessing and using their book and other

technology, as well as demonstrating good work habits (like completing homework and studying for tests).

**School Mission**

Hemet High School will provide a safe, supportive, and challenging environment in which culturally diverse students can develop academic, vocational, and interpersonal skills. Hemet High offers a California State Standards-aligned curriculum, ensuring every student equal opportunity to increase his or her reading comprehension, critical thinking, oral and written communication, and technological skills. Hemet High School will present students with an awareness of their privileges and responsibilities as citizens and will encourage the use of reason, creativity and leadership qualities, which will aid them in their task of becoming successful members of our society.

**STUDENT ENROLLMENT AND WITHDRAWALS**

**Enrollment**

Student enrollment for all grades will be processed through the Hemet Unified School District Centralized Student Services Center, 2085 W. Acacia Ave., Hemet, CA, 92545, 951-765-5100. A parent/legal guardian must provide verification of parent/legal guardian identity, student birth date verification, evidence of residency, and verification of immunizations. A list of acceptable forms of verification and additional enrollment information can be found at the district website, [www.hemetusd.k12.ca.us](http://www.hemetusd.k12.ca.us) (click on "Enrolling" link).

For students enrolling at Hemet High from another school, it is strongly recommended

that you provide a transcript from the last school attended. This will enable us to place you in proper classes to fulfill graduation requirements.

Seniors who will meet all requirements for graduation must be enrolled at Hemet High School at the beginning of the last semester prior to graduation in order to receive a diploma.

**General Withdrawal Requirements:**

1. Student must pick up withdrawal form from registrar to be signed by all teachers, library, attendance, ASB, and administrator.
2. Parent must come into registrar’s office to complete and sign withdrawal form.
3. If transferring to Helen Hunt Jackson or Alessandro High School, a referral must have been completed by counselor and accepted by Helen Hunt Jackson or Alessandro prior to withdrawal. Withdrawal may be completed **ONLY ONE DAY** (1 DAY) prior to enrollment to those schools.
4. Withdrawal forms must be turned in to registrar upon completion. They **MUST NEVER** leave campus or be left in a locker.
5. Students withdrawing to attend another school, especially out of the Hemet Unified School District **MUST HAVE ALL BOOKS AND FEES CLEARED** in order to receive a copy of withdrawal form and transcripts to go to new school.
6. Please see our records secretary for your checkout needs and for further instructions and information.

3. Students may not bring guests with them to school. Guests will be sent home.
4. Parents/Guardians wanting to attend class with their student must give administration 24 hours notice.

<b>REGULAR BELL SCHEDULE</b>	
First Bell .....	7:37
Period 1 .....	7:45 – 8:38
<b>Period 2 .....</b>	<b>8:46 – 9:39</b>
Period 3 .....	9:47 – 10:46
<b>1<sup>st</sup> Lunch .....</b>	<b>10:46 – 11:26</b>
Period 4B .....	11:34 – 12:27
Period 4A .....	10:54 – 11:47
<b>2<sup>nd</sup> Lunch .....</b>	<b>11:47 – 12:27</b>
Period 5 .....	12:35 – 1:28
Period 6 .....	1:36 – 2:29

**HEMET HIGH STAFF**

For a complete list of all Hemet High School Administration and Faculty, please visit <http://www.hemethigh.com/>

**WEBSITE AND AERIES ONLINE SERVICES**

Hemet High School uses Aeries as its web hosting portal. Our web address is [www.hemethigh.com](http://www.hemethigh.com). On our website one can find general school information such as news, daily announcements, and messages from administration, a calendar of upcoming events, and athletic scores and events. Additionally, private, password secure student-specific reports such as missing homework assignments, daily

**VISITORS TO CAMPUS**

1. All visitors must sign in at the front office reception desk and receive a visitor’s pass. A valid photo identification card is required.
2. Interruptions to the classroom will not be permitted (no exceptions).

grades, and attendance are also available. These reports consist of class-specific content such as homework assignments, test dates, resources, and photographs.

Teachers are asked to update student/class information on the school's website on a weekly basis. Returning students and their parents may continue to use the access accounts and passwords set up last year. Students new to Hemet High School, and their parents, will be sent activation codes with which to set up their accounts.

Faculty and staff email addresses can be found on the website by clicking on School Information, Faculty & Staff, and Email Staff.

## COUNSELING SERVICES

Counseling appointments can be made by filling out a request slip in the Counseling Office. However, in case of an immediate need or emergency, students should feel free to walk in and ask the Counseling Secretary for the attention of a counselor or psychologist. Counselors may call students to their office periodically throughout the year for various reasons.

The Counseling Office and Career Center offer educational and career planning services. Counselors provide orientation in the Spring to tentatively plan courses for the following year. Courses are selected with the student's post high school goals in mind.

### Career Center

The Career Center is an important part of the counseling program, as it offers a wealth of information and services related to career paths, educational opportunities, and financial aid. Students can take advantage of interest and aptitude testing, vocational school and college catalogs, and EUREKA, a computerized career information system. The Career Center also offers a wide variety of other computer software to assist with career planning, college and vocational school selection, decision making,

test preparation, and financial aid search. Speakers from various career areas, colleges, trade and technical schools, and all branches of the military are scheduled throughout the year, and are available to all students. Field trips to career and college fairs and college campuses are made available to students whenever possible.

### Tutoring

Tutoring information is available in the counseling office.



## GRADUATION REQUIREMENTS

### Requirements for Graduation from Hemet High School

Specific courses required by the State of California must be taken. Local requirements may be waived for students transferring from other schools and in certain exceptional cases when approved by the Counseling Committee.

### Credits Required For Graduation

The district requires a student to successfully complete 220 credits in grades 9-12 for graduation.

### State Mandated Competencies

All students must have a **G.P.A. of 2.0 to graduate.**

All students must pass the California High School Exit Exam.

### Good Citizenship Requirement

Satisfactory citizenship is a requirement, up to and including the final graduation ceremony.

### Math/English Intervention

Students who fail to meet minimum performance standards will be placed in Math and/or English Intervention courses.

## Required Courses to be Taken/Passed for Graduation

**\*\*Not inclusive of CS/UC Requirements**

1. **ENGLISH** - A student must pass 40 credits of English, and be enrolled in English every semester.
2. **SOCIAL SCIENCE** - A student must pass 30 credits of social studies in grades 9 - 12, including the following specifically required courses:
  - a. Two semesters of World History
  - b. Two semesters of U. S. History
  - c. One semester of Government
  - d. One semester of Economics
3. **MATHEMATICS** – All students in grades 9 – 11 must be enrolled in a standards based math course. Additionally, students must pass 30 credits in grades 9 - 12. All students must pass Algebra & Geometry.
4. **SCIENCE** - 20 credits required. Ten of those credits are in Life Science and ten credits in Physical Science. Agriculture classes such as Plant and Soil Science and Agriculture Science may be used to meet the requirement.
5. **PHYSICAL EDUCATION** - Every student must enroll in a course in Physical Education in grades 9 and 10. A student must pass 20 credits of Physical Education in grades 9-12.
6. **FINE ARTS OR FOREIGN LANGUAGE** - 10 credits required.

### Advanced Placement Courses

The Advanced Placement (AP) courses in the areas of English, Social Studies, Science, Computer Science, Foreign Language, Art, and Math provide accelerated opportunities for students with above average ability. Students may take examinations to qualify for college credit. See your counselor for details.

### Classes Taken Off Campus

College, online classes, etc., must be pre-approved by Hemet High School's Administration and Counseling Office staff.

### California High School Proficiency Exam

Those passing the test are issued a Certificate of Proficiency by the State. This is the legal equivalent of a high school diploma and is generally honored by community colleges. See your counselor for details. (This test is not related to the California High School Exit Exam that all students are required to pass before graduation.)



## TIPS FOR SUCCESS IN SCHOOL

- Preview your textbooks. Find out what information the teacher will be covering class, and take a look at the appropriate chapter the night before. This will give you a feel for the material and the confidence to join in class discussions.
- Review your notes. Take five or ten minutes each day to re-read the notes you took in each class. This will help you retain the information in your long-term memory-- a big bonus for class participation and a great alternative to last minute cramming for exams.
- Complete your assignments. Try to finish all your homework, including reading assignments, each day. For written work, remember to follow your teacher's requirements, using the proper notebook, paper, headings, etc.
- Stay organized. Label your books and notebooks clearly, and store them in the same place each night so they're easy to find when you head to class in the morning.
- Go to the head of the class. Whenever possible, find a seat in the front of the room. You'll see the board better and you won't miss hearing any of the lecture.
- Take good notes. Listen carefully. Pick out the most important points the teacher makes and the details that will help you remember them.
- Speak up. If there's something you don't understand, raise your hand and ask for an

explanation. If you don't understand a point, it's likely others in the class are also confused.

- Get involved. Part of your science grade is probably determined by lab sessions, so fire up the Bunsen burner and get to work. If you're writing a group report, don't let the rest of the group carry the load. By getting involved, you'll learn more and have more fun.

## GRADING INFORMATION

### GRADING PERIODS

#### FALL SEMESTER

First Grading Period	September 12, 2014
Second Grading Period	November 24, 2014
First Semester Ends	December 19, 2014

#### SPRING SEMESTER

First Grading Period	February 27, 2015
Second Grading Period	April 17, 2015
Second Semester Ends	May 29, 2015

### Progress Toward Graduation

The counseling office provides students with 'grad checks' each year and upon request. The form lists requirements, course credits earned and remaining requirements.

Parents and students will be able to check the progress toward graduation by using the grad check printout.

### Progress Reports

Progress Reports are issued to explain the status of the pupils' work. Tardies and absences may also be reported on Progress Reports. They may indicate satisfactory or unsatisfactory performance and also serve as a warning when a student is not working up to his/her capacity. Reports are issued the 7th and 13th week of each semester, but they may be sent any time during the year as needed.

### Grade Changes

Teachers may submit a grade change to the registrar to correct a grade. All grade changes must be submitted within the first 2-week

grading period of the subsequent triad and must be approved by the principal.

### Transcripts

1. Courses taken at a community college or any outside source must be preapproved by the Hemet High School's Administration and Counseling Department. Coursework should be completed minimum of three (3) weeks prior to the end of the school year.
2. Transcripts must be submitted to the Hemet High School records secretary before the end of the next semester after completion of the college course. All grades on transcripts will be posted.
3. All courses posted to a transcript are final and cannot be removed at a later date.

**Education Code 49066:** When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

### Pass/Fail Grading

Pass/fail is for student aides only.

### Repeated Classes

With the approval of the principal or designee, a student may repeat designated courses in order to improve the student's mastery of the subject matter. Both grades will be recorded in the student's record. Credit will only be given once.

**Education Code AR 5121:  
Grades/Evaluations of Student Achievement.**

For grades 9-12, grades for achievement shall be reported for each grading period as follows:

A – (90-100%) Outstanding Achievement

4.0 grade points

B – (80-89%) Above Average

Achievement 3.0 grade points

C – (70 – 79%) Average Achievement

2.0 grade points

D – (60 – 69%) Below Average

Achievement 1.0 grade points

F – (0-59%) Little or No Achievement 0  
grade points

I – Incomplete 0 grade points

### **Incomplete**

An Incomplete shall be given only when a student’s work is not finished because of illness or other excused absence, if not made up within six weeks, the Incomplete shall become an F.

### **Advanced Placement Course Grades**

Grades in Advanced Placement courses may not be changed as a result of Advanced Placement test scores. The grade received in the class reflects the course requirements. The Advanced Placement test score speaks for itself and awards college credit.

Because of the more rigorous nature of Advanced Placement, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A – (90-100%) Outstanding Achievement

5.0 grade points

B – (80-89%) Above Average Achievement

4.0 grade points

C – (70-79%) Average Achievement 3.0  
grade point

### **Student Schedule Changes**

1. At the beginning of each semester a student, parent or teacher may request a change of schedule during weeks 1 on a space available basis. During this time we will consider these requests, on a case by case basis except for purposes of changing lunch.

2. During the 2<sup>nd</sup> – 5<sup>th</sup> week of a semester a counselor will hold a parent/teacher/counselor meeting if there is a question regarding appropriateness of a class.

3. Following week number 5 and after a counselor/parent/teacher conference having taken place as designated in step 2, changes will be made only with administrative approval until the end of the 1<sup>st</sup> triad grading period of the semester. By the end of 2<sup>nd</sup> triad, no changes will be made.

4. If a class is dropped after the 1<sup>st</sup> triad grading period, a grade of “drop with F” will be posted to the transcript as the semester grade. A student will be assigned to OCR for the remainder of the semester after the 2<sup>nd</sup> grading period.

5. A parent/teacher/counselor meeting is always appropriate throughout the semester to monitor progress or discuss concerns.

6. Administration may make changes as an exception to the above policy.

- This policy applies to all programs both regular education and Special Education. Students may change levels of placement if counselor/parent/teacher approves and space is available, on a case by case basis.
- Any change that is a result of a student/teacher conflict should be precluded by a parent/teacher/ counselor conference.
- Administration is available for assistance during conferences as needed.

## **COLLEGE ENTRANCE INFORMATION**

### **College Entrance Requirements:**

COMMUNITY COLLEGE - A high school diploma or Certificate of Proficiency or 18 years of age is required for entrance.

### **UNIVERSITY OF CALIFORNIA / CALIFORNIA STATE COLLEGE ENTRANCE REQUIREMENTS**

Admission requirements to both the UC and Cal State systems are based on grade point average in grades 10-12 and test scores based on the SAT tests or the ACT. Some majors have additional criteria for selection to specific colleges or universities.

Requirements listed below will also meet the minimum entrance requirements of most other colleges and universities in the United States.

**Minimum Courses Required:**

- A. History: (2 years) One year of U.S. History, Economics, Government and one year of World History, Cultures, and Geography
- B. English: (4 years) Composition, Literature, Electives.
- C. Mathematics: (3 years) Algebra 1, Geometry, and Algebra 2.  
(4 years recommended)
- D. Laboratory Science: (2 years in these 3 areas) Biology, Chemistry, Physics  
(3 years recommended)
- E. Foreign Language: (2 years of the same language) French, Spanish, German. (3 years recommended)
- F. Electives: (3 years) Additional history, English, mathematics, laboratory science, social science, fine arts, third year foreign language or two years of a different language or other "College Prep" electives.
- G. Visual and Performing Arts: 1 year of Art, Ceramics, Dance, Drama, Choral or Instrumental Music.

**OUT-OF-STATE AND PRIVATE COLLEGES AND UNIVERSITIES**

Students considering application to private and out-of-state colleges should contact those colleges for specific entrance requirements.

**College Entrance Examinations:**

**ACT** - (American College Testing Program) - The ACT may be taken for entrance to any California state college or state university and several hundred other colleges in

the country. It covers English, Mathematics, and reading and science reasoning. Five test dates, beginning in early November, are available. See your counselor in September regarding the November test.

**SAT TESTS** - (Scholastic Aptitude Test) or the CEEB (College Entrance Examination Board, also known as the College Boards), is required by all University of California campuses and by many private colleges and universities. The SAT Reasoning Test may be taken for entrance to any campus of the California State University system. The SAT Subject Tests (formerly SAT II) are required by the University of California and many private colleges and universities. See your counselor early in the school year for information on test dates, test centers, and applications. Both tests are given several times a year, and we recommend that juniors take both SAT tests in the Spring. You are encouraged to visit the website, [www.collegeboard.com](http://www.collegeboard.com), for more specific information (including sample questions).

**College Entrance and Financial Aid Workshops:**

Students who plan to pursue further education and training after high school graduation should plan to attend various workshops during school and make full use of the information and services available through the Career Center.

Throughout the year, printed information and workshops are provided to assist students with educational/college planning, college admissions testing, college applications, and financial aid/scholarship search applications. Parents are also invited to attend a college night and financial aid workshops.

Seniors should pay close attention to periodic "Senior Alert" publications distributed by the Counseling Office, as well as the daily bulletin. All upcoming events, workshops, and deadlines are always advertised in the daily bulletin, and it is the **student's responsibility** to keep up on this important information.

**PSAT/NMSQT** - For Sophomores and Juniors (Preliminary Scholastic Aptitude Test/National Merit Qualifying Test) - Used by you and your counselor to determine future academic routes, it can also be useful in predicting future placement on College Boards. The results of the tests are also used to select outstanding students in the nation for scholarship awards. About 1200 California students received scholarship awards annually. The test covers English and Mathematics. See the Counseling Office for information and test date.

### **Mt. San Jacinto Dual Enrollment Program**

- Allows qualified high school students to earn both college and high school credit for classes that meet high school graduation requirements.
- Dual enrollment courses are offered on the Hemet High School campus.
- Fast-paced rigorous courses; a one semester dual enrollment course is equivalent to a year-long high school class.
- An additional option to Advanced Placement (AP) classes; grades in dual enrollment classes are weighted and receive honors points (up to eight semesters) for UC/CSU admission.
- No tuition costs for California residents.
- No AP test fees/guaranteed college credit for dual enrollment courses completed with a C or better.

### **Benefits**

- Begin working on college general education requirements while still in high school
- Earn free college credits; reduce college costs

### **Program Requirements**

- Must be in 11<sup>th</sup>/12<sup>th</sup> grade
- Must meet course specific GPA requirements.
- Must complete MSJC matriculation process (online application, orientation, assessment)

- Must pay \$6 RTA Bus Fee each semester of dual enrollment.

## **ASSOCIATED STUDENT BODY**

The Associated Student Body (ASB) is the student organization at Hemet High School. Monies raised by ASB help to support a free school newspaper, speech club, drama and music activities, as well as sports programs. Dances, homecoming events, assemblies, and various contests are also made possible by the ASB.

The ASB office handles activities for and provides services to students during the school year. It sells ASB cards, shop cards, and tickets to school dances, sports, and the prom. The ASB Office receives and distributes dance pictures, graduation announcements, forms to order school rings, and almost any other item or service involving student activities. The office is open to students before school, between classes, at lunch, and after school.

A strong ASB means more activities and better funding for existing activities.

ASB membership costs \$35.00 if purchased during registration in August; the cost increases to \$40.00 thereafter. Your ASB card allows you to attend all home athletic events free (with the exception of CIF games). You're also entitled to discounts when you attend dances, performances, contests, and the prom. You can easily save \$100.00 with your ASB card. There is a \$10.00 replacement charge for lost ASB cards, and a \$5.00 replacement charge for lost ID cards without ASB membership.

ASB benefits all the students of the school. Be a part of ASB and take advantage of the privileges it provides. ASB cards can be purchased throughout the school year in the ASB office.

## **CLUBS, ORGANIZATIONS, AND ACTIVITIES**

Our goal is for all students to excel in the classroom and for all students to be involved in a co-curricular activity. Educational research shows that students who are involved in some type of school activity achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for you to become involved in the "Bulldog Family."

<b>CLUBS/ORGANIZATIONS</b>	<b>ADVISOR</b>
Academic Decathlon .....	<i>Art Plinski</i>
Art Club .....	<i>Mary Greeson</i>
ASB .....	<i>Al Fernandes</i>
AVID .....	<i>TBA</i>
Bulldog Garage (Auto Club).....	<i>Vance Bloom</i>
Band.....	<i>Dan Boulton</i>
Campus Christians.....	<i>Doug Marshall</i>
Chess Club.....	<i>John McKelvey</i>
CSF (Calif Scholastic Federation).....	<i>James Walsh</i>
Disability Awareness .....	<i>Susan Hohwiesner</i>
Drama/Thespian Club .....	<i>Bret Cherland</i>
Fencing Club .....	<i>David Powell</i>
Flag & Winter Guard .....	<i>Cherid Turner</i>
French Club .....	<i>Juliette Connell</i>
Friday Night Live.....	<i>Lauren Valdez</i>
Future College Graduates .....	<i>Joe Orzechowski</i>
Future Farmers of America .....	<i>Rafael Mosqueda</i>
Future Homemakers .....	<i>Renee Paulsin</i>
Interact .....	<i>Teresa Ramirez</i>
Journalism.....	<i>John Hill</i>
Key Club.....	<i>Tamara Long</i>
Mock Trial .....	<i>James Walsh</i>
Mountain Bike Club.....	<i>Peter Kirkham</i>
National Honor Society .....	<i>Kevin Whalen</i>
ROTC .....	<i>Lt.Col. Harrison</i>
Spirit Leaders (Cheer/Dance).....	<i>Amanda Smith</i>
Vocal Music.....	<i>Bonnie Pumphrey</i>
Yearbook .....	<i>John Hil</i>
Yes I Can.....	<i>Dana Portis</i>

**Activities Eligibility**

1. A student must maintain a 2.0 cumulative grade point average, and be passing four classes. (Triad grades.)
2. A student must attend a minimum of four classes the day of an event or have administrative approval for missing more than two classes. (A student will be ineligible for the next event if information regarding absences comes in late.)

3. All school rules regarding discipline apply. If a student is suspended, that student may not participate in any form in a contest or practice, during the length of the suspension.
4. A student under a 2.0 may practice but cannot participate in or travel to any contest.
5. Any grade changes must be made within 10 days of the end of the triad and turned in to the Principal.
6. All incoming 9<sup>th</sup> grade students are eligible until first triad grades are posted, at which time they must maintain a 2.0.
7. A student who owes money for fines or equipment will not be allowed to participate in a practice, travel to a contest, or participate in any form in a contest or practice until the fine is paid, or the equipment is returned or paid for.

**ACADEMIC ORGANIZATIONS**

**National Honor Society**

National Honor Society is an organization that recognizes and encourages academic achievement and developing leadership skills. Membership is based on academic achievement, faculty recommendation, and commitment to community. Additional information can be obtained from the staff advisor, Mr. Whalen.

**California Scholastic Federation**

California Scholastic Federation is a statewide academic honor society that recognizes the achievement of high school students. Membership is based on grades earned in specific academic and college preparatory coursework. An application process must be followed each semester along with the payment of dues. Students are eligible beginning with the first semester of their sophomore year. Additional information can be obtained in the counseling office or from the staff advisor, Mr. Walsh.

**ATHLETICS**

The Hemet High Bulldog Athletic tradition is one of which we can all be proud.

Bulldog Athletics emphasizes a keen, competitive edge within the parameters of fair play and good sportsmanship. Participants in athletics gain the satisfaction of contributing to a group, by often times sacrificing individual gain for the advancement of the team.

Athletics at Hemet High School develops individual and team skills. Just as important as physical skill development is the character building processes that athlete's progress through. Athletes must be good citizens and conscientious students to become and remain members of Bulldog interscholastic teams.

Bulldog Athletes learn to be gracious in defeat and humble while winning. First and foremost, above all else, Hemet High Athletes will display conduct and behavior that will mark them as ladies and gentlemen. **All student athletes are subject to Hemet High school discipline policies at all athletic events.**

**Athletic Program Offerings**

**Fall Sports**

- Cross Country- Boys -----Varsity, Jr. Varsity
- Cross Country- Girls -----Varsity, Jr. Varsity
- Football ----- Varsity, Jr. Varsity, Frosh
- Fencing-----Co-Ed
- Golf – Girls-----Varsity, Jr. Varsity
- Tennis - Girls-----Varsity, Jr. Varsity
- Volleyball-Girls ----- Varsity, Jr. Varsity, Frosh
- Water Polo - Boys ----- Varsity, Jr. Varsity

**Winter**

- Basketball - Boys ----- Varsity, Jr. Varsity, Frosh
- Basketball - Girls ----- Varsity, Jr. Varsity, Frosh
- Soccer - Boys ----- Varsity, Jr. Varsity, Frosh
- Soccer - Girls ----- Varsity, Jr. Varsity, Frosh
- Girls Water Polo-----Varsity, Jr. Varsity
- Wrestling ----- Varsity, Jr. Varsity, Frosh

**Spring**

- Baseball - Boys ----- Varsity, Jr. Varsity, Frosh
- Golf - Boys -----Varsity, Jr. Varsity
- Mountain Bike- Boys -----Varsity, Jr. Varsity
- Mountain Bike- Girls -----Varsity, Jr. Varsity
- Softball - Girls ----- Varsity, Jr. Varsity, Frosh
- Swimming -----Varsity, Jr. Varsity

- Track ----- Varsity, Jr. Varsity
- Tennis - Boys----- Varsity, Jr. Varsity
- Volleyball – Boys----- Varsity, Jr. Varsity

**Athletic Eligibility**

Athletic eligibility is regulated by the California Interscholastic Federation and the Hemet Unified School District Board of Education in addition to Hemet High Standards.

1. An athlete must be currently enrolled in at least 20 semester units of work at Hemet High School.
2. An athlete must have passed in at least 20 semester units of work at the completion of the last regular grading period with at least a 2.0 cumulative GPA.
3. All incoming 9<sup>th</sup> grade students are eligible until 1<sup>st</sup> triad grades are posted, at which time they must maintain a 2.0.
4. An athlete whose 19th birthday is prior to June 15 is ineligible.
5. CIF has more specific rules concerning residency and foreign exchange students. Transfer students need to fill out a residency card to determine eligibility and submit appropriate CIF forms.

**Forms**

Every athlete must have a valid parent consent to treat form, physical form, and proper insurance on file with the athletic director before participating in any sport. Physicals and Meyers Stevens Insurance will now expire at the end of every school year.

\*\* All athletes should get their physical and insurance at the start of each school year.

**Injuries**

If an athlete is injured, he/she should tell the coach immediately. Coaches will attempt to contact parents as soon as possible in cases of serious injury. It is the intent of Hemet High to provide emergency evaluation and emergency care to injuries incurred during school sponsored sports activities.

All athletes that play a varsity sport must purchase an ASB card in order to receive any

"letter," all league, championship, or any other type patch/trophy or award supplied by ASB funds. If no ASB card, only letter certificates will be given for "letter" recognition.

### **Athletic Credit for PE**

Any athlete in grades 10-12 participating on a JV or Varsity level sport at Hemet High School may receive 5 credits of physical education credit towards graduation upon the successful completion of that sport's season.

The most credits an athlete can earn during a school year is 10, regardless of the number of sports he/she participates in. The PE or elective credits will be for a letter grade A-F.

### **Athletic/Activity Substance Abuse Code**

The Athletic Substance Abuse Code is a training policy that is meant to be in effect at all times during a season (weekends included).

By comparison, administrative action, including Governing Board policy, is in effect while student athletes are going to school, during school, leaving school and at all school related activities. Any administrative actions may supersede athletic penalties.

### **Rules**

During the school year and the season of practice, play, or rehearsal, regardless of the quantity, a student shall not:

- 1) Use or possess tobacco in any form.
- 2) Use or possess alcohol or any controlled substance.
- 3) Use or possess any form of steroid not prescribed by a physician.
- 4) Sell or furnish any alcoholic beverage or controlled substance. (Penalties for this rule will be subject to Administrative Action based on board policy.)

It is not a violation to be in possession of a legally defined drug specifically prescribed for the student's own use by a physician if the student has been given permission to have it in his/her possession by the health office.

### **Penalties**

These penalties are the athletic/activity department code; any administrative action based on Board policy takes precedence over the athletic/activity policy.

- I. Use or possession of tobacco
  - A. First Violation - after confirmation of the first violation, the student shall lose eligibility for one week or one event (whichever is greater).
  - B. Second Violation - after confirmation of the second violation, the student shall lose eligibility for three weeks or three events (whichever is greater).
  - C. Third Violation - after confirmation of the third violation, the student shall be removed from the team for the remainder of the season.
  - D. Fourth Violation - Student shall be removed from athletic/co-curricular activities for the remainder of the school year.
- II. Possession or under the influence of alcohol or controlled substances.
  - A. First Violation
    1. After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks (whichever is greater) of the season in which the student is a participant. Athletes may continue to practice (at the discretion of the coach) but cannot participate in any games.
    2. Mandatory evaluation by Eligibility Review Board
    3. Student must comply with the Eligibility Review Board recommendation(s).
  - B. Second Violation
    1. After confirmation of the second violation, the student shall lose eligibility for the next consecutive six weeks or six

interscholastic events  
(whichever is greater).

2. Referral to the Eligibility Review Board.
3. Student must comply with the Eligibility Review Board recommendation.

C. Third Violation

1. Removal from athletic/co-curricular activities for a period of one full year from the date of infraction.
2. Non-senior students will be referred to the Eligibility Review Board and must comply with their recommendations in order to be eligible the following year.

The penalties shall be accumulative beginning with and throughout a student's freshman through senior year. If a student has fulfilled all requirements for violations and has had no violations for a period of six months, a violation may be removed from his/her record. A violation may be taken off record for each six months in compliance.

III. Appeal Process

Athletes may appeal the substance abuse penalties. A written request must be given to the athletic director; the Eligibility Review Board will review the request.

The Eligibility Review Board consists of:

1. School administrator
2. Athletic director or activities director
3. Coach
4. Counselor
5. Others as determined by the Principal

**Grades 9-11**

All students are eligible for numerous awards and honors and are recognized at an end of year awards program. Awards will be presented to students in grades 9 through 11 at the Underclassmen Awards Ceremony.

- **Department Awards.** Each teacher recognizes several students who are deserving of an award.

- **Daisy Chain.** The juniors who have the highest ranking grade point average in their class (approximately 24 students) receive recognition and lead the seniors at graduation.

- **Perfect Attendance.** All students who have no absences and no tardies for the entire school year. Saturday School does not make up for a missed school day.

- **Outstanding Attendance.** All students who have no all day absences and have ten or less period absences for the entire year.

- **Academic Excellence.** 9<sup>th</sup> – 11<sup>th</sup> grade diploma bound students enrolled in four or more academic classes who have straight A's or a weighted 4.0 or higher grade point average for 1<sup>st</sup> semester and 5<sup>th</sup> triad of 2<sup>nd</sup> semester. All students will receive a certificate before the end of the school year. These 9<sup>th</sup> – 11<sup>th</sup> grade students who maintain a 4.0 or higher weighted grade point average at the end of the school year, will receive an academic letter or lamp of knowledge at the beginning of the next school year.

- **President's Award for Educational Excellence.** Students are recognized who score in the 85<sup>th</sup> percentile or higher in the math or reading on the STAR Test and who have a minimum 3.5 overall grade point average.

**Senior Awards**

A separate senior awards night is held during the last week of school to recognize graduating seniors with various honors and/or

**AWARDS**



scholarships including Valedictorian, Salutatorian, Highest Honor Grads, High Honor Grads, Outstanding Senior Female, Outstanding Senior Male, and Principal's Awards.

Numerous departments and organizations also recognize graduating seniors. Seniors are eligible to receive many local and national scholarships.

## LIBRARY



The Hemet High Library is generally open daily from 7:30 a.m. to 3:30 p.m. The Library is open during alternate lunch periods as class use permits. Students must have a valid pass to study in the Library during class time. **NO FOOD OR DRINKS** are allowed in the library at any time! Anything brought in will be confiscated. Students who are disruptive or come in without a pass during class time will be sent to OCR.

### Books

Students are responsible for all library books, textbooks and calculators checked out to them. **They must show their school ID card to check out all items.** Fines will be assessed for lost books and calculators, and damage beyond normal wear. Lost or stolen items should be reported immediately.

Textbooks are checked out in the Library and must be returned on time so that we can accommodate the needs of all students each semester. The use of cloth or paper book covers is encouraged; adhesive book covers are not allowed.

Regular library books are checked out for two weeks, reserve books for one week, and reference overnight only. All books must be returned or renewed on time. One renewal is allowed at the due date.

### Overdues and Fines

Students will be notified in their English class of overdues and fines at the end of each grading period. A letter will be sent home periodically listing the outstanding items.

At the end of the school year, seniors must clear all books, calculators and fines to complete their final check-out process. In August, returning students with overdue materials or fines may be delayed at registration. No off campus lunch pass will be issued until all items from previous school years are cleared. This includes items from other Hemet USD schools.

### Computers

A limited number of computers are available in the Library for student use. The rules for computer use are:

1. Students must sign in and leave their ID card at the Circulation Desk.
2. No more than one student per computer.
3. Computer printouts cost 10¢ per page.
4. Individual student time on a computer may be limited when demand is high.
5. Students doing research have priority.
6. Classes using the library have priority.
7. No games.
8. Inappropriate use of a computer will result in a referral and/or loss of computer privileges.

## RULES RELATING TO STUDENT CONDUCT AND DRESS

Students should consider each other's rights and accept responsibility for school property, upkeep, and other people's belongings. No student will be permitted to be a member of a team or to take part in any activity in which he/she represents the school before the public unless his/her citizenship record is in accord with the standards that the school upholds.

### Academic Honesty

Honesty is valued at Hemet High School. Our school has a fundamental obligation to

promote, model, and otherwise educate students about the importance of this basic character value.

Administrators, faculty, staff and students should practice and emphasize integrity and ethical conduct in all relationships and situations.

Cheating of any kind while completing course requirements (e.g., taking examinations, completing term papers/projects/assignments) is a personal violation of the high standard of behavior we strive to maintain.

The intent of this policy is to support the school's efforts to encourage honesty and ethical conduct throughout the campus.

1. Use of "crib notes," using/sharing other information/references in a dishonest manner, copying another student's work; and/or other similar activity.

Possible Consequences:

- a) First Offense
  - 1) "F" on assignment/test
  - 2) Lunch detention/In School Suspension
  - 3) Parent contact
- b) Second Offense
  - 1) Withdraw from class/"F" grade
  - 2) Suspension - 5 days
  - 3) Probation
  - 4) Parent contact
2. Theft of a test/other reference material, etc., from teacher's classroom, files, or briefcase. Changing grade in gradebook.

Possible Consequences:

- a) First Offense
  - 1) Possible withdraw from class
  - 2) 5 days suspension
  - 3) Probation
  - 4) Parent contact
- b) Second Offense
  - 1) 5 days suspension

- 2) Recommendation for expulsion

NOTE: Students who provide information shall be considered as culpable as students who benefit from it.

**DRESS CODE**



The manner in which students dress for school influences behavior in learning. Students are expected to come to school dressed in a manner that assures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Violation of dress standards can result in a warning or suspension for willful defiance of authority.

**SEE GOVERNING BOARD POLICY 5132(a)** on the following page.

**EXAMPLES OF POSSIBLE VIOLATIONS:**

Unsafe:

- Spiked projections from rings, belts, belt buckles, hats, or any item worn by a student. Spiked items will be confiscated and not returned to student.
- Safety pins
- Oversized, sagged or baggy pants
- Lettered or numbered belt buckles
- Apparel with emblems, printing, etc., that creates animosity between groups and/or individuals.
- Metal reinforced footwear such as Doc Martin boots (steel toe).
- Glider Shoes
- Trench Coats
- Earrings, jewelry, body piercing or accessories which present a safety hazard to the wearer or others are not suitable for school wear.

- 187 on any article of clothing or accessories (hat, belt, etc.)
- Clothing/belt buckle that promotes drugs, alcohol, tobacco, sex, or weapons (including guns, brass knuckles, silhouettes).

**Immodest:**

- Underwear/undergarments showing (pertains to both male and female)
- Sagging pants
- Revealing clothing
- Bare midriffs – shirts or blouses must extend beyond belt level (front and back)
- See-through clothing including leggings
- Perforated clothing without undergarments
- Cut off shirts
- Revealing shorts/underwear showing
- Ripped tops and pants
- Tube/Strapless tops
- Halter tops
- Spaghetti straps (over another shirt is ok)
- Backless tops
- One-strap tops
- Reference to sex, tobacco, alcohol, drugs or weapons on clothing
- Silhouette of woman on clothing
- No pajamas on campus
- No slippers
- Tank tops. We will be using the following guide for tank tops at school. When a student wears a tank top the straps must cover the undergarment straps. We will no longer measure the strap width. If we see an undergarment strap, the student will receive a dress code violation. If we can see undergarments through the tank top, the student will receive a dress code violation. White, ribbed tank tops are considered undergarments and are not to be worn at school.

**Vulgar/Obscene/Inappropriate:**

Pictures, images, words, silhouettes of women, or sayings that are offensive by traditional standards shall not be visible on clothing. Pictures of guns, brass knuckles, hand grenades and/or other weapons would also fit in this category.

**Hats:**

Hats shall not be altered. Teacher may request that hats be removed in the classroom or inside buildings as has been a long standing custom in our society. No professional sports hats are allowed. Confiscated hats will be held on to and given back at the end of the semester.

**Hoods:**

Hoods are not to be worn inside building.

**Bandannas:**

Bandannas, headbands, sweatbands, dew rags, wave caps and hairnets are not allowed. For purposes of protection, these items will be confiscated. Wearing and covering the above items with a baseball cap will not be permitted. These items are not to be hanging from pockets. Confiscated items will NOT BE RETURNED.

**Alterations:**

- Any individualizing of apparel to designate affiliation with gang or similar outside organizations will not be allowed.
  - Identification with school teams, clubs, and organizations is encouraged.

**Chains:**

Wallet chains must be 12” or less with small links. No multiple chains (2 or more). Chains not meeting these requirements will be confiscated. Illegal chains will not be returned to the student.

**GOVERNING BOARD POLICY 5132(a)**

For the safety of all students, gang related apparel is not acceptable. The district will collaborate with law enforcement agencies to update changes in gang-related apparel as necessary. Any clothing, apparel, or “colors”\* that a student or group of students wears to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Additionally, clothing shall be free of writing, pictures or any other insignia which

identifies a professional sports team or any group advocating or participating in disruptive behaviors.

\*The term “colors” is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Examples of current symbols identified as gang related are professional sports team logos.

Examples of symbols advocating prejudice are Skin and Iron Crosses/Independent Crosses.

These symbols are not allowed on the school campuses.

### **VIOLATIONS**

**First Offense:** Parents notified, change of item in question.

**Second-Fourth Offense:** Parents notified, change of item in question and student will serve lunch detention.

**Fifth Offense:** Parents notified, 2 day suspension and possible behavior contract.

**How wonderful it is that nobody need wait a single moment before starting to improve the world**  
**Anne Frank**

### **GANG ACTIVITIES**

Gang Activities on the school campus are a threat to campus safety and to an individual’s feelings of security. Such activities disrupt the learning environment of the school.

Any student or group of students who engage in any activity that is determined to be gang related by the school administration will be dealt with through conferences, suspension,

expulsion, or transfer to alternative study programs. Objectionable activities include:

- Fighting.
- Threats to students or school personnel.
- Wearing of gang clothing (hats, shirts, jackets) or insignias of gangs.
- Wearing or displaying headbands or bandannas.
- Apparel with emblems, printing, etc., that creates animosity between groups and/or individuals.
- Making gang hand signs.
- Encouraging others to fight.
- Possession of weapons or explosives.
- Doc Martin type boot with steel toes (black with color laces).
- Any other activity or dress that indicates support or belonging to a gang.
- Bandannas, towels, or other clothing items hanging from pocket.
- Gang members (non students) coming onto campus looking for one of our students to fight.
- The wearing of hats, shirts, jackets or any other clothing with gang names or an individual student’s name or nickname is not acceptable. However, the uniforms and auxiliary clothing of school sponsored groups and teams are acceptable campus dress.

All students have the right to feel safe and secure and to walk the campus without feeling threatened. This feeling of safety allows students to concentrate in their studies.

### **STUDENT PARKING**



Parking for Hemet High School students is located north of the campus in the stadium parking lot. Parking permits are required. Parking permits cost \$5.00, with a \$10.00 replacement fee for lost permits. Hemet High School will be using and enforcing the following guidelines regarding student parking:

1. Permits will be issued during student registration. (After registration, an Assistant Principal's Secretary will issue parking permits.)

The Student Vehicle Registration form must be filled out completely, signed by parent and student and returned with the following *copies attached*:

- Current Driver's License (not a permit)
  - Current Proof of Insurance
  - Current vehicle registration
2. Each car parked in the student lot must possess a valid parking permit, and the permit must be visible at all times.
  3. All vehicles in the student parking lot must display a valid parking permit and must be parked in a marked parking space. Students whose vehicles are parked illegally will receive a citation as well as possible discipline from the school.

Student parking is **NOT ALLOWED** in the visitors' parking lot or in the faculty parking lots.

Students who drive cars or other motor vehicles to school are asked to lock them and not re-enter them until dismissed from school.

### **Parking on the Street**

We do not recommend parking on the streets around Hemet High School. Most streets are posted "No Parking," and your cars are susceptible to vandalism. Please obtain the proper parking permit and park in the student lot. Absolutely no loitering near cars that may be parked on the street. **Please do not park on the street!**

### **Bicycles and Skateboards**

Bicycles should be parked in the space provided in the student parking lot. Students are not to ride skateboards on the school campus. Skateboards will be confiscated if a violation occurs. For safety reasons, students will be required to store their skateboards during school time. Skateboard racks are available and are located outside the glass doors at the east entrance to the main building. Please supply your own lock. Skateboard racks are under video surveillance.

***The school does not provide security guards for protection of cars or bicycles. Do not leave valuables in cars. The school cannot reimburse for stolen items.***

## **GENERAL RULES AND POLICIES**



### **Cell Phones/Electronic Devices**

- Cell phones must be turned off and out of sight in the classroom as well as class time.
- Cell phones are not to be used out in the hallways, commons or outside areas during class time.
- Cell phones (only) are permitted to be out and used during passing periods and during your lunch.
- Cell phones will be confiscated if they are visible during class time.
- Cell phones will be returned one day a week which will be on Thursdays.

***If a cell phone is confiscated on Thursday or Friday you will have to wait***

*until the following Thursday to retrieve your phone.*

**ELECTRONIC DEVICES SUCH AS IPODS, MP3 OR ANY OTHER PORTABLE GAME/ELECTRONIC DEVICES INCLUDING EAR BUDS ARE NOT TO BE VISIBLE INSIDE ANY OF THE CLASSROOMS. DEVICES ARE ONLY PERMITTED TO BE USED DURING PASSING PERIODS AND DURING YOUR LUNCH. ANY DEVICE OF THIS TYPE WILL BE CONFISCATED AND RETURNED ON THURSDAYS.**

Student's refusing to hand over their phone or electronic device to a staff member will be disciplined for defiance.

**Hemet High School is not responsible for lost or stolen phones, IPods, etc.**

### **Clean Campus**

Students respect and appreciate a clean school. Each student has the responsibility to help keep the campus clean. Students who are caught leaving trash will be required to perform trash pick-up duty. Throwing food or items in the Commons/Great Court will result in a suspension from school.

### **Cyber-bullying**

Cyber-bullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. Students committing acts of cyber-bullying may be suspended or expelled.

### **Darts/Blow Guns**

Darts, blow guns are seen as an extreme danger. Students using/shooting near students/staff will be suspended, with Hemet High School initiating the expulsion process.

(California Penal Code §12580 Blow Gun, §12581 Blow Gun Ammunition.)

### **Deliveries**

Receptionist is not responsible for accepting valuables at the front desk. If there is an emergency please make drop off prior to school beginning or during lunch. Exceptions to leave valuables will only be made by Administration.

### **Display of Affection**

Appropriate behavior is holding hands. Kissing, hugging, or caressing are inappropriate at school and can result in parent contact and/or a suspension from school.

### **Faculty Parking Lots**

The faculty parking lot located on Dartmouth Street is not for student parking, student drop off or student pickup. Please do not enter these lots.

### **Fireworks**

The possession or discharge of fireworks of any kind (this includes poppers) is prohibited by county ordinance. California law, effective January 1, 2002, requires the school board to expel a student for possession of illegal explosive devices.

### **Gambling**

Gambling games, such as matching or pitching coins, and games involving cards or dice are not allowed at school.

### **Hackie Sacks**

If you are playing with hackie sacks inside, they will be confiscated and NOT RETURNED.

### **Harassment**

Harassment of students or staff, including bullying, intimidation, so-called "cyber-bullying", hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is not allowed. Students committing acts of harassment may be suspended or expelled.

### **Hate Violence**

No person shall, by force or threat of force, willfully injure, intimidate or interfere with another person's race, color, religious ancestry, national origin, gender, or sexual orientation. To do so constitutes a hate violence crime resulting in suspension with a high probability of expulsion.

### **Hazing**

A student who commits any act that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student is guilty of hazing. "Trash canning" is an example of hazing. Students committing acts of hazing may be suspended or expelled.

### **Knives**

Knives of any type or size are not allowed at school. All knives brought to school will be confiscated. The student in question will be suspended with a strong possibility of being expelled from school.

### **Laser Lights**

Pen-like laser pointers which aim a red dot at their target and which are intended as long-range pointers for presentations can be hazardous and disruptive to school operations. Penal Code 417.27 prohibits students from possessing laser pointers on school premises, unless the pointer is used for valid instructional or other school-related purposes, including employment. Penal Code 417.25 states that exhibiting a laser scope which projects a laser light on objects at a distance, whether or not attached to a firearm, may be a misdemeanor if intended to cause a person fear of bodily harm.

### **Lighters/Matches**

Igniting devices such as lighters, matches, etc., are considered a dangerous object and are not allowed on campus. Lighters/matches will be confiscated, and the student will be suspended two days.

### **Markers/Sharpies**

Permanent markers are NOT allowed on campus and will be confiscated.

### **On Campus Retention**

On Campus Retention (O.C.R.) may be assigned to students in place of suspension if it is felt by a teacher/counselor, Assistant Principal, or Principal to be more appropriate. O.C.R is the equivalent of On Campus Suspension.

To be successful in high school you must be in class every day, every period. If you are going to be late to your next class make sure you get a pass from your teacher or a written note from your parent. Do not leave class without a pass.

When a student is sent/taken to O.C.R., that student is required to write a 5 paragraph essay before they can go to their next class. If the student stays an additional period in O.C.R. they are sent to class as soon as they complete their essay. If student does not complete their essay they will be issued 2 lunch detentions.

Tardy sweeps will be conducted and students will be taken to O.C.R. if they are found out of class without a pass. If a student is caught truant or tardy that student will be assigned a lunch detention to be served in O.C.R.

Failure to attend or causing a disruption in O.C.R. will result in suspension from school for defying authority.

### **Parental/Guardian Liability**

Parental/guardian liability for willful misconduct of a minor that results in injury or death to a pupil or school employee, or an injury to school property, is now increased to \$10,000. The parent or guardian shall also be liable for the amount of any reward not exceeding \$10,000.

E.C. 48904 (a) (1) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real

or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars (\$10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand.

(2) The Superintendent of Public Instruction shall compute an adjustment of the liability limits prescribed by his subdivision at a rate equivalent to the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States Department of Commerce for the 12-month period ending in the third quarter of the prior fiscal year.

(b) (1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

(2) The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a

program of voluntary work for the minor in lieu of the payment of monetary damages.

Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

### **Pepper Spray**

Pepper spray and mace are considered dangerous objects and are not allowed on campus. Students Prohibited: Board policy 5131.7, Weapons and dangerous objects on school grounds states pepper spray is prohibited on campus. Students in possession of pepper spray will receive discipline.

### **Posters**

All posters are to be preapproved by ASB and Administration before they are displayed at school. Unauthorized posters will result in student discipline.

### **Search and Seizure**

**The administration retains control over lockers, buildings, parking lots, and grounds, and has the right to search them without warrant.** All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, or arrest.

### **K.I.D.S., INC., Kontraband Interdiction and Detection Services, Inc.**

Using canines to discourage contraband on school campuses is becoming a popular component of a school safety program, and Hemet Unified periodically uses these services.

The canines are trained to detect illegal drugs, drinking alcohol and pyrotechnic odors by sniffing the air around personal property, lockers, and vehicles.

Hemet High School wants to provide your student with a safe school environment. Canines on campus have been successful in deterring students from bringing prohibited items onto school campuses.

In addition to classroom-based curriculum on tobacco education, our school is now offering a more intensive student support group providing information on the short and long-term consequences of tobacco use. This provides a supportive environment and structured program for students who are interested in learning more about the effects of tobacco and/or stopping their tobacco use. Parent permission is required to enroll.

Also available are group counseling sessions where students discuss their behavior and its consequences. Student support groups also require parent permission.

All student support groups are available as funding allows.

### **Tobacco**

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. Information on smoking cessation classes is available from the Office of Child Welfare and Attendance at (951) 765-5100.

Students are not permitted to possess or use tobacco from the time they leave home until the time they return to their house. Violations may result in suspension from school.

1<sup>st</sup> Offense=Mandatory tobacco cessation class(Teen Intervene)

2<sup>nd</sup> Offense=Two day suspension from school.

## **VISITORS**

### **Visitors on Campus Not Allowed**

To provide our students and staff with a safe school environment, Hemet High School does NOT permit students to bring visitors with them to school. All visitors take the risk of being charged with trespassing (Penal Code 626.8) and removed from school grounds. Permission will not be granted for “guests” to attend classes. Visitors will be required to leave campus.

Parents/Guardians wanting to attend classes with their student must give administration and teachers a minimum of 24 hour notice.

Visitors needing to conduct business on campus are required to sign-in at the main office, as well as show valid state identification.

## **ATTENDANCE POLICY AND PROCEDURES**

### **RESPONSIBILITIES FOR ATTENDANCE**

(Education Code 48200) Parents are responsible for the punctual and regular attendance of their children. Illness, death or funeral in the immediate family, and medical/dental appointments and required court appearances are the only excused reasons for absence. Students are allowed ONLY six (6) excused tardies per semester. After six (6), the student will be sent to OCR every time they are tardy, even if it is excused. Students need to be in class on time in order to learn and be successful. It is recommended that dental and medical appointments be scheduled after school hours, except for emergencies. Because of the need to interpret California school attendance laws, the school determines whether the absence was excused or not. Excessive tardies and/or unexcused absences may lead to loss of credits, removal from class, or placement in an alternative program.

**IN DETERMINING SCHOOL FUNDING, THE STATE OF CALIFORNIA DOES NOT DIFFERENTIATE BETWEEN EXCUSED OR UNEXCUSED ABSENCES. FUNDING COMES ONLY WHEN A STUDENT IS PRESENT.**

### **ATTENDANCE POLICY FOR THE 2013-14 SCHOOL YEAR**

Hemet High believes that excessive absences from unexcused absences above 10 (ten) are considered excessive. Attendance is recorded on a period by period basis. Any student who is absent (unexcused) for more than 10 (ten) times from a class per semester may receive a failing grade and may be dropped from the course with a loss of credit.

### **Attendance Information**

Business and industry leaders regularly report that their major problems are related to employee absenteeism and lack of work ethic. Not surprisingly, we find a similar lack of motivation with too many students. *This "off track" minority then occupies valuable employee time in keeping track of excessive absences, in attempting to "catch pupils up," and, in general, diverting our efforts from the students who are attempting to obtain an excellent education.*

Regular and punctual attendance is a prerequisite for appropriate student academic achievement. Conversely, excessive absences have a detrimental consequence both for the individual and the total school program and should be avoided if at all possible. Consistent unauthorized class cuts, after parent involvement and due process, will result in students being dropped from the class with an "F" grade.

#### ATTENDANCE LAWS

According to state laws, students must attend school until age 18 unless they graduate sooner or pass the California High School Proficiency Exam (CHSPE). Parents are held responsible for the regular and punctual attendance of their children. Illness, medical or dental appointments, school activities, and required court appearances are the only legally acceptable reasons for absence.

**STATE LAW: Uncleared or truant all day absences may not be cleared after 28 days or four (4) calendar weeks, including holidays. Truancy citation and/or on-campus retention may be assigned.**

It is the intent of this policy to target students who have developed the habit of poor school attendance and to encourage them to place a higher priority on their current educational opportunity. The faculty, staff and administration at Hemet High believe this procedure will be a strong step forward in ensuring a more purposeful, productive school environment. Help us to help your student.



#### WHEN YOU ARE ABSENT

Your parent(s) should call **765-5150, Ext 2027 or 2028 between the hours of 7:00 a.m. and 3:30 p.m. daily, or leave a message after hours.** Be prepared with your name, student's first and last name (spelling on last name is helpful), grade, reason for absence, and date of absence. **All absences should be cleared by a parent phone call the first day of absence.** By law an absence cannot be changed from a truancy after 20 days. Please help your student and us by "clearing" any absence as soon as possible following the absence.

#### ATTENDANCE MARKS

According to State of California Education Code, student absences will be marked according to one of the following categories:

1. **EXCUSED** absences include religious holidays, sickness, medical, optical, or dental appointments, death in the immediate family, or jury duty.
2. **UNEXCUSED** absences are those which are not authorized by the school, even though the parent is aware. Such absences include work, shopping, errands, out of town, vacations, car repair, hair, nail or personal appointments, babysitting, airport, personal appointments, car trouble, oversleeping, etc.
3. **TRUANTS** - Any absence not cleared by a parent will be marked as a truant. Truancy may result in students being assigned lunch detention and/or on campus retention.
4. **ILLNESS** - Should you become ill while at school, obtain a pass from your teacher to the *Health Office*. If between classes, go to your next period class for a pass. If it is necessary for you to leave campus due to illness, the nurse will contact your parent/guardian. You will not be released to go home due to illness unless you first report to the nurse.

Any student who feels his/her absence has been marked unfairly may appeal to the Assistant Principal.

### ATTENDANCE PROCEDURES

**Be In Class Plan.** Students are required to be in class ready to begin class work before the tardy bell rings.

1. Any student who was absent for one or more periods (not school related) the previous day must bring a note from the parent or guardian or call the school within 24 hours of returning to school.
2. Students tardy to 1<sup>st</sup> period within the first ten minutes of the bell ringing on the current day should report directly to their classroom if they have a note from their parent.
3. If a student arrives to school after the first ten minutes with a note or prior phone call must report to attendance.
4. Students arriving late without a note or prior phone call must report to the attendance office.

### Off Campus Pass

To leave school during the school day for doctor/dental appointments or family emergency, you must have an off campus pass.

Follow this procedure:

1. PARENTS MUST SIGN OUT STUDENT PRIOR TO LEAVING CAMPUS. Parent will be asked for photo identification in order to ensure student safety.
2. On returning to campus, the student must check back through the Attendance Office.
4. Leaving campus without first getting an Off Campus Pass is an unexcused absence even if it is due to a medical problem or medical appointment. **Any student off campus during school time without proper documentation may receive a truancy citation from the Sheriff's Department.**

### PUNCTUALITY AND PREPAREDNESS:

Student responsibility to be on time and prepared to work with necessary materials. No student should be out of class during any period without a signed, written pass or a restroom vest.

**TARDIES:** Student must be in class when tardy bell rings. No student shall be out of class during any period without a signed written pass.

### ATTENDANCE

It is each student's responsibility to develop and maintain a pattern of consistent attendance in all classes and to obtain all make-up work when absent.

Definition of Truancy  
(Education Code 48260)

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Truancy citations can and will be issued by Hemet High School's Resource Officer and/or the Riverside County Sheriff's Department. Periodic truancy sweeps will be held throughout the school year, and citations will be issued.

#### A. TRUANCY/UNEXCUSED ABSENCE

1. 1st offense
  - a. Report absence to attendance on regular input document. (teacher)
  - b. Detention for each period of truancy. (administration)
2. 2nd offense
  - a. Report absence to attendance on regular input document. (teacher)
  - b. Same as 1st offense. (administration)
3. 3rd offense

- a. Report absence to attendance on regular input document. (teacher)
- b. Same as 1st offense. Letter sent, pg. 21 of Education Code (administration)
- 4. 4th offense
  - a. Report absence to attendance on regular input document. (teacher)
  - b. Same as 1st offense. (administration)
- 5. 5th offense
  - a. Report absence to attendance on regular input document. (teacher)
  - b. Refer to School Attendance Review Team and/or Child Welfare and Attendance (CWA). Conference with parent and student.
  - c. Same as 1st offense (administration).

- c. Parent / counselor / administrator conference (counselor)
- d. Refer to School Attendance Review Team and/or CWA. Consider alternative education. (administration)

**THERE ARE NO SCHOOL-SANCTIONED “DITCH DAYS”**

**STUDENT DISCIPLINE CODE**

**SUSPENSION/EXPULSION**

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

**B. EXCESSIVE EXCUSED ABSENCES**

- 1. Teacher counsels student and contacts parent whenever excused absences are affecting student’s grades. (teacher)
- 2. If excused absences continue
  - a. Parent/student contact. Referral to counselor if absent 25% of days in a grading period. (teacher)
  - b. Receives referral. Conference with parent/student. (counselor)
  - c. Request made for verification of future medical excuses. (administration)
- 3. If excused absences continue
  - a. Teacher counsels student. (teacher)
  - b. Send excessive absence letter

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.
- C. Possessed, used, sold, or furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- D. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or furnished another substance and represented it as a controlled substance, alcoholic beverage, or intoxicant of any kind.
- E. Committed or attempted robbery or extortion.
- F. Caused or attempted to cause damage to school or private property.
- G. Stole or attempted to steal school or private property.
- H. Possessed or used tobacco.
- I. Committed an obscene act, or engaged in habitual profanity or vulgarity.
- J. Disrupted school activities, or willfully defied the authority of school personnel.
- K. Possessed, offered, arranged, or willfully defied the authority of school personnel.

- L. Knowingly received stolen school or private property.
  - M. Possessed an imitation firearm.
  - N. Committed or attempted to commit sexual assault, or committed sexual battery.
  - O. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
  - P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - Q. Aiding or abetting the infliction or attempted infliction of physical injury on another person.
  - R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
  - S. Aiding or abetting the infliction or attempted infliction of physical injury on another person.
- EC 48900.2 Committed sexual harassment. (grades 4-12 only).
- EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence. (grades 4-12 only).
- EC 48900.4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils. (grades 4-12 only).
- EC 48900.7 Terrorist threats against school officials or school property, or both.
- EC 48900.8 Reporting: Per EC 48900(r), a pupil may be suspended or expelled for acts that are enumerated on this form and related to school activity or attendance that occur at any time.

***NOTICE TO STUDENTS, PARENTS AND GUARDIANS:***

Possession of a firearm, brandishing a knife, sales of drugs, or sexual assault and/or battery

will result in automatic expulsion recommendations.

A student may be suspended by a teacher for the remainder of a period and for one additional period. A student may be suspended by the Principal/Principal's designee no more than five (5) consecutive school days for one offense.

All rules and regulations regarding student discipline are available in the Principal's office.

The principal shall recommend a pupil's expulsion for any of the following acts, as described in California Education Code Section 48900, unless the principal finds, and so reports in writing to the Governing Board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:

California Education Code §48915:

1. Causing serious physical injury to another person, except in self-defense. Subsection (a).
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds (this includes fireworks). Subsection (b).
3. Unlawful possession of any controlled substance, as defined in Section 11053 of the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. Subsections (c) and (d). (District policy is to suspend pending possible expulsion upon the first offense of sale of any controlled substance).
4. Robbery or extortion. Subsection (e).
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee

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 off school grounds (known as the Big 5):

48915(c):

- 1) Possessing, selling or otherwise furnishing a firearm.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053), of Division 10 of the Health and Safety Code.
- 4) 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.
- 5) Possession of an explosive.

SINCE MANY OF THE RULES RELATING TO STUDENT CONDUCT INVOLVE VIOLATIONS OF CIVIL OR CRIMINAL LAW, SCHOOL OFFICIALS ARE REQUIRED TO REPORT THESE VIOLATIONS TO THE LOCAL LAW ENFORCEMENT AGENCY.

**CITIZENSHIP:** Student responsibility to respect the authority of staff members and adult chaperones.

**A. INSUBORDINATION:** (defiance of authority)

1. 1st offense
  - a. Teacher/Student conference. Anecdotal report written.
  - b. Parent contact.
  - c. Teacher may assign appropriate discipline.
2. 2nd offense
  - a. Teacher removes student from class. Referral to counselor. Teacher/student/parent/counselor conference.

- b. Student may receive lunch detention or Saturday School.
3. 3rd offense and Beyond
  - a. Teacher removes student from class. Referral to administrator.
  - b. Parent conference or parent notification.
  - c. 2-5 day suspension. Possible Response to Intervention parent meeting and/or behavior contract.

**B. DISRUPTIVE BEHAVIOR**

1. 1st offense
  - a. Teacher/Student conference. Anecdotal report written.
  - b. Parent contact.
  - c. Teacher may assign appropriate discipline.
2. 2nd offense
  - a. Teacher removes student from class. Referral to counselor. Teacher/student/parent/counselor conference.
  - b. Student may receive lunch detention or Saturday School.
3. 3rd offense and Beyond
  - a. Teacher removes student from class. Referral to administrator.
  - b. Parent conference or parent notification.
  - c. 2-5 day suspension. Possible Response to Intervention parent meeting and/or behavior contract.

**IV. CITIZENSHIP:** Student responsibility to respect the rights and property of others.

**A. HAZING**

1. 1st offense
  - a. Take student to counselor, with referral.

- b. Counsel student. Contact parent.
- c. Appropriate discipline assigned. Lunch detention, Saturday School, ISS and/or 1-5 day school suspension.
- 2. 2nd offense and Beyond
  - a. Take student to administrator with referral.
  - b. Contact parent. Parent/student/counselor/admin conference.
  - c. Response to Intervention meeting. 1-5 day suspension.

#### B. HATE VIOLENCE

*Legislation which went into effect January, 1995, added to the reasons specified in Sections 48900 and 48900.2, that a pupil in grades 4-12 may be suspended from school or recommended for expulsion if it has been determined she/he has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5 (E.C. 48900.3), and intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that group of pupils by creating an intimidating or hostile educational environment (E.C. 48900.4)*

- 1. Take student to administrator. Referral to administrator.
  - 2. Guidance Council action. 2-5 day suspension. Possible recommendation for expulsion.
  - 3. Notify law enforcement.
- #### C. FIGHTING/ASSAULT
- Mutual combat
- 1. 1st offense: 5-day suspension

- a. Take student to administrator. Notify law enforcement.
- b. Response to Intervention Meeting
- 2. 2nd offense: 5-day suspension.
  - a. Handle situation. Take student to administrator.
  - b. Guidance Council action, recommendation for expulsion.

#### D. ASSAULT CAUSING SERIOUS INJURY (Definition of assault: causing physical injury to another person, except in self defense.)

- 1. Take student to administrator. Referral to administrator.
- 2. Guidance Council with parent and student.
- 3. Guidance Council action. 5 day suspension. Possible recommendation for expulsion. Notify law enforcement.

#### E. VERBAL ASSAULT

- 1. 1st offense
  - a. Referral to counselor.
  - b. Student/counselor conference. Parent notified. Possible detention.
  - c. Possible lunch detention or Saturday School .
- 2. 2nd offense
  - a. Take student to administrator.
  - b. Parent contact
  - c. 3-5 day suspension

#### F. OBSCENITY OR PROFANITY

- 1. 1st offense
  - a. Teacher/Student conference. Anecdotal report written.
  - b. Parent contact.
  - c. Teacher may assign appropriate discipline.
- 2. 2nd offense

- a. Teacher removes student from class. Referral to counselor.  
Teacher/student/parent/counselor conference.
- b. Student may receive lunch detention or Saturday School.
- 3. 3rd offense and Beyond
  - a. Teacher removes student from class. Referral to administrator.
  - b. Parent conference or parent notification.
  - c. 2-5 day suspension. Possible Response to Intervention parent meeting and/or behavior contract.

**G. DESTRUCTION OR THEFT OF PROPERTY**

- 1. 1st offense
  - a. Take student to counselor, with referral.
  - b. Counsel student. Contact parent.
  - c. Appropriate discipline assigned. Lunch detention, Saturday School, ISS and/or 1-5 day school suspension.
- 2. 2nd offense and Beyond
  - a. Take student to administrator with referral.
  - b. Contact parent. Parent/student/counselor/admin conference.
  - c. Response to Intervention meeting. 1-5 day suspension.

**V. LAWS AND REGULATIONS:**

Student responsibility to obey state and local laws and school regulations.

In cases where students possess a replica of a prohibited object or represent a substance as a controlled substance, the punishment will be assigned as though the student is in

possession of the prohibited object/substance. Look-a-likes are treated in the fashion they are represented.

**A. POSSESSION OF WEAPON OR OTHER DANGEROUS OBJECT**

Includes but is not limited to:

- Pistol (replica)
- Pistol (starter)
- Dirk
- Dagger
- Knife (any type or size)
- Razor or razor blade
- Screwdriver
- Blow gun/dart
- Brass knuckles
- Knuckle belt buckles
- Hammer
- Hard weight used for punching (fist pack)
- Slingshot
- Explosive (all types)
- Firecrackers
- Taser
- Stun gun with or without batteries
- BB or pellet gun (loaded or unloaded)
- Paintball gun
- Firearm

1. Administrative Steps:

- Pre-suspension conference
- 5 day suspension
- Notify parent/guardian
- Notify law enforcement
- Schedule Guidance Council:  
Recommends to Student/Parent:  
-Referral to Y.E.S.  
-Intervention program  
Recommends to Principal:  
-Return of student to school on a Behavior Contract  
-Transfer of student to another school or program  
-Expulsion proceedings be initiated against student
- Principal recommends to Superintendent:

- Return of student to school on a Behavior Contract
  - Transfer of student to another school or program on a Behavior Contract
  - Expulsion proceedings be initiated against student
  - Principal submits a Particular Circumstance Report to Governing Board if he/she does not recommend expulsion (A Particular Circumstance Report identifies extenuating facts for why the Principal did not recommend expulsion.)
2. Suspension Only  
Consideration includes, but is not limited to:
- No prior history (K-6th)
  - Age of student (K-6th)
  - Size/type of weapon/dangerous object (K-6th)
3. Recommendation to Initiate Expulsion Process  
Consideration includes, but is not limited to:
- Use or brandishing of the weapon/dangerous object in a dangerous or threatening manner
  - Repeated action
  - Gang related
  - Intent/ability to carry out intent
  - History of aggressive behavior
  - Size/type of weapon/dangerous object
- B. POSSESSION OF A FIREARM, LOADED OR UNLOADED**
1. Administrative Steps:
- Initiate the kids with guns protocol
  - Pre-suspension conference
  - 5 day suspension
  - Notify parent/guardian
  - Notify law enforcement
  - Schedule Guidance Council
  - Guidance Council:
- Recommends to Student/Parent:  
-Referral to Y.E.S.  
-Intervention program
- Recommends to Principal:  
-Expulsion proceedings be initiated against student
- Principal recommends to Superintendent:  
-Expulsion proceedings be initiated against student
2. Suspension Only
- Not applicable. Law and Governing Board direction requires principal to recommend expulsion.
3. Recommendation to Initiate Expulsion Process
- Principal shall recommend expulsion
- C. ROBBERY / EXTORTION**
1. Administrative Steps:
- Pre-suspension conference
  - 5-day suspension
  - Notify parent/guardian
  - Notify law enforcement
  - Schedule Guidance Council
  - Guidance Council:
- Recommends to Student/Parent:  
-Intervention program
- Recommends to Principal:  
-Return of student to school on a Behavior Contract  
-Transfer of student to another school or program  
-Expulsion proceedings be initiated against student
- Schedule Principal's Recommendation meeting
  - Principal recommends to Superintendent:  
-Return of student to school on a Behavior Contract  
-Transfer of student to another school or program on a Behavior Contract  
-Expulsion proceedings be initiated against student

- Principal submits a Particular Circumstance Report to Governing Board if he/she does not recommend expulsion
2. Suspension Only  
Consideration includes but is not limited to:
    - Age of student (K-6th)
    - No prior history of aggressive behavior
    - Reliable witness statements
  3. Recommendation to Initiate Expulsion Process  
Consideration includes but is not limited to:
    - Malicious/deliberate intent
    - Prior history of aggressive behavior
    - Gang related

**D. POSSESSION / USE OF A CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR DRUG PARAPHERNALIA**

1. Administrative Steps:
  - Pre-suspension conference
  - 5-day suspension
  - Notify parent/guardian
  - Notify law enforcement
  - Guidance Council:
    - Recommends to Student/Parent
    - Intervention program
    - Recommends to Principal
    - Return of student to school on a behavior contract
    - Transfer of student to another school or program
    - Expulsion proceedings be initiated against student
  - Schedule Principal's Recommendation
  - Principal recommends to Superintendent:
    - Return of student to school on a Behavior Contract
    - Transfer of student to another school or program on a Behavior Contract

- Expulsion proceedings be initiated against student
- Principal submits a Particular Circumstance Report to Governing Board if he/she does not recommend expulsion
2. Suspension Only  
Consideration includes but is not limited to:
    - First offense (in the case of paraphernalia, must meet requirements of E.C. Section 48900.5)
    - Reliable witness statements
  3. Recommendation to Initiate Expulsion Process
    - Second controlled substance/alcohol/drug paraphernalia related suspension
    - Age of student (7th-12th)
    - Reliable witness statements

**E. SELLING / PROVIDING / OR OTHERWISE FURNISHING, OR POSSESSION FOR SALES, OF A CONTROLLED SUBSTANCE OR ALCOHOLIC BEVERAGE**

On-campus as well as community resource referrals dealing with alcohol and drug abuse intervention and support groups are available through the site Principal, Counselor, or through the Child Welfare and Attendance Office (951) 765-5100.

1. Administrative Steps:
  - Pre-suspension conference
  - 5-day suspension
  - Notify parent/guardian
  - Notify law enforcement
  - Guidance Council:
    - Recommends to Student/Parent
    - Intervention program
    - Recommends to Principal
    - Expulsion proceedings be initiated against student
  - Schedule Principal's Recommendation meeting

- Principal recommends to Superintendent:
  - Expulsion proceedings be initiated against student
- 2. Suspension Only
  - Not applicable. Governing Board direction requires the Principal to recommend expulsion.
- 3. Recommendation to Initiate Expulsion Process  
Consideration includes but is not limited to:
  - In cases involving possession for sale:
    - Reliable witness statements
    - Packaging
  - In cases involving sales, providing, or otherwise furnishing, the Principal shall recommend expulsion

F. ASSAULT / BATTERY AGAINST STAFF MEMBER:

Assault defined as:

- Unlawful attempt, coupled with a present ability to commit violent injury

Battery defined as:

- Willful and unlawful use of force or violence

1. Administrative Steps:

- Pre-suspension conference
- 5-day suspension
- Notify parent/guardian
- Notify law enforcement
- Schedule Guidance Council
- Guidance Council:

Recommends to Student/Parent

-Intervention program  
Recommends to Principal

-Transfer of student to another school or program

-Expulsion proceedings be initiated against student

- Schedule Principal's Recommendation meeting
- Principal recommends to Superintendent:
  - Return of student to school on a Behavior Contract
  - Transfer of student to another school or program on a Behavior Contract
  - Expulsion proceedings be initiated against student
- Principal submits a Particular Circumstance Report to Governing Board if he/she does not recommend expulsion

2. Suspension Only

Consideration includes but is not limited to:

- Age of student (K-6th)
- No prior history of aggressive behavior
- Reliable witness statements

3. Recommendation to Initiate Expulsion Process

Consideration includes but is not limited to:

- Age of student (7th-12th)
- Reliable witness statements

G. TOBACCO

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. Information on smoking cessation classes is available from the Office of Child Welfare and Attendance at 951-765-5100.

1. 1st offense

- a. Referral to counselor. Copy sent home.
- b. Counsel student. Assign 1 day of Smoking-Saturday School, notify parents.

2. 2nd offense

- a. Referral to administrator

- b. Notify parents. 2 day suspension.

**H. FORGERY**

- 1. 1st offense
  - a. Refer to counselor. (teacher)
  - b. Student conference. Notify parent. 1 day OCR. (counselor)
- 2. 2nd offense
  - a. Refer to counselor/administrator. (teacher)
  - b. Parent/student/counselor conference. Guidance Council referral. (counselor)
  - c. Guidance Council action. 1-3 day suspension. (administration)
- 3. 3rd offense
  - a. See Step 2. (teacher)
  - b. Counsel student. Parent contact. Guidance Council. (counselor)
  - c. Guidance Council action. 3-5 day suspension. (administration)
- 4. 4th offense
  - a. See Step 2. (teacher)
  - b. Guidance Council. Parent contact. (counselor)
  - c. Guidance Council action. Consider alternative education. (administrator)

**VI. PRESERVATION OF FACILITIES:**

Student responsibility to preserve and help maintain school facilities and property.

**A. LITTERING**

- 1. Teacher or other staff member handles situation.
- 2. Possible assignment to detention or trash pickup.

**B. STANDING/WALKING ON**

**TABLES OR LOCKERS** is prohibited at all times and will result in suspension.

**C. VANDALISM**

- 1. 1st - 2nd offense
  - a. Refer to counselor/administrator. (teacher)
  - b. Guidance Council. Notify parent. (counselor)
  - c. Guidance Council action. Parent notified. Notify law enforcement (discretion). Restitution. 5 day suspension. (administration)
- 2. 3rd offense
  - a. See Step 1. (teacher)
  - b. Guidance Council. (counselor)
  - c. Guidance Council action. Parent notified. Parent conference. Restitution. Notify law enforcement. Consider alternative education or expulsion.
- 3. 4th offense
  - a. See Step 1. (teacher)
  - b. Guidance Council. (counselor)
  - c. Guidance Council action. Notify law enforcement. Suspend pending expulsion action. (administration)

**STUDENT RIGHTS AND RESPONSIBILITIES**

**BILL OF RESPONSIBILITY**

Freedom and responsibility are mutual and inseparable; we can ensure enjoyment of the one only by exercising the other. Freedom for all of us depends on responsibility by each of us. To secure and expand our liberties, therefore, we accept these responsibilities as individual members of a free society:

- **To be fully responsible for our own actions and for the consequences of those actions.** Freedom to choose carries with it the responsibility for our choices.

- **To respect the rights and beliefs of others.** In a free society, diversity flourishes. Courtesy and consideration toward others are measures of a civilized society.
- **To give sympathy, understanding and help to others.** As we hope others will help us when we are in need, we should help others when they are in need.
- **To do our best to meet our own and our family's needs.** There is no personal freedom without economic freedom. By helping ourselves and those closest to us to become productive members of society, we contribute to the strength of the nation.
- **To respect and obey the laws.** Laws are mutually accepted rules by which, together, we maintain a free society. Liberty itself is built on a foundation of law. That foundation provides an orderly process for changing laws. It also depends on our obeying laws once they have been freely adopted.
- **To respect the property of others, both private and public.** No one has the right to what is not his/hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.
- **To share with others our appreciation of the benefits and obligations of freedom.** Freedom shared is freedom strengthened.
- **To participate constructively in the nation's political life.** Democracy depends on an active citizenry. It depends equally on an informed citizenry.
- **To help freedom survive by personal responsibility for its defense.** Our nation cannot survive unless we defend it. Its security rests on individual determination of each of us to help preserve it.
- **To respect the right to meet the responsibilities on which our liberty rests and our democracy depends.** This is the essence of freedom. Maintaining it requires our common, concerted efforts.

*One must talk little and  
listen much.*

*African Proverb*

## **FREEDOM OF EXPRESSION**

(Education Code Section 48916)

“Students of the public schools have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, and other insignia, except that expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, shall be prohibited. Each governing board of a school district and each county superintendent of schools shall adopt rules and regulations relating to the exercise of free expression by the students upon the premises of each school within their respective jurisdictions, which shall include reasonable provisions for the time, place, and manner of conducting such activities.”

## **NON-DISCRIMINATION NOTICE**

The Hemet Unified School District is committed to providing equal opportunities for both sexes and the handicapped in all education programs and activities which it conducts and for employees and applicants for employment as required by federal and state statutes.

## **SEXUAL HARASSMENT POLICY**

Hemet High School is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a professional atmosphere that promotes equal educational opportunity and is free from discriminatory practices. Sexual harassment is

violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

Therefore, the district strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to and including expulsion.

### **Definition**

As used in this policy and regulation. "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly made a term of a condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis of any decision affecting the individual regarding benefits and services, honor programs, or activities available at or through the educational institution.

### **Examples**

Unlawful harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
2. Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an student

because of sex, race or any other protected basis

### **How to Report Harassment**

Complaint forms are available in the counseling office. You can ask any adult on campus for help in solving a harassment problem. Complaints are handled by counselors and/or administrators.

## **HEMET UNIFIED SCHOOL DISTRICT Policy On Student Rights And Responsibilities**

**SECTION I** - Statement of Intent - The purpose of this policy is to insure the exercise of rights of freedom of speech and expression with due regard to the rights of others and the need for reasonable restriction in the operation of the public school system. The following policies are established, to be supplemented by administrative rules and regulations as reasonably required.

**SECTION II** - Students of the District have the right to exercise free expression including but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of button, badges, and other insignia.

A. Circulation of Petitions, Circulars, Newspapers, and Other Printed Matter - Students shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter subject to the following specific limitations:

1. **TIME** - The time of distribution shall be limited to the hours before school begins, during lunch hour, and after school is dismissed.
2. **PLACE** - The place of distribution shall not interfere with the normal flow of traffic within school buildings, entrance ways, and corridors.
3. **MANNER** - The manner of distribution shall be such that:

- a. Coercion is not used to induce students to accept the printed matter or to sign petitions.
  - b. Funds or donations are not collected for the material distributed.
  - c. A copy of any written, printed, or reproduced material to be distributed shall be submitted to the Principal at least 24 hours prior to such distribution. The Principal may limit the number of students who may distribute material in any one day.
  - d. Materials are not left undistributed or stacked for pick up while unattended at any place in the school or on school grounds.
- B. Buttons, Badges, and Other Insignia of Symbolic Expression - Students should be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the hereinafter mentioned prohibitions.
- C. Bulletin Boards - Students shall be provided with bulletin boards for use in posting student materials on campus locations convenient to student use. Where feasible, location and numbers of such bulletin boards shall be by joint agreement of student government representatives and the school administration.
1. Identification shall be required on any posted notice of the student or student group issuing same.
  2. Posted notices or other communications shall be officially dated before posting and shall be removed after a reasonable time to assure full access to the bulletin boards.

**SECTION III** - In the exercise of the student rights described above, no student shall distribute materials, wear buttons, or other

displays nor post notices or other materials which:

- A. Are obscene to minors according to current legal definitions and/or school authority.
- B. Are libelous or slanderous according to current legal definitions.
- C. Incite students so as to create a clear and present danger of imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school.
- D. Express or advocate racial, ethnic, or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school.
- E. Are distributed in violation of the time, place, and manner requirements.

**SECTION IV** - The Principal shall review material and exercise administrative responsibilities as required by this policy. The decision shall be final in regard to the prohibitions named in Section III of this policy. However, any student may appeal a decision concerning this policy to the Superintendent who shall render a decision within a reasonable time or no later than one school day after receipt of the appeal. The appeal shall be based solely on the standards established in Education Code Section 48916.

**SECTION V** - Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

**SECTION VI** - The Principal shall develop administrative rules and regulations to implement this policy, in conjunction with student government representatives.

#### **STUDENT GRIEVANCE PROCEDURE**

(By a student or adult on behalf of a student) –

A grievance is defined as a complaint filed by a student or by a student’s parent on his/her behalf alleging one or more of the following unfair practices: (1) that a school rule, procedure or policy has been implemented unfairly; (2) that a grade has been arrived at based on an unfair procedure; (3) that a school rule, procedure or policy discriminates against or between students including discrimination on the basis of sex as it relates to Title IX of the Education Amendments.

A. SCHOOL LEVEL (Step 1)

1. Student will present a complaint orally and informally to the teacher or school employee directly involved within 10 school days of the incident.
2. If complaint is not resolved, the school counselor should be scheduled for an informal discussion of said grievance. The counselor must hold a conference within 10 school days time of the date of request.
3. If complaint is not resolved, the student will then present the complaint to an Assistant Principal or Principal for an informal conference and discussion of the grievance.

B. SCHOOL LEVEL (Step 2)

If complaint is not resolved within 5 school days, the student will then present a formal complaint in writing to the appropriate Assistant Principal for a conference and discussion of the grievance. The Assistant Principal must hold a conference with the student within 10 school days after receiving the complaint.

C. SCHOOL LEVEL (Step 3)

If a student is not satisfied with the resolution at Step 2, the student may appeal in writing to the Principal for a conference and discussion of the grievance within 5 school days. The Principal will then investigate the complaint and render a decision within 10 school days after receiving the appeal.

D. DISTRICT LEVEL (Step 4)

If the student believes it is necessary to appeal the complaint beyond the decision at Step 3, an appeal in writing with all supportive evidence may be filed with the Assistant Superintendent, Secondary Education, within 5 school days. The Assistant Superintendent will examine and investigate and render a decision within 15 school days after receiving the appeal.

NOTE: Grievant may appear with a representative, if desired, at any step after Step 1.

**Abuse of School Employees or the Educational Environment**

Education Code 44811. Disruption of classwork or extracurricular activities; punishment; exemptions.

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills. Education Code 44810. Willful interference with classroom conduct.

Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000), or by imprisonment

in the county jail for not more than six months, or both.

All questions regarding the management of the school / classroom are expected to be asked / answered in a reasonable, solution-seeking style. Should hostility or emotion become overriding influences to problem solving and good judgment, the District and site written complaint procedure should be followed.

### **HEMET UNIFIED SCHOOL DISTRICT Complaint Guidelines**

It is the philosophy of the Hemet Unified School District to secure, at the lowest possible administrative level, equitable responses to complaints.

**STEP I:** Prior to the filing of a written grievance, an employee shall attempt to resolve the matter by meeting with the immediate supervisor. If the grievant feels that the immediate supervisor is not an appropriate person with whom to discuss the matter, the grievant may confer with the Personnel Administrator, who may designate the appropriate administrator for the purpose of the Level I conference.

**STEP II:** If the grievance is not satisfactorily resolved at Level I, a written grievance shall set forth the previous decision, if any, by the immediate supervisor or appropriate administrator at Level I.

6.7.1 Within ten (10) days of receipt of the grievance, the grievant and the supervisor shall meet to discuss the grievance and attempt to arrive at a mutually satisfactory solution. Within ten (10) days of this meeting, the supervisor shall respond in writing to the grievant with a copy to the Association President.

1. The complainant's signature.
2. The complainant's name, address, and telephone number.
3. Information concerning the complainant's attempt, if any, to resolve the complaint directly with the person who allegedly engaged in the violation, including the date

of such discussion and any information offered by the employee.

4. A description of the alleged violation, including the time, place, nature, participants in and witnesses to the alleged violation.
5. The law, regulation, policy, or procedure allegedly violated, if known.
6. The name(s) and work site(s) of the district staff member(s) who committed the alleged violation(s). Other pertinent information that may assist the District in investigating and resolving the complaint.

**STEP III:** If the complaint is not resolved at Step 2, the complainant shall submit a written complaint to the Superintendent or designee within ten (10) working days of the Step 2 response. The written complaint shall include the information listed in Step 2.

**STEP IV:** If the complaint is not resolved at Step 3, the complainant may appeal in writing to the Governing Board of the Hemet Unified School District within ten (10) working day of the Step 3 response. The written complaint shall include the information listed in Step 2.

The Governing Board may:

- Uphold the Superintendent's or designee's decision without hearing the complaint.
- Meet with all parties at a closed session meeting of the Board to present evidence and explain issues.
- The employee shall receive written notice of his/her rights to request that complaint be heard in open session.

The Governing Board's decision is final.

### **DISTRITO ESCOLAR UNIFICADO DE HEMET Guia de Reclamo**

La filosofia del Distrito Escolar Unificado de asegurar, hasta el nivel admistrativo más bajo repuestas equitativas a las quejas.

Paso 1 El/la reclamante deberá de tratar el asunto con el empleado dentro de siete (7) dias en que tuvo conocimiento del evento que cue causó el reclamo, al menos ques esté relacionado con acoso sexual.

Paso 2 Si la queja no se resuelve en el paso 1, el/la reclamante deberá remitir la mistam por

escrito al supervisor inmediato del empleado durante los diez días de trabajo después de la discusión del paso 1. Cuando se recibe la queja por escrito, el supervisor/a le notificará al empleado según el acuerdo del convenio colectivo. Una queja por escrito debe incluir:

1. La firma del reclamante.
2. Nombre, dirección y número del teléfono de reclamante.
3. Información pertinente si el reclamante ha tratado de resolver la queja directamente con la persona quien se alega estuvo involucrada en la infracción, incluyendo la fecha de tal discusión y cualquier información ofrecida por el empleado.
4. Una descripción de la infracción, incluyendo la hora, lugar, naturaleza, participantes y testigos de tal infracción.
5. La ley, normas, reglamentos, o procedimientos que fueron infringidos, si se tiene conocimiento.
6. El nombre (s) lugar de trabajo (s) del miembro (s) del personal de la escuela quien cometió la infracción (s). Otra información pertinente que pueda ayudar al Distrito en la investigación y resolución de la queja.

**Paso 3** Si no se resuelve la queja en el Paso 2, el reclamante debe presentarla por escrito al Superintendente o su designado dentro de diez (10) días de trabajo después del Paso 2. La queja por escrito debe incluir la información mencionada en el Paso 2.

**Paso 4** Si no se resuelve la queja en el Paso 3, el reclamante puede apelar por escrito a la Mesa Directiva del Distrito Escolar Unificado de Hemet dentro de diez (10) días de trabajo después del Paso 3. La queja por escrito debe incluir la información mencionada en el Paso 2. La Mesa Directiva puede:

- \* Afirmar la decisión del Superintendente o su designado sin oír la queja.
- \* Reunirse con todas las personas afectadas en sesión cerrada de la Mesa Directiva para presentar evidencia y explicar los asuntos.
- \* El empleado debe recibir notificación por escrito sobre sus derechos de solicitar que la queja sea oída en sesión abierta.

La decisión de la Mesa Directiva es final.

## **OTHER POLICIES, PROCEDURES AND INFORMATION**

### **Accidents**

If you injure yourself while at school or while engaged in school activities, please report immediately to the teacher in charge regardless of how minor the injury.

### **Bus Transportation**



Students living more than 5 miles from school may ride the bus on a paid basis. Passes will be utilized to identify students who have paid for transportation. Bus passes cost \$160.00 per student per semester, \$260.00 per student per year if paid in advance. These fees are subject to change for the 09-10 school year. (Please contact the Transportation Department for information on discounted bus passes if you have more than one child in the family riding a bus or for information about the reduced fee program.) Bus passes will be sold each semester at the H.U.S.D. Centralized Student Services Center, 2085 W. Acacia Avenue, Hemet, 951-765-5100, ext. 3526 (subject to change in the near future). Single-ride tickets are not available.

The bus pass is good only for the school semester/year for which the school pass is sold, whether or not it is used every day. High school students who show up at the bus stop without a pass will be denied transportation. The California Vehicle Code and the California Education Code place the responsibility for the safety and behavior of the student rider upon the bus driver. Students are subject to the authority of the bus driver. School laws regarding behavior, including profanity, obscenity, damaging property, and fighting are in effect on the school bus at all times. Refusal to obey these rules and requests of the drivers will result in the loss of riding privileges and disciplinary action from the school officials.

### **Cafeteria**

Breakfast is served in the Bulldog Bistro at 7:15 each morning. School lunches, as well as a la carte items, are available in the Bistro and from lunch carts during the 40-minute lunch break. Payment for food items/meals may be made on campus or through [www.myschoolbucks.com](http://www.myschoolbucks.com) (see page i at the beginning of this handbook).

### **Calling Students From Class**

Call slips are used by office personnel and teachers to call a student out of class when he/she is needed elsewhere. The student should report at the time and to the person or place indicated on the request. When the person making the request releases the student, he/she should return immediately to class.

### **Change of Address**

Please keep home address, telephone numbers, and parent work telephone numbers up to date by notifying the Centralized Student Services Center, 2085 West Acacia Avenue, Hemet, of any changes. Non-resident students who give any false information or address will be dropped from the class rolls of Hemet High.

### **Crutches**

A doctor's note must be provided to the health office if crutches are to be used on campus.

### **Daily Bulletin**

Announcements important to students and staff are provided in the daily bulletin prior to the start of the school day. The bulletin is read to students during first period.

### **Fines And Charges**

Fines and charges that have been allowed to accumulate create a heavy burden during the senior year, which is an expensive year. We urge you to pay debts as they arise. **All debts must be cleared during your senior year at senior check-out, or prior to transfer to another school. Check with the ASB office.**

### **Fire and Disaster Drills**

Students are responsible to their teachers in the event of a fire or disaster drill. Listen

carefully to the directions given by your teacher and obey them quickly and quietly.

- A. FIRE DRILLS - Repeated short soundings on the chime system are the signal for fire drills.
- B. EARTHQUAKES - Students will stay indoors and away from exits, windows, and movable objects. Students should remain under tables away from falling debris. If the movement has been severe, the building will be cleared. Follow teachers' instructions.

### **Health Office**

The health office is located in the administration building, near the Counseling Office. If you feel ill or have a medical emergency, please obtain a pass from your teacher and report to the health office.

**Students are not to leave the campus because of illness without first reporting to the Health Office. Any violation of this rule is considered a truancy.**

### **Insurance Protection**

Accident insurance to cover 9th through 12th grade pupils in attendance at school or traveling to or from school is made available to the parents on a voluntary basis. Pupils in the 9th through 12th grade who participate in inter-scholastic athletics must be insured.



### **Lockers**

All lockers are provided as a convenience to students. Since there are more students than lockers, students share lockers. We ask that you please take care of your locker and keep it clean. Remember, lockers are school property. The administration retains control over lockers and has the right to search them at any time without warrant. Please do not leave valuables in your lockers since the school cannot guarantee security. **Hemet High School cannot reimburse for lost or stolen items.** If it is necessary to bring valuables to

school, they should be left in the main office. During P.E. periods it is recommended that wallets, purses, watches and other valuables be left with your P.E. teachers for safekeeping. All lockers must be cleaned out by the last day of school. The custodians will begin cleaning the lockers at that time, and any items remaining will be given to a charitable organization.

### **Lost And Found**

Lost and found articles are to be turned in to the Attendance Office. Students who lose articles are urged to check on them immediately. Anything not claimed at the end of one month will be given to a charity.

### **Lunch Passes**

All students must remain on campus for lunch, except for seniors who meet established criteria. Senior Lunch Pass applications are distributed in the registration packet and in the counseling office. Seniors must reapply each semester.

Each senior requesting a lunch pass must meet the following eligibility requirements before a pass will be issued:

- ❖ 3.0 cumulative GPA or CST Scores of Proficient or Above in Math & English
- ❖ 170 credits; 200 second semester
- ❖ No suspensions
- ❖ No unexcused absences or tardies in any class
- ❖ Written parental consent on file
- ❖ No detentions or Saturday School for disciplinary reasons
- ❖ No textbook, library charges
- ❖ No outstanding accounts
- ❖ Cars must be parked in student lot
- ❖ No ineligible students in car
- ❖ No unsafe, reckless driving
- ❖ Must reapply at semester
- ❖ Must show lunch pass to supervisors
- ❖ Must exit through monitored gates
- ❖ Application each semester

***Senior lunch passes are a privilege not a right. Students in senior status must meet and maintain certain criteria to be off***

***campus during lunch. Failure to live up to the requirements will result in immediate revocation of this privilege and possible further discipline. Infractions that occur in the last two weeks of a semester result in loss of lunch privileges for the next semester also.***

### **Lunch Off-Limits Areas**

- ✓ athletic fields beyond softball fields
- ✓ farm and service road area
- ✓ faculty parking lot
- ✓ student parking lot (loitering)
- ✓ front entrance to school
- ✓ second floor hallways and rooms  
(exception - club meetings)

Students who remain on campus at lunch are expected to stay in authorized supervised areas.

### **Make-Up Work**

Students are required to make up all work missed while absent except work missed due to truancy. Work missed because of truancy is made up at the discretion of the teacher. Students that are not truant are allowed twice the number of school days they were absent to make up work except in extenuating circumstances. Students who miss work because of a school suspension will provided work to complete. It is the student's responsibility to contact the teacher regarding make-up work. Make-up work may be requested by the parent for students who will miss more than three days due to illness or out-of-town trips by calling the Attendance Office. Allow a minimum of one full school day to receive make-up assignments. Students/parents are responsible to pick up work in the Attendance Office. Some teachers/classes may require students to do make-up work upon their return to class.

### **P.E. Uniforms**

P.E. uniforms are **MANDATORY**. Uniforms may consist of red shorts and a white t-shirt, exact specification can be reviewed in registration packet. Uniforms may be purchased at Hemet High School. The uniforms are required for **ALL** physical education classes

including Dance and Weight Training. The uniforms must have the student's name written in the space provided, and no alterations may be made.

### **Temporary Excuse From P.E.**

Students who need to be excused from participation in physical education for health reasons are to bring a note from home explaining the need for the exemption. The P.E. Department will evaluate notes requesting temporary excuses. Students who need to be excused from P.E. participation for more than 5 days must bring a note from a doctor.



### **School I.D.**

Every student at Hemet High School will be issued a free I.D. card. Students are required to carry this I.D. during school hours and when attending any school event. Students not carrying I.D., or refusing to present ID to staff, will be subject to discipline. Lost I.D. cards must be replaced by the A.S.B. Office and the charge for replacement is \$5.00.

### **Selective Service Registration**

Per request of our State Superintendent of Public Instruction, the following is notification to male students who are 18 years of age that it is their responsibility to register with the Selective Service System (Military Selective Service Act).

The Registration Process - A young man can go to any convenient US Post Office and fill out a form by providing his name, address, date of birth, telephone number, and Social Security number. At this time, his only duty under the Military Selective Service Act is to register when required and subsequently to notify Selective Service of any changes in the information provided on his registration form, through age 25. By Executive Order, young men are required to register within 30 days of their 18th birthday; however, if they fail to do so, their registration form will be accepted until their 26th birthday.

Penalties - Failure to register or otherwise comply with the Military Selective

Service Act is, upon conviction, punishable by a fine of up to \$250,000, imprisonment for up to five years, or both. A person who knowingly counsels, aids, or abets another to fail to comply with the Act is subject to the same penalties.

**Registration information is available in the Hemet High School Career Center.**

### **Student Aide/Student Tutor**

Maximum one aide and one tutor per teacher with administrative exception on a case by case basis with a teacher's need for a student to assist with service, supervision, or safety.

**Student Aide:** Student Aides have various duties which are generally clerical, such as typing, filing, and record keeping. No more than 2 semesters of the student aide course may count toward graduation requirements. Students must be an 11<sup>th</sup> or 12<sup>th</sup> grader. **Student Aides receive a Pass/Fail grade.** Board Policy prevents any grading or recording of grades by students, and students are not to use copy machines or equipment in the teachers' lounge. **STUDENTS MAY NOT AIDE IN A COURSE THEY ARE CURRENTLY ENROLLED IN. NO MORE THAN TWO SEMESTERS OF STUDENT AIDE CREDIT ALLOWED TOWARD GRADUATION REQUIREMENTS.**

**Student Tutor:** Student Tutor is available only with administrator, counselor, and instructor approval. Student Tutor is a course that offers students a chance to help other students at lower grade levels. This course is especially appropriate for students considering a career in education. Students must be an 11<sup>th</sup> or 12<sup>th</sup> grader and have passed the course with an "A" or "B" grade prior to being a student tutor. **Students earn a letter grade.** **STUDENTS MAY NOT TUTOR IN A COURSE THEY ARE CURRENTLY ENROLLED IN. NO MORE THAN TWO SEMESTERS OF STUDENT TUTOR CREDIT WILL BE ALLOWED TOWARD GRADUATION REQUIREMENTS.**

### **Student Store**

The Student Store sells pens, pencils, paper, snacks, and certain specialty items. The store is open during lunch and between certain periods of the day.

**Withholding Student Grades, Diploma, and Transcripts, HUSD Regulation 5125.2R**

1. The governing board authorizes that the grades, diplomas, or transcripts, or any combination thereof, may be withheld from any pupil or former pupil properly charged with the possession of library books, textbooks, or other school property when such books or materials are not returned when due. School personnel are authorized to demand the return of such loaned school property when it is due, or prior to the end of the school year. This policy does not authorize the withholding of grades, diplomas, and transcripts for non-payment of meal tickets or library overdue fines.

2. Prior to withholding of grades, diplomas, or transcripts, the parent or guardian of the pupil shall be notified in writing of the pupil's alleged misconduct. If reparation is not made, the school shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma, and transcripts.

3. Grades, diplomas, and transcripts shall be released from the prescribed restrictions when:

a. The student/parent/guardian returns the loaned book or material in usable condition, or

b. The student/parent/guardian pays the reasonable charges for the replacement of the book or materials if they are not lost or unusable, or

c. The student performs voluntary work, as designated by the principal or designee, in lieu of payment of the charges for replacement.

4. Upon request of another school district or educational institution to transfer a pupil's records to that district (Education Code 49086), the principal shall honor that request and notify the school or district to which the pupil has transferred of their authority to likewise withhold the grades, diploma, or transcripts of the pupil until such time as it receives notice from the principal that the decision has been rescinded. Principals shall also withhold grades, diplomas, or transcripts at the request of another school district to the extent that the request is pursuant to education Codes 48904 48904.3, and 49068.

5. Each school principal shall establish an accountability system that clearly delineates the procedures and responsibility for the distribution and collection of books, textbooks, and materials to students.

**Work Permits**

Students may obtain work permits from the Counseling Office Secretary.

HELP MAKE OUR SCHOOL SAFER

- Carry your school I.D. at all times. School I.D. is required for entry to all school activities.
- Report any strangers or suspicious objects to an adult. ***DO NOT*** pick up any suspicious objects.
- Do not bully or tease others. Don't be bullied or teased. Tell an adult.
- Ask a counselor or other adult about support services such as private/group counseling and peer mediation.
- Stay in class during class time. Always have the official emergency pass if you are out of class.
- ***NEVER*** bring a weapon to school. This means ***any*** size knife or any gun, among other items.
- For safety reasons, Hemet High School does not allow students to bring non-students to school during the school day. ***No visitors on campus during the school day--NO EXCEPTIONS.***

Online payment center for cafeteria purchases:

**mySchoolBucks.com**

Parents can...

Make payments to their child's meal account 24x7, 365 days a year\*!  
View cafeteria purchases! \* See myHousehold - View Purchases.  
Track meal account balances! \* Set up low-balance email reminders!  
See Email Preferences. \* Schedule recurring payments!  
See Schedule Payments.

Visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) to create your account today.....

Questions: Call Nutrition Services - 951-765-5100 ext. 5306

\*Convenience fee of 3% per transaction amount (i.e., \$20.00 payment on account = \$20.60 total transaction)

## Addendum to Student Handbook- Dress Code Policy

- A. Students will *only* be permitted to wear Hemet High School sports, clubs, or sponsored hats while on campus.
  - a. Students can purchase Hemet High School sports, clubs, and sponsored hats via ASB and/or coaches.
- B. Student will be required to remove sunglasses when indoors on campus. Sunglasses are never permitted inside the classroom.

All dress code addendums are in place to improve campus safety.