

# **CAMPUS POLICIES, RULES, & PROCEDURES AND COURSE OFFERINGS**

## **ATTENDANCE PROCEDURES**

**On the day/period of the absence:** If a student is absent from school, a parent or guardian should call the Attendance Office (949/936-7001) before noon to report the absence. (This message line is available 24 hours a day for your use). The student has 3 days to clear the absence, after that, the student will be deemed truant. If a student is unexcused from class, missed work and tests may not be made up. Students that are habitually truant (Ed Code 48260) will be asked to verify all illnesses by providing a doctor's note or by being cleared through the school's health office. Persistent attendance infractions will result in detentions, assignment to Saturday School, and referral to the district's SARB board.

Our Automated Caller has been designed to contact a parent each day their student misses or is tardy to a class.

**If a student is truant from class, missed work and tests may not be made-up.**

Families can check their student's attendance on the parent portal. Below is a list of codes that are used for absences and tardies. Only those with a \* next to them are considered excused per Education Code.

- A: Unexcused Absence
- B: School Business
- D: Medical Appointment
- F: Funeral\*
- I: Illness\*
- O: Court\*
- R: Religious Holiday\*
- S: Suspension
- U: Family Business
- T: Tardy
- X: Tardy over 30 minutes

## **TARDY POLICY**

Tardy policies are left to the discretion of each teacher. If a student is more than 30 minutes late to a class, it is considered an unexcused absence and a detention will be assigned. Tardiness may result in the following:

1. Loss of participation points which could result in the lowering of a grade.
2. Detention assigned by an administrator, teacher, staff member, or the Attendance Office.

## **RELEASING STUDENTS**

Students must sign out at the Attendance Office whenever they leave campus. They must have a note, or the Attendance Office must have received a call from the parent/guardian before they leave campus. In case of an accident or injury, students will be released through the Health Office and will ONLY be released to their parent/legal guardian or designated person on the student's records. Please feel free to call the Attendance Office staff at (949) 936-7001. If you receive their voice mail, please leave a message with your return telephone number.

## **CAMPUS POLICIES: OPEN CAMPUS**

Students may leave campus during lunch only with a Lunch Pass on file. Adherence to this policy will be monitored by staff spot checks, police, merchants, and community reports. The campus is closed at all other times including break, tutorial, Advisement, rallies, assemblies and passing periods and students are to remain on campus.

## **COMPUTER & NETWORK ACCESS**

All students who agree to the IHS and IUSD technology use policy will receive an account. If violations of the use policy occur, students may lose access to computers and the IHS network.

## **DISASTER PREPAREDNESS**

We ask that students not leave campus until their parent/guardian has signed them out with the Student Release Team, so that we have a record of each student's whereabouts. Parents should park at Heritage Park, walk through the park, and check in with the Student Release Team behind the practice gym.

## **LOCKERS**

Lockers will be available to all 10th graders and 11<sup>th</sup> graders during Roundup. During Roundup 10<sup>th</sup> and 11<sup>th</sup> grade students will be able to return their locker if they do not wish to have one and 9<sup>th</sup> and 12<sup>th</sup> grade students will be able to place their name on a list for the lottery. Freshmen will not be automatically assigned a locker as we are moving towards the use of class sets of books at the freshmen level in most classes. Students will be notified within the first month of school if they have been issued a locker. Lockers cannot be shared. Students who are issued lockers will have access to them only during the school day. **THE SCHOOL IS NOT RESPONSIBLE FOR LOCKER THEFT, THE LOSS OF TEXTBOOKS OR PERSONAL ITEMS.**

## **PARKING PERMITS**

A drivers' license, certificate of completion of the Smart Start Program, and completed parking permit application will be required to obtain a valid permit. **ANYONE PARKING ON IHS CAMPUS WITHOUT A VALID PERMIT MAY BE ISSUED A CITATION FROM THE IRVINE POLICE DEPARTMENT.** Violators' cars may be towed away at owner's expense. Any student parking in STAFF or VISITOR parking will be subject to ticketing and a sticker is placed on the student's windshield. First offense earns a Saturday School; second offense leads to loss of parking privilege.

## **P.E. LOCKERS**

PE Lockers are issued individually to each student through the P.E. Department. The loss of items will not be reimbursed by the school. Students are expected to lock up all belongings in their PE locker. PE lockers can only be accessed during the student's assigned PE period.

## **COURSE OFFERINGS**

This Program of Studies is designed to familiarize you with educational options and resources that will facilitate your transition from high school into the future. It is the blueprint to assist you in meeting your graduation requirements and in planning for life after high school. The Program of studies with a complete listing of Irvine High School Course offerings can be found at <http://www.irvinehigh.org/pdf/Registration/POS%202016-17%20v3.pdf>

## **ACADEMIC HONESTY POLICY**

Students are expected to demonstrate honesty and integrity while in attendance at IHS. Each student is expected to do his or her own work on individual assignments. This includes test taking, homework, class work, and the original creation of essays, compositions, term papers, and scientific research. A student who shares his/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 demonstrated unacceptable academic behavior. The following criteria are considered cheating:

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

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education at IHS. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties:

1st Offense:

- Referred to assistant principal, Academic Honesty assignments to be completed within one week, zero on assignment, parent contact by teacher, and Saturday School.

2nd Offense:

- Referred to assistant principal, , dropped from the class with an "F" unless the student completes an intervention (Academic Honesty assignments to be completed within one week) as assigned by the assistant principal, zero on assignment, parent contact by teacher, and Saturday School.

3rd Offense:

- Referred to assistant principal, dropped from the class with an "F".

### **IUSD DRESS CODE & PERSONAL APPEARANCE POLICY**

Appropriate dress and personal appearance at school and school-related activities shall not include 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; exposing undergarments; provocative or revealing; advocating unlawful behavior or illegal substances; or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.

*Examples of Unsafe/Inappropriate Dress include but are not limited to:*

- No Shoes, slippers, oversized pants/shorts, , clothing with illegal/controlled substance references (including tobacco, alcoholic beverages, marijuana, etc.)
- UNSAFE & SUGGESTING OR PROMOTING STREET GANG AFFILIATION OR OTHER GROUPS COMMITTING UNLAWFUL ACTS (BP 5136(a); AR5136(a)):Any combination of clothing which, upon guidance from law enforcement agencies, is considered gang-related (these may change) — i.e., bandannas, hair nets, metal belt buckles with gang-style monograms, dangling belts or chain accessories, slippers, etc.)
- DISRUPTIVE, PROVOCATIVE OR REVEALING: Clothing considered undergarments, clothing exposing undergarments, clothing exposing midriff, upper torso, etc., halter tops (exposing front and back), tube tops, spaghetti straps, swim wear, skirts/dresses/shorts that do not extend past the fingertips, backless tops, low cut tops, exposed undergarments, see through/sheer clothing, clothing with cutouts, etc.

Students who violate this policy, its regulations, or school rules adopted pursuant to this policy shall be subject to appropriate disciplinary action.

### **STUDENT RULES AND EXPECTATIONS**

**Students are expected to adhere to classroom/campus policies & rules and to uphold the IHS Values. If a student violates these policies and rules, they may be issued a consequence. One consequence may be a detention.** Any teacher, counselor, staff member or administrator may assign a student detention. Detentions may be served during lunch. Saturday School (4 hour block) will be assigned if detentions become excessive or for specific rules violations (ex.cell phone & academic honesty). Students who fail to serve their detention time will be subject to further disciplinary action.

Detentions may be assigned for the following but are not limited to:

1. Tardiness to class.
2. Truancy.
3. Leaving campus without clearing with the Attendance Office.
4. Leaving class without permission.
5. Class disruption or failure to follow classroom rules.

### **CONDUCT SUBJECT TO DISCIPLINARY ACTION:**

Whether on campus or at any school-sponsored activity, wherever held, students who are involved in any of the following activities shall make themselves liable to suspension and /or other disciplinary action.

#### **Under California Education Code §48900:**

1. Unlawfully possessed, used, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
2. Caused or attempted to cause damage to school property or private property.
3. Stolen or attempted to steal school property or private property.
4. Possessed or used tobacco products.
5. Committed an obscene act or engaged in habitual profanity or vulgarity.
6. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
7. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
8. Knowingly received stolen school property or private property.
9. Possessed an imitation (replica) firearm.
10. Committed or attempted to commit a sexual assault, or committed a sexual battery.
11. Forgery of any notes, readmits, or student I.D. cards.
12. Cheating.
13. Violation of the Acceptable Use Policy for computer use.
14. Gambling.
15. Reckless driving on campus.
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary action. **HARASSMENT**—Complaints regarding harassment of students, by another student or adult to a student, may be received by the principal, assistant principal, counselor, nurse or school psychologist.
17. Unauthorized use of any electronic signaling device, including all cell phones and pagers.
18. Bullying

### **EXPULSION**

The principal or superintendent shall recommend a pupil's expulsion for any of the following:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.

3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.

#### **POLICIES FOR STUDENTS INVOLVED IN SUBSTANCE ABUSE**

The Irvine Unified School District and participating law enforcement agencies have agreed to work in a cooperative manner with students involved in substance use. Procedures outlined have been reviewed by the agencies involved and will be in effect until such time as it is mutually agreed to revise them. All agencies involved in assisting students in substance abuse cases have agreed to cooperate and work together in assessing corrective measures to avoid unfair and/or duplicate punishments. The schools have agreed to release all controlled substances confiscated from students to the appropriate law enforcement agency. It is the intent of Irvine Unified District to provide a safe, alcohol and drug free environment for all of our students. Acts for which school officials may discipline students include student conduct on school property, or while going to or from school, or while engaged in or attending a school activity.

#### **Alcohol, Marijuana, Tobacco, & Other Controlled Substances**

The provisions of this section shall apply to alcohol and other drug use violations including, but not limited to, using, possessing, distributing, manufacturing, or being under the influence of a controlled substance. The provisions also apply to using, possessing (substance or paraphernalia), manufacturing, or distributing drug paraphernalia.

#### **First Violation**

##### **(Other than Distributing or Manufacturing)**

**A. Disciplinary Action:** The first violation for using, possessing, distributing or being under the influence of alcohol, marijuana or any other controlled substance shall result in: a) suspension from school for two to five days, b) participation in a three-day Substance Abuse Prevention Education Program, and c) suspension for 10 school days from all student school-sponsored activities (athletic teams, performing arts events, clubs, and all other school-sponsored activities). The principal may recommend an extended suspension for participation in student activities and/or a recommendation for expulsion.

The suspension shall be excused absences, and makeup work shall be provided by the school during the period of suspension, if the student and his or her parent or legal guardian agree to, and subsequently participate satisfactorily in the Substance Abuse Prevention Education Program or other drug use prevention follow-up activity designated by the school principal or designee.

Should the student fail to participate after two scheduled attempts in the Substance Abuse Prevention Education Program or other drug use prevention follow-up activity, the student shall be involuntarily transferred to Creekside or other designated alternative program. (See Involuntary Transfer, Policy 5120)

**B. Police Report:** The principal or principal's designee shall report the violation to the Irvine Police Department. In instances where material is found, that are suspected of being a controlled substance, it shall be turned over to the Police Department.

**C. Parent Notification:** The principal or principal's designee shall notify the student's parent or guardian of a) the suspension, b) the conditions for re-admittance, c) the fact that the absences will be excused if the student and his or her parent or legal guardian participate satisfactorily in a designated follow-up activity, d) involuntary transfer to Creekside High School should the student fail to participate in a designated follow-up activity, and e) the consequences of any subsequent violations and further, that all controlled substance use violations, including this one, are reported to the police. The student and parent or legal guardian shall be requested to sign a statement that they have been informed of the consequences of any subsequent violations.

#### **Second Violation**

##### **(Other than Distributing or Manufacturing)**

**A. Disciplinary Action:** The second and any subsequent violation for using, possessing, furnishing or being under the influence of alcohol, marijuana or any other controlled substances, shall result in a) suspension from school for five days, and b) from all school activities (athletic teams, performing arts events, clubs, and all other school-sponsored activities) for the remainder of the school year, and c) the potential involuntary transfer of the student to Creekside High School for the remainder of the current and/or following semester. In addition, a recommendation for expulsion will be made which may include an extended suspension.

**B. Police Report:** The principal or principal's designee shall report the violation to the Irvine Police Department. In instances where material is found, that are suspected of being a controlled substance, it shall be turned over to the Police Department.

**C. Parent Notification:** The principal or principal's designee shall notify the student's parent or guardian of the suspension and the conditions for re-admittance.

#### **Violation Involving Distributing or Manufacturing**

**A. Disciplinary Action:** A violation involving distributing or manufacturing a controlled substance or drug paraphernalia shall result in suspension from school for five days, the principal shall recommend expulsion from school, and the student will be expelled.

**B. Police Report:** The principal or principal's designee shall report the violation to the Irvine Police Department. In instances where material is found, that are suspected of being a controlled substance, it shall be turned over to the Police Department.

**C. Parent Notification:** The principal or principal's designee shall notify the student's parent or guardian of the suspension and the conditions for re-admittance.

### **NON-DISCRIMINATION**

The Irvine Unified High School District is committed to equal opportunity for all individuals in education. District 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, 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.

The District's Career and Technical (CTE) program does not discriminate in enrollment in or access to any of the CTE 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 District's activities and programs. The Irvine Unified School District 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 District's designated compliance coordinators.

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

Coordinator, Section 504  
Melissa DiScala  
Coordinator, Mental Health  
3387 Barranca Parkway  
Irvine, CA 92606<sup>1</sup>  
(949) 936-7523

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

Coordinator, Title IX  
Keith Tuominen  
Director, Secondary Education  
5050 Barranca Parkway  
Irvine, CA 92604  
(949) 936-5047

Coordinator, Title II, Title VI  
Tim Hornig, Student Services  
5050 Barranca Parkway  
Irvine, CA 92604  
(949) 936-5176

Coordinator, Title VII, Age  
Discrimination Act & Age  
Discrimination in Employment Act  
TBD  
Director, Human Resources  
5050 Barranca Parkway  
Irvine, CA 92604 (949) 936-513

Coordinator, CCR Title 5  
TBD  
Director, Human Resources  
5050 Barranca Parkway  
Irvine, CA 92604  
(949) 936-5136

**Any person may also contact the following:**

San Francisco Office for Civil Rights, U.S. Department of  
Education, regarding the District's compliance with Section  
504, Title II, Title VI, Title IX, and the Age Discrimination  
Act.

Office for Civil Rights  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
Telephone: 415-486-5555

Equal Employment Opportunity Commission for concerns  
relating to the Age Discrimination in Employment Act, or Title  
VII.

Roybal Federal Building  
255 East Temple St., 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
Telephone: 1-800-669-4000

Other agencies dealing with non-discrimination issues  
include:

California Human Rights Commission  
U.S. Department of Justice  
25 Van Ness Avenue, Room 800  
San Francisco California 94102-6033  
(415) 252-2500

950 Pennsylvania Ave., NW  
San Francisco, CA 94102-6033  
Washington, DC 20530-0001  
Telephone: 415-252-2500  
Telephone: 202-353-1555

**SEXUAL HARASSMENT POLICY (EC §§231.5, 48980; 5 CCR §4917):**

The District's written sexual harassment policies can be found at [www.iusd.org](http://www.iusd.org) at the following website links:

- [http://www.iusd.org/board\\_of\\_education/board\\_policy/policies/5145\\_7.htm](http://www.iusd.org/board_of_education/board_policy/policies/5145_7.htm)
- [http://www.iusd.org/board\\_of\\_education/board\\_policy/policies/4121\\_1.htm](http://www.iusd.org/board_of_education/board_policy/policies/4121_1.htm)
- [http://www.iusd.org/board\\_of\\_education/board\\_policy/adminregs/ag5145.6.htm](http://www.iusd.org/board_of_education/board_policy/adminregs/ag5145.6.htm)

**UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):**

The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination. Copies of the Uniform Complaint Procedures must be made available free of charge. The local agency is primarily responsible for compliance with federal and state laws and regulations (T5CCR 4620). The complainant has a right to appeal the local agency decision to the CDE by filing a written appeal within 15 days of receiving the LEA Decision (T5CCR 4632). The complainant has a right to pursue any civil law remedies that may be available under state or federal discrimination laws, if applicable, and of the appeal pursuant to Education Code Section 262.3 (EC § 262.3, T5CCR 4622). Information on how to file a Uniform Complaint can be found at [http://www.iusd.org/board\\_of\\_education/board\\_policy/policies/1312\\_2.htm](http://www.iusd.org/board_of_education/board_policy/policies/1312_2.htm). All Uniform Complaints are to be directed to Terry Walker, Superintendent at (949)936-5000 – 5050 Barranca Prkwy., Irvine, CA 92604.

**ELECTRONIC SIGNALING AND RECORDING DEVICES**

The Irvine Unified School District 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. In permitting student possession of such devices, the District assumes no liability for the loss of the device or its misuse by another person. Students should not use their electronic devices in classrooms unless given permission by a school district employee. Students who violate this policy are subject to disciplinary action. The consequences listed below span the entirety of the student's time at Irvine High School.

- **First Cell-Phone Offense:** Students who have their cell phone or other electronic devices confiscated the first time will be referred to their grade level administrator. The administrator will log the offense into the student's discipline record, the student will be counseled as to the cell phone policy, the phone will be kept until the end of the school day, and the student will be asked to sign a contract.
- **Second Cell-Phone Offense:** Students who have their cell phone or other electronic devices confiscated the second time will be referred to their grade level administrator. The student will receive a Saturday School and the administrator will hold the phone until the end of the school day.
- **Third Cell-Phone Offense:** Students who have their cell phone or other electronic devices confiscated the third time will be referred to their grade level administrator. The student will receive a Saturday School and the administrator will hold the phone for 24 hours unless picked up by a parent/guardian.
- **Four (+) Cell-Phone Offenses:** Students who have their cell phone or other electronic devices confiscated four or more times will be referred to their grade level administrator. The student may be suspended for willful defiance of school rules. The administrator will hold the phone until it is picked up by a parent/guardian.