Heritage High School
2016-2017 Student Handbook

*The Student Handbook is available for viewing on our website, www.puhsd.org/hhs. Click on the tab **Students**, then click on **Student Handbook**.*

26001 Briggs Road
Menifee, CA 92585
PHONE: (951) 940-5447
FAX: (951) 325-5448
WEBSITE: www.puhsd.org/hhs

Administration
Frank Arce, Principal
Lynn Menius, Assistant Principal
William Cloo, Assistant Principal
Wendy Humes, Assistant Principal
Jose Topete, Interim Assistant Principal

Perris Union High School District

Board of Education

Mr. David Nelissen, *President*
Mr. Edward Agundez, *Vice President*, **Mrs. Joan Cooley,** *Clerk*
Mrs. Carolyn Twyman, *Member* **and, Dr. Jose Luis Araux** *Member*

Grant Bennett
Superintendent

Heritage High School does not discriminate on the basis of race, creed, color, national origin, gender or disability

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Mission Statement

The mission of Heritage High School is provide a rigorous academic curriculum in a safe and caring environment that promotes all students' maximum success in the larger community.

Welcome to Heritage High School

The staff at Heritage High School would like to welcome you to the 2016-2017 school year. We hope that each of you will find this year to be rewarding, relevant, productive, and enjoyable as we continue to build upon our successes in student academic achievement. It is the vision of Heritage High School to enable all students to acquire the knowledge, learn the skills, and develop the attitudes necessary for them to realize their full potential and to become responsible citizens and lifelong learners who can meet the challenges of a changing world. The staff is here to assist in academic pursuits, school activities, and athletic endeavors. As you experience obstacles in your educational career, we encourage you to take advantage of all the services available at Heritage High School. Feel free to ask questions or seek assistance from any staff member. We are all here to help.

In order to familiarize you with Heritage High School, enable you to assume all of your responsibilities, and take full advantage of all Heritage has to offer, we have created this handbook. Please read and discuss the handbook's contents immediately with your child, as he/she will be responsible for compliance with the policies, procedures, and regulations herein. If at any time you have questions related to the school's policies and/or procedures, please contact the school.

Heritage High School office hours are 7:15 a.m. – 3:30 p.m. The phone number is (951) 940-5447.

Departments	**Extensions**	**Fax Number**
Administration	20101	(951) 325-5449
Athletics	20110	(951) 325-5449
Attendance	20128	(951) 325-5702
Counseling	20109 or 20124	(951) 325-5448
Discipline	20004	(951) 325-5702
Food Services	33077	
Library	20129 or 20130	(951) 926-7989

Absence Reporting Line (951) 940-5447, extension 20001
Transportation (Hemet Unified School District): (951) 943-6640
Romoland Community Library (951) 325-2090

HERITAGE HIGH SCHOOL

BUILDING A LEGACY

EXPECTED SCHOOLWIDE LEARNING RESULTS

WE

APPROPRIATE
RESPECTFUL
EXEMPLARY

LEADERSHIP - All students will demonstrate leadership qualities in their daily lives, including integrity, respect, honesty and responsibility.

EXCELLENCE - All students will learn strategies to promote excellence in their lives including conduct, health and vitality, and life choices

GENEROSITY - All students will demonstrate a respect for the larger community through the use of their resources to positively impact the lives of others.

ACADEMICS - All students will engage in a rigorous meaningful curriculum that emphasizes critical thinking and high standards.

CHARACTER - All students will learn the importance of character development as it applies to personal and community responsibility, and respect for self and others.

OPPORTUNIT**Y** - All students will learn technological skills to be competitive in the workplace. Students will explore career choices, build practical life skills and develop an appreciation for the fine and applied arts.

HERITAGE HIGH SCHOOL

L Leadership

E Excellence

G Generosity

A Academics

C Character

Y opportunitY

7 period day, 6 minute passing				
Monday – Late Start / PLC 7:45-9:05				
	Period 1	9:05-9:46		41
	Period 2	9:52-10:33		41
	Nutrition	10:33-10:38		5
	Period 3	10:44-11:25		41
	Period 4	11:31-12:12		41
1st Lunch	12:12-12:47	Period 5	12:18-1:02	35/44
Period 5	12:53-1:37	2nd Lunch	1:02-1:37	44/35
	Period 6	1:43-2:24		41
	Period 7	2:30-3:10		40
Tuesday, Wednesday, & Thursday - Regular Days				
	Period 1	7:45-8:39		54
	Period 2	8:45-9:40		55
	Nutrition	9:40-9:45		5
	Period 3	9:51-10:43		52
	Period 4	10:49-11:41		52
1st Lunch	11:41-12:16	Period 5	11:47-12:39	35/52
Period 5	12:22-1:14	2nd Lunch	12:39-1:14	52/35
	Period 6	1:20-2:12		52
	Period 7	2:18-3:10		52
Friday – Late Start / Collaboration 7:45-9:05				
	Period 1	9:05-9:46		41
	Period 2	9:52-10:33		41
	Nutrition	10:33-10:38		5
	Period 3	10:44-11:25		41
	Period 4	11:31-12:12		41
1st Lunch	12:12-12:47	Period 5	12:18-1:02	35/44
Period 5	12:53-1:37	2nd Lunch	1:02-1:37	44/35
	Period 6	1:43-2:24		41
	Period 7	2:30-3:10		40

This Final Exam bell schedule will publish at a later date. Heritage will distribute the schedule prior to December.

Attendance

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. Absences can, therefore, adversely impact a student's grades and should be avoided if at all possible.

Attendance Codes:

Excused—Absence from class for illness/funeral/death of any immediate family member, medical/dental appointments, court appointments, or school activities.

Unexcused—Absences that don't qualify according to State Education Code Section 48200 (Students may not be allowed to make up missed school work).

Truant—Absences that are not cleared by parents (Student may not be allowed to make up missed school work).

ANY absence that does not fall under the excused absence definition will be UNEXCUSED (even with a phone call from the parent).

Attendance Responsibilities (Education Code Section 48200): PARENTS ARE RESPONSIBLE FOR THE PUNCTUAL AND REGULAR ATTENDANCE OF THEIR CHILDREN. 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, excused absences and/or unexcused absences may lead to:

- loss of credits
- removal from class
- referral to the Student Attendance Review Team (SART)
- referral to the Student Attendance Review Board (SARB)
- placed in an alternative education program.

Verifying an absence: Parents must call the school at (951) 325-5447 ext. 20001 during normal business hours (7:45 a.m. – 3:00 p.m.) on the first day the student is absent.

Clearing absences is the responsibility of the parent and student. Failure to clear absences in a timely manner could affect a student's grades. Parent phone calls or notes for excused absences should include:

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

Board Policy states that a parent has 72 hours (three business days) in which to clear an absence and any unverified absence not cleared in 72 hours (three business days) will automatically be recorded as a Truancy. Students arriving to school after 8:05 a.m. will be given an unverified absence.

Attendance and behavioral issues may result in the loss of student privileges per administrative discretion.

Class Work/Make-Up Policy: Students are expected to complete all work assigned in each class. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon, satisfactory completion with a reasonable period of time, shall be given full credit (EC 48205) Homework may be requested for absences of three (3) or more days. Please contact the teachers directly (email/phone call) to retrieve any missing assignments due to an excused absence and allow at least 24 hours for teachers to respond with information regarding your request. 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. (EC48913).
If the excused absences are long term (more than 2 weeks) and have a medical note, please contact the counseling office to set up alternative options.

Messages and deliveries for students: Messages for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages must be a valid emergency.

Please note that items such as flowers, balloons, food (including cake), or gifts will not be accepted for delivery to students by the Heritage High staff.

Passes: It is the student's responsibility to obtain a signed pass when he/she is out of class for any reason. Passes require students name, time, destination, date, and teacher's signature. This includes all students, regardless of status or schedule. Unscheduled visits to classes will not be tolerated.

Permits to leave campus: Students leaving campus prior to the end of their regular school day must be signed out in person with the Attendance Office staff by a parent/guardian, or an emergency contact designee. The person signing out the student must have a picture I.D. Student drivers must present their driver's license, along with a note from a parent/guardian indicating the time and reason the student is to be released.

Parents are requested to notify the school first thing in the morning about their student leaving campus that day. Any students (including seniors), who leave the campus without being properly signed out, will be marked truant. This form of Unverified Absence must be cleared within 72 hours (three business days) or it will remain on the record as a Truancy.

Attendance staff will not check a student out of school after 2:50 p.m.

Re-Admits: Students need re-admits to clear their absences. They may obtain these before school, during nutrition, and during lunch. The Attendance Office will not issue re-admits during class unless a **parent accompanies the student.** When clearing absences, please note that only a parent or guardian can clear an absence.

PERRIS UNION HIGH SCHOOL DISTRICT TARDY AND TRUANCY POLICIES

TARDY POLICY (per Grading Period)

Tardy - Any student who arrives in classroom after the bell marking the beginning of the class period has rung is tardy.

Tardy students between periods 2 and 6 are to report to Campus Supervisor for Tardy pass.

1st Offense — **Student goes to class marked tardy (unexcused) 1st warning**

2nd Offense — **Student goes to class marked tardy (unexcused) 2nd warning**

3rd Offense — **Student goes to class marked tardy (unexcused)**

- Any and all teachers call student's parent for 3 tardies per class.
- Teacher may assign a student his or her own in class consequence(s).
- Attendance referral sent to administration
- Referred to Counseling, by Administrator to discuss issues/put into place interventions.
- Behavior Support Plan (If appropriate)

4th Offense — **Student to meet with Administrator**

- Notify Counselor of student's name.
- Student assigned Saturday School/After School Detention (appropriate Site based consequence).
- Student signs Saturday School letter as having received it (if assigned).
- Parent notified of Saturday School (or appropriate Site consequence).
- Counseling will develop Attendance Contract

5thOffenses — **Student to meet with Administrator**

- Assigned OCS for remainder of Day
- Parent notified of OCS.

6th Offense — **Student to meet with Administrator**

- Assigned OCS for remainder of Day
- Parent notified of OCS
- Referral to SART Contract.
- Student name turned over to SARB

7th Offenses — **Student to meet with Administrator**

- One Day Off Campus Suspension
- SART Contract Reviewed
- Student's Name resent to SARB.

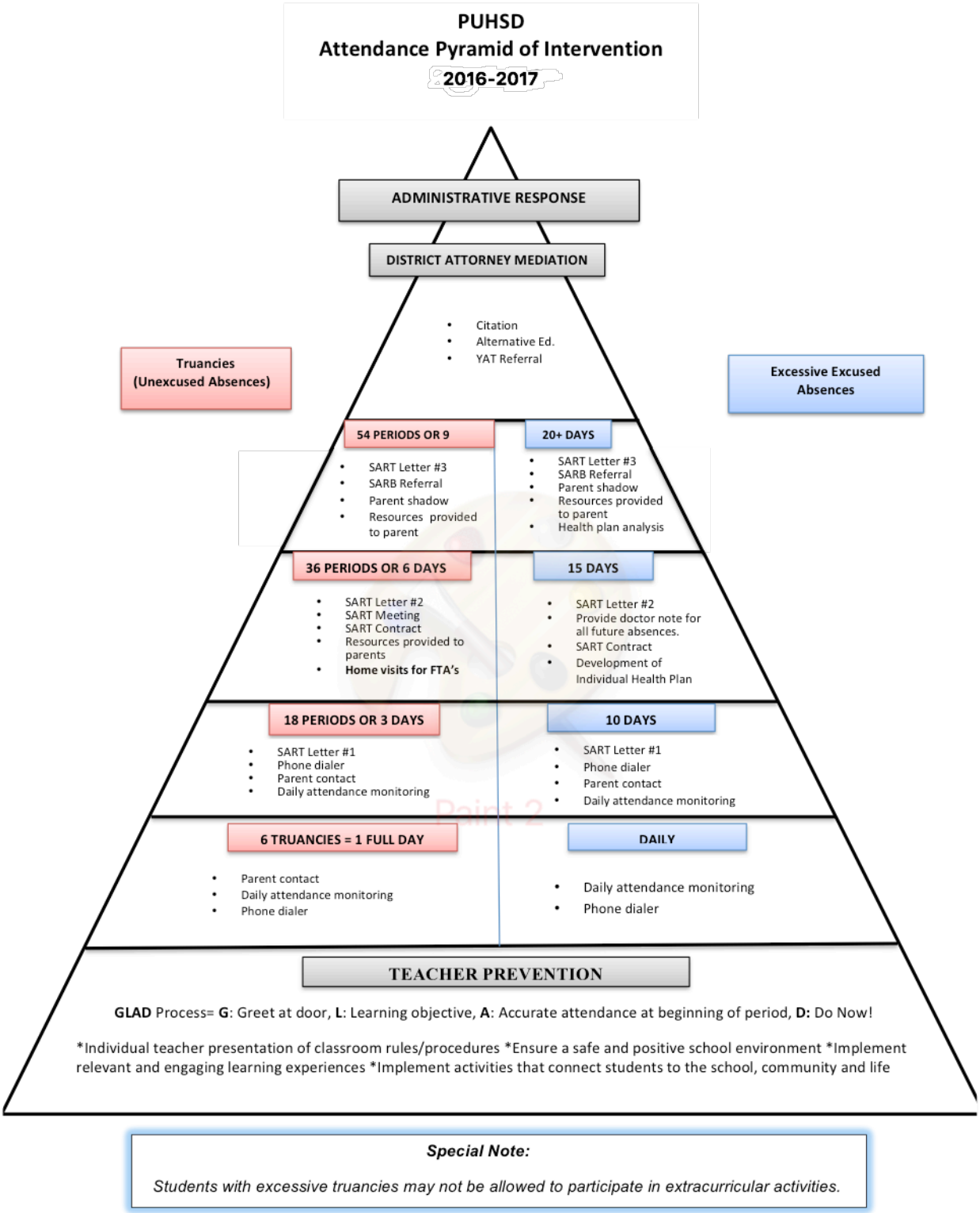
8th Offense — **Student to meet with Administrator**

- Parent contacted
- Student referred to SARB or Alternative Placement Committee (APC)

Attendance and behavioral issues may result in the loss of student privileges per administrative discretion.

Occasionally, Heritage High School conducts randomly unannounced tardy sweeps. Students caught in these sweeps are given Saturday School.

PERRIS UNION HIGH SCHOOL DISTRICT TARDY AND TRUANCY POLICIES (continued)



Truancy - Any student who is absent from school, without valid excuse, more than three (3) days or tardy in excess of thirty (30) minutes on each of more than three (3) days in one (1) school year is a truant (EC 48260)

General Policies and Procedures

(alphabetically by subject)

BUS TRANSPORTATION — Bus services are provided through a contract with Hemet Unified School District. There is **no fee** charged to students for bus transportation. Students only need their school I.D. in order to board a PUHSD school bus. **If there are problems with the buses (late, no show, etc.), please call Hemet USD Transportation Department at (951) 943-6640, between 8:00 a.m. and 5:00 p.m.**

CHANGE OF CLASS SCHEDULE — Class schedule changes will be made for the following reasons only:

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

Schedule changes made after the 4th week of a semester must be approved by administration and may result in a withdrawal F for the class per Board Policy AR5121.

CLOSED CAMPUS — 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. **Parking lots and access to student cars are considered to be outside of the school grounds during school hours.** Students may not leave the Heritage High School campus for lunch. Any student detained for an authorized departure from the school will be searched in accordance to Board Policy No. 5145.

COMMUNITY SERVICE — A student may earn a maximum of twenty elective credits for community service at any one non-profit organization. Students are encouraged to volunteer for community service opportunities. 60 hours of community service earns 5 elective credits.

DRIVING/PARKING ON CAMPUS — The Heritage High School campus is private property. The driving and parking of motorized vehicles on campus grounds is a ***privilege***. Student vehicles may only be parked in designated stalls in the student parking lot (south side of campus). Students ***may not*** **park,** or leave vehicles unattended, in designated visitor parking stalls, against red (fire lane) curbs, in the student drop off area, or in the staff parking area. Parking on campus is by permit only. Applications for parking permits must be obtained annually from the Assistant Principal's Office before school or during lunch. Parking Permit Tags must be visibly displayed in the lower driver side corner of the front windshield. **Any student vehicles found in violation of this policy will be cited and/or towed by the Riverside County Sheriff's Department.** Student parking space is limited, and is available on a first come/first serve basis. If you wish to drive and park a vehicle in the student parking lot, it is strongly recommended that you arrive early. All drivers are expected to observe safe driving habits and be especially alert of younger drivers. A speed limit of 5 mph shall be observed in all lanes and parking areas on campus. Do not leave valuables in vehicles. The school is not responsible and cannot provide reimbursement for damage or theft.

Students may not return to their vehicles during the school day.

Vehicles on campus are subject to search in accordance with Board Policy No. 5145, and consent to search is implied merely by parking a vehicle on campus. Parking privileges may be revoked by the Administration if a student's conduct is unacceptable. Violation of school policies while in a vehicle will result in revocation of parking privileges, in addition to any applicable legal measures as determined by law enforcement.

DROP-OFF AND PICK-UP AREA — Parents may drop students off and/or pick them up using the designated student drop-off points located in front of the school adjacent to the front gate. The student and teacher parking lots are NOT to be used for a drop-off area.

FOOD/DRINK — No food or drinks may be consumed in the classroom, except water. No glass containers are allowed on campus. Food and beverages will be served and eaten in designated areas. No nuts or seeds in shells will be allowed. **All energy drinks are banned from all school campuses.**

HEALTH OFFICE — The Health Office is located behind the Attendance Office. The Health Office is open to students from 8:00 a.m. to 2:30 p.m. daily. Students who become ill during class time must secure a pass from their teacher before coming to the Health Office.

INSURANCE — Student Accident Insurance forms are available from the receptionist and the Athletic Director. This insurance is optional, but students participating in athletics are required to show proof of medical coverage prior to entering the athletic program.

INDEPENDENT STUDY (Short Term) — Students who know that they will be away from campus for not more than ten (10) days for *educational reasons*, should apply for a short term Independent Study contract. See the Counseling Office for details.

LIBRARY/MEDIA CENTER — The Library/Media Center is a joint use facility with the Riverside County Library System and is located in the Kennedy building, just inside the main gate to the school. Students may access the library from 7:30 a.m. to 3:00 p.m., Monday through Friday. Students who wish to use the Library/Media Center during class time must have a pass from their teacher. No pass—no entrance. Computers are available to use with proper requirements.

Public hours of the Romoland Community Library and Media Center are from 3:00 p.m. to 7:00 p.m., Monday through Thursday, and Saturday 10:00 a.m. to 2:00 p.m. The library is closed on Friday and Sunday. The phone number is (951) 325-2090.

LOST/FOUND — Students who lose any items while at school should report the loss immediately to the school receptionist. Found items are kept there until the last day of each semester. After that, the items are given to a charitable organization.

MEDICATIONS — In compliance with 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/guardian's signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. 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.

Medications must be provided to the school in the container, in which it was purchased, with the prescription label attached, and 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 repacking. Out-of-date medication will NOT be given. An adult must bring the medication to school along with the completed authorization form.

ON CAMPUS SUSPENSION (OCS) — OCS is a consequence for the violation of a school or classroom rule and is an alternative to home suspension. OCS is also used as a consequence to remediate student attendance problems (i.e. tardiness, misuse of passes, or no passes).

REPORT CARDS — Report Cards and Progress Reports will be mailed at regular intervals. The final report card of the year will be mailed home in the month of June, 2016. Please mark your calendars and discuss your student's academic performance regularly. Progress reports will be distributed following the end of the grading period.

1st Semester		**2nd Semester**	
1st Grading Period Ends	September 25, 2015	1st Grading Period Ends	March 4, 2016
2nd Grading Period Ends	October 30, 2015	2nd Grading Period Ends	April 22, 2016
End of Semester	December 17, 2015	End of Semester	June 8, 2016

REPORTING ACCIDENTS — Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or Assistant Principal immediately. Accident report forms are available and should be filled out.

SATURDAY SCHOOL — Consists of 4 hours of study hall. Assignment to Saturday School is a consequence for the violation of a school rule and is an alternative to home suspension. When assigned to Saturday School, students are responsible for their own transportation. Students who fail to attend a Saturday School assignment will be subject to further disciplinary action up to and including One Day of On-Campus-Suspension.

SEARCHES — Situations may occur where the health, safety, and welfare of students and staff are jeopardized and which necessitate the search of students and seizure of their property by school officials. School officials are authorized to conduct searches when there are reasonable grounds or suspicions that the search will uncover evidence that the student is violating the law, rules of the district, or rules of the school.

SEARCH DOGS — To ensure 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.

STUDENT IDENTIFICATION — All students will be issued a student I.D. card at the beginning of the year. **Students must carry this I.D. on campus and present it to school personnel when requested to do so.** Replacement I.D. cards may be purchased from the A.S.B. office. This photo identification card will also be used for boarding school buses to and from school.

STUDENT PRIVILEGES —Dances and other extra-curricular social events are a privilege enjoyed by students. Students may lose these privileges if they have:

- outstanding obligations such as fees or damage assessments
- four or more period truancies and/or eight tardies
- discipline issues

TELEPHONES — In case of EMERGENCY, students may utilize the telephone located in the Attendance Office.

VISITORS — Heritage High School is a closed campus. Visitors must comply with the following requirements:

- Parents, visitors, and officials must check into the Administration Office and sign in at the receptionist's desk prior to entering the campus.
- Visitors must be 21 years of age or older unless accompanied by a guardian. Positive proof of age and identification will be required.
- Visitors will be given a tag to wear identifying them as visitors and must be accompanied by certificated staff while on campus.
- Guests wishing to visit classrooms must provide at least one day's notice (24 hours) and get permission from administration. Parents wishing to visit their student's classroom need to notify their child's counselor. The counselor will inform teachers and site administration.
- Trespassing and loitering constitutes a violation of Penal Code Section 602 and Section 653, and trespassers will be reported to the Riverside County Sheriff's Department.

VENDING — The sale of any items (food, drink, merchandise) MUST BE APPROVED BY A.S.B. Students found to be selling items not approved by A.S.B., shall have the items confiscated, and will be returned to parent/guardian only. Students may not use food vending machines during class time. **Students caught purchasing food items will have the item(s) confiscated for the remainder of the day and the student will be placed in OCD for the remainder of the period.**

WORK PERMITS — Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Students must have a birth certificate, original social security card, a picture I.D, and a minimum 2.0 GPA. Applications for work permits are issued in the Career Center and must be completed by the student's prospective employer prior to issuance of a work permit.

18 YEAR OLD RIGHTS — As an 18 year old, you are considered an adult and are no longer considered a minor. At this age the student holds all of the responsibilities and legal rights 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 adult education, if you do not follow the policies and rules of the school. You have the right to request that your parents do not have access to your educational information. This process involves a meeting with your counselor and the filling out the 18 year old rights form to request such. Parents of 18 year old students who are considered dependents for tax purposes, are entitled access to their child's educational information. Eighteen year old students who request that their parents be denied access to their records: your parents will be notified and they will have the right to nullify this request if they provide proof of dependency.

Expectations of Parents and Students

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 a student's right to learn. 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 anytime including, but not limited to, the following circumstances:

- While on school grounds or school transportation.
- While going to or coming from school.
- During the lunch period
- During or while going to or coming from a school sponsored activity
- **Note:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law.

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 school behavior policy.
2. Take away privileges enjoyed by other students.
3. Lower a student's citizenship/participation rating.
4. Assign special tasks, which must be completed within a specified time.
5. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
6. Give student detention as authorized by state law (Education Code Section 44807.5).
7. Class suspension of student for up to two class periods.
8. Refer student to school administration for correction and control.

GUM POLICY – Gum is a major problem at many schools. Students often spit their chewing gum on the ground, which is unsanitary, unsightly, and often gets tracked into classroom. Custodians spend endless hours using expensive machines that blast focused streams of heated water in order to dislodge gum from the concrete. We are extremely proud of our campus and want to keep it in pristine condition for as long as possible.

Therefore, gum is strictly prohibited on the Heritage High campus at all times. Students who are caught chewing gum will be asked to dispose of it in the nearest trashcan. In addition, gum offenders may face the following consequences:

- They may be asked to throw away any unchewed gum they have in their possession.
- They may have a disciplinary entry of defiance of school rules logged in their data file.
- They may be asked to scrape gum off the ground with a gum-scraping tool.
- On the first and second offense they may be assigned a Saturday School.
- On the third offense, they may be assigned an all-day On Campus Suspension.
- On the fourth offense, they may be assigned an off campus suspension.

Repeat offenders, or those caught actually spitting gum on the ground may face more serious disciplinary action, including community service, Saturday School, and/or suspension.

TEXTBOOK CARE AND PROCEDURES — Students are responsible for maintaining their textbooks in good condition. The student must replace lost textbooks before another textbook can be issued. Textbooks are checked out at the beginning of each semester and checked in at the end of each semester from the textbook distribution windows at the Kennedy building in the quad.

Chromebook or computer device responsibilities-
Each student will be responsible for the device that has been assigned to them. In the event that the device is lost

(stolen, not returned, missing, etc.) the student/parent will be responsible to pay $325 for the replacement cost of the Chromebook.

If the device is damaged and/or inoperable, the student will be responsible for returning the device to the school site for repair and will be charged a $50 fine for damage repair. A replacement Chromebook will be issued upon return of the damaged device.

ELECTRONIC DEVICES – At Heritage High School students are allowed to use cellular telephones during non-instructional time. This includes passing periods, lunch, before and after school. If a teacher or other school staff confiscates a telephone or other such device, it will be turned into the Assistant Principal's office. The offending student will have a disciplinary entry logged into their file, and only the student's parent/guardian may pick it up. Multiple violations will result in appropriate further disciplinary action. If the administration suspects that the device may be stolen, proof of legal purchase may be required before releasing it back to its owner. If parents cannot come in to the office to pick up the device, administration will hold it for two weeks from the date of the violation before being returned to the student after school.

Examples of electronic devices are, but not limited to, as follows:

Cell Phones
iPods / MP3 players
CD Players
Ear Buds/Headphones
Portable Speakers
Portable DVD players
Game Boys / PSPs
Cameras
Video Cameras

- The administration of HHS **highly discourages** the possession of these items at school.
- If students bring an electronic device to school and it is lost and/or damaged the school is not responsible.
- **Site administration 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.**
- Offenders may be placed in On Campus Detention, be given community service, Saturday School, or other appropriate consequence. Repeat offenders may be subject to suspension.
- Unauthorized electronic recording of student activity may result in disciplinary action, including suspension.

SKATEBOARDS NOT ALLOWED – For safety reasons and to prevent property damage, Heritage High School will not allow skateboards, inline skates, razor scooters, or other similar devices anywhere on its campus, including parking areas at any time. This includes these items that are being carried. **Students may lock these items to the racks provided between the administration and counseling buildings.** Confiscated skateboards will only be returned to parents. Students caught riding skateboards on campus will be subject to strict but appropriate disciplinary action.

All unauthorized items brought to school and confiscated by staff, such as, but not limited to: skateboards, scooters, radios, cell phones, iPods, electronic devices, aerosol cans, markers, toys, water balloons, etc. and related items, may or may not be directly returned to the student. 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 or any individual school is not liable for any damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, students' safety, and to prevent the loss and/or damage to private property.

WRITING AND PLAGIARISM – Plagiarism is a direct violation of intellectual and academic honesty. Plagiarism refers to representing someone else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Multiple incidents of cheating may constitute grounds for a

failing grade or withdrawal from the class with no credit. One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgements is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind, as each paper is prepared. Research and understanding should not be evaded through plagiarism.

CHEATING – Teachers have the responsibility of planning and supervising all academic work in order to encourage honest individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. Heritage High School considers cheating to be a voluntary act for which there is no acceptable excuse. The term "cheating" includes, but is not limited to:

1. Plagiarism.
2. Receiving or knowingly supplying unauthorized information during an examination.
3. Using unauthorized material or sources during an examination.
4. Changing an answer after work has been graded and presenting it as graded.
5. Forging or altering roll sheet information.

The student who is caught cheating may be subject to a punitive grade for the assignment. Theft of any examination will result in disciplinary action determined by the school administration to be appropriate, including on or off Campus Suspension.

PERMANENT MARKERS AND TAGGING – Property damage resulting from graffiti and tagging will not be tolerated at Heritage High School. **Permanent markers, such as Sharpies, are strictly forbidden on campus.** These items are commonly used to "tag" books, restroom walls, desks, and other structures on campus. The Heritage High Administration will assume that those who possess these markers or other tagging devices (i.e. spray paint, grease pencils, or stickers used for "slap tagging") have the intent to damage property.

We take this threat to our campus so seriously that we will search students whom we have a reasonable suspicion of possessing such items and/or having used them for vandalism. Reasonable suspicion includes, but is not limited to the following:

- Students who decorate their backpacks or notebooks with tagging.
- Students who are caught with a marker will be searched for more such items.
- Students leaving restrooms where new graffiti is discovered.

Punishment for possession of such items will be severe.
First offenders may receive:

A disciplinary entry into student's file.	Saturday School.	Behavior contract.
Spend the remainder of the school day in On Campus Detention.	Community service assignment.	Suspension.

Multiple offenders may receive:

- Multi-day suspension.
- Recommendation for placement at alternative education site, such as The Academy.
- Recommendation for expulsion.

PUBLIC DISPLAYS OF AFFECTION — Any excessive display of affection is unacceptable on school grounds or at any school sponsored activity. Excessive includes, but is not limited to, heavy kissing, petting, and other physical demonstration considered offensive. Violators will be disciplined.

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 injury. Students in possession of these will have them confiscated and have disciplinary actions up to and including expulsion.

District behavior guidelines

Dress Code

Expectations and Guidelines for Apparel

The dress code is in effect during school hours as well as during school sponsored activities. Heritage High School seeks to maintain a positive learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at Heritage High School will be followed by all students.

Students who come to school in clothing that is inappropriate can be assigned a disciplinary consequence and will be required to change into school appropriate attire. If a student refuses to wear a loaned dress code violation item or if parent cannot bring them a change they will be sent to On Campus Detention for the remainder of the day.

- All clothing and accessories must be school appropriate. Clothing shall be "size –appropriate" to conceal all undergarments (including gym shorts, bras, and bra straps) at all times. No strapless clothing, (i.e. halter tops, off the shoulder tops, rompers, or blouses with only one strap--straps may not be tied or hooked on with pins). The shoulder straps must be at least 1" wide. Tops shall not be see-through or mesh.

The dress code is not met if a student tries to cover their dress code violation with a sweater, vest, or other accessory piece of clothing.

- Any clothing, purse, backpack, notebook, jewelry, etc. displaying a hate symbol, illegal substances, profanity, violence, alcohol, sexually explicit material, guns, explosives, knives, brass knuckles or weapons of any kind are strictly prohibited at school.

- Girls shall not wear tops that allow cleavage to show. When the girl places her hand on her chest with her thumb on her collar bone and fingers together (not spread), the bottom of the hand shall touch the clothing.

- Under current information provided by the Riverside County Sheriff's Department Gang Unit, the following attire is considered gang affiliated attire and is not allowed on HHS grounds.
  Skin, Hustler, 187, Playboy, Raiders and Hooters will not be allowed on campus. Attire that identifies a city, area code, or a region will not be allowed unless it is official sportswear from a college or professional sports team. For example: a t-shirt with "San Diego 619" or "LA" printed on it will not be allowed. These brands are recommended by the Riverside County Sheriff Department.

- Skirts and shorts must be equal to or longer than the tip of your thumb when hands are to your sides.

- Clothing and accessories must not discriminate against any religious or ethnic groups.

- Clothing and accessories must be free of safety pins and spikes.

- Belt buckles larger than 2" x 3" ("credit card" size) are not allowed.

- Shirts must be worn at all times. The bottom of the shirt and the top of the pants must meet. The pants shall not hang low enough to reveal any undergarments when in a sitting position.

- Do-rags, wave caps, bandanas, and hair picks are not allowed at school. Gloves are allowed only in cold weather.

- No clothing or blankets that conceal the identity of the student (hoods, scarves, bandanas).

- Sweatbands may be worn during physical education classes only.

- Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety (bedroom slippers, steel toed shoes and boots are not to be worn at school). It is recommended that sandals have heel straps.

- Chains are not permitted when attached to a wallet or worn on clothing. These will be confiscated.
- Items that are classified as drug paraphernalia are not permitted to be worn as accessories or clothing.

- Hats and beanies are allowed, but shall not have any professional team sport affiliation or a brand listed that is unacceptable. Caps not conforming to dress code shall not be allowed to be worn or carried on campus. The 1st violation will result in the hat being confiscated and student will be issued a warning; 2nd offense will result in the cap being confiscated for 2 weeks; for the 3rd offense the cap will be confiscated for the remainder of the semester.

- Sunglasses may not be worn indoors (unless under doctor's prescription).

- Body piercings and tattoos are highly discouraged. Jewelry must not be sharp or excessively protruding.

- Any confiscated items that have not been picked up by June 30 are subject to being donated to charity.

When a new fashion trend becomes a symbol that may be dangerous, antisocial or the arrangement of specific clothing items denotes gang affiliation, the Heritage High School Administration reserves the right to prohibit such items and arrangements.

Transportation Policies, Rules and Consequences

BUS CONDUCT AND RESPONSIBILITIES – Disorderly conduct or persistent refusal to submit to the authority of the driver can result in suspension or revocation of bus riding privileges. If a student receives a bus citation, they will receive disciplinary consequences with the intent of ensuring safe travel that are consistent with district policy. It is the responsibility of the student to carry his/her bus pass every day. Should the student not have their bus pass with them, they will not be permitted to ride the bus. A temporary bus pass can be obtained from the school receptionist. Only one temporary bus pass will be given to a student per semester. In the event your student loses his Student Identification Card/Bus Pass, he/she will need to purchase a replacement pass.

FOR YOUR SAFETY - FOLLOW THESE BUS RULES

Observe same rules of conduct as in the classroom.
Be courteous, use no profane language.
Keep the bus clean, no littering.
Cooperate with the driver.
Remain seated while the bus is in motion.
Keep all body parts inside the bus.
Bus driver is authorized to assign seats.
Eating, drinking or smoking is not permitted on the bus.

Vandalism will result in immediate loss of riding privileges and suspension from school.

Consequences for Inappropriate Student Behavior on the Bus

Type of Offense	Examples
Level I – Minor Offense	• Student out of seat • Yelling • Throwing things on the bus • Hanging out the window
Level II – Intermediate Offense	• Profanity used at the bus driver • Defiance of the driver's instructions
Level III – Serious Offense	• All Ed. Code 48900 suspension events • Destruction/Vandalism of Property • Throwing things from the bus

Frequency of Offense	Level of Offense	**Consequence:** Written referral to Site Administration
First	**I**	• Written Referral to Site Administration • Copy Mailed to Parent
Second	**I**	• Written Referral to Site Administration • Call home to parent by Site Administration
Third	**I**	• Written Referral to Site Administration • Call home by Site Administration • 1-3 day bus suspension • Possible on-campus suspension
First	**II**	• 1 – 5 day school suspension
Second	**II**	• 3 – 5 day school suspension
Third	**II**	• 5 day school suspension • Loss of bus privileges and/or alternative placement
First	**III**	• 1 – 5 day school suspension • Expulsion if warranted
Second	**III**	• 3 – 5 day school suspension • Expulsion if warranted
Third	**III**	• 5 day school suspension • Loss of bus privileges and/or alternative placement • Expulsion if warranted

Safe School Environment

Students have the right to feel safe and to be free from intimidation, threats, or any form of harassment at Heritage High School. The way in which students react to conflict will determine in large part whether or not we maintain a safe and orderly environment at Heritage High School.

ANTI-BULLYING/CYBER-BULLYING – The District/Heritage High School believes 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. A student shall not intimidate, 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 or manipulation.

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

This policy applies whenever a student is on school grounds, traveling to and from school, or at a school sponsored activity, during lunch period, whether on/off campus, and during a school sponsored activity. In addition to this, in the case of cyber-bullying that is done at home, where the action(s) impact school activities or school attendance, then they may be subject to discipline in accordance with district policies and regulations.

DRUGS, ALCOHOL, TOBACCO, AND ELECTRONIC CIGARETTES – The possession and/or use of any non-prescribed drugs, alcohol, tobacco, a lighter, matches, electronic cigarette, all nicotine liquids and/or rolling papers on school grounds, at school-related functions, or prior to attending school-related functions, is strictly prohibited. A student who violates this policy is subject to suspension and/or expulsion under California Education Code 48900 (c) and/or (h). Student may be cited by Law Enforcement.

The Governing Board recognizes the health hazards associated with smoking and 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 the district's policy on tobacco-free schools shall be informed of the district's policy and 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 school property.
2. Request local law enforcement assistance in removing the person from school premises.
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for specified period of time.

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

SEXUAL HARASSMENT POLICY – Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in an educational setting.

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.

Athletic Participation

The athletic department at Heritage High School is dedicated to ***Pursuing Victory with Honor*** not only on the field but in the classroom and the community. Athletes, coaches, parents and everyone else involved with athletics at this school is responsible for representing their school in a positive way. Participation in high school athletics is a privilege and not a right. By following the 6 Pillars of Character, as set forth by the Josephson Institute and CIF, which include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship, we can develop student-athletes who will become productive members of society following high school**.**

Athletic Code: The C.I.F. Blue Book Rules and Regulations, as well as this District's Athletic Code will govern athletic participation. Athletes will be directly responsible to the head coach of that sport and their assistants. It is assumed that the athlete's participation in a sport is a privilege, and because of this, he or she wishes to do whatever is necessary to make the team successful. Parents and athletes will follow team rules set forth by the coach and this Athletic Code. Parents and Students agree that they will read and abide by the guidelines presented in the "Communication Guidelines" brochure included in the athletic packet.

Scholastic Eligibility and Grades: The student athlete must meet the Perris Union High School Board Policy and the C.I.F.-SS academic standards. PUHSD requires that a student be enrolled in and passing at least 4 **CORE** classes with a GPA of at least a 2.0. **CORE CLASSES EXCLUDE T.A. AND A SECOND P.E. CLASS IF TAKEN CONCURRENTLY DURING THE SAME SEMESTER** (if enrolled in P.E. class twice in one semester, only one counts towards the 20 credits). **BOARD POLICY 6145(a) requires that students earn a minimum of 20 credits**, **not including Pass/Fail classes.**

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- **EXAMPLE #1: A senior that is enrolled in four classes, one of them being T.A. would be enrolled in only 3 "CORE" classes and thus be declared ineligible.**

- **EXAMPLE #2: A student is enrolled in four CORE classes and earns the required 2.0 GPA but fails one class. The student will have only passed 3 CORE classes and thus be declared ineligible.**

Lastly, students must be working towards minimum graduation requirements to be eligible. Eligibility is based upon the student's last grading period. If a student does not meet these requirements, they become immediately ineligible and cannot participate in any games. They can regain their athletic eligibility at the end of the next grading period

upon successful completion of the requirements mentioned above. A period of eligibility will be equal to a period of ineligibility. Athletes become eligible and ineligible on the Monday after the grades are reported approximately every six-week period. Ineligible athletes may (at the coaches' direction) practice with a team, but may not dress for a game, participate in any contest, or travel with a team when doing so would excuse them from class participation.

Heritage Patriots are a member of the Sunbelt League and we offer the following athletic programs:

Fall	**Winter**	**Spring**
Football	Boys Basketball	Baseball
Girls Golf	Girls Basketball	Softball
Girls Tennis	Boys Soccer	Co-ed Track and Field
Girls Volleyball	Girls Soccer	Boys Golf
Co-ed Cross Country	Wrestling	Boys Tennis
Cheerleading	Cheerleading	Boys Volleyball
Boys Water polo	Girls Water Polo	Cheerleading
		Swimming

Post High School Planning
Educational and Vocational Planning

The Counseling Office offers educational and vocational planning. Some counseling services are offered through the Career Center, which offers similar services with more emphasis on the vocational aspects. Counselors provide orientation in the spring to tentatively plan courses for the following year. Courses are selected with the student's post-secondary goals in mind

The Riverside County Career/Technical Education (CTE) offers career preparation training to high school students. Heritage High School currently offers several CTE classes to students who are interested in vocational career opportunities. Information regarding CTE classes can be obtained in the Counseling Office.

55 elective credits may be taken from any courses offered at the high school or the Career/Technical Education (CTE). ELECTIVES are courses a student chooses to take beyond the main requirements for graduation. Only 10 credits may be taken as a Student Aide and only 40 credits may be taken in Work Experience. 20 credits may be earned for Community Service. Students may be required to take an ELA and/or Math Support course depending on their Standardized Test scores.

ALTERNATIVE EDUCATION PROGRAMS

Various Alternative Education Programs are available. The Pupil Services Department manages the assignment of Home/Hospital Study for long-term illnesses. Please contact Charles Newman, Director of Pupil Services, at (951) 943-6369 x81200. **Educational Options** offers Continuation School, Adult Education, and Independent Study programs. Call (951) 943-6194 for information. Any student who is seriously credit deficient may be alternatively placed at Perris Lake Continuation High School.

UC/CSU/HHS APPROVED PREPARATORY CLASSES: Each year, lists of high school courses meeting University of California Preparatory standards are submitted to the UC Review Board. Once approved these are the only courses that may be used to fulfill subject requirements for admission to UC campuses. The following courses meet requirements for admission to the University of California:

a-History/Social Science
Agriculture Government
American Government/Civics
American Government/Civics (AP) *
European History (AP) *
Human Geography (AP) *
U.S. History and Geography
U.S. History and Geography (AP) *
World History (AP) *
World History, Culture and Geography
World History, Culture and Geography (AP) *

b-English – 4 years required
Advanced English I
Advanced English II
English I
English II
English III
English IV
Language and Composition (AP) *
Literature and Composition (AP) *
CSU Expository Writing
Reading & Writing

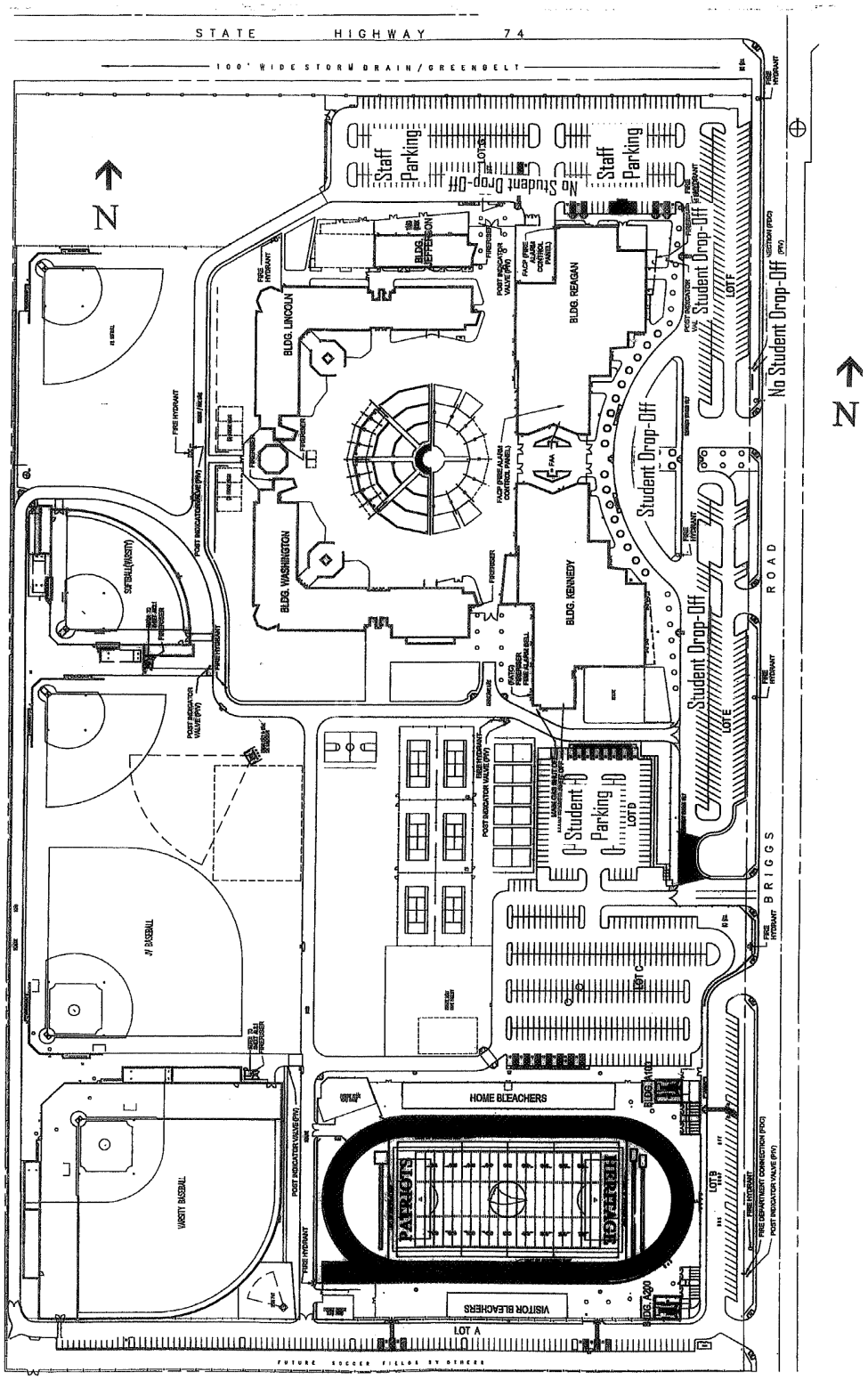
c-Mathematics
Algebra I
Algebra II/Trigonometry
Calculus AB (AP) *
Geometry
Math Analysis
Statistics (AP) *
Trigonometry

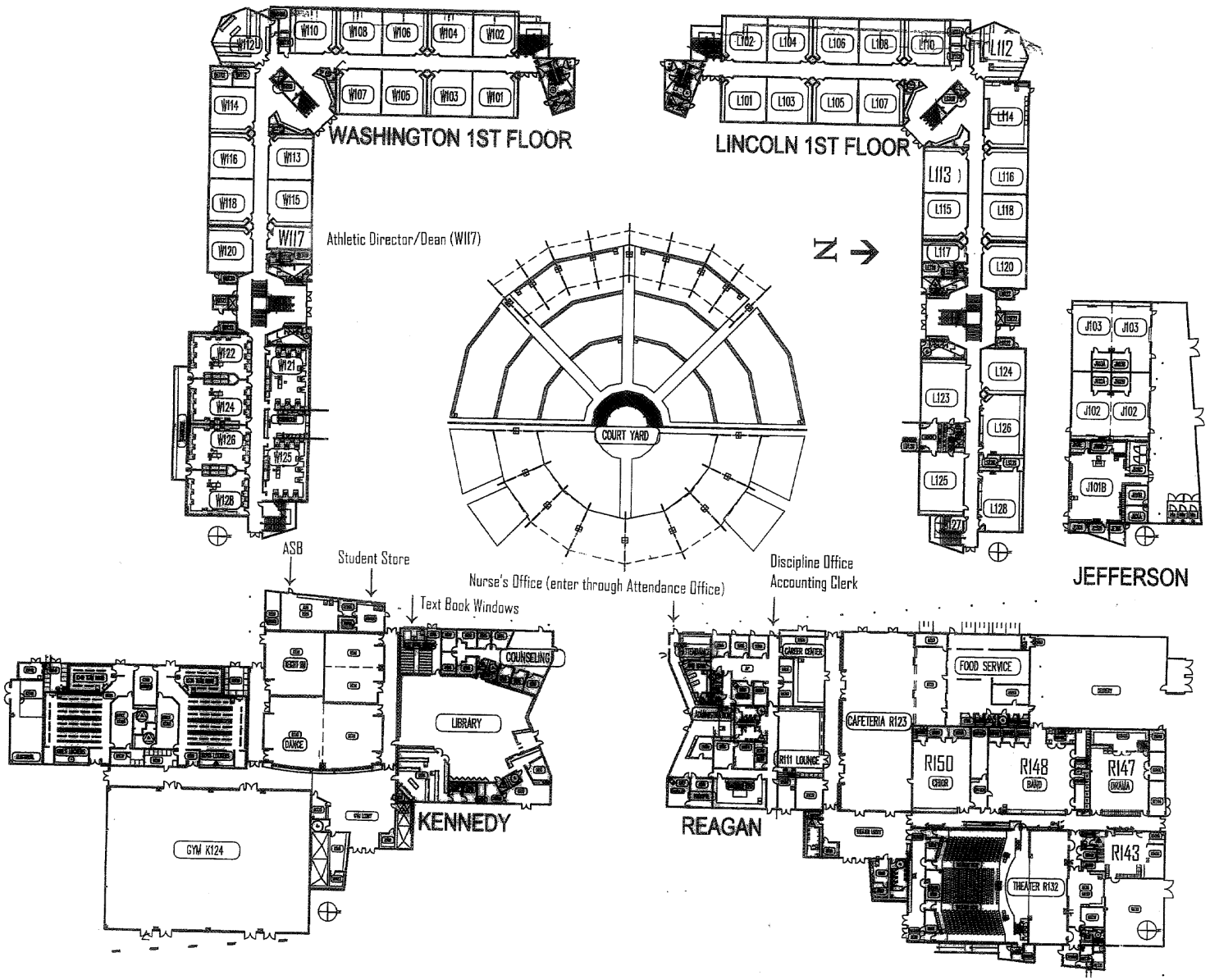
d-Laboratory Science
Agriculture Biology
Agriculture Chemistry
Anatomy and Physiology
Biology
Biology (AP) *
Chemistry
Chemistry (AP) *
Physics
Marine Biology
Anatomy & Physiology of Vet Science

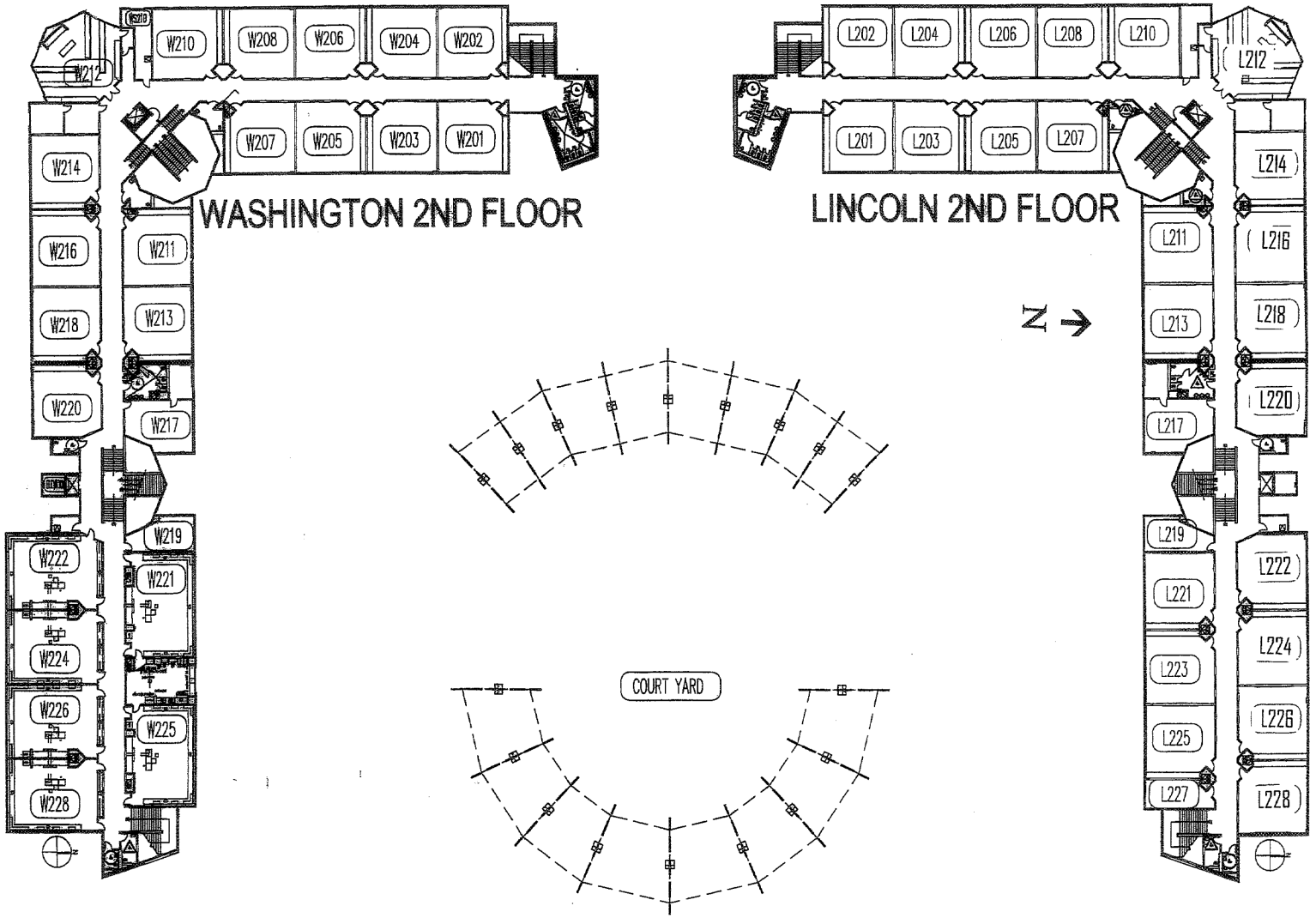
e-Language Other than English
Spanish I , II, III
Spanish IV (AP) *
Spanish Language (AP) *
Spanish Literature (AP) *
Spanish for Spanish Speakers I, II
French I, II, II
American Sign Language I

f-Visual & Performing Arts
Art I, II, III
Art IV (AP) *
Ceramics I, II
Dance I, II
Drama I, II
Play Productions (Drama III)
Music – Concert Marching Band
Concert Choir
CTE Digital Photography
CTE Video Productions
The Art and History of Floral Design
Art History (AP)*

g-Elective
Agriculture Earth Science
Agriculture Economics
CP Earth Science
Economics
Economics (AP) *
Plant and Animal Science
Psychology (AP) *
World Geography
Civil Engineering and Architecture
Intro to Engineering Design
Principles of Engineering
AVID Seminar
Human Body Systems
Principals of Bio Medical


STATE HIGHWAY 74
100' WIDE STORM DRAIN / GREENBELT
N
Staff Parking
No Student Drop-Off
Staff Parking
BLDG. LINCOLN
BLDG. JEFFERSON
BLDG. REAGAN
Student Drop-Off
LOT F
No Student Drop-Off
BLDG. WASHINGTON
BLDG. KENNEDY
Student Drop-Off
LOT E
SOFTBALL (VARSITY)
Student Parking
LOT D
LOT C
JV BASEBALL
BRIGGS ROAD
HOME BLEACHERS
VARSITY BASEBALL
PATRIOTS
LOT B
VISITOR BLEACHERS
LOT A
FUTURE SOCCER FIELDS BY OTHERS
N


WASHINGTON 1ST FLOOR
LINCOLN 1ST FLOOR
Athletic Director/Dean (W117)
N
COURT YARD
JEFFERSON
ASB
Student Store
Text Book Windows
Nurse's Office (enter through Attendance Office)
Discipline Office
Accounting Clerk
KENNEDY
REAGAN
LIBRARY
COUNSELING
DANCE
GYM K124
CAFETERIA R123
FOOD SERVICE
CAREER CENTER
R111 LOUNGE
R150
R148
R147
R143
THEATER R132


WASHINGTON 2ND FLOOR
W210
W208
W206
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W212
W207
W205
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COURT YARD