



STUDENT HANDBOOK

2016 - 2017

The Academy



EAGLES

BE **S**AFE

RESPECT **O**THERS

ACCCEPT RESPONSIBILITIES FOR YOUR

ACTIONS

RESPECT YOURSELF

Educational Options Center

515 East 7th Street
Perris, CA 92570
(951) 657-2174
FAX (951) 657-8102



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Welcome To Educational Options Center!

On behalf of the staff of **Educational Options Center**, we extend to you a sincere “welcome” as you begin the 2016-2017 school year. We hope that each of you will embrace our **Expected School-Wide Learning Results (ESLRS)** and find this year to be one of **Respect, Responsible Behavior, and Relevant Learning** as we continue to build upon our successes in student academic improvement. Our programs, services and activities are aligned to our district-wide and **Local Control and Accountability Plan (LCAP) and School Site Council (SSC) goals**: All students will attain proficiency in all academic areas; All students will graduate from high school prepared for post-secondary and career options; All department will provide a safe and positive learning environment for all students and staff; and Secure and strengthen home-school-community connections and communications. In order to achieve this, we will need to hold students to the highest degree of accountability and we solicit your support and partnership throughout the process.

Students are encouraged to SOAR at Educational Options Center: **Stay connected to school activities, overcome challenges, have a positive attitude, and respect self and others**. The staff at **Educational Options Center** is here to assist students in their academic pursuits and school activities. **Educational Options Center** will assist students in gaining knowledge, developing social and relational skills, and creating positive attitudes that will enable the students to return to the comprehensive or middle school setting at the end of the prescribed time.

This handbook has been prepared to serve as a reference to assist the student and parent/guardian in establishing the correct procedures, attitudes, and conduct necessary for good citizenship at school and as a guide to students and parents in the goal of achieving the highest level of ability in students. Parents are an integral part of the education process because their support, concern, and understanding are needed if the best is to be realized for the student. There are many opportunities for parents to be involved; **parent-teacher conferences, Parent Network meetings, school site council meetings, Back to School night, Open House and WASC**. If at any time you have questions related to the school’s policies or procedures, please contact the school.

Please read and discuss the handbook’s contents immediately with your student, for they are responsible for compliance with the policies, procedures and regulations herein. Together, the students, parents, and staff of **Educational Options Center** can make this a **successful** year for all!

Sincerely,

Dr. Pauline Garcia
Principal

Community Day School Program

- Expelled students grades 7-12.
- Requires a 360 minute instructional day.
- Direct instruction and the online curriculum offered through Edmentum.
- They too, will have access to college prep and elective courses.
- Complete contract: Counseling Services, Community Service Hours, 95% attendance, maintain a 2.0 GPA, and maintain good citizenship.

Blended Program

- Available to students grades 7-12.
- Classroom instruction in the five areas; ELA, math, science, social science, and electives during the morning session.
- Students will have access to college prep and elective courses through ISP in the afternoon.

Independent Study Program

- Available to students grades 7-12.
- Online curriculum offered through Edmentum.
- While in ISP, students will receive tutoring if needed and will meet for science and math tutorials.
- Students will have access to college prep and elective courses.
- Students will have access to direct, in-person, web conferencing and telephone access to a subject area credentialed teacher.

SCHOOL MISSION AND VISION STATEMENT

Mission Statement

The mission for Educational Options Center is to serve the needs of students, grades 7-12, who are alternatively placed due to discipline and attendance issues.

Vision Statement

The vision of the Perris Union High School District is to provide quality educational programs and meaningful opportunities which encompass the intellectual, social, emotional, and physical aspects of all students within the district and which will enable them to become productive members of society.

ESLR = Expected School-Wide Learning Results

The 3-R's' – The students who attend ***Educational Options Center*** will endeavor to become:

Respectful citizens who:

- Participate in on-going activities that promote positive behavior habits and appropriate social skills to become productive citizens.
- Use appropriate verbal and non-verbal methods to interact with others in our diverse society.

Responsible scholars who:

- Define their academic goals and know how to meet them.
- Earn necessary credits to transfer to and/or graduate from a comprehensive high.

By engaging in:

Relevant learning to:

- Acquire skills that may be effectively used in transitioning from school to work.
- Earn credits, knowledge, and social skills through a standards-based curriculum.

GENERAL POLICIES AND PROCEDURES

18 YEAR OLD RIGHTS

As 18 year olds, students will be considered as adults. They are no longer considered a minor. 18 year old students, who are legal citizens, have all the rights and responsibilities of citizenship. Some of these include excusing absences, leaving school, voting in State and Federal elections, as well as having sole rights to your educational records. Compulsory education ends at age 18. You are no longer required to remain enrolled in school. School sites also have the right to terminate your enrollment and refer you to an adult education setting if you do not follow the policies and rules of the school.

18 year old students have the right to request that their parents do not have access to their education information. This process involves a meeting with your counselor and the completion of the “*18 Year Old Rights Form*” to request such. Parents of 18 year old students who request that their parents be denied access to school records will be notified. Parents are entitled access to their child’s educational information when the 18 year old students are considered dependents for tax purposes and have the right to nullify this request if they provide proof of dependency.

ACADEMIC HONESTY

Educational Options Center requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student’s own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that he or she does not possess. It involves any attempt by a student to substitute the product of another, in whole or in part, as his/her own work. It also includes theft, possession, or unauthorized use of any answer keys or model answers.

Violation of **Educational Options Center** Academic Honesty Code will be subject to disciplinary action up to and including: suspension, dismissal from student offices and all athletics and extracurricular activities, involuntary transfer, and/or expulsion. This policy covers all school related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Cheating includes but is not necessarily limited to:

Copy/Sharing Assignments

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher

Plagiarism

- Plagiarism* or submission of any work that is not the student’s own

- Submission or use of falsified data or records

Cheating on Exams or Major Projects

- Use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project
- Supplying or communicating, in any way, unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project

Forgery/Stealing

- Unauthorized access to an exam or answers to an exam
- Use of an alternate, stand-in, or proxy during an examination
- Alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others

*Plagiarism: “Plagiarism” is the “act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one’s own mind.” It involves “the use of any outside source without proper acknowledgment.” In the academic setting, an “outside source” includes “any work, published or unpublished, by any person other than the student.”

You are cheating if you:

- Copy, fax, duplicate, or transmit using any technology, assignments that will each be turned in as “original” work
- Exchange assignments by printout, disk transfer, modem, or other electronic or recorded means, then submit it as “original” work
- Write formulas, codes, key words on your person or objects for use in a test
- Use hidden reference sheets during a test
- Use programmed material in watches, calculators, or computer programs when prohibited
- Exchange answers with others (either give or receive answers)
- Submit someone else’s assignments as your own, in whole or part
- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g. plagiarizing, or submitting work done by family, friends, or tutors)
- Take credit for group work, when little contribution was made
- Do not follow additional specific guidelines on cheating as established by a department, class or teacher
- Steal or photograph tests, answers, or material, or have unauthorized possession of such material
- Sabotage or destroy the work of others

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

GENERAL POLICY

In compliance with the California Education Code section 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of

the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes or at the beginning of the new school year. The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist.

We require all medications to be stored in the Health Office and to be administered only when the physician's and parent's/guardian's signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to or from school, or on the school bus. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/her person. The appropriate release forms can be obtained from the school and must include a statement from the physician that the student's well being is in jeopardy unless he/she carries the medication.

Medication must be provided to the school in the container in which it was purchased with the prescription label attached. It must be prescribed to the student to whom it will be administered. School personnel can't give medication brought to school in a plastic bag, plastic ware, or any other repackaging. Out-of-date medication will NOT be given. An adult must bring the medication to school along with the completed authorization form.

STUDENT MEDICATION PROCEDURES:

All students needing to take medications of any kind are required to bring their medications to the Health Technician (Attendance Office) before school each morning, and return to the Health Office at the prescribed time to receive their medications

RESPONSIBILITY OF THE PARENT/GUARDIAN

- ✓ Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
- ✓ Parents/guardians will assume full responsibility for the supply and transportation of all medications.
- ✓ Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on a school campus.
- ✓ Parents/Guardians may pick up unused medications from the school office during and at the close of the school year. Medications remaining after the last day of school will be discarded.

RESPONSIBILITY OF THE PHYSICIAN

- ✓ A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
- ✓ The container must be clearly labeled by the physician or pharmacy with the following information:
 - a. Student's name
 - b. Physician's name
 - c. Name of medication
 - d. Dosage, schedule (specific to school) and form of dosage
 - e. Date of expiration of prescription
- ✓ Each medication is to be in a separate pharmacy container prescribed for the student by a California licensed health care provider.

RESPONSIBILITY OF SCHOOL PERSONNEL

- ✓ A school administrator will assume responsibility for placing medications in a locked cabinet.
- ✓ A school staff member will assist students with taking medications according to the physician's instructions.

ANTI-BULLYING/CYBERBULLYING

The District and **Educational Options Center** believe that all students, staff, and community have an obligation to promote mutual respect, tolerance, and acceptance. The school will not tolerate behavior that infringes on the safety of any student or staff member. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, social isolation, and manipulation.

Cyber-bullying includes the posting of harassing messages, direct threats, social cruelty, harmful text or images on the internet social networking sites or cell phones, 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.

This policy applies whenever a student is on school grounds, traveling to and from school, at a school sponsored activity, and during lunch (whether on campus or off). If the cyber-bullying is done from home, but impacts school activities or school attendance, it may be subject to discipline in accordance with the district policies and regulations.

ACCOUNTABILITY SYSTEM

As educators and adults, it is important that we help mold the students to help them become solid citizens contributing to their own lives and to our society. This year at **Educational Options Center**, students will be recognized at school-wide celebrations when the school has the money to facilitate celebrations, for having made progress in their behavior and academics. As much as we believe negative behavior needs to be addressed, we believe positive behavior needs to be reinforced by positive incentives and rewards. Our accountability system is designed to promote positive behavior and discourage negative behavior; the following system has been adopted to achieve that purpose.

Possible Incentives: Students get to participate in activities available to them by teachers.

These students must have:

- no dress code violations
- no suspensions
- no discipline referrals
- a 95% minimum attendance rate
- no more than 1 tardies

ATTENDANCE POLICY AND

GOAL: The administration and staff of the Perris Union High School District believe that if a student is absent from class, the educational experience lost during the absence is irretrievable, as the interaction in the classroom setting can seldom be duplicated through make-up work.

ATTENDANCE RESPONSIBILITIES (California Education Code Section 48200)

PARENTS ARE RESPONSIBLE FOR THE PUNCTUAL AND REGULAR ATTENDANCE OF THEIR CHILDREN. Illness, death, or funerals in the immediate family, and medical/dental appointments, are the only excusable reasons for absence. It is recommended that dental and medical appointments be made for non-school hours. Because of the need to interpret California School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness and/or unexcused absences may lead to loss of credits, possible removal from class, and/or placement in an alternative education program.

ABSENCES

A student who is absent for a reason of illness for more than three days will be required to furnish a note from a physician prior to re-admission to school. Students who have an unusually large number of absences, of more than three days at a time, will also be required to provide medical verification of the illness or medical condition.

TO VERIFY AN ABSENCE:

Parents must call the school at **(951) 657-2174 ext. 31108** during normal business hours (8:00 a.m. – 3:30 p.m.) the first day the student is absent. Parent calls/notes for excused absences should include:

- ✓ **The date of the absence**
- ✓ **The first and last name of the student**
- ✓ **The reason for the absence**
- ✓ **The parent's name/signature**

EXCEPTIONS:

- A. School-related activities, with prior approval from administration, will be excluded from the number of allowable absences.
- B. A student suffering serious illness or injury may be eligible for home/hospital teaching or an independent study contract if deemed appropriate by the administrator in charge of attendance and final approval by the District Office.
- C. Students absent from class due to school-related business are considered in attendance.
- D. Students participating in religious instruction or exercises are excused if they attend minimum day not to exceed more than four days a year.

ATTENDANCE CODES

Excused — Absences for illness, funeral or death of any immediate family member, medical/dental appointments and court.

Unexcused — Absences that don't qualify according to State Education Code Section 48200.

Truant — Absences that are not cleared by parents.

MAKE-UP POLICY

Students are expected to complete all work assigned in each class. When a student has an excused absence, he/she will be given one day for each day of absence to make up class work. Parents/guardians are encouraged to request homework for legitimate absences of three (3) or more days. Please contact the **Counseling Office** and allow at least 24 hours for make-up work to be collected and ready for pick up. Some teachers may require make-up work upon a student's return to school. *Teachers are not required to provide homework or make-up activities to those students who have been suspended as the absences during a suspension are not excused absences.* ***Students with excessive unexcused absences in any period could result in the student failing that class.***

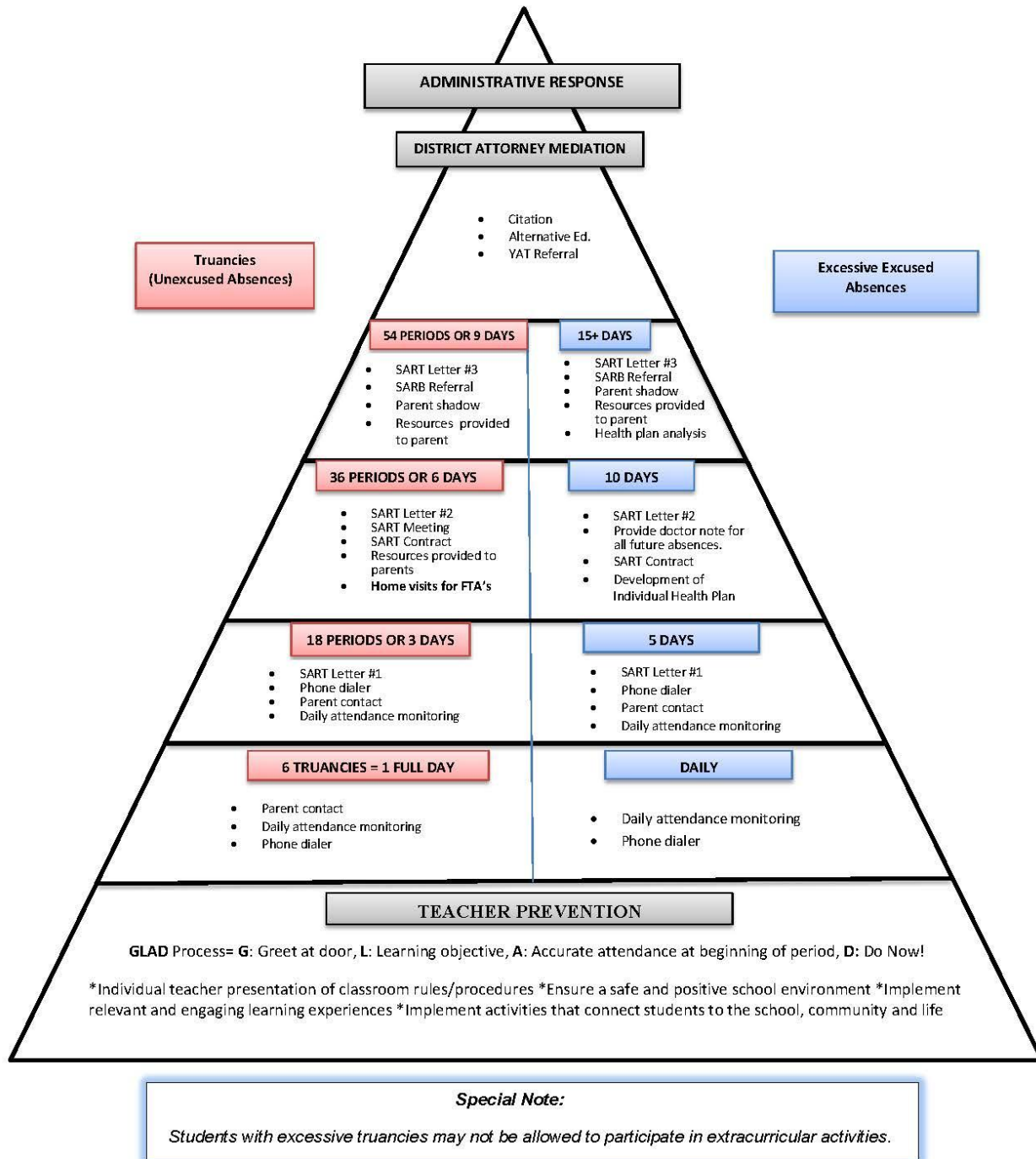
TRUANCY POLICY

A "truant" is defined as a student who has unexcused absences three or more times during the school year or has been tardy in excess of 20 minutes on three or more days. Parents are required by various laws to compel their children to attend school. Parents of habitual truants will be notified and a conference will be held regarding their student with the Assistant Principal. At the conference, means of correcting the truancy will be explored, including the possibility of placement in an alternative education program. Truancies will stand in the way of the student being able to participate in activities on campus. All truant students will be subject to a search of their person and belongings.

TARDY POLICY

Educational Options Center does not tolerate students who are late to class. The campus is small enough that no person should have any trouble getting to class on time given the six minute passing period. School starts at 7:45 a.m. and there should not be any reason why students cannot get to first period on time. Students with repeat offenses of tardiness can expect to have discipline consequences. Tardies will stand in the way of the student being able to participate in activities on campus. All tardy students will be subject to a search of their person and belongings.

PUHSD
Attendance Pyramid of Intervention



BELL SCHEDULE

7th - 12th COMMUNITY DAY SCHOOL

MONDAY

COUNSELING		7:45	8:40
Period 1		8:45	9:32
Period 2		9:37	10:23
Period 3		10:28	11:14
Lunch		11:14	11:49
Period 4		11:54	12:40
Period 5		12:45	1:31
Period 6		1:36	2:22

TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

Period 1		7:45	8:42
Period 2		8:47	9:43
Period 3		9:48	10:44
Lunch		10:44	11:19
Period 4		11:24	12:20
Period 5		12:25	1:21
Period 6		1:26	2:22

7th - 12th BLENDED CLASSROOM /ISP

MONDAY

PLC		7:45	8:45
Period 1		8:45	9:32
Period 2		9:37	10:23
Period 3		10:28	11:14
Period 4		11:19	12:05
Lunch		12:05	12:40
Period 5		12:45	1:31
Period 6		1:36	2:22
ISP		2:22	3:10

TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

Period 1		7:45	8:42
Period 2		8:47	9:43
Period 3		9:48	10:44
Period 4		10:49	11:45
Lunch		11:45	12:20
Period 5		12:25	1:21
Period 6		1:26	2:22
ISP		2:22	3:10

INDEPENDENT STUDIES BY APPOINTMENT

MONDAY

ISP		2:22	3:10
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TUESDAY, THURSDAY, FRIDAY

ISP		2:22	3:10
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BATHROOM SCHEDULE

PUHSD desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, any unlawful discrimination, harassment, intimidation, and bullying of any student based on the students' actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School personnel must take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation or bullying (BP, 5145.3)

Students should exercise discretion in how they use their passes (in emergencies only) as once the pass has been used, students will not be allowed to use the restroom during class time. The bathroom will not be available for use the first 10 minutes and the last 10 minutes of class and teachers will not be dismissing students during this time even if they have a pass. Bathrooms will be accessible during passing periods and students are encouraged to use the bathroom during that time. Students are given six minutes to transition between periods and that is more than enough time to use the bathroom and get to any class on campus. Bathroom use will not be an excuse for tardiness.

1 Emergency bathroom pass per semester

BUSES

CONDUCT

Disorderly conduct or persistent refusal to submit to the authority of the driver can result in suspension or revocation of bus riding privileges. Students will be required to furnish their school ID cards in order to ride the school bus. The school ID will be the pass for students to ride the district bus and students will not be able to ride without their school ID's.

FOR YOUR SAFETY FOLLOW THESE BUS RULES

1. Observe same rules of conduct as in the classroom
2. Be courteous, use no profane language.
3. Keep the bus clean, no littering.
4. Cooperate with the driver.
5. Eating, drinking or smoking is not permitted on the bus.
6. Remain seated while the bus is in motion.
7. Keep all body parts inside the bus.
8. Bus driver is authorized to assign seats.
9. Vandalism will result in immediate loss of riding privileges.

Possible consequences For Inappropriate Student Behavior On The Bus

Type of Offense	Examples
Level I - Minor Offense	<ul style="list-style-type: none"> • Student out of seat • Yelling • Throwing things on the bus • Hanging out the window • Repeated failure to show bus pass
Level II – Intermediate Offense	<ul style="list-style-type: none"> • Profanity used at the driver • Defiance of the drivers' instructions

Level III – Serious	<ul style="list-style-type: none"> • All Ed.Code 48900 suspension events • Destruction of property • Throwing things from the bus
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Frequency of Offense	Level of Offense	Consequence
1	I	<ul style="list-style-type: none"> • Driver talks to student
2	I	<ul style="list-style-type: none"> • Written referral to site administration • Copy mailed to parent
3	I	<ul style="list-style-type: none"> • Written referral to site administration • Call home by site administration
4	I	<ul style="list-style-type: none"> • Written referral to site administration • Call home by site administration • 1 – 3 day bus suspension • Possible on-campus suspension

+

Frequency of Offense	Level of Offense	Consequence
1	II	<ul style="list-style-type: none"> • Written referral to site administration • On-campus suspension • Possible 1-3 day school suspension
2	II	<ul style="list-style-type: none"> • Written referral to site administration • 1-3 day school suspension
3	II	<ul style="list-style-type: none"> • Written referral to site administration • 3-5 day school suspension • Loss of bus privileges and/or alternative placement

Frequency of Offense	Level of Offense	Consequence
1	III	<ul style="list-style-type: none"> • Written referral to site administration • 1-3 day bus suspension • On-campus suspension • Possible 1– 3 day school suspension • Expulsion if warranted
2	III	<ul style="list-style-type: none"> • Written referral to site administration • 1-3 day school suspension • Expulsion if warranted
3	III	<ul style="list-style-type: none"> • Written referral to site

		administration <ul style="list-style-type: none"> • 3-5 day school suspension • Loss of bus privileges and/or alternative placement • Expulsion if warranted
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BUS TRANSPORTATION

Bus services are contracted with Hemet School District Transportation and there is a fee charged to students for bus transportation. Parents should contact the Maintenance and Operations Office at 940-5302, extension 37701, to determine if their student qualifies for District transportation and what provisions are available for payment of transportation fees. **If there are problems with the busses, please call the Hemet Transportation Office at (951) 765-5100 x5880.**

BUS PASSES

Bus passes are required and must be presented upon request.

MISSING PASSES

It is the responsibility of the student to carry his/her bus pass every day. If the student does not have their pass:

1. The driver will identify students from the route manifest.
2. Driver will fill out the Temporary Pass for the student.
3. Student will be given the pink copy to be used for admittance to bus on return trip.
4. White copy of the Temporary Pass will be provided to site administration.
5. Students failing to provide their pass three (3) or more times in a month will be referred (Level I referral) by the driver to site administration.

<p>CLOSED CAMPUS</p>

The Board of Trustees, as authorized by Education Code Section 44808.5, has established a closed campus at all Perris Union High School District schools. Once a student arrives on school grounds, they must remain on school grounds until the end of the school day. Students may not leave **Educational Options Center** campus for lunch.

OFF CAMPUS PASSES

Students who must leave campus prior to the end of the school day must bring a note from parent/guardian of record that contains a method for phone contact. In addition, parent/guardian may call the Attendance Office to give permission. Students leaving campus before the end of their regular school day must be signed out in person in the Attendance Office by their parent, guardian, or another person indicated on their emergency card. Students leaving campus without permission will be considered truant.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

Whenever a student leaves school grounds during the day, with or without permission, the parent or guardian of such pupil is notified that neither the District nor any officer or employee of the District shall be liable for the conduct or safety of any pupil during such time as the student has left the school grounds without permission (Ed Code Section 49808.5). Students will be given consequences for leaving the school grounds during the day without permission.

CONFISCATED ITEMS

All unauthorized items brought to school and confiscated by staff will only be returned to students depending on the frequency of the offense (1-10 school days). Parents may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. **The Perris Union High School District and Educational Options Center are not liable for any damage or loss to these confiscated items.** The primary objective in restricting students from bringing certain items and materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss and damage to private property.

COUNSELING AND GUIDANCE

SCHOOL COUNSELORS

Angelia Newman, MSW, PPSC

Educational Options Center

951-657-2174, ext. 31106

Fax: 951-657-8102

Howard Jackson, PPS

Educational Options Center

951-657-2174, ext. 31213

Fax: 951-657-8102

For concerns related to School Counseling, please contact Mrs. Newman. She is available for students regarding their academic, social and personal counseling concerns. Students may obtain a pass from the teacher to visit the counselor, or stop by during a passing period or during lunch time. If you have questions about graduation, credits or course selections, please stop by her office. Parents are encouraged to call Mrs. Newman weekly or to stop by and check on the status of their child.

Counseling Requirements

The majority of students attending **Educational Options Center** must complete a Counseling Requirement, in addition to maintaining a 95% attendance rate, complete Community Service hours, maintain a C/2.0 grade point average and have minimal disciplinary referrals.

Counseling requirements are primarily fulfilled through group counseling, which can be provided by agencies off campus or on a limited basis by counselors on campus. There is no cost for counseling that is provided on campus by the school district's counselor. Group counseling sessions cover a combination of issues such as anger management, decision making, and drug and alcohol prevention.

Counseling requirements (Anger Management, Decision Making/Choices, Drug and Alcohol Prevention) may be met through the student receiving counseling by a local counseling Agency of your choice. Most agencies accept Medi-Cal, other forms of insurance, or cash payment.

Parents and students are responsible for signing up for counseling and completing the counseling requirements.

Courses for Graduation:

Educational Options Center offers a limited number of teacher-facilitated classes; therefore, this must be taken into consideration, as it may require the student to attend and pass on-campus computerized academic classes (A+, etc.) to receive the required number of credits needed for graduation.

Educational Options Center	Courses Required to Graduate	Credits Needed to Graduate
English	English	40
Algebra 1	Algebra 1	10
Math Pathways	Math	20
Physical Education (PE)	PE	20
US History	US History, World History	20
Government	Government	5
Economics	Economics	5
*A+ (class on the computer)	Fine Arts	10
	Health	5
	Science (Physical, Life)	30
	Geography	5
	Elective Classes	55
	Total to Graduate	225

*These classes (Fine Arts, Health, Science, etc.) may be taken on the computer, and are not taught by a teacher; however, there is a certificated staff member available in the computer lab to assist with logging on and basic guidance with the computer screens. The students work independently and at their own pace.

COUNSELING: If your child's contract with Pupil Services requires completion of Drug and Alcohol Counseling, or Anger Management, or Decision Making/Choices please complete the following and return this page only to the School Counselor, Mrs. Newman in Room 302, or return it to the School's Front Office.

Attendance Tech /Registrar / Health Aide/Bilingual

Mrs. Puente

Attendance Tech /Registrar / Health Tech/Bilingual
(951) 657-2174 ext. 31108

FAX: (951) 657-8102

Mrs. Puente also speaks Spanish. If you have a question or concern about your student and require a translator, please give her a call.

TRANSCRIPTS

Transcripts may be obtained from the **registrar** or **Mrs. Newman (academic counselor)** or **Mr. Jackson (academic counselor)** during a student's passing period or break.

CHANGE OF PROGRAM

Program changes will be made for the following reasons only if:

1. A class is needed for graduation
2. The class was completed during summer school
3. You do not have a complete schedule
4. A prerequisite is needed for a class.

ENROLLMENT

The District Office must approve all students enrolling at **Educational Options Center** using an alternative placement process. Students who attend **Educational Options Center** must be under an expulsion order, in lieu of expulsion order, or have a history of attendance problems.

CREDIT RECOVERY

Educational Options Center is not designed for students to recover deficient credit; the continuation schools serve that purpose. **Educational Option Center's** chief purpose is to help students develop behavioral, social and emotional skills necessary to fulfill their contract obligations so that they can return to their home school.

REPORT CARDS

Progress reports will be mailed to parents/guardians on regular six or seven-week intervals. The final report cards of the semesters will be mailed home the months of December 2016 and June 2017. Please mark your calendars and discuss your child's academic performance regularly.

TRANSFER OUT OF SCHOOL

Parents must accompany any student withdrawing from **Educational Options Center** and provide the name of the student's next school to the Counseling Office. All fines and charges must be cleared before permanent records will be forwarded to another school. Obtaining transfer grades is the responsibility of the student.

SCHEDULE CHANGES

During the first two weeks of the semester, schedule change forms are available from each teacher and can be submitted to the counselor. Changes will be granted if it is in line with the educational program of the student. After the first two weeks of the semester there will be no schedule changes without a parent conference. Normally changes are not granted unless a mistake has been made on the student's schedule. We do not switch students from one teacher to another without the parent meeting with that teacher.

EMERGENCY CARDS/CONTACT INFORMATION

The Emergency Card that was filled out at enrollment is the only means we have to contact anyone in the event of an emergency or illness. We will not release any student to someone who is not listed on this emergency card.

- ✓ If your student becomes ill or needs to be picked up from school, we will not call any number that is not listed on this emergency card.
- ✓ All previous emergency contacts are erased when a new card is submitted.
- ✓ If your student requires medication (prescription or over the counter) to be given at school you must have a form signed by the physician in order for us to give the medication. You may pick this form up at the Health office at **Educational Options Center**. No paperwork is necessary if a parent/guardian is coming to the school to administer the medication.

There are no exceptions to this! Please take time and fill out the emergency card completely to ensure that we are able to contact an adult in the event of an emergency. If at any time the contact information on this card changes, please pick up a new card from the school office and complete it immediately.

DISCIPLINE CODE

In order for students to benefit from our strong academic program and enjoy the extra-curricular activities offered at **Educational Options Center**, the Board of Education feels a strong, effective discipline code must exist and be enforced. It is to the advantage of all that students respect the rights, feelings, and property of others, and face the consequences of their actions when they do not. Hopefully, this written discipline code will enable parents and students to discuss and understand the expected behavior of **Educational Options Center** students.

EXPECTED STUDENT BEHAVIOR

Educational Options Center students are expected to respect themselves, others, and their property. The rules and regulations expressed in this code are established to maintain a school climate conducive to learning. Students who fail to comply with these rules and regulations shall be subject to disciplinary actions. All school personnel and parents have a shared responsibility to enforce school rules and regulations and take the necessary action to correct school behavior that is inappropriate or interferes with the functioning of the school.

The governing board at any school district shall prescribe rules not inconsistent with the rules prescribed by the state board of education for the government and discipline of the school under jurisdiction E.C. 32291.51.

All students shall comply with the regulations, pursue the required course of study, and submit to the authority of teachers of the school (E.C. 48921).

Participation and attendance in extra-curricular activities is considered a part of the educational program; however, it is a privilege, not a right. Participants/spectators carry responsibilities as representatives of their school communities. All rules of student conduct apply to extra-curricular activities. Students who have an excessive number of disciplinary or attendance related incidents may be excluded from participation in extra-curricular events.

The classroom is the primary learning environment, which requires a level of respect and

concentration in order for students to be successful. In efforts to foster a learning environment that enables student success, students will:

- Line up outside of the classroom and enter and exit quietly with teacher permission.
- Respect the teacher and peers by not disrupting the environment (cursing, yelling, fighting, etc.)
- Come prepared to work, (**Stay connected to school, Overcome barriers, have a positive Attitude, and Respect self and others**).

The lining up process gives the teacher and students the opportunity to respectfully communicate any happenings that could interrupt the learning process. It also provides the time for teachers to evaluate the adherence to dress code policy, including uniform and lanyard. Students found in non-compliance with dress code will not be allowed to enter the classroom, and may be sent home. The school will issue loaner clothing, and/or lanyards and IDs if available due to budget cuts.

Lost or misplaced ID cards can be purchased at the cost of \$3.

RIGHTS AND RESPONSIBILITIES

Administrators' Rights...

- To hold pupils to strict accountability for any disorderly conduct in school or on their way to and from school.
- To take appropriate action in dealing with students guilty of misconduct.
- To recommend suspension, exemption, exclusion and/or expulsion, as the situation demands.
- To collaborate with law enforcement agencies when student misconduct warrants.

Administrators' Responsibilities...

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the Pupil Personnel Services Department in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
- To grant access to pupil records by parent/guardian or others with proper authorization.
- To provide for the safety and security of students and school personnel

Students' Rights...

- To remain enrolled in school until removed under due process conditions as specified in the Education Code.
- To have access to records upon reaching the age of sixteen.
- To be informed in class of school rules, regulations, and consequences.

Students' Responsibilities...

- To attend class regularly and on time. (**Stay connected in school**)
- To obey school rules and regulations. (**Have a positive attitude**)
- To respect the rights of school personnel and fellow students. (**Respect self and others**)
- To be prepared for class with appropriate materials and work (**Overcome Barriers**).

Teachers' Rights...

- To expect students to behave in a manner which will not interfere with the learning of other students.
- To have parental support related to academic and social progress of students.
- To expect students to put forth effort, and participate in class, in order to receive passing grades.

Teachers' Responsibilities...

- To inform parents through report cards and conferences about the academic progress, school citizenship, and general behavior of their children.
- To conduct a well-planned and effective classroom program.
- To initiate and enforce a set of classroom regulations consistent with school and district policies.

Parents' Rights ...

- To be informed of district policy, school rules and regulations.
- To be informed of all facts and school actions related to their children.
- To inspect their child's records with the assistance of a certificated staff member for proper explanation.

Parents' Responsibilities...

- To contact or visit school periodically to participate in conferences with teachers or counselors on the academic and behavioral status of their children.
- To support teachers in educating their students about curricular and social matters.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children.
- To be familiar with district policies and school rules and regulations.
- To participate and stay connected to the school and school events pertaining to their student(s)

JURISDICTION

It should be noted that a pupil may be suspended, or recommended for expulsion, for acts which are enumerated in Education Code Section 48900 and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

1. While on school grounds or school transportation
2. While going to or coming from school.
3. During the lunch period whether on or off campus
4. During or while going to or coming from a school sponsored activity.

CORRECTIVE DISCIPLINARY CONSEQUENCES

Teacher/Counselor/Administrator:

Student Conference - Clarify expectations and let student's know what consequences will be recommended or assigned if inappropriate behavior continues.

Parent Conference - Parent informed by phone or in person with conference documented, incident explained, and future consequences reviewed.

In-School Disciplinary Consequences - Includes administrator assigned detention, lunch detention, and Off-campus suspension. Teachers will use a Disciplinary Referral Form outlining specific behaviors, which violate the Discipline Policy so that

administrators may assign appropriate consequences.

Administrator-Assigned Disciplinary Consequences:

Suspension (In-School) - Student will be required to attend up to six hours of school-sponsored suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems. Students not completing their In-School Suspension will be suspended from school (Off-Campus) for one (1) day.

Suspension (Off-Campus) - Student is removed from school due to the serious nature of the inappropriate behavior for one to five days not to exceed 20 days in one year. The student must have a parent/guardian accompany him/her upon student's return to school and conference with an administrator and counselor prior to being allowed to return to classes. The student is not to appear on campus nor attend any school functions (after school or evening) while on home suspension.

Referral to Law Enforcement - Inappropriate behavior may not only violate school and district policies, but state and local criminal law. If it is determined our students have violated criminal laws, school officials will notify appropriate law enforcement authorities as well as take appropriate action to satisfy Education and Penal Code mandates.

Recommendation for Expulsion - When the Principal determines that a student has committed an offense(s), which by Section 48900 of the California Education Code is (are) considered grounds for expulsion, the Principal has the authority to recommend that the student be expelled.

POSSIBLE DISCIPLINARY ACTIONS

Possible disciplinary actions are listed on the following chart. Actions are noted from “counsel” (indicating counseling) through number of days of suspension to “expulsion” from the Perris Union High School District and/or possible transfer to alternative education programs or sites. Specific subsections of Education Code Section 48900 are listed. Asterisk (*) indicates that law enforcement may be notified.

, Perris Union High School District Behavior Guidelines

Offenses on the Behaviors Guideline chart are categorized by Level I and Level II categories. When reviewing the guideline procedures and consequences, these two categories are identified according to severity. There are multiple offenses that require other means of corrections prior to suspension that have been highlighted in blue below. These offenses are considered Level I offenses. There is also a category of offenses in which a student can be suspended on the first offense which are highlighted in red. These offenses are considered Level II offenses. Offenses that are in red and highlighted yellow are behaviors that require mandatory expulsions recommendations.

EC=Education Code	PC=Penal Code	HSC=Health and Safety Code
Other Means of Correction		CONSEQUENCES
<ul style="list-style-type: none">· Student Study Teams· Behavior Contracts· Daily Progress Reports· Referral to programs teaching pro –		<ul style="list-style-type: none">· Lunch Detention· After School Detention· Class Suspension· On Campus Suspension

social behavior · Parent Teacher Conferences · Referral to Counselor · Community Service · Campus Beautification · Restorative Justice Program		· School Suspension · Alternative Placement · Expulsion
ISSUES	VIOLATIONS	CONSEQUENCES
1. PHYSICAL INJURY & VIOLENCE MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT EC § 48900 (a)(1) EC § 48900 (s) EC § 48915 (a)(1), (a)(5)	(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. (s) Aiding or abetting infliction of physical injury.	<input type="checkbox"/> Suspension EC § 48900 (a)(1) or (s). <input type="checkbox"/> Referral to Counseling. <input type="checkbox"/> Sheriff/Police Citation - Fighting on school grounds: PC 415, 242. <input type="checkbox"/> Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).
2. BATTERY EC § 48900 (a)(2) EC § 48915 (a)(5)	(a)(2) Willfully used force or violence upon another person, except in self-defense: striking, shoving, and kicking. Assault with deadly weapon. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	<input type="checkbox"/> Suspension EC § 48900 (a)(2). <input type="checkbox"/> Referral to Counseling. <input type="checkbox"/> Sheriff/Police Intervention PC 242, 243.2. <input type="checkbox"/> Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5).
3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b), (m) US Code, Section 921, Title 18 EC § 48915 (a)(2) EC § 48915 (c)(1), (c)(2), (c)(5)	(b) Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), pellet gun, BB gun, paintball gun, knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. EC 48915 (c)(5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm	EC § 48900 (m) Requires others means of correction for 1st Offense (See Table Above) <input type="checkbox"/> Suspension EC § 48900 (b),. <input type="checkbox"/> Sheriff/Police Intervention PC 626.9, 244.5, 417, 653 (g). <input type="checkbox"/> Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). <input type="checkbox"/> Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c)(2), possession of a firearm (c)(1), explosives (c)(5)]. <input type="checkbox"/> Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size. <input type="checkbox"/> Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.
4. CONTROLLED SUBSTANCES DRUGS & ALCOHOL EC § 48900 (c), (d) EC § 48900 (p) HSC 11366-11375 EC § 48915 (a)(3), (c)(3)	(c) Possessed, used, sold, 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, and then sold, delivered, or furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant. (p) Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. EC 48915 (a)(3) Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less	<input type="checkbox"/> Suspension EC § 48900 (c), (d). <input type="checkbox"/> Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053. <input type="checkbox"/> Referral to Counseling. <input type="checkbox"/> Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c)(3)].

	<p>than one ounce.</p> <p>Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.</p>	
<p>5. ROBBERY, BURGLARY, OR EXTORTION EC § 48900 (e) EC § 48915 (a)(4)</p>	<p>(e) Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property from another, with his/her consent induced by a wrongful use of force or fear). Burglary: Entry with intent to commit a theft.</p>	<p><input type="checkbox"/> Suspension EC § 48900 (e). <input type="checkbox"/> Restitution to Victim/Community Service <input type="checkbox"/> Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519. Expulsion Recommendation EC § 48915 (a)(4).</p>
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI / ARSON EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property. Possession of graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<p>Requires other means of correction for 1st Offense (See Table Above) <input type="checkbox"/> In-House Suspension or Suspension EC § 48900 (f). <input type="checkbox"/> Restitution to Victim/Community Service. <input type="checkbox"/> Sheriff/Police Citation - Graffiti: PC 594 (a)(1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452. <input type="checkbox"/> Fire Department Intervention PC 451, 452. <input type="checkbox"/> Expulsion Recommendation.</p>
<p>7. THEFT EC § 48900 (g), (l)</p>	<p>(g) Caused or attempted to steal school property or private property. (l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<p>Requires other means of correction for 1st Offense (See Table Above) <input type="checkbox"/> In-House Suspension or Suspension EC § 48900 (g). <input type="checkbox"/> Restitution to Victim/Community Service. <input type="checkbox"/> Sheriff/Police Intervention PC 484, 487, 488. <input type="checkbox"/> Expulsion Recommendation.</p>
<p>8. TOBACCO EC § 48900 (h) EC § 48901</p>	<p>(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigar, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel, and electronic cigarettes.</p>	<p>Requires other means of correction for 1st Offense(See Table Above) <input type="checkbox"/> Sheriff/Police Citation PC 308 (b). <input type="checkbox"/> Referral to Smoking Cessation Program. <input type="checkbox"/> Suspension EC § 48900 (h). <input type="checkbox"/> Referral to Counseling.</p>
<p>9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)</p>	<p>(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<p>Requires other means of correction for 1st Offense (See Table Above) <input type="checkbox"/> Teacher warning; Teacher suspension; Detention or In-House Suspension. <input type="checkbox"/> Administrative Conference. <input type="checkbox"/> Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). <input type="checkbox"/> Sheriff/Police Intervention.</p>
<p>10. PARAPHERNALIA EC § 48900 (j) HSC 11364</p>	<p>(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig-Zags (rolling papers), roach clips, bowls, bongs.</p>	<p>Requires other means of correction for 1st Offense (See Table Above) <input type="checkbox"/> Suspension EC § 48900 (j). <input type="checkbox"/> Referral to Counseling. <input type="checkbox"/> Sheriff/Police Intervention. <input type="checkbox"/> Expulsion Recommendation.</p>
<p>11. DISRUPTION & DEFIANCE EC § 48900 (k)</p>	<p>(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</p>	<p>Requires other means of correction for 1st Offense (See Table Above) <input type="checkbox"/> Teacher warning; Removal from class/activity; Teacher suspension.</p>

	duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	<input type="checkbox"/> Detention or In-House Suspension. <input type="checkbox"/> Administrative Meeting and Counseling. <input type="checkbox"/> Suspension EC § 48900 (k). Expulsion recommendation for repeated violation. <input type="checkbox"/> Sheriff/Police Intervention.
12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n) EC § 48915 (c)(4)	(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.	<input type="checkbox"/> Suspension EC § 48900 (n). <input type="checkbox"/> Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288. <input type="checkbox"/> Expulsion Recommendation EC § 48915 (c)(4).
13. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated. ELECTRONIC MUSIC EQUIPMENT OR GAMES EC § 48900 (k).	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, pager, walkie talkies, PDAs, etc.) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.	<input type="checkbox"/> 1 st Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. <input type="checkbox"/> 2 nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. <input type="checkbox"/> 3 rd Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. <input type="checkbox"/> Suspension for defiance EC § 48901.5, 48900 (k).
14. SEXUAL HARASSMENT EC § 48900.2, PC 212.5 <i>Grades 4 to 12</i>	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	<input type="checkbox"/> Suspension EC § 48900.2. <input type="checkbox"/> Sheriff/Police Intervention PC 212.5. <input type="checkbox"/> Expulsion Recommendation.
15. HATE VIOLENCE EC § 48900.3 <i>Grades 4 to 12</i>	Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.	<input type="checkbox"/> Suspension EC § 48900.3. <input type="checkbox"/> Sheriff/Police Intervention PC 422.6 - 422.76, 628.1. <input type="checkbox"/> Expulsion Recommendation.
16. HARASSMENT/BULLYING EC § 48900.4, (o), (r)	(o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing). (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". Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.	Requires other means of correction for 1st Offense (See Table Above) <input type="checkbox"/> Suspension EC § 48900.4. <input type="checkbox"/> Referral to Counseling. <input type="checkbox"/> Sheriff/Police Intervention - Kidnapping: PC 135. <input type="checkbox"/> Expulsion Recommendation.
17. TERRORISTIC THREATS EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.	<input type="checkbox"/> Suspension EC § 48900.7. <input type="checkbox"/> Sheriff/Police Intervention PC 422. <input type="checkbox"/> Expulsion Recommendation.
18. DRESS CODE EC § 48900 (k)	Wore any inappropriate dress such as clothing, attire, apparel, accessories, head coverings (hats, bandanas, knit caps, doo rags, skull caps, etc.), or gang attire, except "for outdoor use (P.E.), articles of sun-protective clothing, including, but not limited to, hats (wide brim with neck covering only), and sunscreen."	<input type="checkbox"/> Dress changed/Accessory seized/Detention/In-House Suspension. <input type="checkbox"/> Loaner T-shirt or school uniform provided. <input type="checkbox"/> Parent/Guardian notified. <input type="checkbox"/> Suspension EC § 48900 (k).

19. HAZING EC § 48900 (q) EC § 32050	(q) Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	<input type="checkbox"/> Suspension EC § 48900 (q). <input type="checkbox"/> Sheriff/Police Intervention PC 242, 212.5. <input type="checkbox"/> Expulsion Recommendation.
20. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a) RESTRICTED AREA EC § 48900 (k)	Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission. Truant from school or contributed to the truancy of other students. Excessive tardiness to school or class. In unauthorized / restricted areas on-campus.	<input type="checkbox"/> Detention/In-House Suspension. <input type="checkbox"/> Truancy Letters/SART. <input type="checkbox"/> Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above. <input type="checkbox"/> Referred to SARB EC § 48320. <input type="checkbox"/> Referred to District Attorney Mediation/Juvenile Court.
21. VISITORS/TRESPASSING/ ADULT CAMPUS DISRUPTION/ THREATS, ASSAULTS TO SCHOOL OFFICIALS EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents or adults; students visiting campus during suspension or expulsion period or during off-track vacation period without permission	<input type="checkbox"/> Visitor escorted off campus. <input type="checkbox"/> Persona non grata declaration/Restraining Order. <input type="checkbox"/> Sheriff/Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC

For all offenses above that require **“other means of correction”** (highlighted in blue below) school sites and district administrators will follow the sequence below for consequences for the 2016-17 school year:

1st offense = other means of correction

2nd offense = 1 day suspension

3rd offense = 2 day suspension

4th offense = 3 day suspension

For all offenses that may result in a **“first offense suspension”** (highlighted in red) the following sequence of consequences will be followed by site administrators:

48900 a-e offenses

1st offense = 3 day suspension

2nd offense = 5 day suspension and a possible expulsion

48900 (.2, .3, .4, and .7) offenses (Requires subsequent 48900 Ed. Code violation)

1st Offense = 3 day or 5 day suspension and possible expulsion (depending on the severity)

2nd Offense = 5 day (Pending Further Disciplinary Actions)

48915 a or c offenses (Highlighted in red and yellow below in the Behavior Guidelines)

1st Offense = 5 day Suspension (Expulsion Recommendation)

MANDATORY SUSPENSION AND EXPULSION:

- Possession of or furnishing a firearm at school or at a school activity.
- Brandishing a knife at a person.
- Selling a controlled substance.
- Committing or attempting to commit a sexual assault or battery as defined in subdivision (n) of 48900.
- Possession of an explosive

MANDATORY RECCOMENDATION FOR EXPULSION:

- Any offense requiring mandatory expulsion.
- Causing serious injury to another, except in self-defense.
- Possession of knife, explosive, or other dangerous object.
- Unlawful possession of a controlled substance.
- Robbery or extortion.

- Assault or battery, as defined, upon school employee.
- Any offense listed in (a), (b), (c), (d), or (e) of Section 48900.

Parents are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians are also liable for defacement, injury, or loss of any property belonging to the District. Penalties shall be those specified by the law.

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus, and going to and from school, shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the student's right to learn. **STUDENTS WILL BE HELD ACCOUNTABLE FOR ALL ASPECTS OF THE DISCIPLINE GUIDE.** Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program. Students who violate the law or the rules and regulations of the District may be subject to transfer to alternative programs, suspension, exclusion, or expulsion.

DISCIPLINARY INTERVENTIONS

All students are expected to follow the rules listed in the Student Handbook and to exercise good judgment regarding their behavior at all times. If a student chooses to break the rules or interferes with the learning of other students, then he/she is expected to accept the consequences for his/her actions. The Administrator or designee may utilize one or more of the following interventions depending on the frequency, degree, and individual circumstances of the misbehavior.

- Teacher Interventions—phone call to home or parent's work.
- Conference with parent and student.
- On-campus suspension.
- Suspension Off-Campus.
- School Community Service.
- Site Initiated Behavioral or Attendance Contract.
- Pending Further Disciplinary Action (PFDA) Hearing.
- Shorten School Day –

If students are sent home for the day due to disruption or defiance, it is the responsibility of the parent/guardian to pick up the student within one hour of being sent home.

- Referral to Alternative Education Committee.
- Notification to Local Police Agency.
- Revocation of Inter-District or Intra-District Transfer permits.
- Youth Accountability Team (YAT).

OFF-LIMIT AREAS:

- Undeveloped and/or areas under construction.
- Hallways during lunch and break are clear.
- Classroom buildings before 7:40 a.m., during the lunch hour, and after 3:10 p.m. unless supervised by teachers.
- All garden and planting areas.
- The weight room and courts when unsupervised.
- Any maintenance area or shed.

DRUGS, ALCOHOL, AND TOBACCO—The use of any non-prescribed drugs, alcohol, or tobacco, or possession of a lighter, matches, or rolling papers, while on school grounds or at school-related functions is strictly prohibited. A student who abuses this policy is subject to suspension and/or expulsion. Students may be cited by the School Resource Officer (SRO) for tobacco, drugs, or alcohol.

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second hand smoke and desires to provide a healthy environment.

The Board prohibits the use of tobacco products at any time in district owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any instructional program, activity, or athletic event. Any person who violates this district's policy of tobacco-free schools shall be informed of the district's policy and be asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

- (1) Direct the person to leave the property
- (2) Request local law enforcement assistance in removing the person from school premises

If the person repeatedly violates the tobacco-free schools policy, the superintendent or designee may prohibit the person from entering school district property for a specified period of time. Students who violate this policy could be suspended, cited by the School Resource Officer (SRO), or even be recommended for expulsion under CA EC 48900 (H)

Students are prohibited to be in possession of or use tobacco; or any product containing nicotine.

Educational Options Center is a Tobacco-Free Campus. Use of tobacco in any form is prohibited on the school grounds. Campus jurisdiction extends 1000 feet from campus grounds.

WEAPONS—Items that could be classified in the weapons category including knives, firearms, fireworks, and the like, are not permitted on school grounds unless at the request and under the supervision of a school official or faculty member. Any violation of this rule will be considered a major disciplinary violation.

KNIVES/LASER LIGHTS—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 and may be expelled.

Laser lights are not to be brought on campus. They may cause serious damage. Students in possession of these will have them confiscated and have disciplinary actions up to and including expulsion.

NO GUM or CANDY—Gum is a major problem at our school. It is unsanitary, unsightly, and creates endless hours of clean up time for custodians.

FOOD/DRINK—No food or drinks may be consumed in classrooms (except for water). No glass containers are allowed on campus. Food and beverages will be served and eaten in designated areas. **No outside drinks or food will be allowed on campus.** No nuts or seeds in shells will be allowed. Only food or drinks purchased on campus can be

consumed on campus. A parent prepared and delivered lunch is **NOT** allowed. **No sack lunches are allowed. No energy drinks are allowed on any school campus.**

TAGGING PARAPHERNALIA—Possession of Graffiti and/or **Tagging Paraphernalia** is prohibited. School Administration is authorized to search and seize any items recognized as graffiti and tagging paraphernalia . . . including but not limited to . . . images of graffiti or graffiti-related malicious misbehavior in progress recorded in any form and/or on any medium, paperwork, or documents, or objects documenting graffiti tags.

Note: The prohibited items include but are not limited to spray paint, grease pencils, whiteout markers, glass-cutting devices, permanent markers, and any other items, which may be used for tagging or graffiti. Students who are in possession of such items will be subject to discipline up to and including expulsion and may be referred to the School Resource Officer for a possible citation.

Physical Contact—No hand holding, kissing, or hugging from or to anyone.

HORSEPLAY—There will be no play fighting or throwing of water, food, trash, or any other objects at any time.

Note: Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law.

PROFANITY IN THE CLASSROOM

Profanity is prohibited in the classroom. The use of student-to-student profanity will result in a suspension of one to three days. The use of student to teacher profanity will result in a 1-5 day suspension depending on the nature of the incident, but may also result in criminal charges being filed.

LEAVING THE CLASSROOM WITHOUT PERMISSION

Students leaving the classroom without permission will be given a consequence.

CLASSROOM DISCIPLINE

The classroom teacher under state law is given the authority to act in the place of the parent/guardian during the time the student is under the teacher's direction. To insure suitable control, teachers will utilize a variety of methods of controlling students' behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with student and explain the District's school behavior policy.
2. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
3. Give student detention as authorized by state law. (Education Code Section 44807.5)
4. Class suspension of student for up to two days per infraction, due to non in-school suspension, student will be sent home for the whole school day.
5. Refer student to school administration for correction and consequences which may result in counseling, on-campus intervention, suspension, or expulsion.

Students may be required by their teachers to restore cleanliness to a classroom after such students have been involved in any instructional activity that created physical disorder in the classroom, or to any area on school premises in which students littered or disrupted the cleanliness thereof.

PROCEDURES FOR ADDRESSING CONFLICT

Students/Staff have the right to feel safe and to be free from intimidation, threats, or any form of harassment at ***Educational Options Center***.

The way in which students react to conflict will determine in large part whether or not we maintain a safe and orderly environment at ***Educational Options Center***. Here are the possibilities and consequences to consider:

- **Ignore the problem and hope that it goes away:** This usually does not work, unless the conflict is truly trivial.
- **Ask Counselor/Administrator/Staff Member to help resolve the conflict:** This technique is almost always successful. This also puts the school on notice that the student has attempted a mature means of resolving a conflict, which would work in the student's favor, should an altercation erupt nonetheless.
- **Try to "Talk it Out":** When done privately with an adult mediator, peaceful solution is most likely. When done in front of a crowd, with no adult to mediate, a fight usually occurs.
- **Fight:** Possible injury, definite suspension, possible transfer to another school, possible expulsion.

Educational Options Center staff is committed to providing a safe campus for you. We highly recommend that you do not ignore intimidation, as it usually tends to get worse when ignored. In order for us to provide safety for you, you must tell us of any intimidation, threats, etc., and allow us to resolve the problem. Please bring these types of concerns to your Administrator, Counselor, Campus Supervisor, or any other staff member on campus.

Two final tips:

1. Talking about people behind their back (a.k.a. GOSSIP) is the primary cause of the vast majority of conflicts which arise. **JUST SAY NO TO GOSSIP!** If we all refuse to listen to it and participate in it, IT WILL STOP!
2. Avoid gathering at a conflict situation. Being a part of a crowd to stare, and incite an argument, or fight adds tension to an already tense situation. You can protect yourself and others by avoiding being an onlooker of the situation. Without a crowd, the conflict may resolve itself.

DRESS CODE

In cooperation with teachers, students, and parents/guardians, the Principal or designee shall regularly review the following District regulations and may recommend additional school rules governing dress and grooming. New school rules are subject to approval by the Governing Board.

The following guidelines shall be enforced and shall apply to all regular school activities at ***Educational Options Center***:

1. Students will be required to wear a school issued t-shirt every day. Students will also be required to have their student ID card on them at all times. Clothing, hats, and

jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate violence, racial slurs, sexism, religious prejudice, or the use of drugs or alcohol. Board Policy 5136 requires that anything worn or carried, or gestures that indicate gang involvement, will be referred to the Admin Designee or the Principal for disciplinary action. NO Number, Letters, or Symbols. When a new fashion trend becomes a symbol that may be dangerous, anti-social, or the arrangement of specific clothing items denote gang affiliation, **Educational Options Center** Administration reserves the right to prohibit such items and arrangements. Parents of offending students will be notified. It is important for staff, students, and parents to recognize and prohibit the trend. It is important not to ignore the warning signs.

2. Clothing shall be appropriate for an academic setting. Clothing must be clean and in good repair (no fashion holes, rips, or tears). Clothing must be sufficient and size-appropriate to conceal all parts of all undergarments at all times. Multi-layer shirts will be prohibited. This includes flannels and additional t-shirts, over the top and under school issued shirts. School logo needs to be visible at all times and free from obstruction, so the logo cannot be covered by items hanging from the students shoulder. Tight leggings are NOT allowed.

Pants must not have holes or worn areas that reveal undergarments or are disruptive to the educational environment. Trousers that are excessively large or sag to the point of revealing underclothing are not allowed. Example: when the belt is removed, the garment falls off or the crotch is lower than mid-thigh or the width of the pant leg is determined excessively wide. If overalls are worn, both straps will be correctly fastened. **The bottom of the shirt and the top of the pants must meet. This includes while standing or sitting.** Chains, whether attached to a wallet or worn loose as a clothing accessory, are classified as a weapon and are not allowed at **Educational Options Center**. When chains are found on students, they will be confiscated and returned to the parent only.

3. Hats are **never** to be worn for any reason.
4. Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety. Bedroom slippers are not to be worn to school. It is recommended that sandals have heel straps. Steel-toed shoes and boots are not permitted on campus.
- ** P.E. Please look through the P.E. Syllabus to make sure you are wearing appropriate shoes for physical activity and the weight room.
5. Items that are classified as drug paraphernalia or weapons are not permitted to be worn as accessories or clothing.
6. Any clothing, jewelry, or other accessory displaying a hate symbol is strictly prohibited at school.
7. Body piercings and tattoos are highly discouraged. Piercing related jewelry must not be sharp or excessively protruding (less than ½ inch). Tattoos considered gang related, having sexual undertones, or that cause disruptions to the learning environment must be covered by the student while on campus or at school sponsored events.

RESTRICTED ITEMS

These are things that you may bring to school but must be kept out of sight and/or turned off. They may not be used on campus (Campus includes parking lots) at any time.

- Sunglasses (cannot be worn indoors)
- Beanies and hoods taken off in class.
- Photo Collections
- Sports Equipment
- Bicycles and skateboards (must be parked and locked in designated areas)

BANNED ITEMS

- iPods/MP3 players/CD or other music players, or Video games.
- Any clothing with letters, numbers, or symbols go under school shirts after 1st period.
- Gum, candy, cough drops, seeds of any kind.
- Backpacks, Purses or bags(Female hygiene items will be stored in the health office)
- Cell phones must be turned **OFF** once the student reaches the parking lot.
- No hats, only plain black beanie's, no symbols, no letters, no numbers.
- No sports jerseys of **ANY** kind.
- No steel toed boots, shoes that are school appropriate.
- No belt buckles with gang affiliation decorations or drug representations.
- No pajamas, No **flannel pants, slippers, blankets, etc.**
- Nothing 'see-through' or sexually suggestive. Clothing must completely cover stomach and lower back when **standing and sitting**. No fashion holes or fashion tears.
- No leggings, stockings, or other tight fitting pants.
- Nothing related to drugs, gangs, sex, or racial discrimination.
- No sharp, long, metal, or any piercing jewelry with studs longer than ½ inch.
- No markings on clothing with profanity, gang affiliation, drug images, letters, numbers, or symbols.
- No gloves.
- No tight (leggings) or excessively baggy clothing.
- No sandals or flip flops
- No Scissors/Metal Nail Files.
- No pens, pencils, Sharpies or other Permanent Markers.
- No Squirt Guns/Water toys, or any toys at all.
- CASH (not more than \$20.00 is allowed).
- No Blankets and/or Pillows
- School officials may determine **ANY** other inappropriate dress.

K-9 Units

To assure that alcohol, drugs, and other items that pose a danger to students are not brought on to the school campus, several unscheduled checks will be made during the year using specially trained dogs. These friendly non-aggressive dogs are trained to check lockers, vehicles, classrooms, and school grounds for alcohol, drugs, and gunpowder. They do not check students. The ultimate goal of this program is to assist

in providing a safe learning environment and campus that is free from contraband items.

ELECTRONIC DEVICES

Under Ca. Ed Code 48901.5 (a) and 51512, students are **not allowed** to use electronic devices (including but not limited to cell phones, iPods, CD Players, PSP's, portable DVD players, MP3 players, Game Boys, tape players) at any time during the regular school day.

If a student brings an electronic device to school and it is lost, stolen, and/or damaged, the school is not responsible. The school will not disrupt instructional time or take up staff time to look for lost or stolen electronic devices. The owner of the device may file a report with the local police/sheriff's department.

- Use of cell phones will **NOT** be allowed. In the event of an emergency, the parent would need to contact the school receptionist and the message will be forwarded to their student, who will be allowed to use the phone with no more than 3 minutes to discuss emergency. If a cell phone is visible during the school day regardless of if it is on or off, the phone will be confiscated and returned (Once a meeting is held with the parent, depending on severity/frequency of the infraction). If the cell phone is visible again after the parent meeting about the cell phone, it will be confiscated and will not be returned until the end of the semester.

Cell phones shall be turned OFF and kept out of sight before and after school (on campus), during class time, passing periods, nutrition, at lunch time, or any other time as directed by a district employee. If a violation of this policy occurs:

- The phone will be immediately confiscated. To ensure accountability, a note with the student's name and the date/time it was taken from the student will be attached to the phone and the phone will be secured in a locked deposit box in the main front office.
- Students who refuse to hand over their cell phone will be given a one day suspension and will lose their right to bring cell phones onto campus for the remainder of the semester.
- A student who has his/her cell phone confiscated for the **first** time will have his/her cell phone confiscated for the day and returned to the student at the end of one school day (Pending parent/guardian meeting).
- A student who has his/her cell phone confiscated for the **second** time will have his/her cell phone confiscated for one week and will be returned only to the parent or guardian.
- A student who has his/her cell phone confiscated for the **third** time will have his/her cell phone confiscated for ten days and will be returned only to the parent or guardian.
- Site administration will **not** be responsible for determining ownership of the phone; therefore, the phone(s) will only be released to the parent/guardian of the student from whom the phone was taken, or in the case of a dispute, only to the person providing an acceptable proof of ownership (i.e. receipt, cell

phone bill, etc).

- **Educational Options Center** staff/administration will not be responsible for lost or stolen phones. Site Administration will not disrupt instructional time or take up staff time to look for lost or stolen phones. The owner of a lost or stolen phone may file a report with the Riverside County Sheriff's Department (Perris Station) at their own discretion.
- The school will not investigate the loss or theft of non-school related personal property.

EMERGENCY ALERT/LOCK-DOWN PROCEDURES

LOCK-DOWN

- ✓ Students will remain in the classroom or proceed to the nearest classroom if they are outside.
- ✓ Students may leave the classroom with site administration approval.
- ✓ Instructors will remain with their students in their classrooms until properly released.
- ✓ All instructors will refrain from using classroom phones during this time period.
- ✓ Students may be permitted access to classrooms after the lock-down has been announced.
- ✓ Office and clerical staff may leave their workstations.
- ✓ Students in office areas will remain under the supervision of clerical staff.

NOTE: When a lock-down occurs during passing period or lunch, students will report to the nearest classroom and remain in the classroom until further notice. Instructors will immediately report to their classroom and take down the names of all students in the classroom. Office staff will report to their workstations and immediately take custody of any students in their area. Campus supervisors will conduct a sweep to ensure that all students are in a classroom or office and properly supervised.

EMERGENCY PREPAREDNESS PROCEDURES

Educational Options Center has a complete emergency plan that has its foundation in taking full responsibility for your students. The entire **Educational Options Center** staff has made a commitment toward the safety of all students and employees. We hope we do not have to use our plan; however, if the need arises, we are prepared for a full emergency alert. We urge you to have a thorough home plan. Classes and brochures are available from the American Red Cross and the Earthquake Preparedness Society. We will all be safer if we plan ahead.

EARTHQUAKES

- ✓ **Students in Class** (any period) – Drop and take cover. After the shaking stops, follow your teacher's instructions and go to your designated evacuation area outside of the classroom. Stay with your class. (Note: During class time, all students go to the evacuation area of the teacher they are with for a roll call.
- ✓ **Students Out of Class with a Pass** – Drop and take cover. After the shaking stops, rejoin your class and remain with your teacher. Teacher evacuation areas

are marked according to room number on the concrete areas outside of the classrooms.

- ✓ **Students Out of Class** (before school) – Drop and take cover. Move away from buildings or overhangs. After shaking stops, report to your 1st period teacher's designated evacuation area on the concrete area outside of the classroom.
- ✓ **Students Out of Class (passing period, nutrition, lunch, after school)** – Drop and take cover. Move away from buildings or overhangs. After shaking stops, report to your 1st period teacher's designated evacuation area on the concrete area outside of the classroom.

FIRE

Repeated, short bursts from the bell system and a flashing strobe light indicates a fire drill.

- ✓ **Students in Class** (any period) – Follow teacher's instructions. Move to the designated evacuation area outside of the classroom. Stay with your class for a roll call.
- ✓ **Students out of Class with a Pass** – Report to the nearest teacher and go with them to their evacuation area. Give them your name and current period teacher.
- ✓ **Student Out on Campus** (before school, passing period, nutrition, lunch, after school) – Move to the closest clear area away from the building and driveway (emergency vehicle access). Stay on campus! Follow directions given by staff or from the public address system.

HATE VIOLENCE

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

PASSES

It is the student's responsibility to obtain a valid pass when out of class for any reason. This includes all students, regardless of status or schedule. Unscheduled visits to classes are not allowed. Any student out of class without a legitimate pass from the responsible teacher may be brought directly to On Campus Intervention for the remainder of the period.

SEXUAL HARASSMENT

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. It is prohibited in the District. The District is committed to an educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in an atmosphere that promotes equal educational opportunity and is free from discriminatory practices.

SKATEBOARDS NOT ALLOWED

For safety reasons and to prevent property damage, ***Educational Options Center*** will not allow skateboards, inline skates, razor scooters, or other similar devices anywhere **on the campus**.

STUDENT AUTOMOBILES

A valid driver's license/permit is required. Parking of an automobile on school property is a privilege, which may be revoked by the administration if a student's conduct is unacceptable. All students must park in the front parking lot of the school, or off the campus. Students are not permitted to park in the Faculty Parking Lot or in reserved parking places. Students are not to be in the parking lot during the school day. The only exceptions are coming to school in the morning, leaving school at the end of the school day, and when the student has a valid off-campus permit. Vehicles parked on campus are subject to search in accordance with Board Policy No. 5145 and may be ticketed if they are in violation of the California Vehicle Code.

NOTE: Violating school policies while in vehicles will result in revocation of parking privileges for one semester in addition to normal disciplinary measures.

STUDENT DRIVING/PARKING ON CAMPUS

Educational Options Center campus is school district property. The driving and parking of motorized vehicles on campus grounds is to be considered a privilege. Student vehicles should be parked in designated spaces in the school parking lot. All drivers are expected to complete a parking permit application and acquire a parking permit. A parking permit may be obtained at the registrar's office. All drivers are expected to observe safe driving habits and to be especially alert to younger students. A speed limit of 5 mph shall be observed in the parking area and circle. Cars are not to be driven on campus during school hours without the consent of a school administrator. The School Resource Officer will ticket students parking in the visitor's parking zone.

STUDENT SERVICES

YOUTH ACCOUNTABILITY TEAM (YAT)

The YAT team is made up of our District's SARB team, Riverside County probation officers, and the Riverside County Juvenile District Attorney. This team focuses primarily on tracking persistently truant students, monitoring students who are on probation, and drug testing students.

LITERACY

The Literacy Program has been created to address the needs of all students who are performing below grade leveling reading, as measured by the CST (California State Testing), teacher recommendation and classroom observations. Students without a CST score will take a diagnostic test to determine levels.

COMMUNITY SERVICE

A student may earn a maximum of twenty credits of community service at a non-profit organization. Students are encouraged to volunteer for community service opportunities.

TECHNOLOGICAL RESOURCES

Recent purchases of computers and peripherals have enabled students to benefit from a wide array of equipment, which is readily available and accessible to them. Students will be allowed access to the computers provided that the Perris Union High School District Network Resources Acceptable Use Policy form has been completed, signed by both student and parent, and is turned in annually.

FREE AND REDUCED LUNCH PROGRAM

Students can pick up lunch forms from the Guidance Office or the Front Desk in the Administration Office.

DEAR PARENT OR GUARDIAN:

Perris Union High School District takes part in the National School Lunch and Breakfast Programs serving nutritious meals every school day. We strongly encourage all our students to dine in our cafeteria at breakfast and lunch. Eligible students may receive breakfast and lunch at no cost. The reduced-price meal is \$.30 for breakfast and \$.40 for lunch. Full price meals are \$1.50 for breakfast and \$2.50 for lunch. Reduced-price and full price meals may be purchased daily or in advance at any cafeteria food service line, the Nutrition Services Department at the District Office, and on line at www.mynutrikids.com or the District website www.puhsd.org under the Nutrition Services link. In addition, you may pick up an application for meal benefits at any time during the year from your school site or the Nutrition Services Department at the District Office: or you may go on line to the District website at www.puhsd.org and click on the Nutrition Services link. A new application for meal benefits is required every school year.

INSURANCE

Student Accident Insurance forms are available from the receptionist. This insurance is optional.

LOST/FOUND

Students who lose any items while at school should report the loss immediately to the Discipline office. Found items are kept in this office until the last day of school. After that, the items are given to a charitable organization.

TELEPHONES

In an EMERGENCY, students may utilize the telephone located in the Front Office.

REPORTING ACCIDENTS

Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or Administrator immediately. An accident report form must be filled out.

TEXTBOOK CARE AND PROCEDURES

Students are responsible for maintaining their textbooks in good condition while using them in class. Any student wanting to check out a textbook will do so through their teachers. The student, prior to another textbook being issued, must replace lost or damaged textbooks.

The same rules apply to ChromeBook computers.

FINES AND CHARGES

Fines and charges that have accumulated can be costly. Fines and charges must be paid prior to your graduation or when requesting a transfer from ***Educational Options Center***.

VISITORS

To comply with insurance stipulations and Closed Campus regulations under Education Code Section 44808.5, visitors are **NOT** permitted on campus. Parents and officials must check with the Administration Office and sign in at the receptionist's desk upon entering the campus. Trespassing and loitering constitutes a violation of Penal Code Section 602 and Section 653 (i).