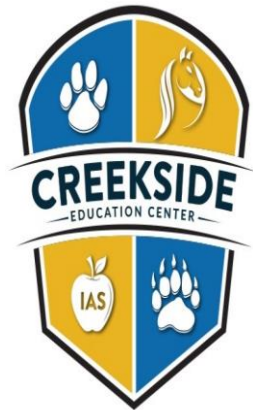


CREEKSIDE Education Center



CREEKSIDE
— EDUCATION CENTER —

PARENT/STUDENT/STAFF HANDBOOK

Creekside Education Center - Notice of Non-Discrimination

Creekside Education Center is committed to equal opportunity for all individuals in education. Creekside Education Center's programs and activities, including membership in student clubs, shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, immigration status, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Creekside Education Center does not discriminate in enrollment in or access to any of the programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework (where applicable). The lack of English skills shall not be a barrier to admission to or participation in the High School's activities and programs. Creekside Education Center also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the High School's compliance coordinators.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator: Sunghie Okino, Ed.D., Coordinator, Prevention and Intervention
3387 Barranca Parkway, Irvine, CA 92606, Phone (949) 936-7253

CTE Coordinator: Patsy Janda, 5050 Barranca Parkway, Irvine, CA 92604, (949) 936-5000

Title IX, Title 5, CCR Coordinator: Keith Tuominen, Ed.D., Director of Secondary Education
5050 Barranca Parkway, Irvine, CA 92604, Phone (949) 936-5047

Title II, Title VI Coordinator: Tammy Blakely, Coordinator of Student Services, 5050 Barranca Parkway, Irvine, CA 92604, (949) 936-5000

For assistance in translating this document, please contact Language Minority Programs at (949) 936-8500 or Lang-Minority@iusd.org

The following IUSD policies are posted on the school and district web pages

[IUSD Complaint procedures](#)

[IUSD Sexual Harassment Policy](#)

[IUSD Nondiscrimination Statement](#)

Welcome to Creekside Education Center

Creekside Education Center (CEC) houses five programs: Creekside High School, San Joaquin High School (blended learning), San Joaquin 7/8, Irvine Adult School, and Home/Hospital.

Creekside High School, the second oldest high school in Irvine Unified, was established in the summer of 1974 as the alternative high school for Irvine Unified School District. It was the result of efforts of a group of students, parents, teachers and administrators who challenged the assumption that a comprehensive high school is an appropriate learning environment for **ALL** students. In 1981 the Irvine Unified School District created an Independent Study Program and it was renamed San Joaquin High School in 1988. San Joaquin High School is an optional, alternative school where students are required to study 20+ hours a week, independently, in addition to a minimum of one hour of class-time, per class, every week. Some courses may require additional "on-site" time. Both Creekside and San Joaquin High School draw students from throughout IUSD's traditional high schools. We are a workable and proven choice to Irvine's larger, traditional high schools. Both schools are accredited through WASC, the Western Association of Schools and Colleges.

In September 2007 Creekside Education Center relocated to the corner of Barranca Parkway and Harvard Street. These facilities are located on 8.5 acres of a 20 acre school district site. The high school classrooms include a Career/College/Computer Center, a Multimedia Lab, a Science Lab, an outdoor ceramics area attached to an art room, a state-of the art Culinary Arts facility, a Fitness Center, a Construction Design Center, a Medical Pathway classroom and eight general education classrooms.

The Creekside Education Center also supports the district's 7/8 blended school program as well as the Irvine Adult School. The San Joaquin 7/8 blended program offers blended courses similar in format to those offered to San Joaquin High School students. Irvine Adult School offers classes for adults to earn a high school diploma, as well as for adults to learn English as a Second language.

A student's presence in Irvine Unified School District alternative programs place greater personal responsibility and discipline to respond, not only to graduation requirements, but to prepare themselves academically, socially, and emotionally for "life after high school." We are committed to our students becoming independent learners who are, ultimately, accountable for their own education and achievement of personal goals.

Our Creekside Education Center motto is: **"Every day is a new day to succeed."** We believe in the power of those words and in the destiny of each student to grow and develop in positive, successful ways.

Orientation Checklist and Information

Creekside High School, San Joaquin High School, and San Joaquin 7/8 offer orientation for new students and parents at various times throughout the year. The orientation process is necessary for a smooth transition to the alternative education programs.

CEC orientations are designed to ensure students have the skills necessary for proper placement, the knowledge of what to expect from their new school environment, and an opportunity to meet with counselors as they transition into their new school setting. Parents/guardians should be prepared to attend the orientation together with their student to gain an understanding of the CEC policies and other important information. New students will officially begin classes at CEC immediately following their orientation.

Important Registration Paperwork

The following paperwork is **required**. All on-line registration paperwork will also need to be completed. To get started, please log on to your Parent Portal account at www.myiusd.org. If you do not currently have an account, please click the “create new account” button. If you experience any problems or need extra help, please call (949)936-7407 for instructions. If you do not have access to a computer or a printer, we are happy to assist you during the orientation process.

Students will not be allowed to enroll until all paperwork is completed and received. In addition to completing the online registration process, please bring the information needed to complete the following documents with you to the orientation:

- ✓ **Residency Verification** – includes IUSD residency verification form. Additionally, two items verifying residency are required to be submitted, i.e. utility bills, or other approved method of identification, plus parent photo identification
- ✓ **Emergency Card** – Please fill in all information on both sides of card
- ✓ **Special Health Condition Card** – Please indicate any specific health concerns
- ✓ **CEC Handbook, Policies and Procedures Acknowledgement (Ticket to Register)**– Please sign and date this sheet to acknowledge acceptance of Creekside Education Center’s policies and procedures

Thank you and we welcome you to the Creekside Education Center!

Creekside Education Center 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:

“CEC staff are 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 principles
 - ✓ 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

Administration

Director/Principal, Alternative Education - Dr. Rebecca Roberts

rebeccaroberts@iusd.org

Coordinator/Assistant Principal, Alternative Education - Natalie Hamilton

nataliehamilton@iusd.org

Coordinator, On-line Learning – Racquel Nedden

racquelnedden@iusd.org

Psychologist - Robert Aristo

robertaristo@iusd.org

Counseling Staff

Lauren Yadon

laurenyadon@iusd.org

Marilyn Hale

marilynhale@iusd.org

Guide to Enhance Student Success

The education of students requires a continuous partnership between parents, teachers, and community. Parents are critical parts in helping students receive an education. The staff at Creekside Education Center have provided ideas to assist parents in this vital task:

- Meet the school support personnel involved with your teen's education such as Director/Principal, Assistant Principal, Counselors, Nurse, Psychologist, or Campus Control Assistants, and Irvine Police Department School Resource Officer. Find out how they can help you and your teen
- Request a conference to discuss any problems and follow up on referrals offered

Who to Contact?

Information and/or Concerns	Contact Name	Title	Ext.
Attendance Issues	Lori Hirano	Attendance Clerk	7404
Health Issues	James Matejcek Kelly Flathom	Nurse Health Clerk	7411
Special Education	Robert Aristo	Psychologist	7412
Guidance & Personal Issues	Lauren Yadon	Counselor	7413
Guidance & Personal Issues	Marilyn Hale	Counselor	7423
Wellness and Mental Health	Michelle Santana	Wellness Coordinator	7487
Records & Transcripts	Sue Campbell	Records Clerk	7407
Campus Security	Marcial Diego Juan Hernandez Rick Mares	Campus Control Assistants	7416
Irvine Police Support	Det. Clay Rinker	IPD School Resource Officer (SRO)	7418

Resources for Success

In order for your student to be successful, please take the time to consider these valuable points:

- Know the school rules and regulations – they are included in this handbook
- Know when report cards are due, review the information available on Parent Portal regularly, attend "Back to School Night", and participate in Parent Groups/School Site Council
- Attend individual family counseling referrals or request information on parenting classes and community counseling
- Maintain regular contact with the Attendance Clerk if regular attendance is a concern
- Provide a quiet place for your student to complete extra credit work.

MyIUSD.Org – The Parent Portal Connection

The **MyIUSD.Org** Parent Portal is IUSD's parent information service. It allows parents to view information over the Internet regarding their student. The Parent Portal is a secure and private online resource that provides rapid access to your son or daughter's attendance, grades, and unofficial transcript. To be connected to **MyIUSD.Org** Parent Portal, you must have a computer with Internet connection. To access the **MyIUSD.org** Parent Portal, please click on <https://my.iusd.org/> Parents, we would like to remind each of you regarding how easy it is to contact us: Our website contains both telephone numbers and e-mail addresses for all faculty and staff.

Website

Information about all our programs may be obtained by going to the website provided via the Irvine Unified School District website at www.iusd.org and navigating to each program at the CEC.

Teacher Conferences

Teachers have time each day to meet with parents and students. Students, please use this opportunity to better communicate with your teachers when class time isn't a good time, when you need some extra help or when you want to talk about an extra-credit project related to the course. Please contact teachers directly to schedule an appointment/conference.

School Site Council

The purpose of the School Site Council (SSC) is to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The actions of the SSC constitute the first step in a formal process for developing improvement strategies and for allocating resources to support these efforts.

The School Site Council meets approximately three to four times during the school year. These meetings are normally on Wednesdays at 2:45 pm in the Conference Room.

Please consider this opportunity to become involved in the education of your child by becoming a member School Site Council. ***We elect two parents to serve on the council. If you are interested in serving on the School Site Council, please contact Dr. Roberts or Mrs. Hamilton.***

Creekside Education Center

Main Number: 949-936-7400

Fax line: 949-936-7409

Extension: 949-936-
xxxx

ATTENDANCE LINE: 949-936-7401

DIRECTOR/Principal	Dr. Rebecca Roberts		7405
COORDINATOR/Asst. Principal	Natalie Hamilton		7406
COORDINATOR/Blended Learning	Racquel Nedden		7433
COORDINATOR/ College&Career	Connie Jacobs		
COORDINATOR/College&Career	Ulises Garcia		
SCHOOL PSYCHOLOGIST	Robert Aristo		7412
Behavior Counseling specialist			7492
Career Link	Ken Raymundo		7438
LAN	Pat Haxby		7458
Food Services	Eliana Salinas		7410
ROP	Patty Voisinet		7438
School Resource Officer	Det. Clay Rinker		7418
Artiano	Vicki - Teacher	Multimedia Lab	
Brunner	Bonnie – Teacher	Rm 7	7447
Broughton	Alnida - Teacher	Rm 8	7448
Browder	Melissa - Teacher	Culinary facility	7470
Campbell	Sue – Records		7407
Chabot	Aaron – Teacher	Rm 5	7445
Davenport	Terry – Administrative Asst. to Director		7402
Diego	Marcial – Campus Control Assistant		7400
Fowler	Melinda - Teacher	Rm 3	7439
Garcia	Jose- Head Custodian		7434
Gonzalez	Esmerita – Clerk (Irvine Adult School)		7456
Guidotti	Natalia – Clerk (CTE)		7414
Hale	Marilyn – Counselor		7423
Health Office	James Matejcek – Nurse		7411
	Kelly Flathom - Health Clerk		7411
Hernandez	Juan – Campus Control Assistant		7400
Hirano	Lori - Clerk (Attendance)		7401/7436
Lloyd	Dana – Office Asst. (Irvine Adult School)		7454
McKee	Brooks –Home Instruction	Rm 2	7437
Mares	Rick – Campus Control Assistant		7400
Pace	Mat - Teacher	Rm 12	7442
Parr	Megan	Science Lab	
Robin	Sam – Teacher	Rm 9	7449
Santana	Michelle – Wellness Coordinator		7487
Skinner	Dan – Campus Control Assistant		7416
Teel	Chris - Teacher	Fitness Lab	

Thede	Sara - Teacher	Rm 10	7451
Vermeeren	Keith – Teacher	Rm 13	7428
Yadon	Lauren – Counselor		7413

SAN JOAQUIN 7/8			
Telephone Contact List			
Main Number 949-936-7440			Fax Line: 7409
Komara	Sandra - Teacher		
SAN JOAQUIN HIGH SCHOOL			
Telephone Contact List			
Main Number 949-936-7440			Fax Line: 7409
Alvarado	James	jamesalvarado@iusd.org	
Baeza	Jenna	jennabaeza@iusd.org	
Chabot	Aaron - Teacher	7445	
Cipolla	Shannon	shannoncipolla@iusd.org	
Faller	Hankyol	hankyolfaller@iusd.org	
Matthews	Shelby	shelbymatthews@iusd.org	
Miller	Kaylee – Teacher	7442	
Muller	Stephane	stephanemuller@iusd.org	
Pacheco	Bryan	bryanpacheco@iusd.org	
Parr	Megan		
Quiros	Pam	pamelaquiros@iusd.org	
Robin	Sam - Teacher	7449	
Smith	Lynda – Secretary	7453	
Teel	Chris	chrsteel@iusd.org	
Turell	Erica	ericaturell@iusd.org	
Yu	Theresa	theresayu@iusd.org	
Zimmerman	Kayla – Teacher	7404	

Creekside High School Bell Schedule



1st BELL – 8:55

COUGAR DEN
8:30 AM — 8:55 AM
2:45 PM — 3:15 PM
Tuesday, Wednesday, Thursday

MONDAY DISMISSAL AT 1:05 PM (Early Out/Collaboration)		TUESDAY— FRIDAY DISMISSAL AT 2:42 PM	
PERIODS 1 through 7		PERIODS 1 through 7	
1 st Bell Period 1 Period 2 Period 3 Period 4 Break Period 5 (School Success) Period 6 Period 7 Lunch	8:55 9:00 – 9:30 9:33 – 10:03 10:06 – 10:36 10:39 – 11:09 11:09 – 11:16 11:19 – 11:29 11:32 – 12:02 12:05 – 12:35 12:35 – 1:05	1 st Bell Period 1 Period 2 Period 3 Break Period 4 Period 5 (School Success) Lunch Period 6 Period 7	8:55 9:00 – 9:45 9:48 – 10:33 10:36 – 11:21 11:21 – 11:28 11:31– 12:16 12:19 – 12:36 12:36 – 1:06 1:09 – 1:54 1:57 – 2:42

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 Alg. 1/Math 1 credits)	5	Economics
20	Science (including 5 Physical Science credits and 5 Life Science credits)	5	Health
10	World History (A/B)	10	Foreign Lang/Art/CTE
10	United States History (A/B)	20	Physical Education
70	Elective courses		
Total Credits = 215			

Students who complete all required courses and all required credits, prior to the date of graduation, are invited to participate in the commencement ceremony at their school of enrollment. 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	Other Requirements
Earn a Diploma from your current IUSD school of enrollment	215 Credits	All course requirements	Finish all required course work and credits no later than July 31st following your June commencement date	For Blended Learning students, the “current school of enrollment” refers to the school where the student is considered to be enrolled full-time (4 or more classes).
Earn a Diploma from Creekside or San Joaquin High School	215 credits	All course requirements	Finish all required course work and credits no later than July 31st following your June commencement date	Student must be referred to Alternative Education by high school counselor or administrator
Adult School Diploma from IUSD	195 Credits	All course requirements; however, 20 credits of electives may be waived for adult diploma students	Flexible. Coursework is completed through Creekside (grades 9 - 12) or Irvine Adult School	Students must be 18 or older

College/Career Support

Our Mission is to provide a comprehensive, coordinated counseling program addressing the academic, college/career, personal and social development of all students. We advocate for all students and believe that every student can achieve his or her maximum potential. In partnership with the Irvine Unified School District, parents, or guardians, and the community, the school counselors at Creekside Education Center ensure that all students have access to the skills and knowledge required to become productive and successful members of society. Our school counselors are dedicated professionals who are well-versed in assisting students explore post-secondary options. Counselors meet regularly with students and parents to research options and offer workshops to support college and career planning.

For additional information concerning Naviance, college entrance requirements and applications, please make an appointment with your student's 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 High School. Consistent attendance is a necessity for success and cannot be overemphasized.

By accelerating course credit through Cougar Den iCAN contracts 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.

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 33 credits per quarter. It can and does happen, but it takes work.

Earning Regular Credits – (3 credits per quarter, per class)

In order to receive class credit, a student is expected to:

- 1) attend all classes daily with few absences
- 2) arrive to class on time
- 3) work diligently using class time wisely – participation and productivity is part of your grade
- 4) complete daily classroom assignments thoroughly and accurately and make up work missed due to an excused absence
- 5) meet class/course, curriculum, and teacher-designed objectives based on California Curriculum Standards
- 6) Pass the class with a D- or above

Earning Credits at San Joaquin High School

A student will earn 5 credits per course for each course that is completed with a D- or higher, per semester, through San Joaquin. The student is required to meet with a teacher for a minimum of one hour per course, per week, at the scheduled weekly meeting. Some courses may require additional "on-site" time. Additional supervised time may be required, depending on individual student and program needs. Additionally, a student is required to do a minimum of 20 hours per week of assigned homework to remain in and be successful in blended learning.

To be successful, a student must exhibit maturity, personal discipline, and independence. The amount of on-site, school class work may vary according to student needs as determined by the teacher.

Blended learning is an optional educational alternative that students voluntarily select. Success in blended learning requires motivation and a strong commitment on the part of the student and, especially for a young student, his/her parents or guardian. Course contracts set educational objectives, resources to be used, and a method to evaluate successful completion of the agreement.

State law provides that the education that students receive in blended learning be at least equal in quality and quantity to that offered in a traditional classroom setting.

Blended learning is not an easier way to earn credits or a quick way to graduate. Blended learning is an alternative to classroom instruction, not an alternative curriculum. Blended learning requires a high degree of personal responsibility. Students who do not meet the school expectations will be withdrawn and referred to another placement.

If a student fails to complete three, misses three scheduled meetings, or falls behind 60 or more hours in blended learning assignments, an evaluation of enrollment will be conducted to determine whether it is in the student's best interest to continue in blended learning. The purpose of the meeting is to ensure the school, parents and students understand the master agreement, attendance requirements, and consequences if enrollment in the program were to continue. At the meeting it will be determined if:

1. The student may remain blended learning
2. The student will remain in blended learning with specific direction to remain in the program.
3. The student will be referred to a traditional school or Creekside High School (high school students only).

Creekside Education Center process for course approval must be followed for all courses taken outside of San Joaquin High School.

Grading System

All courses at CEC are graded on an A to D- scale for the earning of credits. The grade of F receives no credit. Note these exceptions: Teacher's Asst., Student Asst., Private Instruction, Work Experience and Off Campus Independent Study are Pass/Fail courses. In rare exceptions, assigning a "P" for an academic class may be more appropriate (CHS students only). Any exceptions are initiated by administration and require consent from the teacher of record, student, and parent.

Letter grades measure student performance to prescribed standards.

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

For more information about specific course expectations, please refer to the class syllabus or contact the teacher directly.

Repeat Credit Policy

Our intention is to follow the current UC practice, whatever that may be at the time. Currently, if a student earns a "D" or an "F", and earns a "C" or higher in the repeat course, the repeated grade is used in calculating the GPA.

If a student repeats a class in which the original grade of “C” or higher was earned, the repeated grade is **not** used in calculating the GPA.

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: academic honesty violations, off-task behaviors, excessive tardies or absences, coming to class unprepared, inattention and misconduct.

In addition, an unsatisfactory citizenship grade may affect participation in school co-curricular activities and events, as well as restricted enrollment in certain courses. In severe cases, it may result in a shortened school day.

EARNING ADDITIONAL CREDITS

School Success (Creekside High School)— We believe students receive greater individual attention and security within smaller learning communities; our School Success program ensures that each Creekside Education Center student remains focused on Career and/or college decision making, academic skill building, and social emotional awareness. Students meet in their School Success class five days a week, and during this time, students will also receive important information regarding campus events and discuss school-wide issues. Students may earn 3 credits per quarter in School Success.

Accelerated Credit (Creekside High School) – Creekside students have the opportunity to earn an additional two credits per academic class, per quarter, for a total of 5 credits per quarter. Students interested in this option will work with the teacher on record of a course and enter into an iCAN (Independent, Contracted and Negotiated) Contract with that instructor. Each contract is worth up to one credit and delineates the expectations and requirements for completion in detail. Students must be earning a minimum of a C in the corresponding course to qualify to complete an iCAN.

Creekside Leadership Academy (CLA) – CLA offers students selected for the program an opportunity to earn an additional 3 credits per quarterly session. CLA is a partnership between Creekside High School and the City of Irvine Youth Action Team. Students participate in various activities three days a week (Tues, Wed and Thurs) at 2 PM and are expected to commit to the program for 6 weeks. Additionally, students must have 90% attendance or better to remain in the academy.

Community Service – CEC believes strongly in the importance of personal development through community service. The benefits of a community service experience for high school students are well known and include not only significant contributions to the community, but personal growth rewards that cannot be achieved in other ways. Students who engage in service outside of their school day may be eligible to earn credits for their commitment to improving their communities. CEC will award one elective credit for every 20 hours of community service, provided the following conditions are met:

1. The organization where community service is performed must qualify as a non-profit
2. Students must submit an official document from the organization on company letterhead, detailing the work performed and the number of hours completed

3. Students must submit a one-paragraph written reflection, outlining their experience

Work Experience – Like Community Experience, there are many benefits associated with part-time work for teens. In addition to learning important skills and the value of responsibility, part-time work often leads to higher levels of self-confidence. CEC will award one elective credit for every 20 hours of work, provided the following conditions are met:

1. Any student under the age of 18 MUST have a work permit on file. Please see your counselor or front-office staff for assistance
2. Students must be legally employed
3. Students must maintain positive attendance of 90% or above
4. Students must maintain a minimum GPA of 2.0
5. Students must submit paystubs from their employer to their counselor

Please note that students must pass their quarter classes with a minimum grade of C in order for their community service and work experience credits to post to their transcript.

Coastline Regional Occupational Programs (ROP)

ROP is a unique educational program designed to provide students with the opportunity to explore, discover or confirm their career interests. Choosing the right job, the right college or the right career path can be a long and difficult endeavor. Education, experience and exposure can make this process easier. Early exposure, preparation and experimentation by taking classes specific to a career pathway are solid steps toward future success. ROP classes are offered in each of the five career pathway areas: Arts and Communication, Business and Marketing, Health Sciences and Science and Technology. Classes are held at various high school and business sites throughout Orange County. Students are responsible for their own transportation, including to and from internship sites. Classes with an (unpaid) internship or cooperative arrangement earn 5 - 10 credits per semester, and classes without an internship or cooperative arrangement earn 5 credits per semester. ROP semesters run concurrent to the CEC calendar. Credits are shown on the transcript as elective units. Classes are open to students 16 years of age and older. Some ROP Classes are accepted for UC/CSU approval. For additional information, contact the ROP Career Specialist in the College and Career Center.

ROP CLASSES OFFERED – may be subject to change

ARTS AND COMMUNICATIONS

Broadcast News
Computer Graphics
Entertainment Art
Environmental Horticulture
Internship Theater Technology
Video and Film Production
Visual Imagery
Digital imagery

BUSINESS AND MARKETING

Banking/Financial Services Business Internship
Careers in Fashion Computerized Accounting E-Marketing

Entrepreneurship Office Technology
QuickBooks
Retail Sales/Merchandising Internship
Retail Sales/Merchandising Cooperative

HEALTH SCIENCES

Animal Health Care Internship
Dental Assistant/Front Office
Dental Assistant Internship
Emergency Medical Responder
Emergency Medical Technician (EMT)
Medical Assistant Back Office Internship
Medical Assistant Front Office Internship
Medical Nursing Careers Internship
Medical Terminology
Medical Office Management & Billing
Nursing Assistant Pre-certification (CNA) Internship
RDA Preparation
Sports Medicine

PUBLIC SERVICES

Administration of Justice
Baking and Pastry Fundamentals
Careers in Education
Careers with Children Internship
Careers with Children – Cooperative
Crime Scene Investigation
Culinary Arts
Fire Science 101 & 102
Fire Technology
Food Service – Cooperative Hotel and Tourism Internship
Service Careers - Cooperative

SCIENCE AND TECHNOLOGY

Automotive Technology
Construction Technology

Credit for Private Instruction – Physical Education

Private Instruction is designed for students who are preparing for national and international competition, who are ranked in their sport on an approved National Registry, who have at least 5 hours per week of private instruction and a demanding practice schedule which precludes them from taking 6 subjects. Maximum number of credits available is 10 per year and 20 credits maximum toward graduation.

Procedure:

- a. A student must complete the form "Application for Private Instruction", available from the office
- b. A student must gain the approval of the Assistant Principal or Principal
- c. The completed form must be placed on file with the administrator by the second week of each semester for credit to be awarded
- d. Pass/Fail marks will be issued for Private Instruction

Concurrent Instruction

Prior approval for courses taken elsewhere must be obtained from your administrator before the start of the course. Course credit earned outside of IUSD will not appear on the Creekside/San Joaquin transcript, unless prior authorization was obtained. Courses taken outside of IUSD will be awarded Elective Credit only and may not serve to meet a pre-requisite or graduation requirement.

College Courses

- Students must be enrolled and attending a minimum day at the high school
- Students will be limited to 11 units per semester/summer session at a college
- Students must exhaust all opportunities to enroll in equivalent courses at their high school
- Students must demonstrate adequate preparation for any course
- All Admissions Request Forms must be approved by the Assistant Principal or Principal

Religious Credit

No credit for religious training, independent study or otherwise, will be awarded to students during the period of their enrollment in IUSD.

Private Foreign Language

Units of elective credit shall be awarded based on the time spent in class. Pass/Fail grades will be awarded. Approval from the Assistant Principal or Principal must be secured prior to beginning the course.

IUSD Blended Learning

Blended learning classes are online/in-person hybrid classes offered to high school students within IUSD. Students complete most of their course work online, and attend one in-person meeting per week for discussions, activities, and test proctoring. Please see your counselor to enroll.

Athletics Eligibility

Eligibility for Sports

1. **Academics:** All athletes must maintain a **2.0 GPA**. In addition, any incoming student who enters high school with a GPA of less than 2.0 based on his/her prior grades will be placed on one semester probation. All athletes must also meet the CIF requirements of passing at least four classes every semester. Additional eligibility information includes:

- ✓ The student is currently enrolled in at least 20 semester periods of work
- ✓ The student was passing the equivalent of at least 20 semester periods of work at the completion of the most recent last regular grading period
- ✓ The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board
- ✓ During the previous grading period, the student has maintained a minimum 2.0 grade point average on a 4.0 scale in all enrolled courses

2. **Attitude:** The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, both on and off the field, as positive role models who exemplify good character. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect.

Unacceptable behaviors reflecting attitude include:

- ✓ Profanity, either at school or an athletic event
- ✓ Improper conduct on the athletic bus or at an athletic event
- ✓ Defiance of authority
- ✓ Theft
- ✓ Unauthorized use of equipment or locker room
- ✓ Suspension from school for disciplinary action
- ✓ Unsatisfactory conduct on campus, in the classroom, or at a school-related activity
- ✓ The USE OR POSSESSION OF TOBACCO, ALCOHOL, OR NARCOTICS WILL NOT BE TOLERATED, and such use or possession will result in suspension from the team and from athletics until such time as the matter can be reviewed by the coaches, athletic council and school administration. Additional offenses may result in suspension from all participation for the duration of the student's attendance at this high school

3. **Attendance:** Playing athletics for 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.

Each student is expected to conduct him/herself as an outstanding citizen at all times in school, classrooms, halls, assemblies, shower rooms, locker rooms, training rooms, athletic trips and during contests. Being an athlete and student is a 24-hour a day job.

Return to Traditional High School from Creekside High School

In order to be eligible to return to traditional high school the following credit threshold should first be earned:

GRADE	TIMELINE	TOTAL NUMBER OF REQUIRED CREDITS
12	End of Fall Semester	190
11	End of Spring/Summer semester	160
11	End of Fall Semester	140
10	End of Spring/Summer semester	115
10	End of Fall Semester	85

In addition to the credit threshold, the following criteria are required:

Academics

1. Earn a minimum of 21 credits per quarter
2. Maintain 3.0 GPA (i.e. B's or better)
3. Complete and pass Algebra 1/Math 1

Attendance

1. A minimum of 90% positive attendance in all six, plus school success, class periods
2. Pattern of habitual tardiness and/or trancies are unacceptable

Attitude

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

Our CEC counselors and teacher advisors will work with students to develop a plan for return to the traditional high school. SJHS students, please see your counselor to develop a plan to return.

Attendance Policy and Guidelines – Creekside High School **24-Hour Attendance Hotline (949) 936-7401**

Regular attendance is associated with success in school. Prospective employers, colleges, and branches of the armed services all ask for attendance information on students. Students attending school consistently is vital.

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 (County Probation referral).

Tardiness

All students who arrive after the 9 AM morning bell has rung must check in through the front office (Creekside High School students). Unless you are seated in the classroom when the final bell rings, you are tardy. Teachers will note when you are late, plus call home to discuss continuing tardiness. Habitual tardiness will be referred to Administration.

Reporting and Clearing Absences

Creekside parents/guardians should call the Attendance Line - (949) 936-7401 – to report any absence. **All absences MUST be cleared within THREE days.** Students may also submit a note from home to the Attendance Clerk explaining the reason for 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.** For San Joaquin students, attendance is based on work production and will be discussed with you in detail at the orientation. Home School attendance requirements will also be outlined at the orientation.

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 “legally 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.

Leaving Campus

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 and will be subject to disciplinary measures. **This policy applies to 18-year-old students as well.**

Creekside High School is a CLOSED CAMPUS. Once students arrive on campus, they are expected to stay for the duration of the school day, including snack and lunch. Any student who leaves campus without permission will be subject to disciplinary measures, including suspensions.

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 Policy and Guidelines – San Joaquin High School

Attendance at San Joaquin is tracked through course expectation completion. If a student fails to complete three blended study assignments, misses three scheduled meetings, or falls behind 60 or more hours in blended study assignments, an evaluation of enrollment will be conducted to determine whether it is in the student's best interest to continue in Blended Learning. The purpose of the meeting is to ensure the school, parents and students understand the master agreement, attendance requirements, and consequences if enrollment in the Blended Learning program were to continue. At the meeting it will be determined if:

1. The student may remain in blended learning
2. The student will remain in blended learning, with specific criteria/requirements
3. The student will be referred to a traditional program or Creekside High School (high school students only)

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, or excessive excused 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 students case to the District Attorney's 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

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, social workers, and others
- The panel examines the attendance situation and develops an individual contract with the student and family to end absences
- The contract is legally-binding, 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

Homework Policy and Information

IUSD Homework Foundational Beliefs

Homework must be purposeful and the purpose should be clearly communicated:

- Homework should be completed independently unless otherwise indicated by the classroom teacher
- Students should be assuming responsibility for homework so that they engage in self-reflection and assess their own needs
- Homework assignments should reflect differentiated classroom instruction
- If factored into the grade, homework shall remain a reasonable percentage of the class grade
- Homework assignments should be reasonable in scale
- Homework is not the sole means by which to enrich or extend learning, and teachers may elect to assign or not assign homework based on the instructional objectives and the needs of their students
- School should facilitate articulation regarding homework between teachers that includes coordination between courses and grade levels
- Teachers should provide some form of timely feedback regarding the homework assigned
- School should facilitate open communication between teachers and families regarding the homework assigned

Creekside Education Center Homework Foundational Beliefs

At CEC we believe the purpose of homework is to.....

- Reinforce standards studied in class
- Enrich what students are doing in class
- Develop independent thinkers/problem solvers
- Provide an opportunity to earn accelerated credits

Homework at Creekside High School, whether assigned in the format of reading, skill development, vocabulary practice, or extension assignments for accelerated credits, is designed to reinforce and review the concepts and content learned in the classroom, as well as to prepare or study for assessments, or introduce upcoming lessons. Students are expected to thoughtfully approach and complete homework with the same earnest diligence that they bring to their classwork each day.

Support at School

Homework assignments will be purposeful and differentiated to meet the needs of all students. Teachers will work with their curricular levels to determine the percentage which homework will be factored into student grades. Through cross-curricular collaboration, departments will work to minimize overlap in order to limit an excessive work load.

Support at Home

Parents and guardians are encouraged to consistently provide a supportive and distraction-free environment for students to work independently. Additionally, parents are encouraged to check homework for completion and quality.

Academic Breaks

No work will be assigned over Winter or Spring Break, although students are encouraged to complete make-up work or accelerated credits (Creekside High School) during this time.

Classroom Policies

Parents can find information regarding homework expectations and policies from individual teachers by attending Back-To-School Night and referencing the individual teacher Course Expectations/Syllabi. Concerns regarding specific homework policies should be brought to the attention of the teacher via email or telephone contact.

Before or immediately after an excused absence or suspension, it is the student's responsibility to coordinate and make up any assignment or assessment with each teacher in an agreed upon timeframe.

General School Policies

The Creekside Education Center schools 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:

- Using notes, documents, providing or having access to information such as formulas or calculations, receiving or providing answers during a test
- Copying completed assignments or allowing another to do the same
- Copying of or allowing another student to copy an assignment or electronic file. Never "lend" another student your assignment nor borrow your electronic file.
- Unauthorized use of electronic devices during tests.
- **Plagiarism** (v.) To use and pass off as one's own (the ideas or writings of another).
 - o American Heritage Dictionary, 3rd Ed.

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 a meeting with their teacher and be subject to the following penalties:

- zero on the assignment and a reflective essay from an assigned prompt to be submitted to the Assistant Principal
- establishment of a dishonesty file in the Assistant Principal's office
- notification of parents by teacher, including explanation of consequences of second offense

If a student is found to have violated the academic honesty policy a second time (in any class), the student will be referred to an Administrator. Consequences will include:

- Student referred to assistant principal by teacher and teacher contacts parents
- Student will be dropped from the class with an "F" unless student completed the following:
 - Reflective letter to Assistant Principal within one week including why the student violated the academic honesty policy and what the student would do in the future.
 - When successfully completed, student receives a "0" on assignment.
 - If not successfully completed, student is dropped from the class with an "F".
- A notation in the student's permanent file

Any subsequent offenses (in any classes) will result in the following:

- Student referred to Assistant Principal by teacher and teacher contacts parents
- Student dropped from class with "F"
- A notation in the student's permanent file

Cell Phone/Electronic Signaling Device Policy

The Irvine Unified School District and Creekside Education Center acknowledges 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 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 your cell phone or device is confiscated, there will be no excuses for release. The electronic device discipline matrix will be applied, as outlined below.

Electronic Devices – For example, iPod's/Radios/Stereos

Electronic signaling devices include any device that operates through the transmission or receipt of radio or infrared waves, including, but not limited to 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.

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 anywhere 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 the school office. Cell phones/electronic devices will be confiscated upon use. Consequences include:

- 1st. Offense** – Teacher/staff member secures the device until the end of the period
- 2nd Offense** – Device will be secured in the office until the end of the school day. 2nd Violation to be entered into discipline record
- 3rd Offense** – Second offense discipline applies and device will only be released to parent or guardian.
- 4th and subsequent Offenses** – Third offense discipline applies and may include in-house or off campus suspension for willful defiance of school authority

Please Note

Failure to give up electronic device to district representative, including teachers or campus control assistants, may result in suspension and a parent conference. Creekside Education Center is not responsible for the loss/theft of any electronic device.

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.

To create a safe and appropriate learning environment, students shall not wear any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit or any other attribute, is unsafe, disruptive, unhealthful, obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous. Clothing should not expose student undergarments, nor be provocative or revealing, contain sexual innuendos, or advocate unlawful behavior or illegal substances. Clothing which is extremely brief, excessively form fitting or low-cut (including plunging neck lines, bare midriffs, exposed undergarments, and very short skirts or shorts). Shorts must be at least fist length and skirts must be fingertip length. Students shall not wear clothing suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.

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

Campus Safety

The primary goal of the Irvine Unified School District to educate each student. To do so, 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 the rights of others. The following discipline plan has been devised to ensure that unacceptable behavior is identified and addressed in a timely and impartial fashion.

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.

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. The SRO may provide services as a mentor, 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.

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

CEC 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)

Avoiding Conflicts

In order to promote a safe and healthy learning environment, it is important to understand how to avoid and resolve conflict.

What students can do to avoid/resolve conflict with staff:

- Follow directions and respond politely to adult requests. When you have a concern, ask for a meeting with the staff member in question to discuss the concern.
- If you need assistance to help resolve a conflict, ask your counselor to be present with you during the meeting.
- If a resolution cannot be reached, please contact the assistant principal for next steps. The goal is to find a mutually agreeable resolution.

What to do to avoid a conflict/fight with fellow students:

- Let an administrator, counselor, teacher, CCA, SRO, or other campus personnel know if you are feeling unsafe, threatened, or harassed.
- Avoid listening to and spreading gossip.
- Adopt the attitude “If I didn’t hear the information myself, directly from the source, it did not happen or was not said, and therefore does not deserve a response”.
- Do not confront anyone in front of others or when you are angry; the other person may react defensively, unsure of what you might do. If you are unable to “let it go”, ask for help from a teacher, counselor, or administrator.
- Remember, your counselor is a wonderful resource to help you talk through any conflicts, or arrange for conflict mediation

Closed Campus Policy

For the protection of all students, Creekside Education Center is a closed campus during school hours. Once a student has entered the school parking lot or the sidewalk in front of the school they are considered to be on-campus. 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 truanancies

Additionally:

- ✓ Creekside Education Center 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. Nearby apartment complexes/residential areas 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

Campus 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.

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 only
- ✓ **3rd (and subsequent) confiscation – possible suspension for willful defiance and returned to a parent/guardian only**

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 label any emergency items you leave for student pick-up. Office staff will not be held responsible for any items left for pick-up and please note that office staff may not accept money to hold for students. **Only parents or guardians may drop off items to students – this includes, but is not limited to, food deliveries.** Please note that any food items delivered will only be released to students during the designated lunch period.

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 earthquake, 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. Our site emergency plan is available for review in the main office during regular office hours.

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.

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.

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

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.

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.

1. All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying and cyber bullying in violation of this policy shall be subject to appropriate discipline.
2. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.

3. Complaints of bullying and cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

"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.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, a recommendation for expulsion and/or notification to the appropriate authorities.

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 as part of the registration process. This form must be read and accepted by both parent and student. By completing the form, the student will be approved for electronic information access. Students who do not receive this document during registration or would like another copy 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. They are also subject to suspension from their school of enrollment for repeated violations. Students who have no official business at school should leave campus immediately.

Lost and Found

Students often misplace items while at school. We make every effort to return items with identification to students as soon as possible. By marking the student's name on backpacks, clothing, notebooks, calculators, etc., they have a much better chance of finding an article that has been lost. 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, MISPLACED, OR STOLEN ITEMS~

Parking for Students

- ✓ All student vehicles MUST display a CEC parking permit. In order to obtain a parking permit, students must attend a SMART Start driving workshop and provide proof of registration and a valid driver's license to CEC staff
- ✓ All student vehicles must park in properly marked stalls within the areas designated for student parking and must have a valid parking permit displayed
- ✓ 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

- ✓ 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
- ✓ 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

Parking 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.

Drop-off and pick-up of students

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 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.

Supervision Areas

Students may not be out of the lunch area while eating. Students must remain in the supervised areas during school hours unless going to or coming from school or classes (students must exit or enter through a supervised area), with a staff member, or on school business.

Teacher rooms and phone extensions

Please note that teacher phones are silenced during class time to avoid interruption to the educational process. The most effective way to reach a teacher is to call before school, after school, during lunch or conference period, or leave a short voice mail message. Please contact us at our main number, (949) 936-7400, or check the website for updates. All staff is also available through e-mail at any time.

Textbooks

Textbooks that are lost must be paid for before graduation or issuance of diploma. In the course of the year, if a textbook is stolen, damaged beyond repair or is otherwise not useable, the student must pay for the text before a second one is issued. If a lost or stolen book is recovered, the student will be reimbursed for the amount he/she paid. Graduating seniors must turn in all textbooks and/or pay for lost/damaged books prior to graduation.

Theft Prevention

Students must be on guard to prevent the theft of their property while attending school. If a theft has occurred during a specific class, immediately report it to your teacher.

The following preventative actions will help reduce the likelihood of theft on campus:

- ✓ Do not bring items to school that are not needed for school
- ✓ Do not bring large sums of money or valuables to school, especially jewelry
- ✓ Do not leave any items unattended in a classroom
- ✓ Do not leave any items unattended anywhere on campus

What to do in case of a suspected theft:

If a theft has occurred during a specific class, immediately report it to your teacher. Report all thefts to the Campus Supervision Office by filling out a Voluntary Witness Statement report. This is very important, even if we cannot retrieve the item; it is helpful to us to keep track of any patterns that may be occurring.

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 visitors, except District employees, must register in the administration office before coming on campus during school hours, 7:30am – 3:30pm. Please make sure to have a driver's license, passport card, or other acceptable forms of government ID in order to register. The only exception to required registration is for individuals attending an event open to the public during non-school hours.

Student Services

Guidance Department

Under the direction of Coordinator of Alternative Education, school counselors and other support staff provide students and parents with information and assistance in building an educational program that meets individual needs and prepares students for post-secondary options. The Creekside Education Center is fortunate to benefit from the support of two full-time counselors, a Wellness Coordinator and a school psychologist. In addition to focusing on student academics, our team supports personal and socio-emotional growth in our students through a variety of ways.

Mental Health/Wellness Services and Resources:

The District provides school-based mental health/ wellness services and resources (www.iusd.org/WeCare or <https://iusd.org/departments/mental-health-wellness>) to students and families. These services include short-term individual or group counseling for students at the school site; short-term, solution-focused therapy for students and families through the Irvine Family Resource Center; and resource linkages to community-based mental health or social services for students and families. Services are provided by counselors or licensed mental health professionals

National Suicide Prevention Lifeline: 1-800-273-8255

Educational Planning

During the student's sophomore year, he/she will develop an individualized educational plan. Graduation and post-secondary options are the planning goal. Each subsequent year the student and their counselor will review the plan, monitor his/her progress and make any necessary adjustments.

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 Records

Located in the Administration Building, our records clerk provides up-to-date information on grades and transcripts. Copies of transcripts cost \$4.00 each. Grade request changes for transcripts must be teacher initiated and administrator approved.

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.

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 truancies, tardies, and/or absences.
- ✓ The student misses classes/appointments and/or does not turn in satisfactory work in a given period of time
- ✓ The Assistant Principal/ students’ individual subject teacher’s through the SST process determine that schoolwork is suffering because of employment

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 - please see “Student Medication Policies and Procedures” in this handbook for additional information.

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. More importantly, 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

“Every Day is a New Day to Succeed”

All students will demonstrate:	On Campus: classrooms, office, quad, restrooms, lunch-line	Community Settings
COMMITMENT “A promise to better yourself in some way, every day”	<ul style="list-style-type: none"> • Come to school prepared and with a purpose • Do all your work to the best of your ability • Persevere • Stay focused 	<ul style="list-style-type: none"> • Leave the area in better condition than when you found it • Be a positive member of your community
HONOR “Do the right thing, even when no one is looking”	<ul style="list-style-type: none"> • Respect yourself, others and your surroundings • Follow campus and classrooms rules and expectations • Be a role model/leader and set a good example 	<ul style="list-style-type: none"> • Show respect and courtesy to everyone you meet • Encourage others to do the right thing
SELF-DIRECTED INDIVIDUAL “Take accountability and responsibility for your own learning”	<ul style="list-style-type: none"> • Come to school ready to learn • Engage in the learning process • Respect and support the learning of others 	<ul style="list-style-type: none"> • Listen with the intent to understand • Help without being asked • Think it through before you act

Discipline Matrix and Policies

Creekside Education Center recognizes that self-discipline is both a learned behavior and a prerequisite for learning. 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 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, 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 other alternative programs.

Disciplinary Action:

The school intervention 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 leadership, 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.
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. Restrictions of recess/breaks
6. In-School Suspension
7. Off-Campus Suspension
8. Shortened school day
9. Behavior Contract
10. Recommendation for expulsion
11. Involuntary transfer to appropriate alternative programs

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 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 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)

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. Ode 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)**

Creekside Education Center School Discipline Recommendations*

Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Battery/Assault	Suspension (3-5 days) + Police Contact + Possible Expulsion/Placement recommendation	Expulsion/ Placement recommendation + Police contact		
Cheating	See IUSD Academic Honesty Policy			
Defiance	Class suspension(s) + Parent contact by teacher	Class suspension(s) + Parent conference with teacher and counselor or admin	Suspension – (1-3 days)	Suspension (3-5 days)
Disruption of School Activities	Class suspension(s) + Parent contact by teacher	Class suspension(s) + Parent conference with teacher and counselor or admin	Suspension - (1-3 days)	Suspension (3-5 days) + Possible Expulsion/Placement recommendation
Dress Code Violation	Change Clothes + Warning	Change Clothes + Parent Contact	Change Clothes + Parent conference	Parent Conference with Counselor + Admin & possible Behavior Contract + Possible Suspension (1-3 days)
“Drug” talk	SEARCHED + Class Suspension(s) + Parent contact by teacher	SEARCHED + Class Suspension(s) + Parent conference with teacher and counselor or administrator	Suspension (1-3 days)	Suspension (3-5 days)
Electronic Device	See IUSD/CEC Cell phone and Electronic Device policy			
Fighting	Suspension (3-5 days) + Police Contact	Suspension – 5 days + Police contact	Expulsion/Placement recommendation + Police contact	
Hazing / Harassment / Threatening a Student	Suspension (3-5 days) + Police Contact	Suspension – 5 days + Police contact	Expulsion/Placement recommendation + Police contact	
Off Campus/Leaving without permission	SEARCHED + In-house suspension + Parent Notification	Suspension (1-3 days)	Suspension (3-5 days) + Parent conference + Shortened schedule	Suspension (3-5 days) + Parent conference + Shortened schedule
Possession of Narcotics/Alcohol	Suspension (3-5 days) + Referral to Alt to Suspension + Police contact	Suspension + Expulsion/ Placement recommendation		
Possession of Tobacco/Vape Products	Confiscation + Parent Notification	Confiscation + Referral to Alt to Suspension + Parent Notification	Suspension (1-3 days)	Suspension (3-5 days)
Profanity / Obscenity Towards Staff	Class suspension(s) + Parent contact by teacher Obscenity Towards Staff is Automatic Suspension (1-3 days)	Class suspension(s) + Parent conference with teacher and counselor or admin	Suspension (1-3 days)	Suspension (3-5 days)
Smoking / Electronic Cigarette	Suspension (1 -3 day) + Referral to Alt to Suspension	Suspension (1-3 days)	Suspension (3-5 days)	Suspension (5 days) +
Theft / Possession of Stolen Property	Suspension - 3 days + Restitution + Police Contact	Suspension (5 days) + Police Contact + possible Expulsion/ Placement recommendation	Suspension (5 days) + Police Contact + Expulsion/Alternative	
Transfer / Sale of Narcotics	Recommendation for Expulsion			
Under the Influence	Suspended – (3 days) + Alt to Suspension referral	Suspended (3-5 days) + Expulsion/Alternative placement recommendation		
Vandalism / Graffiti / Tagging	Restitution, Confiscate Items, Suspension (1-5 days) + Police Contact	Recommendation for Expulsion/Placement + Police Contact		

***This is a guide and the CEC administration reserves the right to modify on a case by case basis.**