

# **CREEKSIDE HIGH SCHOOL**



**3387 Barranca Parkway, Irvine, California 92606  
(949) 936-7400**

## **STUDENT/ PARENT HANDBOOK 2015-2016**

# School Information

## *Our Vision:*

**“Each student will leave Creekside Education Center with effective communication skills, cultural awareness, and the capacity to pursue a field of expertise that encourages each student to be a contributing member of society.”**

## *Our Motto:*

**“Every Day is a New Day to Succeed!”**

## *Our Mission:*

**“Creekside High School is dedicated to helping students achieve their individual potential through academic and personal growth.”**

## *Student Learning Objectives:*

- **Effective Communicators**

- ✓ Read for retention and understanding
- ✓ Communicate proficiently through speech, written expression, and technology
- ✓ Listen actively and reflectively
- ✓ Communicate in a socially respectable manner

- **Strategic Thinkers**

- ✓ Employs higher level thinking skills
- ✓ Demonstrate ethical thinking, decision making, and problem solving strategies
- ✓ Utilize high level mathematical principals
- ✓ Demonstrate positive nonviolent conflict resolution

- **Healthy Self-Directed Individuals**

- ✓ Access career planning information
- ✓ Identify personal strengths and abilities and apply them to potentially successful career and employment opportunities
- ✓ Access and use information in order to adapt to a changing world
- ✓ Make informed choices that promote appropriate social, physical, and mental health

- **Contributing 21st Century Citizens**

- ✓ Demonstrate respect and tolerance within and across cultures
- ✓ Contribute responsibly to the community
- ✓ Demonstrate responsible civic involvement and participation
- ✓ Access and use information and skills to enhance lifelong learning

**Creekside High School**  
**3387 Barranca Parkway, Irvine, CA 92606**

**Telephone Contact List**

**Main Number: 949-936-7400**

**Fax line: 949-936-7409**

Extension: 949-936-xxxx

**ATTENDANCE LINE: 949-936-7401**

<b>DIRECTOR</b>	<b>Daniel Morris</b>	<b>7405</b>
<b>COORDINATOR</b>	<b>Rebecca Roberts</b>	<b>7406</b>
<b>SCHOOL PSYCHOLOGIST</b>	<b>Robert Aristo</b>	<b>7412</b>
<b>Behavior Counseling specialist</b>	<b>James Holmes</b>	<b>7492</b>
<b>Career Link</b>	<b>Katherine Parker</b>	<b>7438</b>
<b>LAN</b>	<b>Pat Haxby</b>	<b>7458</b>
<b>Project Success</b>	<b>Lena Park</b>	<b>7487</b>
<b>Food Services</b>	<b>Suki Johnson</b>	<b>7410</b>
<b>ROP</b>	<b>Patty Voisinnet</b>	<b>7438</b>
<b>School Resource Officer</b>	<b>Derrick Hawkins</b>	<b>7418</b>
<b>Artiano</b>	<b>Vicki - Teacher</b>	<b>Rm 4 7421</b>
<b>Broughton</b>	<b>Alnida - Teacher</b>	<b>Rm 8 7448</b>
<b>Campbell</b>	<b>Sue – Records</b>	<b>7407</b>
<b>Chabot</b>	<b>Aaron – Teacher</b>	<b>Rm 15 7462</b>
<b>Chrome Book Lab</b>	<b>Room 3</b>	<b>7439</b>
<b>College and Career Center</b>	<b>Room 2</b>	<b>7438</b>
<b>Davenport</b>	<b>Terry – Administrative Asst. to Director</b>	<b>7402</b>
<b>Fifer</b>	<b>James – Campus Control Assistant</b>	<b>7416</b>
<b>Garcia</b>	<b>Jose – Head Custodian</b>	<b>7434</b>
<b>Gibson</b>	<b>Melissa – Counselor (M-Z)</b>	<b>7413</b>
<b>Gonzalez</b>	<b>Esmerita – Clerk</b>	<b>7456</b>
<b>Greenwood</b>	<b>Jason - Teacher</b>	<b>Rm 13 7428</b>
<b>Hale</b>	<b>Marilyn – Counselor (A-L)</b>	<b>7423</b>
<b>Health Office</b>	<b>Sheri Kulungian – Nurse</b>	<b>7411</b>
	<b>Kelly Flathom - Health Clerk</b>	<b>7411</b>
<b>Hirano</b>	<b>Lori - Clerk (Attendance)</b>	<b>7401/7436</b>
<b>Kobrine</b>	<b>Kathy - Teacher</b>	<b>Rm 6 7446</b>
<b>Kugler</b>	<b>Karen – Speech Pathologist</b>	<b>7492</b>
<b>Lloyd</b>	<b>Dana – Clerk</b>	<b>7454</b>
<b>Meola</b>	<b>Roberta – Campus Control Assistant</b>	<b>7416</b>
<b>Monroe</b>	<b>Laurie – Clerk (Reception)</b>	<b>7404</b>
<b>Moore</b>	<b>Rick – Teacher</b>	<b>Rm 16 7463</b>
<b>Neavez</b>	<b>Alfonso - Teacher</b>	<b>Rm 9 7449</b>
<b>Pace</b>	<b>Mat - Teacher</b>	<b>Rm 12 7422</b>
<b>Smith</b>	<b>Lynda – Home and Hospital</b>	<b>7403</b>
<b>Stock</b>	<b>Megan - Teacher</b>	<b>Rm 14 7461</b>
<b>Thede</b>	<b>Sara - Teacher</b>	<b>Rm 10 7451</b>
<b>Zamarripa</b>	<b>Temoc – Night Custodian</b>	<b>7434</b>

# CREEKSIDE

## 2015-2016

### BELL SCHEDULE



1<sup>st</sup> BELL – 7:55

CREDIT RECOVERY LAB 7:15 – 7:55 AM  
 Tuesday, Wednesday, Thursday – Room 2  
 COUGAR DEN 2:00 — 3:00 PM  
 Tuesday, Wednesday, Thursday

MONDAY DISMISSAL AT 12:02 PM (Early Out/Collaboration)		TUESDAY— FRIDAY DISMISSAL AT 1:55 PM	
PERIODS 1 through 7		PERIODS 1 through 7	
1 <sup>st</sup> Bell	7:55	1 <sup>st</sup> Bell	7:55
Period 1 (Advisement)	8:00 – 8:07	Period 1 (Advisement)	8:00 – 8:17
Period 2	8:10 – 8:40	Period 2	8:20 – 9:07
Period 3	8:43 – 9:13	Period 3	9:10 – 9:57
Period 4	9:16 – 9:46	Period 4	10:00 – 10:47
Snack	9:46 – 9:53	Snack	10:47 – 10:54
Period 5	9:56 – 10:26	Period 5	10:57 – 11:44
Period 6	10:29 – 10:59	Period 6	11:47 – 12:34
Period 7	11:02 – 11:32	Lunch	12:34 – 1:04
Lunch	11:32 – 12:02	Period 7	1:07 – 1:55
LATE START SCHEDULE DISMISSAL AT 2:02 PM		A/B ASSEMBLY SCHEDULE DISMISSAL AT 1:55 PM	
PERIODS 1 – 7		PERIODS 1 – 7	
1 <sup>st</sup> Bell	9:55	1 <sup>st</sup> Bell	7:55
Period 1 (Advisement)	10:00 – 10:07	Period 1 (Advisement)	8:00 – 8:17
Period 2	10:10 – 10:40	Period 2	8:20 – 9:00
Period 3	10:43 – 11:13	Period 3	9:03 – 9:43
Period 4	11:16 – 11:46	Snack	9:43 – 9:50
Snack	11:46 – 11:53	Period 4 – A	9:53 – 10:33
Period 5	11:56 – 12:26	Period 4 – B	10:36 – 11:16
Period 6	12:29 – 12: 59	Period 5	11:19 – 11:59
Lunch	12:59 – 1:29	Period 6	12:02 – 12:42
Period 7	1:32 – 2:02	Lunch	12:45 – 1:12
		Period 7	1:15 – 1:55

# Dates to Remember

## 2015-2016

### August

26 First Day of School: Early Out Schedule - Dismissal at 12:02 pm  
*\*August Early Out Dates: 8/26, 8/31*  
*\*Dismissal at 12:02 pm*

### September

4 New Student Orientation (Make-Up)  
 7 No School: Labor Day Holiday  
 10 School Site Council Meeting  
 24 Back-To-School Night  
*\*September Early Out Dates: 9/14, 9/21, 9/28*  
*\*Dismissal at 12:02 pm*

### October

14 Student Holiday – Staff Development Day  
 21 Late Start Schedule: School Begins at 10:00 am  
 30 Quarter 1 ends  
*\*October Early Out Dates: 10/5, 10/12, 10/19, 10/26, 10/30*  
*\*Dismissal at 12:02 pm*

### November

2 Quarter 2 begins  
 2 New Student Orientation  
 6 25 Credit Breakfast  
 9 Recognition Luncheon  
 11 No school: Veteran's Day Holiday  
 23-24 Early Out Schedule – Dismissal at 12:02 pm  
 25-27 No School: Thanksgiving Recess  
*\*November Early out Dates: 11/2, 11/9, 11/16, 11/23, 11/24, 11/30*  
*\*Dismissal at 12:02 pm*

### December

21 Winter Recess Begins  
*\*December Early Out Dates: 12/7, 12/14*  
*\*Dismissal at 12:02 pm*

### January

1 Winter Recess Ends  
4 School Resumes  
18 No School: Martin Luther King Jr. Observance  
19 Early Out Schedule – Dismissal at 12:02 pm  
20 Early Out Schedule – Dismissal at 12:02 pm  
21 Quarter 2 ends  
22 No School: Student Holiday/Teacher Workday  
25 No School: Student/Teacher Holiday  
26 Quarter 3 begins  
29 25 Credit Breakfast  
*\*January Early Out Dates: 1/4, 1/11, 1/18, 1/19*  
*\*Dismissal at 12:45 pm*

### February

1 Recognition Luncheon  
12 No School: Student Holiday – Staff Development Day  
15 No School: President's Day Holiday  
*\*March Early Out Dates: 2/1, 2/8, 2/15, 2/22, 2/29*  
*\*Dismissal at 12:45 pm*

### March

23 Late Start Schedule: School Begins at 10:00 am  
25 Quarter 3 ends  
28 Spring Recess Begins  
*\*March Early Out Dates: 3/7, 3/14, 3/21, 3/28*  
*\*Dismissal at 12:45 pm*

### April

1 Spring Recess Ends  
4 School Resumes  
4 Quarter 4 Begins  
4 New Student Orientation  
8 25 Credit Breakfast  
11 Awards Luncheon  
*\*April Early Out Dates: 4/4, 4/11, 4/18, 4/25*  
*\*Dismissal at 12:45 pm*

### May

13 Prom  
26 Annual Awards Night  
30 No School: Memorial Day Holiday  
*\*May Early Out Dates: 5/2, 5/9, 5/16, 5/23*  
*\*Dismissal at 12:45 pm*

### June

6 CHS/SJHS Graduation  
9 Quarter 4 ends  
9 Last Day of School – Minimum Day: Dismissal at 12:05 pm  
*\*June Early Out Dates: 6/1*  
*\*Dismissal at 12:45 pm*

# **Attendance Policy and Guidelines**

## **24-Hour Attendance Hotline (949) 936-7401**

Welcome to Creekside High School, an alternative continuation high school located in the Irvine Unified School District. According to the California Department of Education, continuation education has been an educational option for students in California since 1919 (*Ed. Code 44865, 46170, 48400-48438 and 51055*). Creekside High School is an accredited high school diploma program designed to meet the needs of students aged 16 and older who have not graduated from high school, yet are not exempt from compulsory school attendance. Although CDE suggests it is a program for 16 to 18 years old, Creekside High School will place students based on their academic needs, and we will discuss if placement is appropriate with referring schools. Most of our students are deemed at risk of not completing their schooling and therefore a majority of students in continuation education are credit deficient. Others need a flexible educational environment because they are employed or engaged in family obligations.

Earning credits in an alternative setting is much different than at comprehensive sites in the Irvine Unified School District. Traditional high schools such as Irvine, Northwood, University and/or Woodbridge, allocate credits when students complete a class with a grade of "D-" or higher. Therefore, an "A" grade gets the same 5 credits as a grade of "D-". Although a grade of "D" or "D-" does not help students out as far as their *GPA* is concerned, it does allow students to receive the 5 credits per class, per semester, that is expected of them. Traditional high schools assign grades twice a year, at the end of each of the two 90 day periods or semesters: once in February and once in June. This gives most students the opportunity to earn 60 credits each school year.

Creekside High School students are graded on a "variable" credit system. That is, the grade the student receives in a class will not depend solely on test scores, productivity, class participation, class work, and general work assignments. Credits issued for the particular grade will also depend on the student's attendance and attitude.

Attendance at school is directly factored into the amount of credits received in each course. At Creekside High School, students with perfect attendance can earn up to 5.0 credits per class, every quarter (every 45 day period). That is, the student is eligible for 2.5 credits plus outside assignments totaling up to 2.5 accelerated credits. This gives students the ability to earn nearly "double-credit" throughout the course of the school year. Under this quarter system, you can expect to see four grading cycles. This gives students the opportunity to earn from 80 to 120 credits in one school year. It must be noted, that students DO NOT achieve "double-credit" just by completing a course over the period of a quarter or semester. If a student misses 12 hours of instruction due to any absence, excused or unexcused, they will lose one credit. Also, students that do not achieve at least 90% attendance in any quarter will not be allowed accelerated credit.

Attitude is also a factor in grading and issuing credits, students who fail to use class time effectively due to inappropriate attitude will be directed to continue with class or lose credit for the day. This can affect grade/credits if students do not remain on task.

As you can see, attendance, attitude, and academics are extremely important at Creekside High School. Not only does it affect your success at CHS but will also affect your ability to be successful in the post-secondary world. Students WILL NOT achieve full credit for a class if

they are not in attendance on a regular basis. The CHS attendance clerk is available and takes calls from 8:00 a.m. to 2:30 p.m. every day, Monday through Friday. We ask that you contact the school at least once a week to check on your child's attendance. Also, parents should call in when their child will not be attending school for any reason. If you should have any questions or concerns, please call the attendance clerk at 7401.

### **Truancy**

Truancy is the absence from school from one or more class periods without **legal** excuse. Truancy is a violation of California law. If you do not present a note after an absence or your parent does not call the attendance line (949) 936-7401 to excuse the absence, you are considered truant. If you arrive in class 30 minutes after the start of school, you are also considered truant.

Students who are truant may be referred to the School Attendance Review Board (SARB), an official panel who may recommend "other" placement, i.e., Community Day School and/or other interventions.

### **Tardiness**

Unless you are seated in the classroom when the final bell rings, you are tardy. You must be on time to earn full credit. Teachers will note when you are late, plus call home to discuss continuing tardiness. Habitual tardiness will be referred to Administration.

Detentions will be utilized for minor disruptions as well as attendance issues. The Attendance Office will monitor attendance and will use the following progressive discipline policy:

3 tardies to any class = Detention; student warned of next step.

5 tardies to any class = Detention and student conference; student warned of next step.

8 tardies in any class = Detention and student parent conference; student warned of next step and push to SARB.

10 tardies in any class = Detention and loss of privilege up to and including athletics, 1<sup>st</sup> and/or 6<sup>th</sup> periods, work permits, extra-curricular functions (dances, etc.), and/or assignment to SARB.

Please note: At the 8th tardy parent/student conference, the discussion will take place to remove 1st period if the student cannot make it on time. District policy pushes excessive tardies to SARB at 10 tardies.

Detentions will be held on Thursdays in the MPR for thirty minutes. All students will be held to thirty minutes without exception. Guidelines include:

- Student can reschedule once
- Student can ask to come into office from 7:30 am – 8:00 am (all students must leave office at 8:00 am)
- If students utilize Cougar Den, credit will be given for detentions owed

### **Reporting and Clearing Absences**

Parents/guardians should call the Attendance Line (949) 936-7401 to report any absence.

Students may also submit a note from home to the Attendance Clerk explaining the reason for the absence. The note can only be signed by a parent or guardian and must contain the **student's name, the reason for the absence, and the date of the absence.**

**All absences MUST be cleared within 48 hours**



## **Excused Absences**

Students can only be excused from school for the following reasons:

- Illness
- Quarantine
- Medical or Dental appointment
- Immediate family member's funeral (bereavement)
- Court Appearance
- Jury Duty
- Religious Holiday

Other reasons are not categorized as “excused” absences. In every case however, excused or not excused, students must still bring notes or have a parent or guardian call to clear an absence.

## **Period Absences**

The only excused absence from a single class period during the day is for school business (pass to see the counselors, administrators, office staff, or a school-sponsored excursion or event). You must present a pass upon your return and make sure you are on an excused absence list.

## **Leaving Campus Policy**

Students are not allowed to leave campus without permission (Board Policy). Students must present a note signed by a parent/guardian to the attendance clerk **before** leaving campus in order to be excused. Parents are encouraged to schedule doctor/dentist appointments after school hours. Students who do not follow these procedures and leave campus without permission are considered truant. **This procedure applies to 18-year-old students as well.**

## **Early Dismissal**

Students must enroll in 6 periods per day to meet **District** and **State** requirements. A 6th period may be Community Experience or Coastline ROP. Any exceptions must be in writing, with parent and administrative approval signatures, and on file at school.

Early Release students **must** check out through the Front Office prior to departure.

## **A Final Note to Students**

Your parents work together with staff members to develop the best possible circumstances for your success. Your attendance demonstrates whether you are serious about earning a high school diploma to prepare for your future after high school. You cannot demonstrate productivity unless you are here, on time, every day.

This is a fact of life whether you are in school or on a job. Absent/tardy employees lose jobs. Absent students cannot make up deficient credits, obtain and retain a work permit, earn credits through community experience or continue to earn graduation requirements. We encourage you, and will hold you accountable, to uphold your responsibilities.

## **Attendance and Athletics**

Playing athletics at your home school and attending CEC is a privilege. If, at any time, attendance falls below acceptable standards (less than 85% and/or multiple tardies), your participation contract will be revoked.

# **Student Attendance Review Board (SARB)**

## **Policy**

The School Attendance Review Board was created by an act of the California Legislature due to Municipal Courts being overloaded with criminal cases. School Attendance Review Boards now operate under very specific rules outlined in the California Education Code. Prior to the formation of SARB, a school district would make a direct referral to the District Attorney's Office who would review the complaint and, if appropriate, take the case to court.

A serious attendance problem often begins with a few unexcused absences. District counselors, teachers, nurses, school police officers and a school attendance review team are then brought in to help students at the school site level. When the school has exhausted all resources and a student's attendance has not improved, then the family may be referred to a SARB hearing.

## **Purpose of SARB**

- Process to deal with attendance/behavior issues that site staff have been unable to correct
- Pre-court mediation
- First step in the legal process
- A process that may lead to alternative education placement

## **What SARB is**

- A function of the school district
- A legal hearing
- A mediation process between district personnel, board members, offending student(s) and their parent(s), in an attempt to find avenues and options to help the child be successful
- To inform parents of the laws and their legal responsibilities
- The last step before the school site refers the student's case to the District Office to file a criminal complaint against the parent

## **What SARB is not**

- A magic wand that will automatically cure the problem meant to be used as a punishment
- A criminal proceeding
- A scare tactic
- A function of the Probation Department
- Failure to appear will trigger automatic SARB hearing

## **SARB Hearing**

- The SARB panel is made up of representatives from the school district, along with members of public and community agencies that serve youth and families, such as police and probation officers, medical doctors and others
- The panel examines the attendance situation and develops an individual plan with the student and family to end absences
- The plan is a legally-binding contract, and the panel does have the authority to recommend a citation to court or referral to the Department of Probation for further attention

## **Referral to Orange County Probation**

- If attendance does not improve, parent and student will be referred to Orange County Probation

# General School Policies

Creekside High School and San Joaquin High School are like other schools within the Irvine Unified School District in that they have a responsibility to students and families to establish and maintain a safe and secure learning environment. Any behavior that causes any student to feel unsafe or intimidated will not be tolerated and appropriate actions will be taken. Students are expected to be on their best behavior and will be held accountable for the choices that they make should their behaviors be called into question.

## **Academic Honesty**

Students are expected to demonstrate honesty and integrity while in attendance at school. Each student is expected to do his or her own work on individual assignments. This includes test taking, homework, classwork, and the original creation of essays, compositions, term papers, and scientific research. A student who shares his or her work with another student, other than in a cooperative learning situation, will be considered an accessory. All work submitted by a student should be a true reflection of his or her own effort and ability. If submitted work is not, then the student has manifested unacceptable academic behavior. The following criteria are considered cheating:

- claiming credit for work not the product of one's own honest effort
- providing unwarranted access to materials or information so that credit may be dishonestly claimed by others
- knowledge and tolerance of any of the above

Any behavior that can be defined as cheating represents a violation of mutual trust and respect essential in an educational environment. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties:

- zero on the assignment
- assignment of detention
- establishment of a dishonesty file in the Assistant Principal's office
- notification of parents, including explanation of consequences of second offense

If a student is found to have cheated a second time, the student will be referred to an Administrator. Consequences will include:

- drop from the class
- loss of credit with an "F" appearing on the transcript
- no replacement course allowed

## **Bicycles/Skateboards/Skates**

Bicycles and skateboards can be used for transportation to and from school only. Once on campus, these forms of transportation must be placed away from the classroom. These are modes of transportation and are not to be used once students have arrived at school. IUSD prohibits riding of bicycles, skateboards, roller skates/blades on any campus at any time. Skateboards are not allowed in student possession during school hours. In addition to disciplinary action, items will be confiscated. Consequences include:

- ✓ 1st confiscation - returned at the end of the day
- ✓ 2nd confiscation - returned to a parent or guardian, detention assigned
- ✓ **3rd confiscation - returned at the end of the semester, campus beautification and detention assigned**

## **Cafeteria**

The school operates vending machines and a cafeteria. Varieties of a la carte cold and hot items are available for purchase, as well as complete lunches. Students eligible for free or reduced lunches should speak with their counselor or the front office to obtain the proper paperwork. Morning snacks are available for all students thanks to the Irvine Unified School District's food service program.

## **Cell Phone/Electronic Signaling Device Policy**

Electronic signaling devices include any device that operates through the transmission or receipt of radio or infrared waves, including, but not limited to pagers, cellular telephones, two-way radios, PDAs, and cameras (still or video). Students are encouraged not to bring such devices on campus. They are easily stolen and can create disciplinary problems in classes.

However, Irvine Unified School District and Creekside Education Center acknowledge the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the District recognizes that instructional time is precious and must be protected from unnecessary disruption.

Therefore, students shall be permitted to have in their possession a privately owned electronic signaling/recording device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and remain out of sight. Their use shall be strictly prohibited on campus during the instructional day, as defined by the designated bell schedule for the day, **except:**

- During an emergency affecting the school or community
- Upon direction from a licensed physician and surgeon, if carrying such a device is essential to, and the use is limited specifically to, the health of the student
- Within a classroom environment where the teacher gives specific permission to use a specific capability of a device

Students may carry cell phones, pagers, or other electronic signaling devices on campus during the school day, but they must be **deactivated and their use strictly prohibited on campus during the regular school day except:**

- Phones/electronic devices may be used outside of the instructional day. This includes breaks, lunches, before and after school
- During class time, which includes restroom breaks and other reasons you may be outside the classroom, cell phones/electronic devices are to be turned **OFF**. No exceptions. No excuses. Should you have your cell phone/electronic device on in **ANY** instance during the instructional day, it will be confiscated by staff
- Teachers are to use discretion and will be responsible for monitoring cell phones in their classrooms

If a student cell phone is confiscated, there will be no excuses for release. The electronic device discipline matrix will be applied.

**Please Note: Students are expected to have their electronic devices TURNED OFF and put away BEFORE entering the classroom.**

Students must follow teacher guidelines in individual classrooms regarding such devices. Failure to follow teacher direction will be considered defiance of authority. Radios, stereos, boom boxes, etc., that are used without headphones are not allowed on campus.

**Points of Emphasis:** Cell phones/electronic devices are to be deactivated during school instructional hours. Emergency calls to parents should be made through school pay phones or the school office. Cell phones/electronic devices will be confiscated upon use. Consequences include:

**1<sup>st</sup> Offense** – Parents must pick up cell phone/electronic device in the main office by 3:30pm or the following morning and a detention will be assigned. Violation to be entered into discipline record

**2<sup>nd</sup> Offense** – Parents must pick up cell phone/electronic device in the supervision office by 3:30pm or the following morning and a detention plus campus beautification will be assigned. 2<sup>nd</sup> Violation to be entered into discipline record

**3<sup>rd</sup> Offense** – Second offense discipline applies and may include in-house or off campus suspension for willful defiance of school authority

**Failure to give up electronic device to district representative, including teachers or campus control assistants, will result in suspension and parent conference for the remainder of the day.**

***CREEKSIDE EDUCATION CENTER IS NOT RESPONSIBLE FOR THE  
LOSS/THEFT OF ANY ELECTRONIC DEVICE***

**Closed Campus Policy**

For the protection of all students, Creekside High School is a closed campus during school hours. Students may not leave campus before the end of the school day, except with an authorizing note from their parent/guardian, in the case of an emergency or with the approval of a school administrator. No exceptions will be made for students obtaining permission by the use of a cell phone. In all instances, students **must** check out with the attendance clerk in the front office. Violators are subject to student discipline action and any absences will be considered truanies

Additionally:

- ✓ Creekside High School students are not permitted on elementary, junior high or other high school campuses during the school day without written permission of that school's administration
- ✓ The parking lot and all park areas are off limits except when students are arriving or leaving school. Apartments are off limits before, during, and after school hours unless you are going to and from your place of residence
- ✓ Student visitors are not allowed. Parents visiting the campus must check in with the front office

**Dangerous Behavior on Campus**

Throwing objects or other behavior that could create injury or interfere with the educational process is not allowed. Individuals who behave or create a situation that could be dangerous to others will receive appropriate consequences, which may include suspension.

## **Deliveries to Students**

Please limit messages and deliveries to students for absolute emergencies only. Taking the time to communicate at home limits interruptions to classes for messages regarding doctor appointments, transportation, meeting times/places, and other personal messages. This also includes delivery of forgotten lunches, homework, etc. Please remind your student to check the main office for items they have requested you to deliver. Please label any items you leave for student pick-up.

## **Dress Code**

*"IUSD School Board Policy 5132(a): All students of the Irvine Unified School District shall attend school and school activities dressed in a manner that is conducive to and promotes a positive learning environment. Appropriate school dress and personal appearance are clean, are not hazardous to student safety, and do not disrupt instruction."*

Dress is a form of personal expression that may affect a student's behavior and self-image. A dress code policy is necessary in order to protect the health and safety of the school environment and to foster students' success in a positive manner.

### **General dress code guidelines are listed below:**

- 1) Students are encouraged to wear clean, neat clothing that is in good repair and to be groomed appropriately for the school environment.
- 2) The district prohibits any attire that is disruptive to the educational process. Bare midriffs, cleavage, halter tops, and tube tops are prohibited. Any clothing, which allows underwear to be exposed, is also prohibited. The district prohibits clothing that shows or conveys messages of a sexual tone, including but not limited to, obscene symbols, signs or slogans. Sexually suggestive clothing is disruptive to the school environment.
- 3) Students are encouraged to dress in a safe manner. The district prohibits clothing, which is unsafe, dangerous or hazardous to health. This can include accessories that contain weapons, alcohol, tobacco, and any slogan that conveys glorification thereof.
- 4) Students are encouraged to be tolerant of others. Clothing or accessories which carry a message of intolerance or are demeaning to other students is disruptive to the school environment and will not be allowed.
- 5) Students are encouraged to understand the risks involved in wearing gang-related apparel. The district prohibits any gang-related styles. Upon determination of a significant gang presence that is disruptive to the school environment, school safety committees, with the assistance of local police, are empowered with the responsibility to determine and continuously update current list of gang-related styles for their schools. Due to changing trends in gang attire, clothing, jewelry, accessories, and grooming styles, restrictions may change as necessary. Notice of changes will be given to parents/guardians and students as soon as reasonably possible

Current examples of inappropriate school dress of continuing concern for faculty and staff upon which we will be acting:

- Oversized pants
- Clothing exposing undergarments
- Clothing exposing midriff, upper torso, etc.
- Clothing revealing or provocative

Students are reminded to wear clothes in a manner appropriate for an educational setting.

**Specific dress code regulations and restrictions are listed below:**

1) Hats

All hats, baseball caps, or other headwear must be school appropriate. CEC staff reserves the right to ask students to remove hats for any reason should school activities be disrupted (unless specifically required for religious or health purposes as approved by CHS administration).

2) Shirts

Crude or vulgar language on any shirt or tee shirt is not permitted. In addition, inappropriate drawings and references to alcohol, violence, sex, drugs, tobacco is not allowed. Slogans and/or words degrading any gender, culture, ethnic, or religious sect are also not permitted.

3) Pants/Shorts

Dangerously long pants or exaggerated loose fitting clothes will not be permitted. Pants that are excessively large at the waist or hang down far enough to expose undergarments or skin are not permitted. Short shorts, hip hugger shorts, and short skirts are inappropriate and not permitted.

4) Accessories

Chains and any other items of jewelry that include metal studs and/or metal spikes are prohibited. Spiked or potentially dangerous jewelry or accessories depicting weaponry, i.e., belts, large rings, studded leather wristbands, etc. are prohibited as well. Additionally, bandanas worn or hanging from clothes are not permitted nor are promotional buttons which reference gender; cultural, ethnic, religious beliefs, etc. are prohibited.

5) Backpacks

Student backpacks, notebooks, or other carrying bags may not display gang graffiti, obscene symbols, signs, slogans, alcohol, drug -related, tobacco or degrading items.

**Consequences for Dress Code Violations are as follows:**

First Occurrence Violations

- Warning and
- Change of clothes and/or
- Hold in Office/Parent Contact

Second Occurrence Violations

- Detention and
- Change of Clothes and/or
- Hold in Office/Parent Contact/Contract

Third Occurrence (Repeated) Violations

- Detention and
- Change of Clothes and/or
- Parent Conference/Behavior Contract

## **Emergency Preparedness**

Creekside Education Center staff is doing everything reasonably possible to protect your children against any threat that may occur while they are in our care. Although we are hopeful that emergency situations such as an earthquakes, fire, terrorism, chemical spills, etc. will not affect our schools, we firmly believe that our schools are among the safest places for students to be. We have worked diligently to plan and practice safety and security measures. Each school has been directed by the Board of Education to develop and implement an Emergency Preparedness Plan. Students and staff practice emergency procedures at regular intervals. Schools have limited emergency supplies such as water, food, and first aid equipment on site. Additionally, each site has staff members trained in First Aid/CPR, as well as, staff members who are part of emergency teams such as Search and Rescue, Security, and Student Accountability.

Schools are a priority when services are needed from fire, police, or other agencies. IUSD and the Creekside Education Center have established communication systems with local law enforcement that will be used as needed. Parents should know that access to schools during an emergency incident might be restricted for a variety of reasons. In such instances, parents should remain aware of public notices on radio, television, and the internet about emergency procedures and updates. Student and staff safety is our first priority. All procedures are designed for their protection.

## **Harassment/Bullying/Cyberbullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that have or can be reasonably predicted to have, the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

"Cyberbullying" includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.



"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

In all instances, bullying will be dealt with the full extent of administrative, civil, and penal code authority.

### **Health and Safety**

Creekside Education Center utilizes a registered nurse and health clerk to oversee the operation of the health office. Health clerks have received training in CPR and first-aid. They take care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as the health clerk or front office staff will administer first-aid, and parents will be notified.

PLEASE NOTE: Except for first-aid at the time of a school injury, the health clerk cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible. Please see check out procedures in attendance section of this handbook

### **Illness, Injury or Accidents at School**

Any student feeling ill should inform their teacher and ask for a pass to the Health Office. Students feeling weak or faint will be accompanied to the office. Current phone numbers MUST be listed on the Emergency Card at all times and updated as needed!

Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or a scrape, parents will be called. If parents are unavailable, and/or in the judgment of the school administrator emergency treatment is needed, paramedics will be called.

Following a severe injury or serious illness, a note must be received from the family physician stating that the child is cleared to return to school. The physician must also order the use of wheelchairs, crutches or other activity limitations or restrictions.

### **Internet "Technology Acceptable Use" Policy**

We are pleased to announce that electronic information services are available to students and teachers in our District. The District strongly believes in the educational value of such electronic services and recognizes their potential to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Disciplinary and/or legal action may also be taken.

The "Rules and Regulations for Acceptable Use of Electronic Resources" is provided to every student. This form must be read and signed by both parent and student. By completing and returning the form, the student will be approved for electronic information access. Students who do not receive this document during registration can pick up a "Rules and Regulations for Acceptable Use of Electronic Resources" in the front office before school, after school, or during break.

### **Lighters, Matches, and Other Combustible Items**

Students may not possess lighters, matches, or any other combustible items on campus. Possession of any of these items will result in disciplinary action. The item(s) will be confiscated and will not be returned. Students also face possible citation from Irvine Police Department.

### **Loitering on School Grounds**

The law requires everyone who visits any campus to get permission from an administrator. Students should be aware that if they are on any site other than their own school of enrollment without approval of that site's administration, they can be classified as loiterers and arrested for school trespassing. Students who have no official business at school should leave campus immediately.

### **Lost and Found**

Students often misplace/lose items while at school. We make every effort to return items with identification as soon as possible. If a student feels that an item has been stolen, a Missing Property report should be filed out.

**~CREEKSIDE EDUCATION CENTER IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS~**

### **Parking Regulations for Students**

All students who park on campus must have a parking permit. In order to receive a parking permit, each student must have attended a Smart Start Driving Presentation, have a current driver's license, registration, and proof of insurance. Any student who falsifies information or who gives a parking permit to someone else will lose parking privileges on campus. Other conditions include:

- ✓ All vehicles parked on campus during school hours must have a school parking permit displayed on the front windshield
- ✓ All students with a parking permit will be allowed to park in the student parking area from 7:00 am - 3:30 pm
- ✓ All student vehicles must park in properly marked stalls within the areas designated for student parking
- ✓ Students may not use any of the staff parking areas at any time when school is in session
- ✓ Students are not allowed to park in visitor parking or the handicapped spaces at any time
- ✓ A parking sticker does not guarantee a parking space. Parking spaces are on a first come basis
- ✓ Students are only allowed in the parking lots to arrive or depart campus. They may not loiter, eat, change clothes, or "hang out" in any parking lot
- ✓ Students and parents should plan carpools. Please note that as the year moves forward, more students will want to drive
- ✓ Parking regulations are enforced by the Irvine Unified School District and/or Administration Office. Violators are subject to traffic citations issued by the Irvine Unified School District Public Safety Department, Irvine Police Department and/or school discipline including loss of driving/parking privileges on campus

- ✓ All vehicles are subject to search by school officials and/or police officers at any time
- ✓ The Irvine Unified School District and Creekside Education Center are not responsible for items lost, stolen or any damage done to vehicles parked in school parking lots
- ✓ To reduce theft and vandalism, parking lots are out-of-bounds for students unless they are arriving or leaving school
- ✓ If a parking sticker is revoked for a parking violation or driving violation it will not be reissued for the remainder of the year

### **Parking Regulations for Visitors**

Any visitor to the Creekside Education Center campus may park in any spot designated "Visitor" in the front parking lot. The Security Office or Campus Police will ticket anyone parking in a "Staff" parking lot without a Staff parking permit. All rules are strictly enforced and failure to follow rules could result in citation.

The parking lot directly in front of the administration building is for faculty and visitors. A visitor permit for parking in this lot can be obtained from the clerk at the main entrance of the Administration Building. The visitor permit is to be attached to the front dash of your vehicle. Permits are for the day and cannot be used on subsequent days.

### **Parking – Student Drop-off and Pick-up**

Morning drop-off and after-school pick-up of students is a safety concern. Parents and students need to be aware that all school policies and procedures should be followed for the safety of all students. Parents are encouraged to use caution in the parking lot.

Traffic/Parking - A 10 M.P.H. speed limit is in force on campus at all times. Parking regulations are posted and enforced by the IUSD and Irvine Police Department. Violators are subject to school discipline procedures and the revocation of the privilege to park and/or operate a motor vehicle on campus. Please note that all areas of the Creekside Education Center are subject to the California Vehicle Code Enforcement.

**Student Guests** - Student guests are not allowed on campus during the school day. Please do not bring friends or relatives to school; they will not be allowed to attend classes or remain on campus.

### **Student Medication Policies and Procedures**

Medication, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the health care provider that such medication be given during school hours. The parent/guardian is urged, with the help of the health care provider, to work out a schedule of giving medication outside school hours whenever possible.

In order for school staff to administer any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by the student's physician and parent and kept on file in the Health Office located in the Administration building.

This request must ***clearly*** specify:

- ✓ The name of the medication
- ✓ The reason for the medication
- ✓ The dose, time, and/or frequency (New orders are required any time the medication, the dosage, or the time is changed)
- ✓ Parent signature giving authorization to administer the medication is also required on the form

Medication is to be delivered to, and taken home from, the school by a parent or another responsible adult. A parent/adult and a school staff member will sign for receipt and release of medication. Each medication must be in the original container with pharmacy labels matching the written orders exactly including: the student's name, the doctor's name, the name of the medication, dosage, and the time of administration. A parent may request two containers from the pharmacist, one for school and one for home. If the student gets more than one medication at school, each medication must have separate doctor's orders and be in a separately labeled container. Envelopes, zip-lock bags, or other types of containers will not be accepted. The parent is responsible for cutting pills in half.

Inhalers must have a pharmacy label on them or must be in the labeled box. A student may only carry an inhaler only if the Medication Administration form is in the Health Office and the doctor has specified the need to carry the inhaler on the medication order form. If a doctor has provided a sample, it must have a handwritten label with the student's name, date, medication, dose, time and doctor's signature attached.

Parents are strongly advised to teach the student to assume responsibility for coming to the Health Office to receive his/her medication at the appropriate time. Medication orders are valid for the current school year only, and must be renewed annually at the beginning of each school year.

### **Video Camera Policy**

Students and any persons not employed by the Irvine Unified School District are not allowed to bring video cameras and/or equipment on campus without prior written permission.

Students are not allowed to use school video equipment or personal devices to film or record school activities, classes, or campus activity without prior written permission, with the exception of classes where video equipment is part of the curriculum and they have specific permission from the teacher. Parents wishing to videotape student activities (i.e. assemblies, etc.) during school hours may receive permission when they register in the Main Office as a campus visitor.

### **Visitor Registration**

All adult visitors, except District employees, must register in the main office before coming on campus during school hours, 7:30 am – 4:00 pm. The only exception to required registration is for individuals attending an event open to the public

# **Campus Safety**

Since it is the primary goal of the Irvine Unified School District to educate each student, it is necessary to provide a safe environment conducive to that learning process. In order to take part in that teaching/learning process, all participants must show respect for themselves, others and their environment, take responsibility for their actions and conduct, and maintain a safe environment without infringing upon others' rights. The following discipline plan has been devised to ensure that unacceptable behavior is identified and addressed in a timely and impartial fashion.

## **Campus Control Assistant (CCA)**

CCA's are unarmed security personnel hired by the district to assist with safety and security of IUSD students and staff. Failure to follow the direction of a CCA will result in severe disciplinary action up to and including suspension. Every CCA is to be treated with courtesy and respect.

## **Expected Student Behavior**

CHS/SJHS students are expected to respect themselves, others, and their property. The rules and regulations expressed in this code are established to maintain a climate conducive to learning. Students who fail to comply with these rules and regulations shall be subject to disciplinary action.

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 (EC 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. (EC 48921)

### **School Personnel Authority**

The principal, the assistant-principal and all other employees of the school have the responsibility to assess and implement the Supervision Plan on campus. In an emergency situation the principal or designee may remove a student from campus, place a student in a temporary alternative educational program and/or suspend a student in accordance with Ed. Code 48900.

All school personnel have the right to take action any time the educational process is threatened with disruption or when the safety of people or property becomes an issue. It is up to the discretion of school personnel to exercise their best judgment in choosing consequences for particular situations or infractions. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school sponsored events. The police or other legal authority may participate in removal if necessary.

The Supervision Plan as well as the Student Code of Conduct is in force:

- During regular school hours anywhere on school property
- During district-provided transportation of students, including designated school bus stops
- At all times and places where school personnel have jurisdiction, including school-sponsored events, field trips, athletic functions and other school related activities

Any public school official or designated chaperone is authorized to take action when a student's conduct has a detrimental effect on other students, staff members or on the orderly educational process.

School personnel reserve the right to search students should reasonable suspicion exist to disrupt school activities. School disruption is an unauthorized event that significantly impacts the normal daily school routine or the population of the school.

### **Student Resource Officer (SRO)**

IUSD places a trained law enforcement officer (SRO) on each high school campus. The SRO is placed for safety, prevention, and education through positive and effective problem solving by students, school staff, parents, community/business organizations, and law enforcement personnel.

Our SRO is a trained full-time police officer who has been selected to work pro-actively with the students, staff, parents and the community. He/she will provide services as a counselor, youth advisory and law enforcement officer. The SRO's presence on campus will contribute to the education process by providing a safe, secure and positive learning environment.

# Positive Behavioral Interventions and Supports

Positive Behavioral Interventions and Supports (PBIS) comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). It was established by the Office of Special Education Programs, US Department of Education to give schools capacity-building information and technical assistance for identifying, adapting, and sustaining effective school-wide disciplinary practices.

PBIS is used interchangeably with SWPBS, which is short for “School-Wide Positive Behavior Supports” and is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support.

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. PBIS is NOT a curriculum, intervention, or practice, but is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

In general, PBIS emphasizes four integrated elements:

- ✓ Data for decision making
- ✓ Measurable outcomes supported and evaluated by data
- ✓ Practices with evidence that these outcomes are achievable
- ✓ Systems that efficiently and effectively support implementation of these practices

These four elements are guided by six important principles:

- ✓ Develop a continuum of scientifically based behavior and academic interventions and supports
- ✓ Use data to make decisions and solve problems
- ✓ Arrange the environment to prevent the development and occurrence of problem behavior
- ✓ Teach and encourage pro-social skills and behaviors
- ✓ Implement evidence-based behavioral practices with fidelity and accountability
- ✓ Screen universally and monitor student performance & progress continuously

PBIS supports the success of *ALL* students.

# Behavioral Expectations Matrix

***“To prepare students academically, socially, and emotionally to be responsible and contributing members of a 21<sup>st</sup> century society”***

<b>All Students will demonstrate:</b>	<b>Indoor Area</b> To include: classroom, office, computer lab, MPR, restroom	<b>On Campus Setting</b> To include: break, passing period, classroom pass during period, entering and leaving school	<b>Community Setting</b> To include: attending other schools events and other community functions	<b>Home Setting</b>
<b><u>Commitment</u></b> <b>“An agreement or pledge; the instance of being emotionally impelled”</b>	<ul style="list-style-type: none"> <li>• Keep trying no matter what</li> <li>• Be honest-do your own work</li> <li>• Do all work to the best of your ability</li> </ul>	<ul style="list-style-type: none"> <li>• Come to school everyday</li> <li>• Come with a purpose each day</li> <li>• Be where you're supposed to be when you're supposed to be there</li> <li>• Leave the area in better condition than when you found it</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up trash</li> <li>• Back up your word/fulfill obligations</li> <li>• Be an active member of your community</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation for a successful day starts the night before</li> <li>• Follow the rules of the house</li> <li>• Set measurable goals to get good grades</li> </ul>
<b><u>Honor</u></b> <b>“High respect for worth, merit in one's beliefs and actions: a person of honor”</b>	<ul style="list-style-type: none"> <li>• Solve problems in a mature manner</li> <li>• Treat others as you would like to be treated</li> <li>• Follow classroom expectations and school rules</li> <li>• Maintain good reputation/ do the right thing even when no one is looking</li> </ul>	<ul style="list-style-type: none"> <li>• Be understanding of people of different cultures, races, religions, and abilities</li> <li>• Treat all school property with care</li> <li>• Don't fight to prove a point</li> <li>• Respect personal space</li> <li>• Consider the feelings of others before you act</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in community service like Big Brothers/Big Sisters</li> <li>• Respect Others' property</li> <li>• Show respect and courtesy to everyone you meet</li> <li>• Refrain from gossip</li> </ul>	<ul style="list-style-type: none"> <li>• Help with chores</li> <li>• Do not bring illegal things into the house</li> <li>• Do tasks the first time you are asked</li> <li>• Encourage others to do the right thing</li> </ul>
<b><u>Self-Direction</u></b> <b>“Directed, or guided by oneself; take initiative; your own GPS system”</b>	<ul style="list-style-type: none"> <li>• Work cooperatively</li> <li>• Ask for help when you need it</li> <li>• Motivate yourself to do your best</li> <li>• Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledge anger and be cooperative in all situations</li> <li>• Use appropriate language and tone of voice</li> <li>• Be a leader/set a good example</li> <li>• Become a dependable user of information</li> </ul>	<ul style="list-style-type: none"> <li>• Listen with the intent to understand</li> <li>• Use time wisely</li> <li>• Help without being asked</li> </ul>	<ul style="list-style-type: none"> <li>• Take initiative</li> <li>• Leave on time to be on time</li> <li>• Think it through before you act</li> </ul>



# **Positive Progressive Discipline Matrix and Policies**

The Creekside Education Center recognizes that self-discipline is both a learned behavior and a prerequisite for learning. The CEC strives to maintain a challenging, positive educational environment, which is conducive to students achieving success and developing self-discipline. Maintaining this environment requires the maintenance of a positive, stimulating, and safe school environment where mutual respect is the underlying principle and rules are publicized, explained and enforced. Standards of student conduct are derived from the goals of respect for self, for property, and for others. The enforcement of School/District rules and State laws will promote the development of student maturity and self-discipline essential for academic achievement, personal integrity, and responsible citizenship. These rules and regulations will be enforced fairly, uniformly and consistently without regard to race, creed, color or sex.

Creekside Education Center staff believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

## **Discipline/Corrective Action**

CEC teachers use positive discipline strategies and conflict resolution techniques to avoid unnecessary confrontations. When misconduct occurs, staff shall make every effort to identify and correct the cause(s) of the student's behavior.

Students who are continually disruptive to the instructional process or cause a danger to persons or property may be assigned to alternative programs or removed from school. Students and parents have a right to appeal any disciplinary action taken against a student. A meeting with the principal must be requested before proceeding to an appeal with a district level administrator.

## **Student Responsibilities**

Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are required to come to class on time, prepared to work, and to stay on task for the class period. Students must comply with classroom rules as described by each teacher. They are further expected to refrain from profane, vulgar or abusive language, including racially insensitive slurs.

***Students who violate these rules and regulations may be subject to discipline, suspension, exclusion, expulsion or transfer to alternative programs.***

## **Disciplinary Action**

The school discipline matrix is a guide for the level of disciplinary action to be taken, taking into consideration the severity of the inappropriate behavior. Administration and counseling work hand-in-hand to handle matters and circumvent the matrix to an appropriate level depending on the circumstances surrounding the incident.

**Students, Staff, and Parents:** Please understand that information reported to school authorities will be handled in confidential and sensitive ways as much as possible. Information is not acted on in ways that make victims or witnesses uncomfortable. The following items are considered when dealing with reported incidents of bullying and/or harassing behavior:

- Specific information / evidence reported
- Comfort level of victim / witnesses
- Legal, district, and school policy
- Options / suggestions for resolutions

## **Parent/Guardian Responsibilities**

Parents/guardians are expected to comply with laws governing the conduct and education of their children and to cooperate with school authorities regarding their children's behavior. California law holds parents/guardians liable for any willful student misconduct, which results in the death or injury of any student or persons employed by or volunteering for the district.

Parents/guardians are also liable for any defacement, injury or loss of property belonging to the district or to a school employee (Education Code 48904). Debts owed for loss or damage to school property: Any student in grades 7-12 will be ineligible to participate in extra-curricular activities until payment is made in full or the student completes a program of voluntary work as provided in Education Code 48904 in lieu of payment.

## **Staff Responsibilities**

The **school principal and administrative leadership team** shall establish and enforce school rules that conform to district procedures as well as foster safety and good citizenship. These individuals shall ensure that students are informed of these rules when they enroll and at the beginning of each school year.

The **classroom teacher** has primary responsibility for dealing with inappropriate student behavior. Prior to referral to a site administrator, the teacher should conference with the student, contact a parent, and utilize any other appropriate strategy designed to correct the behavior. Teachers shall establish and enforce classroom rules that facilitate safety and effective learning. They shall cooperate with other staff in enforcing general school rules and helping students to understand the benefits of choosing behaviors that show respect for other people and property.

When a student is involved in some form of misbehavior, the school staff will be responsible for a careful review of the incident. When considering discipline as a consequence of an incident of inappropriate behavior, school authorities will review the student's record. There may be offenses, which are so severe, however, that a penalty is assigned, the student's record notwithstanding. A school may have additional rules unique to its site as long as they align with district board policies and Education Code.

## **Behavior Outside of the Classroom**

Students exhibiting inappropriate behavior outside of the classroom may be referred by a teacher to the site administrator.

### **Vehicles on School Property**

By entering school property, the person driving any vehicle is deemed to consent to a complete search of the vehicle, all its compartments and contents by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles and will be enforced 24 hours a day. (California Vehicle Code Section 21113 (a))

### **Student Rights**

Students have rights as do all citizens, under the Constitution, as well as State law and district policy. Their rights include:

- Students are encouraged to voice constructive criticism through student government, student advisory committees, school newspapers, teachers, counselors, administrators and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school.
- The right to an education in a safe, orderly, and clean environment.
- The right to full use of class time for receiving instruction and for learning.
- The right to fair, consistent, and respectful treatment by staff members and other students.
- The right to explain before a penalty is imposed. When a student has been referred for some wrong-doing, that student will be afforded the opportunity to offer his/her version of the incident to school authorities.

### **Corrective Action may include, but are not limited to**

1. Informal conference between teacher and student. This may include detention or other consequence.
2. Formal conference or phone contact with parent by teacher.
3. Referral to counseling as appropriate (see resources below)
4. Formal referral to administration – may be referred to Irvine Police Department/law enforcement
5. Afterschool detention
6. In-School Suspension
7. Off-Campus Suspension
8. Behavior Contract
9. Recommendation for expulsion
10. Involuntary transfer to appropriate alternative programs
11. Community Service

### **Referral Resources**

School officials shall seek solutions to the underlying problem through various resources, including, but not limited to the following:

- Counseling
- Parent conference
- Testing for appropriate placement
- Behavior agreement among student, parent and school stipulating conditions for continued status as a regular student and consequences for violation of the agreement
- Behavior Support Plan
- Transfer to an alternative program
- Referral to district counseling program
- Referral to a Family Service Center such as Healthy Start
- Referral to county agencies and community service programs
- Referral to law enforcement
- Referral to School Attendance Review Board (SARB)

### **Restriction of Recess/Breaks**

Students may be required to remain indoors during breaks when exposure to weather could be injurious to the health of the student or for disciplinary purposes. Certificated staff may restrict a student's break time under the following conditions when he/she believes that this action is the most effective way to bring about improved behavior:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform administration of any break restrictions imposed.

### **Community Service**

Except when suspension or expulsion is required by law, the Superintendent, principal or principal's designee, at his/her discretion, may require a student to perform community service on school grounds during non-school hours instead of imposing other disciplinary action. Such service may include, but is not limited to, outdoor beautification, campus betterment and teacher or peer assistance programs. (Ed. Code 48900.6)

### **Detention after School**

Students may be detained for up to one hour after the close of the maximum school day. Although detention may be given as a consequence of behavior, Creekside strives to utilize Cougar den to students to help attain credits versus and non-scholastic punitive environment.

### **Suspensions and Expulsions**

#### **Definitions:**

***Suspension-*** Suspension means removal of a pupil from ongoing instruction for adjustment purposes. Suspension also means the student is not to be on or about any school campus nor attend or participate in any school-sponsored activities for the duration of the suspension.

***Expulsion-***The maximum penalty for any disciplinary violation may be expulsion. A student who is expelled shall not attend any regular school or alternative instructional program within the Irvine Unified School District for the duration of the expulsion.

When a student behaves inappropriately, the principal will follow the guidelines related to consequences as outlined on the Discipline Procedure Matrix. This applies to all elements of inappropriate behavior, except the five *mandatory* expulsion offenses outlined in Education Code 48915 (c) (1-5):

1. Possessing, selling or furnishing a firearm
2. Brandishing a knife at another person
3. Unlawfully selling a specified controlled substance
4. Committed or attempted to commit sexual assault or committed sexual battery
5. Possession of an explosive

A conduct violation involving any of these five offenses requires a **mandatory expulsion** without exception. In extreme cases or when ongoing interventions by school officials have failed to correct inappropriate behavior, additional days of suspension or expulsion may occur.

Students **may be subject** to suspension and/or expulsion for committing any of the acts below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Ed Code 48900(a1))
2. Willfully used force or violence upon the person of another, except in self-defense. (Ed Code 48900 (a2))
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee. (Ed Code 48900(b))
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind. (Ed Code 48900(c))
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, or material as a controlled substance, alcoholic beverage, or intoxicant. (Ed Code 48900(d))
6. Committed or attempted to commit robbery or extortion. (Ed. Code 48900(e))
7. Caused or attempted to cause damage to school property or private property. (Ed Code 48900(f))
8. Stole or attempted to steal school property or private property. (Ed Code 48900(g))
9. Possessed or used tobacco or any product containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products. (Ed Code 48900(h))
10. Committed an obscene act or engaged in habitual profanity or vulgarity. (Ed Code 48900(i))
11. Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. (Ed Code 48900(j))
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Ed Code 48900(k))
13. Knowingly received stolen school property or private property. (Ed Code 48900(l))
14. Possessed an imitation firearm. (Ed Code 48900(m))

**Students are also subject to suspension or recommendation for expulsion for any of the acts listed below**

15. Committed or attempted to commit sexual assault as defined in Section 261, 266a, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code (Ed Code 48900(n))
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (Ed Code 48900(o))
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA. (Ed Code 48900(p))
18. Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 246.6 of the Penal Code. (Ed Code 48900(q))

19. Bullying, including but not limited to cyber bullying. (Ed. Code 48900 (r))
20. Aid or abet the infliction or attempted infliction of physical injury. (Ed Code 48900(s))
21. Sexual Harassment (Ed Code 48900.2)
22. Students in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5 (Ed Code 48900.3)
23. In addition to the grounds specified in Section 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from the school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidates, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. (Ed Code 48900.4)
24. A Pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or the school property or both. (Ed Code 48900.7)
25. Hazing as defined by Ed Code 32050.
26. Students accumulating twenty (20) days of in-school and/or home suspension are subject to involuntary transfer to an alternative program or may be recommended for expulsion.

**A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances (Ed. Code 48900):**

- 1. While on school grounds**
- 2. While going to or coming from school (In loco parentis)**
- 3. During the lunch period, whether on or off the school campus**
- 4. During, going to, or coming from a school-sponsored activity**
- 5. At a point where outside activities, including while not at school sponsored events, affect campus morale negatively. (Nexus=connection)**

# Creekside Education Center

## Discipline Matrix 2015-2016

\*\* Please refer to Creekside High School Website for specific progressive discipline actions \*\*

[www.iusd.org/chs](http://www.iusd.org/chs)

The level of consequence to be imposed will take into consideration the severity of the offense, the age and past disciplinary record, attendance, and academic history of the student.

**School officials may grant exceptions to the guidelines below in cases involving extenuating circumstances.**

Pre-Referral Interventions	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense*
<i>Examples:</i> Give warning to student(s) and document offense with referral and/or minor offense Google form  Contact parent or guardian and document conversation  Behavior plan  Behavior Contract  Assign detention/referral  Conduct and document parent/guardian conference	<i>Examples:</i> <ul style="list-style-type: none"> <li>• Disruption</li> <li>• Dress code violation</li> <li>• Inappropriate language with peers (cussing, name calling, abusive, racially sensitive, etc.)</li> <li>• Inappropriate physical contact</li> <li>• Out-of-class without permission</li> <li>• Skipping class or unexcused absence</li> <li>• Class disturbance</li> <li>• Code of Conduct Violation</li> <li>• Electronic device policy violation</li> <li>• Loitering</li> <li>• Public display of affection</li> <li>• Obscene gestures</li> <li>• Habitual profanity</li> <li>• Rough housing, horse-play, etc.</li> <li>• Tardy</li> <li>• Willful defiance, single instance</li> <li>• Littering, not picking up trash</li> <li>• Attendance issues, Truancy</li> </ul>	<i>Examples:</i> <ul style="list-style-type: none"> <li>• Bullying (inc. cyber-bullying)</li> <li>• Cheating</li> <li>• Hazing</li> <li>• Computer policy issues</li> <li>• Defiance/insubordination (multiple occurrences)</li> <li>• Forgery</li> <li>• Inappropriate language to adult</li> <li>• Lying</li> <li>• Offering to others: over-the-counter drugs</li> <li>• Behavior contract violation</li> <li>• Refusal to give phone to district employee after violation of electronic policy</li> <li>• Hate violence/speech</li> <li>• Reckless driving on campus</li> <li>• Gambling</li> <li>• Incendiary Device – including lighters, matches, etc.</li> <li>• Defacing school property</li> </ul>	<i>Examples:</i> <ul style="list-style-type: none"> <li>• Assault</li> <li>• Fighting/encouraging others to fight</li> <li>• Gang related activity (tagging, signing, etc.)</li> <li>• Harassment, ongoing bullying, intimidation</li> <li>• Hate Violence</li> <li>• Forceful interference of district employee</li> <li>• Knives, weapons, dangerous objects</li> <li>• Other criminal acts as defined by law</li> <li>• Sexual harassment</li> <li>• Theft or possession of stolen property</li> <li>• Obscene Acts*</li> <li>• Possession/use of tobacco*</li> <li>• Vandalism*</li> <li>• Possession of pornography/sexting*</li> <li>• Possession of stolen goods*</li> <li>• Possession of over-the-counter medications/pills*</li> <li>• Terroristic threat or otherwise*</li> </ul>	<i>Examples:</i> <ul style="list-style-type: none"> <li>• Possession or use of controlled substances*</li> <li>• Possession of drug paraphernalia*</li> <li>• Possession or use of alcohol*</li> <li>• Offering or selling to others: drugs, look-alike drugs, alcohol or substances, or material claimed to be drugs or alcohol*</li> <li>• Possession of gun or look-alike gun on school premises*</li> <li>• Possession of knife, including blade &gt; 3.5 inch*</li> <li>• Threatening, striking, menacing a staff member/attempted or actual physical assault on staff*</li> <li>• Arson*</li> <li>• Possession of Explosives/bombs*</li> </ul> <div style="background-color: #cccccc; padding: 5px; text-align: center;">             Please Note: Offenses marked with (*) are violations of California Penal Code and students will be cited and/or           </div>
<b>Positive Behavior Intervention</b>	Student Conference, Parent conference/contact, referral, CICO, community service, campus beautification	Student Conference, Parent conference/contact, referral, CICO, community service, campus beautification	Parent Conference, behavior contract, CICO, community service	Parent Conference, behavior contract, CICO, community service
<b>1<sup>st</sup> Offense</b>	Detention, loss of privileges, loss of classes, parent contact	Discipline to Short Term Suspension	Short Term to Long Term Suspension and/or citation/arrest	Arrest, Long Term Suspension to Expulsion,
<b>2<sup>nd</sup> Offense</b>	Discipline to Short Term Suspension	Discipline to Long Term Suspension	Short Term Suspension to Expulsion and/or citation/arrest	Arrest, Expulsion, referral to alternative placement
<b>Further Offenses</b>	Short Term to Long Term Suspension	Long Term Suspension to Expulsion	Long Term Suspension to Expulsion and/or citation/arrest	

### Definitions:

\*\*Please see Creekside High School Website for specific discipline due process procedures\*\* Updated 11/15/2013

- **Discipline:** any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, Saturday school, loss of privileges, school service.
- **Short Term Suspension:** Denial of attendance for more than a period or subject up to and not exceeding ten consecutive days.
- **Long Term Suspension:** Denial of attendance for more than ten consecutive school days.
- **Expulsion:** Denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time.

# **Student Services**

## **College and Career Center**

The College and Career Center, located in Room 2, is open daily from 7:00 a.m. to 3:00 p.m. to provide students, staff, parents and community with a wide range of resources and services essential in the career and college planning process. Information is presented at various times by counseling staff to better prepare students for post high school. Available in the Career Center are college catalogs, admissions applications, as well as financial aid information and scholarship applications. Also available is information regarding letters of recommendation, college admissions testing (PSAT, SAT and ACT) and presentations from college representatives.

## **Four-Year Educational Planning**

During the student's sophomore year, he/she will develop an individualized four-year educational plan. Graduation is the planning goal. Each year the student will be asked to review the plan, monitor his/her progress and make any necessary adjustments.

## **Guidance Department**

Under the direction of Coordinator of Alternative Education, school counselors provide students and parents with information and assistance in building an educational program that meets individual needs and prepares students for post-secondary education or careers.

Guidance Specialists:

A – L	Marilyn Hale	949-936-7423
M – Z	Melissa Gibson	949-936-7413

## **Health Services**

The Health Office is located in the administration building. If a student becomes ill, or is injured while at school, he/she should report to the school nurse with a pass from class. Periodic health checks on eyesight and hearing are conducted by the School Nurse. All medication (prescription and over-the-counter), that is to be taken during school time, must be left in the Health Office. Students **MAY NOT** carry medication with them.

## **Psychological Services**

Referral or requests for psychological services can be made by parents, students, teachers, or administrators. School psychologists are responsible for special education assessments, placements and counseling services.

## **Regional Occupational Program (ROP)**

Students who are interested in ROP classes must be 16 years of age and in grade 10, 11 or 12. ROP classes are designed to provide students with the basic knowledge required for a particular job. On-the-job training is offered to students in local businesses or industrial sites. Students are not paid a salary under the program, but they do earn a grade and high school credits (5-10) based upon total hours of participation. Students receive instruction on job seeking skills and how to prepare for job interviews. A percentage of students are placed in paying positions after completion of ROP's positive training program. ROP classes meet in a variety of locations throughout West Orange County. Transportation assistance, in the form of free bus passes, is available upon request. Students must register with the ROP Career Link Specialist in Room 2.

## **Schedule Changes**

Students may request a schedule change by filling out a form to meet with their counselor. Administrative approval may be required for schedule changes.



## **Student ID Cards**

All students receive Creekside or San Joaquin High School identification cards at registration or upon enrollment. The card is required to check out textbooks and to attend school events. Students are required to carry their student ID card at all times. The cost to replace an ID card is \$10.00

In addition, CEC staff retains the right to ask students to identify themselves and/or show their ID card. If a student is asked to surrender their School ID card, they are to do so without hesitation. Failure to carry and/or surrender their School ID card will result in disciplinary action.

## **Student Records**

Located in the Administration Building, our records clerk provides up-to-date information on grades and transcripts. Copies of transcripts cost \$5.00 each. Grade request changes for transcripts must be teacher initiated and administrator approved.

## **Tutoring**

Students in need of additional, out-of-class tutoring can contact their counselor for the names of qualified student and adult tutors. Specific arrangements regarding fees, time, etc. are made directly with the tutor.

## **Work Permits**

Students who wish to be employed while they attend school may do so under the conditions established by the State of California Department of Labor and CEC administration. All students under the age of 18 **must** have a work permit in order to be employed. Work permits are available upon request. Employment should never interfere with quality time to complete required studies. Conditions of issuing work permits include:

- ✓ All students must maintain a minimum 2.0 grade point average
- ✓ All students must maintain 90% or higher attendance rate
- ✓ All Students must not have significant discipline issues as determined by Administration

Applications for work permits are available in the front office during normal business hours. Complete the "Request for Work Permit and Statement of Intent to Employ Minor" form.

- ✓ Have prospective employer complete and sign the bottom half of the form
- ✓ Have parent or guardian sign in the proper location
- ✓ Be sure to include your social security number

CEC Administration will call an employer and revoke a work permit if any of the following conditions occur:

- ✓ The student drops from Creekside or San Joaquin High School
- ✓ The student has excessive trancies, tardies, and/or absences
- ✓ The student has not served prior discipline actions, such detention, etc.
- ✓ The student misses classes/appointments and/or does not turn in satisfactory work in a given period of time
- ✓ Performance on tests is deemed sub-standard by the Assistant Principal and/or students' individual subject teacher's; and/or
- ✓ The Assistant Principal/ students' individual subject teacher's through the SST process determine that schoolwork is suffering because of employment

# Athletics Eligibility and Participation

## **Philosophy**

Interscholastic athletics supplement and support the academic mission of the school system and assist students in their growth and development. Athletics assists in promoting the importance of teamwork, effort, goals, and commitment. Creekside and San Joaquin High School students are eligible to participate at their home schools as long as standards of behavior, academic standards, and attendance goals are met. Creekside Education Center students understand that participation is a privilege and the privilege can be revoked if standards are not met.

## **Student Eligibility Requirements**

Review this contract carefully, complete information as requested, affix signatures, and return the completed contract/permission form to the school.

*Students must meet the following requirements to be eligible to participate:*

1. Students must achieve a minimum 2.0 grade point average for the most recently completed marking period, with no more than one failing grade. Academic eligibility is determined on the date report cards are issued, and remains until the next report card is issued.
2. CHS/SJHS students must be enrolled in a minimum of 4 courses (20 credits) to participate in athletic programs and demonstrate reasonable progress towards current credit standards.
3. Students must attend all of their scheduled classes in order to participate in home school athletics. All participating students must maintain acceptable school attendance. Students attending less than 95% may be subject to removal from the home school athletic program.
4. In addition to other infractions, a student may be suspended or removed from a team for unexcused absences or chronic tardiness to classes and/or team practices.
5. Participating athletes will be held to a higher standard of social and behavior norms. Students demonstrating poor attitude, frequent minor disruptions, and/or major disciplinary actions will lose the privilege of participating in extra-curricular athletics at their home school.
6. All CHS/SJHS students must satisfy home school athletic standards above and beyond this Alternative Education Athletic Participation Contract.
7. Students whose legal residence is outside the designated boundary of a particular school may not participate unless they have received an official transfer and an athletic waiver.
8. Students, Home School and their parents must sign the school *Student-Parent Athletic Participation Contract* form.

## **Participation Standards**

Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standards in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes:

1. Exhibit public behavior that will reflect positively on the team, school, and community. Athletes should not be engaged in any activity that would result in police intervention.
2. Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.
3. Exert efforts to maintain a high level of academic achievement.
4. Comply with all team, school, and school system rules, regulations, and policies.

# IUSD High School Diploma Pathways

All high school diplomas require students to pass these minimum courses and credits:

Credits	Course	Credits	Course
40	English	5	American Government
20	Math (including 10 Algebra 1 credits)	5	Economics
20	Science (including 5 Physical Science credits and 5 Life Science credits)	5	Health
10	World Studies	10	Foreign Language or Art
10	United States History	20	Physical Education
70	Elective course credits to meet the Minimum Credit Requirement for the high school diploma of 215 credits		

PLUS: All students must pass both sections of the California High School Exit Exam (CAHSEE) to earn a high school diploma.

*Students who complete all required courses, all required credits, and pass both sections of the CAHSEE prior to the date of graduation, are invited to participate in the commencement ceremony at their home high school. Students who need to meet one or more requirements may earn an IUSD diploma by following one of the plans below:*

Type of Diploma	Minimum Required Credits*	Minimum Required Courses*	Required Timeline for Courses and Credits	Required Timeline for Completing both sections of the CAHSEE	Other Requirements
Earn a Diploma from your IUSD home high school	215 Credits	All course requirements	Finish all required course work and credits no later than September 1 <sup>st</sup> following your June commencement date	A student must pass both sections of the CAHSEE within one year after their grade 12 commencement date	To take the CAHSEE test(s), the student must be referred to IUSD Alternative Education by their high school counselor no later than June 30 <sup>th</sup> at the end of grade 12
Creekside Adult School Diploma from IUSD	195 Credits	All course requirements; however, PE may be waived for adult diploma students	Flexible. Coursework is completed at San Joaquin High School	Must pass both sections of CAHSEE; however, no deadline applies	1) Must be 18 years of age or older. 2) Student must be referred to Alternative Education by high school counselor

## Earning Credits at Creekside High School

Completion of course requirements that earn credits towards graduation and meet Student Learning Objectives is required of all students. Additionally, accelerating the pace of earning credits is a hallmark of alternative school programs and available at Creekside Education Center. Consistent attendance cannot be over-emphasized.

By accelerating course credit, students are able to catch-up, get ahead, and even graduate early from high school. However, students need to be reminded that there are deadlines and due dates, expectations of attendance, and expectations of performing in, and outside, of school.

Out of necessity, the shortened period requires instructional delivery and curriculum content to be intensive and rigorous. Consistent, diligent work on a daily basis is how students earn regular and accelerated credits. This requires meaningful long and short term goals, responsible planning, consistent monitoring, and personal commitment to earn up to 30 credits per quarter. It can and does happen, but it takes work.

### Productive Work Policy

Students at Creekside High School earn credit based on productive hours, that is, time in class working. All students in all classes will have a Productive Work Days worksheet that will mark their work for each class, each day. Students who are absent, tardy, or not in class for any reason, will not earn maximum credit. Furthermore, students who are non-productive, i.e., not following teacher direction, not submitting daily work, or refusing to work in class, will not earn a productive work day credit. Credits are earned through completion of assignments, passing tests, and attendance. Productive work hours include, but are not limited to:

- Being on task
- Completing assignments
- Positive class behaviors
- Respecting classroom rules, fellow students, and teacher

A student's productive work days are added up at the end of each quarter. The number of productive days = the number credits earned. Grades are based on work produced.

**EXCUSED ABSENCES** that result in work not being made up in a timely manner may result in not receiving full credit in the class. It is the student's responsibility to ask the teacher for all make up work in a timely manner for excused absences. Students will have the day of return to school to ask for the assignment, or assignments, to be turned in the following day. While students will not earn productive work credit for an absence, they will have the opportunity to make-up the day utilizing Cougar Den.

**UNEXCUSED ABSENCES** result in the loss of productive work days, as does, failure to perform in class. Additionally, removal from classes will result in loss of productive day credits.

Tardies will result in  $\frac{1}{2}$  of a productive days work lost. Tardies over 15 minutes will result in loss of productive work day credit.

Please Note: **Productive days can be earned back through Cougar Den attendance within the week!**

Fair day's work = Fair day's pay!

<i>Productive Days</i>	<i>Credit Possible</i>
40 +	3.0
34 - 39	2.5

<i>Productive Days</i>	<i>Credit Possible</i>
28 - 33	2.0
22 - 27	1.5

<i>Productive Days</i>	<i>Credit Possible</i>
15 - 21	1.0
10 - 14	.5

Attendance of less than 5 days in any grading period will result in credit towards the following grading period.

## **Credits and Grading**

- CREDITS are based on the number of productive work days
- Students have the potential to earn 3 credits per course per quarter
- Students who utilize Cougar Den, and/or do additional homework (outside extended learning opportunities), can earn up to 2 additional credits per semester
- Students will take 6 core classes. Students can potentially earn up to 18 credits per quarter if on task and performing daily. Students who take advantage of Cougar Den and outside extended learning opportunities have the potential to earn up to 30 credits per quarter or 24 extra credits a semester.
- GRADES are based on the quality of work and teacher assessments. If a student fails a class, no credits are issued.
- ATTENDANCE is DIRECTLY related to the number of credits a student can earn.

## **Homework Policy**

Homework at Creekside High School is used for students who did not have the ability using productive time to finish the assignment in class. Students are only expected to complete any extra-credit (independent study), accelerated, or 'make-up' assignments outside of school if the student has demonstrated their commitment to credit recovery.

## **Earning Regular Credits – (potential to earn up to 3 credits per quarter)**

**In order to receive regular credit, a student:**

- 1) **MUST** attend daily with few absences
- 2) **MUST** arrive to class on time
- 3) **MUST** work diligently using class time wisely
- 4) **MUST** complete daily classroom assignments thoroughly and accurately
- 5) **MUST** make up work because of excused absences
- 6) **MUST** meet class/course, curriculum, and teacher-designed objectives based on California Curriculum Standards

## **Earning Maximum Credits- (potential to earn up to 4 - 5 credits per quarter)**

Additionally, students will have the ability to earn up to 2.0 additional credits in each class per quarter. Additional credit is earned outside of the school day by utilizing Cougar Den and communicating with teacher regarding projects that will enhance the curriculum covered in class. \*\*All additional credit is an extension of the school day\*\*

**In order to receive additional credit, a student:**

- 1) **MUST** earn regular credits first
- 2) **MUST** exhibit **exemplary** attendance by attending class a **minimum of 90% during each quarterly grading period** in which accelerated credits are provided daily for all classes
- 3) **MUST** go beyond required class work (i.e., special projects, research-based reports, multimedia projects, advanced reading/literature essays)
- 4) **MUST** complete course requirements before exiting the course
- 5) **MUST** meet **ALL** criteria for a **Work Permit** to earn Community Experience elective credits

## **Grading System**

Letter grades measure student performance to prescribed standards.

- A** = well above minimum standard
- B** = above minimum standard
- C** = meets minimum standards
- D** = below minimum standards
- F** = does not meet minimum standards

## **Citizenship**

Citizenship is the term used to describe student conduct in the classroom, on campus, and at school functions. Two distinctions are made in evaluating citizenship.

- **Satisfactory** indicates contributing in a positive way as to enhance the learning process
- **Unsatisfactory** indicates negative attitudes that deter progress of the student and the class. Examples: cheating, persistent talking, excessive tardies or absences not bringing the necessary materials for classroom work, inattention and misconduct. In addition, an unsatisfactory citizenship grade may affect participation in school co-curricular activities and events.

## **Return to Traditional High School**

In order to be eligible to return to traditional high school, it is highly encouraged the following credit threshold is earned:

GRADE	TIMELINE	TOTAL NUMBER OF RECOMMENDED CREDITS
12	END OF SECOND QUARTER	190
11	END OF SCHOOL YEAR	160
11	END OF SECOND QUARTER	135
10	END OF SCHOOL YEAR	105
10	END OF SECOND QUARTER	80
9	END OF SCHOOL YEAR	40

Once the credit threshold is deemed to be achievable, the following suggested criteria will be reviewed and discussed to ensure a successful transition:

### **Academics**

1. Recommend senior students have completed all A-G requirements
2. Maintain 3.0 GPA (i.e. B's or better)
3. Senior students must complete Algebra I
4. Senior students must also pass both English and Mathematics portions of the California High School Exit Exam (CAHSEE)
5. Attain the recommended credit threshold

### **Attendance**

1. A minimum of 90% attendance/tardies in all class periods
2. Pattern of habitual tardiness and/or truanies are unacceptable

### **Attitude**

1. Demonstrate strong work ethic in all six class periods
2. Positive discipline and few, if any, behavioral referrals