

Bonita High School
Students Services Handbook
Table of Contents

	Page
Academic Integrity Policy.....	3 - 6
Academic Intervention and Mentoring – AIM.....	6
Attendance.....	6 - 8
Cell Phones, I-Pods, Beepers/pagers and CD Players.....	8
Clothing/Dress Code.....	8 - 9
Dance Policy.....	9
Discipline Guidelines.....	10 - 11
Eligibility.....	11
Field Trip Request Form & Scheduling.....	12 – 13
Final Examinations.....	13
Grade Reporting.....	13
Withdrawal Policy.....	14
Hazing.....	14
Home Hospital Instruction.....	14 - 16
On Line and Correspondence Courses.....	16 - 17
On-Line Course Enrollment Form.....	18
Off Campus Lunch Pass.....	19
Parking Permit.....	19
Pass Fail Grade.....	20
Physical Education – Private Instruction for National Level Athletes.....	20

Saturday School 20

Secret Clubs 20

Selling of Merchandise. 20

Sexual Harassment 20

Skateboards and Bicycles 20

Smoking Policy. 20

Student Conduct 20

Suspensions and Expulsions 21 - 22

Teacher Assigned Detention. 22

Theft. 22

Visiting Other Schools. 22

Weapons 22

Bonita High School Student Handbook

2011 - 2012

ACADEMIC INTEGRITY POLICY

Philosophy

Every faculty member and student at Bonita High School belongs to a community of scholars where academic integrity and the pursuit of excellence are fundamental commitments. Students come to this school not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. This Academic Integrity Policy is intended to promote and protect an atmosphere of trust, fairness, and respect at Bonita High School.

Definitions

It is important that all members of the Bonita High School Community – staff, students, and parents – share a common language and understanding of Academic Integrity. In order to promote this unity of vision and purpose, the following definitions are offered.

Academic Integrity – Staff and students honestly engage in study and learning. This pursuit of knowledge is characterized by individual responsibility for personal learning as well as by giving credit to sources of information.

Cheating – In general, cheating involves deception for personal gain and often is accompanied by disregarding established rules. Cheating includes, but is not limited to, the following examples:

- Taking and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as one's own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using or possessing any type of "crib notes" on one's person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Giving answers to another student for an assignment or exam.
- Resubmitting a previously written assignment as original work.

Dishonesty – Dishonesty complicates cheating by adding an attempt to conceal dishonest action. Dishonesty includes, but is not limited to, the following examples:

- Conspiring with other students to commit academic dishonesty.
- Falsification of results from research/work or laboratory experiments.
- Written or oral presentation of results from research which was never performed.

Plagiarism is a specific type of lack of academic integrity. The *MLA Style Manual and Guide to Scholarly Publishing* further defines plagiarism as:

"Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas" (Gibaldi).

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as your own.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as one's own work.

Roles

In order to sustain a culture of Academic Integrity, all members of the Bonita High School learning community will have certain roles to fulfill.

Teachers will:

1. Provide students with explicit requirements and directions.
2. Structure conditions during testing to minimize the possibility of cheating.
3. Be specific as to whether work is to be cooperative or individual.
4. Teach and review the correct use of documentation when assigning work.
5. Provide for checkpoints to facilitate the research process to assist students in time management, and provide opportunities to help students during the process.
6. Refer to the Academic Integrity Policy often, particularly before major assignments and tests.

Counselors and Administrators will:

1. Ensure that all faculty, students and parents have knowledge of the Academic Integrity Policy.
2. Create a school-wide environment that encourages a consistent culture of adherence to the academic integrity policy.
3. Keep a central database on students to track repeated occurrences of cheating.
4. Facilitate Academic Integrity Policy violation conferences when follow-up is appropriate.
5. Enforce appropriate disciplinary actions when violations of the policy occur.
6. Inform the student's other teachers of violations of Academic Integrity Policy that occur in other classes.

Students Will:

1. Avoid situations that might contribute to cheating, plagiarizing, lying, and stealing.
2. Set aside sufficient time to study, participate actively in class and attend class regularly.
3. Learn how to attribute work properly by citation, footnote, and bibliography.
4. Protect works done— do not lend or borrow homework.
5. Observe test time limits.
6. Attend class on test days.
7. Will participate fully when assigned a group project.

Parents Will:

1. Have knowledge of the Academic Integrity Policy and the student consequences of not abiding by it.
2. Provide a positive example for adhering to the Academic Integrity Policy.
3. Support the school's guidelines regarding academic policy.
4. Be aware of a student's need for quiet time, supplies and place to study.
5. Support the student's effort, but do not do the work for them.

Breach of Academic Integrity Policy

It is the intention of the Academic Integrity Policy to both teach honest learning practices as well as to establish consequences when a student has not learned or established ethical academic practices. Members of Bonita High School faculty and staff realize that there are varying levels of cheating, dishonesty, and plagiarism. In order to help students incorporate principled habits into their own method of learning, faculty and staff will attempt to immediately deal with policy violations at the lowest level.

The professional judgment of teachers and administrators will determine whether cheating has occurred, and the level of the offense, based on solid evidence and careful review.

Level One. Level One violations include, but are not limited to:

- Looking at, or allowing someone else to look at, your own or another's paper during an exam, test, or quiz.
- Using "cheat" notes on test or exam.
- Talking or communicating with another student by any means during an exam, test, or quiz.
- Copying work assigned to be done independently, or allowing someone else to copy your own or another's work.
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source for a paper, or for research.
- Submitting translations from Internet translation programs in a world language class.
- Giving or receiving test information to or from students in other periods of the same teacher or same course.
- Fabricating or altering laboratory data.

NOTE: Since individual teachers have differing expectations for homework (for instance, some teachers encourage students to work together, while others may expect students to complete assignments independently at home), it is the responsibility of teachers to clarify their expectations to students.

Level Two. Level Two violations include, but are not limited to:

- Submitting papers taken from the Internet, other publications, or other students or resubmitting prior work as original.
- Extensive copying or closely paraphrasing sentences, phrases, or passages from an un-documented source for a major paper, or project.
- Submitting individual projects that are not wholly your own work.
- Forgery of signatures or tampering with official records.

Level Three. Level Three violations include, but are not limited to:

- Stealing or accessing exams or answer key to a test.
- Altering grades in grade book or on a computer database
- Cheating on a high stakes test such as the CSHSEE, Advanced Placement or STAR test.

Consequences:

Keeping in mind that Academic Integrity is a learned system of ethical learning, consequences have been established with the intention of teaching the desirability of academic honesty and responsibility. As a result, consequences will represent a range of possible responses to the various levels of policy violations.

Any combination totaling three, either in the number of offenses, or in the level of offenses, results in the maximum penalty. Penalties are as follows:

First Offense at Level One:

- Student receives zero for the assignment.
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Teacher may issue a U in citizenship which will disqualify a student from the California Scholastic Federation for the semester and for extended lunch privileges for the quarter.
- Counselors will review the Academic Integrity Policy with the student, explain the nature of the student's violation of the policy, and counsel the student regarding the situation.
- Administrator or counselor logs first offense in discipline file and reviews academic integrity policy and potential consequences with parents and student
- Counselor or administrators will assign Saturday School or community service hours.

Second Offense at Level One; or, First Offense at Level Two:

- Student receives zero for the assignment.
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Teacher will issue a U in citizenship for the second offence in the same class with the same teacher which will disqualify a student from the California Scholastic Federation for the semester and from extended lunch privileges for the quarter.
- Counselor or administrator notifies CSF advisor and student is disqualified from CSF for that semester (Second offense within 24 months – different teacher or class).
- Counselor or Administrator logs offense in discipline file, and suspends student for 1 to 3 days.

Third Offense at Level One; or, a combination of a Level One and a Level Two Offense; or, First Offense at Level Three:

- Student receives zero for the assignment, if applicable.
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Teacher will issue a U in citizenship which will disqualify a student from the California Scholastic Federation for the semester and from extended lunch privileges for the quarter.
- Faculty members may withdraw letters of recommendation.
- Administrator logs offense in discipline file and suspends student for three to five days.
- Student will be removed from Honors or AP class in which three points are earned.
- Student becomes ineligible for California Scholarship Federation.
- Student becomes ineligible to receive Bonita High School academic awards and participate in Bonita High School recognition ceremonies.
- Administration may, depending on the severity of the case, recommend the student for involuntary transfer or expulsion, exclude the student from graduation ceremonies and/or include a statement describing the students' violations of the Academic Integrity Policy with transcripts sent to colleges and universities.

- Where appropriate, Level Three violations will also be referred to law enforcement.

NOTE: For students who repeatedly have difficulty conforming to the Academic Integrity Policy, there are additional consequences. These consequences are for school-wide violations of the Academic Integrity Policy and cumulative for 24 months. (For example, if a student violates the policy in a math class in his freshman year, and a history class in his sophomore year, the student would receive level two consequences).

Due Process:

A student’s avenue of appeal relative to this policy will be to submit a request in writing to the school administration for review. The appeal will include a description of the incident, reason for the appeal and a request for determination. The request will be signed by the parent and the student.

Works Consulted

In assembling Bonita High School’s Academic Integrity Policy, several sources were consulted and modified to fit Bonita High School’s Philosophy of Academic Integrity.

Capuchino High School. San Bruno, California: 2008.

Denton High School. Fenton, Texas: 2008.

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: The Modern Language Association of America, 1998.

Norcross High School. Norcross, Georgia: 2008.

Van Nuys, High School. Van Nuys, California: 2008.

ACADEMIC INTERVENTION AND MENTORING - AIM

Bonita High School is implementing an academic intervention program during the school day for students who are having difficulty in class and will also provide the privilege of an extended lunch period for students in grades 10-12 who are excelling. Research shows that effective academic intervention must be part of the school day and it must be provided in a timely manner. We have incorporated both of these elements into our design.

All ninth grade students will be enrolled in either a study hall period or an academic intervention period if they are receiving a D or F in a core academic class. Students in grades 10 through 12 who meet any of the following criteria will be enrolled in the academic intervention period:

1. Earned more than 2.6 grade point average with an F, or 2 or more D’s.
2. Earned a grade point average between 2.0 – 2.6 but with a D or an F.
3. Earned less than 2.0 grade point average
4. Received a U in citizenship.
5. Received a non-proficient score or did not show at least a 5% improvement year to year on the California Standards Test or opted not to test. (AIM class only for 1st quarter.)

In addition, any student who requests placement in the academic intervention/study hall program will be enrolled. Students’ performance will be reviewed at the end of each quarter to determine their movement into or out of the academic intervention/study hall program. Placement for the fall quarter will be made based on spring semester grades and test scores.

ATTENDANCE

Regular attendance is necessary for all students wishing to graduate from Bonita High School. Excessive absences and tardies seriously impair a student’s education, for which the school administration is obligated, by the state, to institute corrective action

ALL DAY ABSENCES

Students are responsible to clear their all day absences in the time allotted (3 days): failure to do so will result in Saturday school. To clear an absence: 1) The student may write the note, however, the parent or legal guardian must sign the note, 2) The parent or legal guardian may call the attendance office, Mrs. Zago 909.971.8220 Ext. 2040. **IT IS THE STUDENT’S**

RESPONSIBILITY TO CLEAR THE ABSENCE. All day absences must be cleared within the three (3) days or the absence will be considered truant.

TARDIES (LATE)

Students will be considered tardy if they are not in their seats when the tardy bell begins to ring (and if they enter up to 30 minutes after the tardy bell rings)[For entry beyond 30 minutes, see TRUANCY] Students will be assigned a detention if they are late to school without a note. Parent or legal guardian may clear three tardies (lates) to school per semester. Fourth (4th) tardy will result in a detention and will not be cleared. Fifth (5th) tardy, Saturday school will be issued. If a student is late to school due to a medical, dental or court appointment, the student should bring proof of appointment and this tardy will be cleared.

TRUANCY

Students are considered truant when they are absent from class or school without the consent of school authorities or prior notification by a parent or guardian to the school. Students are considered truant if they do not clear their all day absence within three days. Students truant from class or school are subject to Saturday School. Habitual truants will be referred to the School Attendance Review Board. Unexcused absences greater than 30 minutes are considered truant. Anyone out of class without a pass will be considered truant.

Parents or legal guardians may reschedule detention by contacting Ms. Armenta, 971-8220 x 2031 prior to the student's assigned detention date and time. If the student does not serve or reschedule the detention, Saturday School will be issued. Detention or Saturday school may be rescheduled a maximum of three times. The student may reschedule detentions, but Saturday school must be rescheduled by a parent/guardian. If the student wishes to reschedule their detention it must be done before school, break, or lunch, not during class time. If Saturday School is not served or rescheduled by the parent/guardian the student (by the Monday following the assigned Saturday school date) the student will be assigned a BIC (Behavioral Intervention Class). There will only be two BIC's given in one school year. If the student fails to serve an assigned BIC the student will be suspended for two days.

OFF-CAMPUS PASS (EMERGENCY PERMIT)

If a student must leave campus during school hours, a note or phone call from the parent/guardian is required prior to the student leaving that day, to the attendance office 971-8220 x 2040. If a student leaves campus without obtaining an Off Campus Pass (Emergency Permit), a Saturday School will be issued.

SINGLE AND MULTIPLE PERIOD TRUANCY

When a student is detected as being truant from a single period, he/she will be assigned to an After School Detention. When a student is detected as being truant from multiple periods or more than one single period, he/she may be assigned to Saturday School. Students who are truant to 5th period (intervention) will be assigned a Saturday school.

DISCIPLINE GUIDELINE FOR ATTENDANCE

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense +
Tardy	ASD	ASD	ASD	ASD	SAT School
Truancy Period	ASD	ASD	ASD/SAT School	SAT School	SAT School
Truancy 5 th Period (Intervention)	SAT	SAT	SAT	SAT	SAT
Truancy Full Day	SAT School	SAT School	SAT School	SAT School	SAT School

SART CONTRACT

A SART contract may be issued when a student has approximately 10 full day absences within a short period of time (i.e. 1 quarter) or has numerous period truancies (20+). A parent meeting will be held and the SART contract will be implemented requiring medical notes to clear all absences.

CITATIONS DUE TO ATTENDANCE CONCERNS

After a SART contract has been implemented and the student's attendance has not improved the counselor or administrator will contact the school resource officer and request him to review the student's attendance and possibly issue a citation. In some attendance situations a citation may be issued to a student without a SART contract.

SARB CONTRACT/HEARING

A SARB hearing request will be sent to the district office by school administration after a SART contract has been implemented, 1-2 citations have been issued, the student has approximately 15-20 full day absences and no improvement has been noted.

CELL PHONES, I-PODS, BEEPERS/PAGERS AND CD PLAYERS

In accordance with the State Education Code, students may have cell phones, i-pods; beepers/pagers any electronic signaling device, or tape recorder on campus, only in compliance with previously established BUSD Board policy. Such devices may be used on the BHS campus only before or after school hours, and during break or lunch. Use of such a device at any other time, or if it causes a classroom disruption, will result in confiscation and returned only to the student's parent/guardian. Repeat violations of BUSD Board policy may result in suspension. The school is not responsible for any lost or misplaced items brought to school. (Ed. Code 48901.5)

CLOTHING CODE/DRESS CODE

The board believes that school dress significantly influences student behavior. Further, students' appearance should be neat, acceptable and in keeping with the activities at the particular school, while at school or at any school activity. The Board of Education is committed to provide school campuses that are free from threats or harmful influence of any group or gang, which advocated drug use, disruptive behavior, and/or illegal activities.

The principal of each school in the District, or designated representative, is hereby authorized and directed to send home or require a change of clothing for any student who has failed to prepare properly for school as set forth in this policy. Students who persist in violating the following general standards may be suspended in accordance with the law. The Board believes that students should have a meaningful degree of personal freedom, opportunities for full and beneficial educational programs.

Dress Code Standards:

1. All students are to give proper attention to personal cleanliness, modesty and safety in dress and grooming.
2. Clothing must be neat, clean, safe, and a non-distraction.
3. No student is permitted to attend school if his/her appearance is disruptive to the operation and administration of the education process.
4. Certain types of clothing and attire that have the potential to cause a disruption to school activities will be prohibited.
 - a. Clothing, jewelry and/or accessories which may provoke others to acts of violence, or may be disruptive of the educational environment, or be used as weapons are prohibited. This includes, but is not limited to, professional sports team attire, gloves, hairnets, shoestrings, wristbands, belts, belt buckles, chains and other gang-identified or unsafe items.
 - b. Clothing and jewelry shall be free of writing, pictures, or any other insignia or indications which are profane, obscene, sexually suggestive, (i.e. SKIN), or which advocate racial, ethnic or religious prejudice, violence, tagging, gambling, violence, the use of drugs or alcohol, gang affiliation, or any other illegal activity.
 - c. Only unaltered, school-affiliated, medically or religiously-required hats, as approved by the school principal, are allowed.
 - d. Footwear must be worn at all times. Students must wear footwear that is safe and appropriate for the learning environment. Students may wear backless shoes, but footwear commonly considered as bedroom/house shoes is prohibited. Steel-toed footwear is prohibited.
 - e. Oversized clothing, including oversized white T-shirts with creased sleeves, or creased down the front, and oversized and/or sagging pants are prohibited. Pants must fit and be worn at the waist without requiring alteration.
 - f. Gang-associated attire, which may include, but is not limited to, belts, footwear, jackets, dark glasses (not medically prescribed and worn indoors), bandanas and/or headgear are prohibited.
 - g. Shorts to the knee or longer, worn with white socks to the knee and/or bib overalls (unless both straps are buckled over the shoulders at all times) are prohibited.

- h. Clothing shall not be excessively revealing and must be sufficient to conceal undergarments at all times. Examples of clothing that may be considered inappropriate include, but are not limited to, short skirts (above the fingertips), short shorts (inseams less than 4”), low-rise pants with high-rise, see-through or fishnet fabrics, halter tops, muscle shirts, tank tops (with straps of less than one inch), tube tops, spaghetti strapped clothing, off-the-shoulder or low cut tops and bare midriffs are prohibited.
- i. Other clothing or accessories, including body markings / piercings, determined by the school administration to be a detriment to safety, or to detract from the educational process, are prohibited.

The Board accepts the obligation to enforce reasonable standards based, in part, on the declaration of the California Administrative Code which provides, “A pupil who goes to school without the proper attention having been given to personal cleanliness, neatness, or dress may be sent home to be properly prepared for school or shall be required to prepare him/herself for the school room before entering.” Nothing in this policy is to exclude provisions for reasonable and necessary dress and grooming regulations for special classroom or extra-curricular activities. The principal of each school shall be responsible for the supervision of the enforcement of dress and grooming regulations in accordance with adopted standards and within the limitations of the guidelines of district regulations. All staff members shall enforce this policy.

DANCE POLICY:

Dance participation for Homecoming, Sadie Hawkins, and Prom; all students must have a 2.0 GPA, no more than two outstanding Saturday schools or community service obligations, have no outstanding library books/fees, and owe no money to the Finance Office to purchase dance tickets.

DISCIPLINE GUIDELINES

Listed below are guidelines for student discipline. Actual consequences may be adjusted by school administration depending on the circumstances of the situation.

ACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Battery/Fighting/Assault/ Threats/ Hate Violence (incl. racial, sexual, ethnic, religious slurs)	5 Day Suspension Possible expulsion Police Report	5 Day Suspension Recommend Expulsion Police Report	5 Day Suspension Recommend Expulsion Police Report
Threats against Witness	1-5 Day Suspension Police Report	3-5 Day Suspension Possible Expulsion	5 Day Suspension Recommend Expulsion
Threats/Assault/ Battery on School Personnel	5 Day Suspension Police Report Expulsion Recommendation		
Harassment, Threats, Terrorist Threats, Gang Act, Intimidation	1-5 Day Suspension	3-5 Day Suspension Admin. Hearing Recommendation	5 Day Suspension Expulsion Recommendation
Extortion/Robbery/	5 Day Suspension Police Report Expulsion Recommendation		
Vandalism/Theft/ Arson	Community Service Hours or 1-5 Day Suspension Restitution Based on Damage Police Report	3-5 Day Suspension Possible Expulsion Restitution Police Report	5 Day Suspension Expulsion Recommendation Police Report/Restitution
Knowingly receiving stolen property	1-5 day Suspension Restitution Police Report	1-5 Day Suspension Possible Admin. Hearing Police Report	
Possession of Replica Firearm	5 Day Suspension Possible Expulsion Police Report	5 Day Suspension Recommend Expulsion/ Police Report	
Possession of weapon	5 Day Suspension Expulsion Recommendation Police Report	5 Day Suspension Expulsion Recommendation Police Report	
Possession of Dangerous Object	1-5 Day Suspension Possible Expulsion Police Report	5 Day Suspension Recommend Expulsion/Police Report	
Brandishing a Knife	5 Day Suspension Expulsion Recommendation Police Report		
Possession of Matches/Lighter	Saturday School Confiscation Police Report	1-5 Day Suspension Confiscation Police Report	3-5 Day Suspension Confiscation Police Report
Possession or use of Firecrackers or other Explosives	3-5 Day Suspension Possible Expulsion Police Report	5 Day Suspension Recommend Expulsion Police Report	
Possession of Electronic Device	Detention Confiscate Parent pick-up	Saturday School Confiscate Parent pick-up	1-5 Day Suspension Confiscate Parent pick-up
Inappropriate use of Cell Phone	Detention Confiscate Parent pick-up	Saturday School Confiscate Parent pick-up	1-5 Day Suspension Confiscate Parent pick-up
Possession or use of Tobacco Products	1 Day Suspension Referral to nurse for health material Police report	3 Day Suspension Referral to nurse for health material Police report	5 Day Suspension Referral to nurse for health material

			Police report
Possession or use of any controlled Substance, Alcoholic Beverage, or Intoxicant of any kind	5 Day Suspension Possible Admin. Hearing Police Report	5 Day Suspension Recommend Adm Hearing Police Report	
Possession Drug Paraphernalia	3 Day Suspension Possible Admin. Hearing Police Report	5 Day Suspension Recommend Expulsion Police Report	
Sales or Distribution of Drugs or Controlled Substances (Replica Controlled Substance)	5 Day Suspension Recommend Expulsion Police Report		
Profanity, Vulgarity	Counseling/Detention 1-3 Day Suspension	3-5 Day Suspension	5 Day suspension
Sexual Harassment	Counseling 1-5 Day Suspension	3-5 Day Suspension Possible Admin. Hearing	3-5 Day Suspension Possible Admin. Hearing
Misuse of Technology/Computers	Counseling 1-5 Day Suspension/Removal of Computer Privileges Possible Change of Schedule	1-5 Day Suspension Possible Adm Hearing	3-5 Day Suspension Recommend Administrative Hearing
Off Campus without permission	Saturday School	1-3 Day Suspension	3-5 Day Suspension
Out of Bounds	Counseling Detention/Saturday School	Saturday School	1-5 Day Suspension
Forgery	Saturday School Possible Suspension	1-3 Day Suspension	1-5 Day Suspension
Gambling	Saturday School	1-3 Day Suspension	1-5 Day Suspension
Theft of Instructional or Assessment Materials	Refer to Academic Integrity Policy		
Cheating	Refer to Academic Integrity Policy		

ELIGIBILITY

Students who wish to participate in athletics or other extracurricular activities must maintain an overall 2.0 grade point average on the previous quarter's grades. An eligibility list is prepared at the end of each quarter's grading period. Students named on this list become ineligible. For classes which grade pass/fail, a pass does not affect eligibility; however, a fail grade is included in figuring in eligibility.

Eligibility Probation

A student who passed at least 20 semester credits but obtained less than a 2.0 grade point average on a 4.0 scale may apply for probationary status through the Assistant Principal in charge of athletics. A probation period is limited to one quarter. Students may be on probation no more than two quarters during the student's entire high school experience. The second period of probation may only be used if eligibility is achieved at least once subsequent to prior probation.

FIELD TRIP REQUEST FORM

TEACHER: _____ DATE OF TRIP: _____

MODE OF TRANSPORTATION

- SCHOOL BUS
- PERSONAL CAR
- WALKING

TYPE OF FIELD TRIP

- REGULAR FIELD TRIP
- PROP C FIELD TRIP

Group: _____

Grade(s): _____

Number of Pupils: _____

(Ratio: 1 Adult Per 10 Students)

Number of Adults: _____

Destination: _____

Address: _____

Departure Time: _____ Return Time: _____

Purpose: _____

Chaperones: _____

Sub(s)? YES NO If yes, how many? _____

Additional Instructions: _____

Funding (List specific fundraisers and sources): _____

Assistant Principal's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

FIELD TRIP SCHEDULING

In order to facilitate a field trip teachers are expected to follow the following procedures:

- 1) All trips must be scheduled a minimum of two weeks prior to the date of the trip.
- 2) Teachers and attendance office must be notified via e-mail of student absences one week prior to date of trip for advanced planning.
 - a) It is recommended that teachers include the trip name, date and suggested release time in the heading of the e-mail. (ex. Student release for Choir Trip, March 15, 2010 at 1:50pm) Please complete a "Field Trip Request" form; the AP Secretary will make all notifications based on the information given on the Field Trip Request Form.
 - b) If a teacher has a concern with a student or students missing class please contact the arranging teacher to resolve the issue.
- 3) Names of students who do not attend trip are to be sent to the attendance office for corrections to their attendance record.
- 4) Field Trips are not to be scheduled the last two weeks of a semester. This allows all students to take their final examinations in a timely fashion.
- 5) Contact venue and ask for several dates that your group can choose from.
- 6) Don't purchase tickets or pay funds until confirmation of available buses have been secured.
- 7) Have school AP secretary call Barbara Short in Transportation to confirm bus availability. At this point Barbara Short will log the trip into the field trip book.
- 8) Give pertinent information:
 - a) Date of trip
 - b) Bus arrival time at the school. This should be only 15 minutes prior to departure
 - c) Bus arrival time back at school at the end of trip.
 - d) Destination
 - e) Total amount of passengers (students & adults).
- 9) Confirm reservation and pay fees to venue to reserve your intended date.
- 10) If the trip is Prop C funded, follow the required procedures for correct funding. (La Verne schools only). AP Secretary will complete the necessary paperwork. At least one (1) months notice is necessary for approval for a PROP C Field Trip.
- 11) AP secretary will create an escape field trip sheet. Please type: "Bus Arrive (time) & Bus Return (time)" on the form, so it is clear what time the bus is to arrive and return to your school.
- 12) AP secretary will e-mail or phone the escape number to Barbara Short in Transportation.
- 13) Any changes in passenger count, arrival or departure time must be confirmed with the AP Secretary Transportation Department one week in advance. Time changes may not be granted if it creates a routing conflict.
- 14) Cancellations must be made one week prior to date of trip or cancellation fees may be imposed.

FINAL EXAMINATIONS

A final examination schedule is in effect during the closing days of each semester. The purpose is to provide students the best opportunity to prepare for and take final examinations during an extended uninterrupted class period, with the least possible pressure and distraction. Final examinations are to be taken seriously and every effort should be made to meet this responsibility. Students will not be permitted to take final examinations before the scheduled examination period. Students may make up final examinations when arrangements are made in advance with the teacher, counselor, and/or administrator. In the meantime, the student will be given an incomplete.

GRADE REPORTING

Grading periods – Bonita Unified School District uses four grading periods.

Quarter Progress Reports – The first and third quarter grades are reported to the parents/guardians at this time to apprise them of student progress and make recommendations for improvement.

Semester Final Reports – These semester report cards indicates the official permanent grades and credits for that semester's work which become a part of the student's transcript.

Grading Marks

Subject grades shall be defined as:

A = Outstanding	D = Below Average
B = Above Average	F = Failing
C = Average	P = Passing

NM = No Mark (to be used for students who have been enrolled less than three weeks and for whom no transfer grades have been received).

In reporting to parents/guardians of non-English speaking students, teachers have the option of using the marks “NM” or “P” in addition to the A, B, C, D and F.

A mark of “Pass” (P) or “Fail” (F) must be used in assigning grades in all school services classes.

Pass/Fail grades may be assigned, with parent/guardian and teacher consent, to students taking the following advanced courses:

Advanced Mathematics	Independent Investigation
Calculus	All AP and Honors Courses
Chemistry	Special Day Classes
Physics	RSP Classes

Students must request this option in advance on the appropriate form and this decision cannot be reversed.

Citizenship Marks – Citizenship is indicated on the student report cards to keep parents/guardians informed; however, these marks are not a part of the student’s transcript or permanent record.

Citizenship marks are defined as:

O = Outstanding	N = Needs to improve
S = Satisfactory	U = Unsatisfactory

Withdrawal Policy – Withdrawal from class without penalty of an F grade for the semester must be made within the first four weeks of the semester. Limited second semester class space may prevent replacement of classes dropped during the fall semester. Withdrawals from class after the fourth week of a semester receive a “WF” grade for the class. Withdrawals from class for excessive truancy or disciplinary reasons will receive a grade of “WF”. Withdrawals require a conference with parent, administrator and student.

HAZING POLICY

Hazing at Bonita High School or at any school related event is strictly prohibited. The term hazing shall include, but is not limited to any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school. Students participating in these types of activities would be subject to disciplinary action pursuant to Education Code 48900 (q) and Education Code 32051.

Education Code 48900 (q) states that any student “engaged in, or attempted to engage in, hazing as defined in Section 35050” is cause for discipline. Additionally the California Education Code 32051 states that the violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

A student or groups of students found to have violated the hazing policy are subject to suspension from school, removal from any associated school groups and referral to the school resource officer to determine if a criminal violation has occurred. In addition if the violation of this policy is associated with an athletic team or performing arts group, all members involved in the hazing activity are subject to suspension from competitions or performances associated with the group.

HOME HOSPITAL INSTRUCTION

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility. This instruction applies to students incurring a temporary physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention.

Home Hospital Procedures: REGULAR EDUCATION STUDENTS

PARENT

1. Parent notifies school that the student will be missing three or more weeks of school for medical or psychological reasons. The minimum three week period begins when the parent returns the signed forms described below.
2. Parent gets the following forms from the school:
 - a. Medical Referral for Home/Hospital Instruction
 - b. Authorization to Disclose or Receive Information
3. The Medical Referral for Home/Hospital Instruction must be completed and signed by a physician, then both forms are returned to the school.

SITE

4. Once both forms have been returned, the school forwards the forms to the District Nurse.

DISTRICT

5. The District Nurse will then contact the family to discuss the home/hospital instruction option, and will approve home/hospital instruction for the student.
6. Upon approval, the District Nurse will contact the Office of Secondary Education.
7. The Office of Secondary Education will hire a home/hospital teacher.
8. Once a home/hospital teacher has been hired, the Office of Secondary Education will notify the school that home/hospital instruction has been initiated.
9. During the term of home/hospital instruction, attendance for the student will be managed by the Office of Secondary Education.

DISTRICT/SITE

10. During home/hospital instruction, the student is to remain enrolled in all classes in which they were enrolled before requesting home/hospital instruction. The original teacher(s) will continue to be the teacher(s) of record throughout the term of home/hospital instruction.
 - a. The student will be made inactive in attendance during Home/Hospital placement
 - b. Attendance will be maintained using attendance logs submitted weekly to the Office of Secondary Education.
 - c. The Office of Secondary Education will submit a monthly attendance report to the Finance Office
11. Once hired, the home/hospital teacher will coordinate with the teacher(s) of record at the school site to establish a plan for meeting regularly to collect work for the student and to assess the work that the student has completed. The home/hospital teacher and the teacher(s) of record should maintain consistent contact throughout the term of home/hospital instruction.
12. If the term of home/hospital instruction includes the end of a grading period, the teacher(s) of record shall be responsible for assigning grades in collaboration with the home/hospital teacher.

Home Hospital Procedures: SPECIAL EDUCATION STUDENTS

PARENT

1. Parent notifies school that the student will be missing three or more weeks of school for medical or psychological reasons. The minimum three week period begins when the parent returns the signed forms described below.
2. Parent gets the following forms from the school:
 - a. Medical Referral for Home/Hospital Instruction
 - b. Authorization to Disclose or Receive Information
3. The Medical Referral for Home/Hospital Instruction must be completed and signed by a physician, then both forms are returned to the school.

SITE

4. Once both forms have been returned, the school forwards the forms to the District Nurse.

DISTRICT

5. The District Nurse will then contact the family to discuss the home/hospital instruction option, and will approve home/hospital instruction for the student.
6. Upon approval, the District Nurse will contact the Office of Secondary Education.
7. The Office of Secondary Education will notify the Office of Special Education that there is a student with an IEP that is eligible for home/hospital instruction.
8. The Office of Special Education will review the student's IEP to determine if the necessary program and services can be delivered through home/hospital instruction.
 - a. If so, the Office of Special Education will conduct an IEP (or addendum) to change the placement to home/hospital instruction.
 - b. If not, the Office of Special Education will arrange an IEP to determine the appropriate program for the student. In this case, the student is not placed in home/hospital instruction, so the following steps do not apply.
9. If the placement is in home/hospital instruction, The Office of Special Education will hire a home/hospital teacher.
10. Once a home/hospital teacher has been hired, the Office of Secondary Education will notify the school that home/hospital instruction has been initiated.

11. During the term of home/hospital instruction, attendance for the student will be managed by the Office of Secondary Education.

DISTRICT/SITE

12. During home/hospital instruction, the student is to remain enrolled in all classes in which they were enrolled before requesting home/hospital instruction. The original teacher(s) will continue to be the teacher(s) of record throughout the term of home/hospital instruction.
 - a. The student will be made inactive in attendance during Home/Hospital placement
 - b. Attendance will be maintained using attendance logs submitted weekly to the Office of Secondary Education.
 - c. The Office of Secondary Education will submit a monthly attendance report to the Finance Office
13. Once hired, the home/hospital teacher will coordinate with the teacher(s) of record at the school site to establish a plan for meeting regularly to collect work for the student and to assess the work that the student has completed. The home/hospital teacher and the teacher(s) of record should maintain consistent contact throughout the term of home/hospital instruction.
14. If the term of home/hospital instruction includes the end of a grading period, the teacher(s) of record shall be responsible for assigning grades in collaboration with the home/hospital teacher.

Home Hospital Procedures: FOR THE HOME/HOSPITAL TEACHER

1. The home/hospital teacher will coordinate with the teacher(s) of record at the school site to establish a plan for meeting regularly to collect work for the student and to assess the work that the student has completed. The home/hospital teacher and the teacher(s) of record should maintain consistent contact throughout the term of home/hospital instruction.
2. The home/hospital teacher shall spend one hour per week with the student for every day that the school is in session that week.
3. On Friday of each week, the home/hospital teacher shall submit a record of the days and hours spent with the student that week to the Office of Secondary Education.
4. If the term of home/hospital instruction includes the end of a grading period, the teacher(s) of record shall be responsible for assigning grades in collaboration with the home/hospital teacher.
5. At the end of each month, the home/hospital teacher will submit a time card to the Office of Secondary Education. The hours listed should include hours spent with the student (hours listed should equal the number of school days that month) plus one hour for collaboration with the teacher(s) of record for every five hours of student contact.
6. At the end of each month, the home/hospital teacher shall submit student work samples to the Office of Secondary Education. The work samples shall include two samples, from two different subject areas, for each week of instruction in that month.

ON LINE AND CORRESPONDENCE COURSES

The principal or designee shall grant credit for correspondence/on-line instruction under the following conditions:

1. The correspondence/on-line instruction is provided by an accredited institution in subjects included within or related to a course of study offered by the District.
2. The principal or designee has verified the accreditation status of the institution providing the correspondence/on-line instruction.
3. For correspondence/on-line instruction provided by a non-accredited school, coursework may only be used to fulfill subject area graduation requirements when it is determined by the principal or designee that the course substantially addresses the California Content Standards. The school reserves the right to refuse to grant credit for courses from non-accredited schools.
4. The student is, for an approved reason, unable to take the course of study offered in the District.
5. To maintain the rigor of the academic program, semester credit will not be granted for a course designed to fulfill a semester-length course requirement if the course is completed in less than four weeks.
6. The final exam for correspondence/on-line courses must be proctored by District high school staff.
7. No more than forty (40) semester credits for correspondence/on-line instruction may be applied towards graduation.
8. Grades submitted for any correspondence/on-line course will be credited on a four-point scale.

Process for Requesting Approval of Credits through Correspondence or On-Line Instruction

1. A student who desires to earn credit through a correspondence/on-line course must submit a Bonita Unified School District Petition to Enroll in an On-Line or Correspondence Course for Transfer of Course Credit form prior to the beginning of the course and receive permission in writing from the principal or designee at least 10 school days prior to enrolling in the course in order to receive Bonita USD credit for the course.
2. The student will arrange, with his/her Student Service Coordinator, for the proctoring of the final exam.
3. Upon completion of correspondence/on-line coursework, it is the student's responsibility to arrange the student's transcript to be forwarded to the high school registrar for review by the principal or designee to determine whether credit can be granted.

Second semester seniors must provide all documentation of the completed class(es) at least 10 school days prior to the student's date of graduation.

4. A student may be requested to provide to the principal or designee evidence including, but not limited to, specific assignments completed, log-in records, and/or take an end-of-course assessment to determine mastery of course content before course credit is granted.

BONITA UNIFIED SCHOOL DISTRICT

Petition to Enroll in an On-Line or Correspondence Course for Transfer of Course Credit

This form must be submitted to your Student Service Coordinator at least 10 school days before enrolling in an online course.

Student Name: _____ Date of Request: _____

Student Permanent ID# _____ Special Education: _____ 504 _____

For students currently enrolled in a Bonita Unified School District High School, the following information is required to transfer credits earned on-line or by correspondence at an educational institution during non-school hours or during the summer: NOTE: Students who do not receive prior approval before enrolling in a course will not be granted credit.

Name of Course: _____

Name and contact information for course provider: _____

Website: _____

Length of Course: _____ Number of Credits: _____ Attach course syllabus.

Reason for taking the course in this manner:

Notes and Restrictions:

- Course final exams must be proctored by a Bonita USD staff member.
- Only courses used for remediation credit are permitted.
- Courses for original credit may only be approved by the principal/designate and the course must be required for a special program or college admission, and is not already offered at BHS.
- The final determination of whether or not a class is acceptable for college admission purposes is made by each college or university.

We understand that the student may be requested to provide sample assignments, log-in records, and/or take an assessment to determine mastery of course content. For further information, contact your Student Service Coordinator. We understand and have read Bonita USD Regulations 6146.3 – Reciprocity of Academic Credit.

Student's Signature: _____

Signature of Parent and/or Guardian: _____

(Space below this line is for school use only)

____ Recommended
____ Not Recommended Signature of Student Services Coordinator: _____

Reason _____

____ Recommended
____ Not Recommended Signature of Administrator/Designee: _____

Reason _____

OFF CAMPUS LUNCH PASS

“The governing board of the Bonita Unified School District, pursuant to section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Bonita High School to leave the school grounds during the lunch period. Section 44808.5 of the Education Code further states: “Neither the school district nor any of its officers or employees thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.”

Off Campus Lunch Policy

1. Juniors and seniors will be issued an off-campus sticker only upon the receipt of a completed and signed authorization form.
2. Issuance of lunch pass is dependent on maintaining a 2.0 or higher GPA for the preceding quarter.
3. Students exercising this privilege should exit for lunch through the gate between the gym and the 900 building. Students will be checked at the assigned exit by a staff member and must have a valid ID card in hand.
4. Students are not allowed to pass their card to other students. Doing so may cause those students involved to lose their privilege permanently or other disciplinary action.
5. Students are not to visit other schools or interfere in any way with community activities.
6. Students must park their vehicles on campus according to school parking regulations.
7. Transportation of unauthorized students is prohibited; the driver may lose his/her privilege permanently.
8. Students will drive vehicles in a responsible manner and will be held accountable for accidents or damages resulting from the use of such vehicles.
9. Students are to show their ID card with the off-campus lunch sticker when requested. Failure to comply may result in loss of privilege or other disciplinary action. If the student has forgotten their lunch pass they may request an emergency pass from Ms. Armenta. Only one emergency pass will be given per semester. If the student forgets their lunch pass and has already used the emergency pass, they must stay on campus for lunch that day.
10. Students are required to return punctually and regularly from lunch to their 5th period class. Failure to do so may result in the following:
 - 1st offense – after school detention and loss of privilege until served.
 - 2nd offense – Saturday School assignment and loss of privilege until served.
 - 3rd offense – loss of privilege for the remainder of the semester. (Must reapply)
11. If a student does not return to school at all, the student or the parent must call the school that same day, prior to 3:30 PM. Failure to do so will result in a truancy and Saturday School.

PARKING PERMIT

Students must park their vehicles in the student parking lot not the staff lots. To maintain this privilege all students using the parking lot must obey all rules. There may not be any incidents of vandalism, and/or tardiness due to parking difficulties. If any incidents of this nature occur, we will take away your parking privilege.

PARKING REGULATIONS

1. All vehicles parked in the school parking lot must have an appropriate parking permit properly displayed at all times.
2. Properly display your parking permit so it is clearly visible by hanging it from your rear view mirror with the front side facing outward.
3. Parking permits may be used by the student and for the vehicles assigned.
4. Vehicles must be parked head in only and on the asphalt within a marked parking space.
5. Peyton road, 10th Street, and 11th Street, adjacent to the campus are posted for resident parking only.
6. Students are not to return to their vehicles during the school day without a pass issued by the Student Services Department. Students are not to loiter around vehicles during school hours. You may not eat your lunch in your car.
7. Student vehicles may not be driven on school property other than the student parking lot at any time.
8. Parking in the Auto Shop is with Mr. Wilcox’s permission only.
9. Student vehicles must be kept locked at all times. Students park their vehicles in the school parking lot at their own risk. The school district will not be responsible for stolen or damaged property.
10. All theft and/or vandalism should be reported to the Assistant Principal’s Office immediately.
11. The school property and school parking lot speed limit is 5 mph.
12. Racing, reckless driving, or “showing off” will be cause for cancellation of all parking privileges.
13. Report lost or stolen permits to the Student Services Department. A new one will be issued.
14. Students are not allowed to park in Staff/Faculty parking lots at any time. Students who do park in any spaces other than student parking will be ticketed by Campus Supervision.

Parking permit forms are available in Student Services. All school debt must be satisfied prior to obtaining a parking permit.

PASS FAIL GRADE

Bonita High School can authorize the giving of a Pass/Fail mark in place of the conventional letter grade in Honors and Advanced Placement classes if a student is earning a grade lower than C-. The parent must request a Pass/Fail grade in lieu of a letter grade and the decision requires the teacher's approval.

The Pass/Fail grade request form must be signed and returned to the registrar at least three days before the final exam.

Please note. It is incumbent upon the parent and student to contact any college(s) that your child may be applying to in order to determine how a grade of "P" will be interpreted.

PHYSICAL EDUCATION – PRIVATE INSTRUCTION FOR NATIONAL LEVEL ATHLETES

As of the 2008-09 school year private instruction for national level athletes is no longer allowed.

SATURDAY SCHOOL

Saturday School is conducted for students who have been truant to school and for certain violations of the Code of Discipline. Saturday School is held in a designated room from 8:00 a.m. until 12:00 p.m. Since it is a study hall, students must bring enough schoolwork to occupy their time. Student's assigned Saturday school will be notified by letter given to them at the time they receive the Saturday School. In addition a Teleparent call will go out to the homes of the students that will have to be in Saturday School on that weekend. Failure to serve a Saturday School assignment is considered defiance and will result in further disciplinary action, including but not limited to suspension from school. (See Truancy)

Any student who reports after 8 AM will not be allowed in and will be sent home.

Dress Code will be enforced at Saturday School.

Contracts must be signed and turned into Saturday School supervising teacher.

SECRET CLUBS

Membership in secret clubs is prohibited.

SELLING OF MERCHANDISE

The sale of any merchandise on campus not approved by the Director of Student Activities is prohibited.

SEXUAL HARASSMENT

Sexual harassment of any kind will not be tolerated at Bonita High School (per Education Code 48900.2). School environment sexual harassment refers to situations in which the acts of sexual harassment are considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to:

1. Have a negative impact on the harassed individual's academic performance, or
2. Create a hostile, intimidation, or offensive educational environment. Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors or physical contact of a sexual nature constitute sexual harassment. These include but are not limited to:
 - a. Physical abuse (unnecessary touching, pinching, etc.).
 - b. Verbal abuse (lewd comments, sexual insults, etc.).
 - c. Subtle or overt pressure for sexual favors accompanied by implied or overt threats.
 - d. Visual abuse (leering or display of pornographic material designed to embarrass or intimidate).

A student who feels that he or she is being sexually harassed, and has been unable to resolve the problem, is encouraged to report such incident to the Assistant Principal who will investigate the complaint and make a determination of the resolution.

SKATEBOARDS

Skateboards, "razor" scooters, skates, in-line skates, and/or bicycles may not be ridden on campus, nor used in such a way as to interfere with the instructional program, or cause a safety hazard.

SMOKING POLICY

Smoking and/or use of any tobacco product is not allowed for anyone on the Bonita High School campus.

STUDENT CONDUCT

All students are expected to be kind and courteous to their schoolmates, refrain from fighting and profanity, be respectful to school personnel, and are diligent in their studies.

SUSPENSIONS AND EXPULSIONS

The following conduct is forbidden by law, beyond regular disciplinary procedures, and may result in suspension or expulsion from school when committed in connection with school activities. (Education Code 48900)

48900

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of such object, the pupil had obtained written permission to possess the item from a certificated school employee which is concurred by the Principal or the Principal's designee. *
- C. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind.
- D. Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid substance or material as a controlled substance, alcoholic beverage, or intoxicant. *
- E. Committed robbery or extortion. *
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possession of an imitation firearm. Imitation firearm is defined as a replica that is as substantially similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault, or committed a sexual battery, as both are defined in the penal code. *
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness, or witness in a school disciplinary proceeding, for the purpose of either preventing that pupil from being witness or retaliating against that pupil for being a witness, or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of
- R. physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision
- T. Aided or abetted in the infliction or attempted infliction of physical injury to another person.

48900.2 Committed sexual harassment

48900.3 Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence

48900.4 Harassment, threats, or intimidation, directed against school district personnel or pupils.

48900.7 Terrorist threats against school officials

48915. (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

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

(b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the

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

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) 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:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (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.

Note: *Must recommend expulsion unless the Principal finds special circumstances to recommend otherwise.

TEACHER-ASSIGNED DETENTION

Teachers may assign students detention for infractions of school or classroom rules. Since detention is a corrective action, students will not be excused from serving detention except in cases of extreme emergency. Failure to serve teacher-assigned detention may result in referral to the Student Services Coordinator Office for further disciplinary action.

THEFT

If a theft occurs, report it to the Assistant Principals' Office immediately. Theft report forms are available in the main office. Make sure to include:

- Owner's name
- Description of article
- Witnesses and suspects
- Date reported
- Date stolen
- Time Stolen

VISITING OTHER SCHOOLS PROHIBITED

At all times it is extremely important that all students follow one simple guideline. All students must stay off all other school campuses. You are not allowed to visit other students or teachers on any other campus at any time.

In the past, some students have made arrangements to visit a teacher on another campus and may have received approval from that teacher for the visit. Under no circumstances is it acceptable to make those arrangements with other teachers. If you show up on another school campus, no excuse will be acceptable. Disciplinary action, including suspension, may result. Your name may be taken and included in a police report.

PLEASE NOTE: Visitors without a permit are loiterers. Penal Code, State of California, 653g:

“Every person who loiters about any school or public place at or near which children attend or normally congregate IS A VAGRANT, and is punishable by a fine of not exceeding five hundred dollars or by imprisonment in the county jail, not exceeding six months or by both such fine and imprisonment.”

WEAPONS

Parents/guardians and students should be aware that possession of weapons, explosives or other dangerous objects on the Bonita High School campus is considered serious, and could result in an expulsion hearing. Weapons are guns, knives, or any object that could cause injury. Firecrackers, pepper spray, screw drivers, scissors, cigarette lighters, etc., are examples of dangerous objects that are prohibited.