

Silverado High School
Saddleback Valley Unified School District
Alternative Education
Student Handbook
2020 - 2021



Follow us at:

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School Hours – Monday-Friday, 8:00 AM – 1:04 PM

Office Hours – 7:30 AM – 4:00 PM

Silverado students are eligible to concurrently enroll in Credit Recovery, Community College courses (see the Counselor), and ROP (Regional Occupational Program) classes.

Saddleback Valley Unified School District is committed to equal opportunity for all individuals in education. The district programs and activities shall be free from discrimination based on age, disability, gender, gender identity/expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal rights and opportunities. Married, pregnant and parenting students shall have the same educational and extracurricular opportunities as all students. Expecting and parenting students retain the right to participate in any comprehensive school or educational alternative programs for which they would otherwise be eligible. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.

SILVERADO HIGH SCHOOL

Silverado High School is a fully accredited model alternative high school. A variety of classes are offered to assist students in making up credit deficits and to allow students to find the “style” of learning that increases their success in school. Silverado provides a daily program of instruction that accommodates individual needs, yet adheres to the rigorous Saddleback Valley Unified School District curriculum.

ACADEMIC BLOCK CLASSES (the majority of our courses are offered in the block format) – Block Classes are available at the beginning of each trimester and are offered for required and elective credits. Similar in nature to traditional direct instruction high school courses, they are reliant on class participation and group projects. Regular attendance is a must. Often, students transferring with equal credit from the comprehensive high school may enter blocks. It is possible for a student to earn five (5) credits for completion of all assignments with passing grades in block classes.

CREDIT COMPLETION CLASSES (few courses are offered in the CC format) – Larger academic classes with “open entry/open exit” format allows students to enroll at any time and make up partial credits if necessary. Courses are project-based as well as offer some independent, text-based work. Students are expected to complete minimum work levels, at least 2.5 credits in six weeks.

RETURN TO THE COMPREHENSIVE HIGH SCHOOL AT SEMESTER

Students wishing to return to a comprehensive high school must have:

1. Satisfactory attendance while at Silverado High School.
2. Satisfactory completion of credit deficiencies.
3. Positive student attitude and citizenship with minimal discipline / behavior issues.
4. Students must have zero demerits.
5. Completion of required application notifying the Counselor of their intent to return. Students are considered for return twice each year at the beginning of the fall and spring semesters.

SILVERADO COMPUTER NETWORK (LOCAL AREA NETWORK)

All students and staff members have individual accounts on the Silverado Computer Network which allows them access to various software applications, electronic resources, and the Internet. Each individual is responsible for the “appropriate” use of his/her account and may lose all computer privileges for improper use. In order to access the Internet, individuals must have an SVUSD Internet Access Electronic Network Use Agreement (signed by parent or guardian if under 18) on file in the Silverado office.

GRADE ACCESS

1. Go to: <http://svwp.svusd.org/>
2. Go to family portal.
3. For email the students type in their SVUSD username:
username@mysaddleback.org
4. For password the type in their SVUSD password.

ROP (Regional Occupational Program)

ROP classes provide students with the skills and experience required by employers and can be helpful in exploration of a career or college major. Many courses include “hands-on” internships in business and industries, allowing a student to get the experience necessary to obtain a first job, update existing skills, or prepare for a better job. Grades and credits are given and applied toward elective requirements for high school graduation. Students who have part-time jobs may enroll in “Co-op” (Cooperative) classes in specific career pathways. Students are able to earn additional credits for work hours through these co-op classes. ROP courses are usually taught in various area high schools, businesses, or at the Coastline ROP office in Costa Mesa. Classes are free to high school students, but may require a fee for certification examinations (for Certified Nursing Assistant or Emergency Medical Technician certification, for instance). For further information on specific classes offered and to register for classes, contact the Silverado High School Guidance Counselor. Class schedules and descriptions are available at the Coastline ROP website, <http://www.coastlinerop.net>.

Work Permits

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. You may get a work permit by following these four steps:

1. Obtain a work permit application in the SHS front office (or the application form may be downloaded from the California State Department of Education website).
2. Fill out the personal information at the top of the application completely, get your prospective employer to fill out the information required in the middle portion including specific duties, and have a parent or guardian sign and date the application.
3. Return the completed request for work permit application to the front office. **Please allow 48 hours to process the Work Permit.**
4. Sign the permit and bring the work permit back to the employer to keep on file.

A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California expire five days after the opening of school in the fall. This is to ensure that all minors report to school in the fall before continuing to work after summer vacation. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire, and the student would need to obtain a new work permit for the new school year even though it was for the same continuing job.

Eligibility for a work permit: Students must be in good standing with regular attendance, acceptable behavior and at least a grade of C in every class. Permits may be issued on a probationary basis at the discretion of the Silverado administration.

For the complete set of laws governing youth employment in the State of California, please visit: <http://www.dir.ca.gov/dlse/dlse-cl.htm> . You can find a pamphlet from the State of California Department of Industrial Relations that covers definitions of minors along with wages, hours of work allowed, types of employment allowed by age, restricted and/or prohibited occupations, and penalties for violating these laws.

Note: All work permits are issued at the discretion of the school district.

SILVERADO LIBRARY/MEDIA CENTER

The Silverado Media Center offers information sources in a variety of formats to all students and staff. Students may use the Media Center individually for study and research with teacher and librarian approval (must have written pass in hand). Class visits are scheduled by teachers. Teachers can make arrangements for students to work in the Media Center after school.

HSE/GED (High School Equivalency Test) – This National test provides an opportunity for an individual 18 (up to 60 days prior) and older to demonstrate proficiency in Language Arts, Social Studies, Science, and Math. It is possible to receive up to 40 credits (max 10 academic/required) toward the Adult Education Diploma if the test is passed.

CHSPE – (Source: <http://www.cde.ca.gov/ta/tg/sp/cefchspe.asp>)

“The California High School Proficiency Examination (CHSPE) is a program established by California Education Code Section 48412. The CHSPE provides an opportunity for eligible persons to demonstrate their proficiency in the basic requirements and earn the legal equivalent of a California high school diploma.

The CHSPE is given two times each year at approximately 75 sites throughout the state. Registrants must pay a \$110 registration fee. Current enrollment in high school is not a requirement; however, at the time the test is taken, the registrant must be either: (1) sixteen years of age; or (2) have completed one year of enrollment in grade ten; or (3) will have completed one year of enrollment in grade ten at the end of the semester during which the next exam is administered. There is no upper age limit to take the test.

The State Board of Education awards each person who passes the CHSPE, a Certificate of Proficiency, which is equivalent by law to a California high school diploma. In other words, institutions that are subject to California law and require a high school diploma for any purpose must also accept the Certificate of Proficiency as satisfying that requirement. However, the Certificate of Proficiency is not equivalent to completing all course work required for graduation from high school” (CDE website).

GRADUATION REQUIREMENTS

To receive a diploma from a high school in the Saddleback Valley Unified School District, a student must earn the following minimum units of credit, pass the SVUSD writing proficiency exam and complete eight (8) hours of community service.

Grade Level	Course	Units
9-12	English	40
9-12	Mathematics	30
9-12	Science	30
	Social Science:	
10	World History	10
11	U.S. History	10
12	Civics	5
12	Economics	5
9-12	Physical Education	20
9-12	Fine Arts, Practical Arts, or Foreign Language	10
10-12	Health	5
9-12	Electives	<u>55</u>
	TOTAL	220
 GPA	 Minimum requirement	 1.75

To assure normal student progress toward graduation, the following targeted unit requirements are recommended for each class:

Seniors.....	170-220 units
Juniors.....	120-170 units
Sophomores.....	60-120 units
Freshmen.....	0- 60 units

The Alternative Programs have a commencement ceremony honoring all diploma graduates at the end of each school year. To participate in the graduation ceremony, students must have completed all graduation requirements listed above prior to the date of graduation and follow procedures for cap and gown.

SILVERADO HIGH SCHOOL BEHAVIOR POLICY

Positive Behavior Interventions and Supports (PBIS)

The Mission of the Silverado High School PBIS team is to create and maintain a safe, effective, and positive school and learning environment. The implementation of behavioral supports will allow all students the opportunity to achieve social, emotional, and academic success.

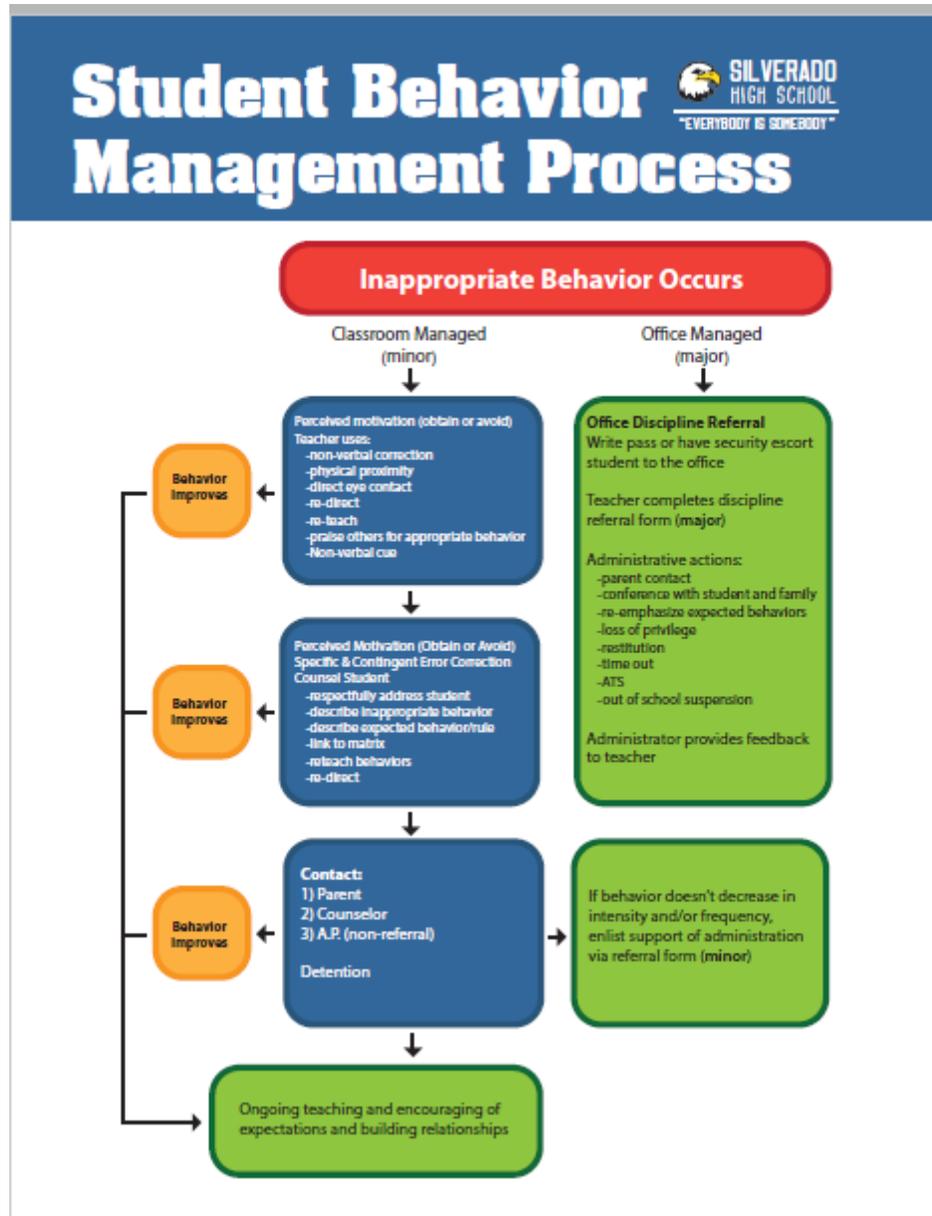
What is PBIS?

- A team-based process including a broad range of systemic & individualized strategies for achieving important social & learning outcomes.
- PBIS is a proactive approach to teach, monitor, and support appropriate school behavior for ALL students.
- A focus on preventing problem behavior of all students at the school-wide, classroom, non-classroom & individual levels.

Students will be rewarded with Eagle Bills daily through the PBIS Rewards App when they exhibit positive behavior. They can redeem the bills for rewards every Monday in the PBIS Store. They can also use their Eagle Bills in each teacher’s classroom store, for school events and raffles. In addition, there will be Lofty Eagle, Ascending Eagle, Attending Eagle and Flying Eagle awards.

Silverado High School  “Everybody is somebody”				
	S SUCCESSFUL	O OPTIMISTIC	A ACCOUNTABLE	R RESPECTFUL
CAMPUS	<ul style="list-style-type: none"> • Be on time for class • Interact positively with peers • Follow school dress code 	<ul style="list-style-type: none"> • Communicate positively • Avoid Confrontation • Represent Silverado with pride 	<ul style="list-style-type: none"> • Use restroom time appropriately • Recycle, throw away trash • Clear your absences/demerits 	<ul style="list-style-type: none"> • Respect others • Respect school property and environment • Speak without profanity • Wait your turn in line
CLASSROOM	<ul style="list-style-type: none"> • Speak and listen with a positive purpose • Work toward your potential • Be aware of your progress toward graduation • Check your grades regularly • Attend class every day • Use devices for school purposes 	<ul style="list-style-type: none"> • Be open-minded to substitutes and guests • Build good relationships • Challenge yourself to make a positive change 	<ul style="list-style-type: none"> • Come to class with all necessary supplies • Enter quietly and put away electronics • Ask for help when needed • Make up missing work • Own your actions 	<ul style="list-style-type: none"> • Be friendly and respect diversity • Be considerate of self and others
COMMUNITY	<ul style="list-style-type: none"> • Represent yourself in a positive way • Pick up your trash • Use appropriate language 	<ul style="list-style-type: none"> • Clean up after yourself • Assist others • Show respect for all people 	<ul style="list-style-type: none"> • Balance school, work and personal activities • Be positive, productive, role models and citizens • Utilize social media for good purposes • Understand and complete community service 	<ul style="list-style-type: none"> • Value adults, peers, and their property • Represent Silverado with pride • Respect your community • Respect others’ rights to privacy
	S SUCCESSFUL	O OPTIMISTIC	A ACCOUNTABLE	R RESPECTFUL

Student Behavior Management Process



Silverado High School Student Behavior Policy

Saddleback Valley Unified School District (SVUSD) students are held to high standards of behavior at all times. Silverado High School is implementing PBIS and our focus is on teaching positive behavior utilizing our SOAR matrix expectations. Silverado students are Successful, Optimistic, Accountable and Respectful.

The guidelines below describe what will be done in most cases; however, exceptions may require more severe action. The lists below are not necessarily in order. Violations may result in one or a combination of the listed consequences. Every reasonable effort shall be made to change a student's inappropriate behavior through alternative means before implementing more severe action such as suspension or expulsion.

Alcohol/Drugs/Controlled Substances/Drug Paraphernalia – Violation Education Code 48900c. No student may use, furnish, possess, or sell alcohol, drugs, controlled substances, or controlled substance look-alikes on campus or at a school-sponsored activity. No student may possess, offer, arrange, or negotiate to sell any drug paraphernalia.

Consequences: First Offense: Any student who has used, furnished, sold, or been found in possession of alcohol, drugs, controlled substances, or controlled substance look-alikes on campus or at a school sponsored activity will be immediately suspended from school for a period of three to five days or ATS (BP 5144; BP 5144.1). Law enforcement will be contacted. Additionally, students will be placed on a 90 day contract which will restrict them from participating in extracurricular activities. As part of the contract, they will be assigned Brief Intervention Counseling. **Second Offense:** 5 day suspension or ATS. Recommendation for Expulsion. Law enforcement notified.

Weapons - It is illegal to have weapons on campus or at a school sponsored activity. Any item classified as a weapon by law enforcement agencies is also considered such by the schools. Prohibited weapons and dangerous instruments include, but are not limited to: 1. Firearms 2. Ammunition or reloaded ammunition 3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade. (Education Code 48915; Penal Code 626.10) 4. Explosive and/or incendiary devices 5. Any instrument that expels a metallic projectile. (Penal Code 626.10) 6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon. 7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900; Penal Code 12550)

Consequences: Three to Five-day suspension or ATS and/or recommendation for expulsion. Law enforcement will be contacted. Additionally, students will be given a Safety Assessment, placed on Dangerous Object Behavior Contract for 90 days, and required to participate in a Quick Class.

Possession/Use of a Laser Pen-Laser pens MAY be considered a “dangerous object” (EC 48900a & 48900b) and should not be brought on campus.

Consequence: First Offense: Saturday School Second Offense: one to five-day suspension or ATS. Law enforcement notified.

PEPPER SPRAY OR MACE – ARE NOT PERMITTED ON CAMPUS

Consequence:3-5 day Suspension from school or ATS and law enforcement agency contacted.

Harassment/Hate Crimes/Bullying

“The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district’s academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student’s actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression,

genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This policy shall apply to all acts related to school activity or to school attendance occurring within a district school and to acts which occur off campus or outside of school related or school sponsored activities but which may have an impact or create a hostile environment at school” (Education Code 234.1) BP 5145.3.

Hate Motivated Behavior

“The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, gender expression, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee” BP 5145.9.

Bullying

“The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments 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 individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. 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 to damage that person's reputation” (BP 5131.2)

Consequences:

Depending on the severity of the offense, the student may be counseled, assigned detention, Saturday School, Conflict Mediation, Restorative Justice, suspended one to five days or ATS and/or recommended for expulsion. In addition, the Orange County Sheriff’s Department will be called when warranted.

Dress Code – Dress which is “disruptive” to the educational process is not permitted.

Appropriate footwear is required. Students should be neat and clean per Education Code 35183, and follow these guidelines. The following are NOT permitted:

- Clothing with alcohol, tobacco or drug promotions, slang, sexual reference, vulgar, sexist, racist sayings, or gang insignia.
- Clothing that could be construed as gang related (per Sheriff’s Dept.).
- No long coats, pajamas or bedroom slippers.
- Accessories that could be used as a weapon, such as spiked wrist or ankle bands, large spiked rings, lengthy chains, or long-hanging belts.
- Strapless, spaghetti straps, revealing garments, extreme showing of midriff or stomach, tube tops, swimsuits and NO undergarment visible.
- Shorts and skirts that are extremely short; men’s tank shirts or sleeveless undershirts.
- Being on campus without shoes or shirt.
- No head gear worn in classes or library, office. (e.g. hats, bandanas, nets, caps, hoods).

Consequences:

(1) First offense: Warning/removal/parent contact/alternative attire offered.

(2) Second offense: Detention/Parent picks up items from Assistant Principal.

Defiance/Disrespect – (1) PBIS Minor Referral: First – third offense: Teacher handles/ Parent called or detention assigned (2) Major Referral: Referral to administration may include one or more of the following consequences depending on severity: teacher-parent-student conference / schedule change / detention / Saturday Academy / 1-3 day suspension or ATS

Class Disturbance – (1) PBIS Minor Referral: First – third offense: Teacher handles/ Parent called or detention assigned (2) Major Referral: Referral to administration may include one or more of the following consequences: teacher-parent-student conference / schedule change / Saturday Academy / 1-5 day suspension or ATS.

Obscene Gesture or Profanity Directed Toward Teacher or Staff – The student will be removed from the class with a W/F for the duration of the trimester and not receive academic credit for the course. If profanity is directed toward any staff member, the student may be suspended from school.

Profanity in Classroom/Obscene Gesture – (1) PBIS Minor Referral: Teacher handles / Parent contact / detention (2) Major Referral: Saturday Academy / teacher-parent-student conference / 1-3 day suspension or ATS.

Fighting (swing) – (1) First Offense: 1-5 day suspension or ATS / parent conference. Law enforcement notified (2) Second Offense: 3-5 day suspension or ATS / parent conference / Law enforcement notified.

Assault – (1) 5 day suspension and possible recommendation for expulsion. Law enforcement agency contacted.

Theft (Depending on the Degree) - (1) Saturday Academy / 1-3 day suspension / parent conference / behavior contract / Law enforcement contact.

Vandalism/Tagging/Graffiti - (1) First Offense: Saturday Academy / Restitution / Parent Conference (2) Second offense: 1-5 day suspension or ATS / police report / Possible transfer

Tobacco/Nicotine/Electronic Cigarettes/Vaporizers are not allowed on campus and will be confiscated. Vaping is prohibited at school and within 1,000 feet of school. (1) First offense: 60-minute cessation/information class / parent contact / 4 demerits (2) Second offense +: 2nd Offense Cessation Class Series or 1-3 day suspension or ATS

Lighter – (1) First Offense – Confiscate / warning (2) Second Offense – Confiscate / 1-3 day suspension or ATS

Cell Phones and Electronic Devices

Students may possess cell phones, provided they do not disrupt class or school activities. They may only be used during snack or before and after school. All devices must be turned off (not vibrate or silent) at all other times, including passing periods while out of class with a pass, or when directed by district employee (Ed. Code 48901.5). If you need to make an emergency call, you must come to the office, even if talking to a parent. In permitting student possession of these devices, the District and SHS assumes no liability for the loss or damage to the device or its misuse by another person. (AR 5131) Electronic music devices or any type of head set or phones

with ear pieces cannot be used during class time. Individual teachers may allow cell phone use in their class for classroom related study or research.

A cell phone or electronic device that disrupts class or other school activity during the regular school day will result in the following consequences:

- PBIS Minor Referral: Warning / Student directed to power off phone and/or place on desk/cabinet/receptacle / Parent Contact / Detention
- PBIS Major Referral: Phone turned in to office for the period / Parent Contact / Detention

Filming on Campus Without Authorization

Any device used for photos, video recording or audio recording without authorization is strictly prohibited and may result in the recording device being confiscated and returned to the parent.

Skateboards and Bicycles – Skateboards and bicycles must **NEVER** be ridden on the school campus or in the parking lot. Students are to walk them onto campus and they must be locked up at the bike rack or skateboard rack. Locks must be furnished by the student and/or parent/guardian. Personal property brought to school is done so at the student's own risk. (1) First Offense: The disallowed items will be confiscated. The item may be returned only at the end of the school day. (2) Second Offense: The item will be confiscated and may be retrieved only by the parent/guardian. A detention will be assigned.

Hall Passes must be used any time a student is out of class.

Demerits

SVUSD High schools and Intermediate schools use demerits to account for detention hours accrued by students for a variety of school rule violations.

1 demerit = 1 hour of detention. Students can remove demerits by serving the assigned consequences through detention, Saturday school, etc. on or before the date assigned. Failure to serve the discipline consequences will result in earning additional demerits and intervention counseling as well as the loss of privileges.

One- Hour Detention

A one (1) hour detention = One (1) demerit earned. One (1) demerit will be removed from the student's record if the detention is served on or before the date assigned. Failure to serve the detention will result in one (1) additional demerit being assigned.

Two-Hour Detention

A two (2) hour detention assignment = Two (2) demerits earned. Two (2) demerits will be removed from the student's record if the detention is served on or before the date assigned. Failure to serve the detention will result in two (2) additional demerit being assigned.

Saturday Academy

A four (4) hour Saturday School referral = Four (4) demerits earned. Six (6) demerits will be removed from the student's record if the Saturday school is served on the date assigned. Failure to serve the Saturday School will result in the Saturday School being rescheduled and two (2) additional demerits being assigned.

School Service

Students may also recover demerits earned through hours of school service. School service must be coordinated and approved by the Assistant Principal of Supervision prior to being completed. Two (2) demerits will be removed for each hour of school service being completed.

Privileges Program

Privileges within SVUSD are defined as, but are not limited to:

1. Dances
2. On-campus parking
3. Promotion & senior activities
4. Commencement ceremony
5. Transferring back to the Comprehensive High School.

Students with ten (10) or more demerits will be placed on the *loss of privileges* list until they have zero (0) **TOTAL** demerits. Students that are placed on the following contracts will also be on the *loss of privileges* list and will remain on the list for the duration of the contract term noted below.

Tardy contract. A student is placed on a tardy contract by earning 6 tardies in a single class. The student will be placed on the *Loss of Privileges* list when the student reaches the 10th tardy in that class. The student will remain on the *Loss of Privileges* list until the end of the trimester that the contract is assigned.

Attendance Contract. A student is placed on an attendance contract by getting 7 or more single period truancies throughout the school day. The student will be placed on the *Loss of Privileges* list when the student reaches 16 total period truancies. A student will remain on the *Loss of Privileges* list until the end of the trimester that the contract is assigned.

Behavior contract. A student may be placed on a behavioral contract for suspendable offenses and/or inappropriate behavior in a classroom or throughout campus. A student will remain on the *loss of privileges* list throughout the duration of the contract.

Ethics violation. If a student violates an ethics contract by getting a third ethics violation during their probationary period, the student will be placed on the *loss of privileges* list for the remainder of current trimester and all of the subsequent trimester.

The *loss of privileges* list will be generated quarterly in conjunction with the co-curricular eligibility cycle. The list will also be updated prior to every school dance (when tickets go on sale). To prevent students from being placed on the *loss of privileges* list, **students with one (1) or more demerits will receive notification from the discipline office of their demerit total two times per month**. Students will be removed from the *loss of privileges* list by the Assistant Principal of Supervision as soon as they have zero (0) **TOTAL** demerits.

Activities. Students placed on the *loss of privileges* list are NOT permitted to participate in any of the activities listed above until they have zero (0) **TOTAL** demerits.

Dances. Students placed on the *loss of privileges* list are NOT permitted to purchase dance tickets until they reduce their **TOTAL** demerits to zero (0). Students will have until the day

before the last day of tickets sales to reduce their total demerits and be permitted to purchase a ticket to attend the dance.

Transferring Back to the Comprehensive High School. Students placed on the *loss of privileges* list will not be able to transfer back to the Comprehensive High School until they reduce their **TOTAL** demerits to zero (0). As soon as the student is removed from the *loss of privileges* list, the transfer will be approved.

ACADEMIC HONESTY POLICY (AR 5131.9)

Students of the SVUSD are subject to an Ethics Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related tests are all subject to this policy.

Cheating includes looking at another student's paper, taking credit for work that is not your own, talking or using an electronic device during an exam. It also includes using technological means to acquire assistance. Helping another student cheat on an exam, homework or other assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own and not collaborate.

MAJOR STATE, NATIONAL or INTERNATIONAL EXAMS

A student who violates the Academic Honesty Policy while taking a major state, national, and/or international examination (such as CAASPP, AP, IB, PSAT, SAT, ACT, etc.) jeopardizes the academic reputation, integrity, and future of all other students within the district. Therefore, he/she will receive the following consequences in addition to those outlined in the directions for administration of the specific test. All consequences apply for the trimester that the incident occurred plus the following trimester. Summer session is not considered a semester under this regulation.

(1) Administrator will assign off-campus suspension not to exceed five (5) days.(2) Administrator will contact parent/guardian regarding the incident.(3) Student may be removed from academic programs.(4) Student will receive no academic recognition at award events and/or participate in celebratory, promotion, and graduation ceremonies throughout the duration of the consequence.(5) Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) in compliance with the by-laws of each organization.(5) Student will be ineligible and/or removed from any elected or appointed leadership position.(6) Student may be recommended for other disciplinary action as deemed appropriate.

HIGH SCHOOL ACADEMIC HONESTY IN CLASSROOM SITUATIONS

FIRST OFFENSE

(1) Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.(2) Automatic "0" (Failure) on assignment or test.(3) Student given a "U" in citizenship for the semester/trimester.(4) Parent conference and contract signed.(5) Documented in student discipline file.(6) Placed on contract in all classes for the remainder of the semester/trimester and the entire next semester/trimester. Notification of student's contract communicated to student's current teachers. (7) If the Academic Honesty Policy violation occurs in a student aide class, the student may be transferred to another course.

SECOND OFFENSE (The second offense by the student during the period of time on contract)

(1) Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.(2) Automatic "0" (Failure) on

assignment or test; “U” in citizenship and work habits in the class in which the second offense occurred.(3) Student may be suspended off campus not to exceed 3 days.(4) Student remains on contract in all remaining classes through the rest of the trimester and the entire next trimester.(5) Parent conference.(6) Student removed from any and all elected or appointed leadership positions for the remainder of the school year.(7) Student will receive no academic recognition, including valedictorian or salutatorian status, at awards events or graduation ceremony if the offense occurs while on contract.

THIRD OFFENSE (The third offense by the student during the period of time on contract)(1) Teacher notifies school administration prior to contacting parent with details of offense and explains consequences including Academic Honesty Contract.(2) Student assigned “F” in class which violation occurs at high school level.(3) Student may be suspended up to 5 days.(4) Student will lose privileges for the remainder of the semester/trimester in which infraction occurred and one additional semester/trimester.

ATTENDANCE POLICY

Truancy –

Unexcused Absence/Truancy Procedures:

Students will not be allowed to make up work for unexcused absences or truancies. The Saddleback Valley Unified School District utilizes the Student Attendance Review Board (SARB) process to address student attendance. The system below is utilized to notify parents/guardians of students who are excessively absent or truant. Prior to referring a student and/or family to a SARB Hearing, a counselor will meet with the student and make parent contact as an intervention to address the student’s attendance issue. If a student reaches the number of unexcused absences/truancy/tardies listed below for reasons other than an excused absence(s)/tardy, the following action will be taken:

<p><u>Period Truancies</u> (cumulative throughout the day)</p>

#1-3: Parents notified via automated messaging system, detention(s) OR Saturday School assigned.

#4: Parents notified via automated messaging system, **send Period Truant Letter #1**, Saturday School(s) assigned, student referral to Counselor for truancy counseling, parent notified by counselor.

#5: Parents notified via automated messaging system, Detention(s) OR Saturday School assigned.

#6: Parents notified via automated messaging system, Detention(s) OR Saturday School assigned.

#7: Parents notified via automated messaging system, Saturday School(s) assigned, **admin contacts parents, places students on a multiple period contract (serves as Truant Letter #2)- provide copy of contract to parents.**

#8: Parents notified via automated messaging system, Saturday School assigned.

#9: Parents notified via automated messaging system, Saturday School assigned.

#10: Parents notified via automated messaging system, Saturday School assigned.

#11: Parents notified via automated messaging system, **send Period Truant Letter #3**

#12: Parents notified via automated messaging system.

#13: Parents notified via automated messaging system.

#14: Parents notified via automated messaging system.

#15: Parents notified via automated messaging system.

#16: Parents notified via automated messaging system. **send Period Truant Letter #4, add student to loss of privileges list**, Student services sends letter inviting students and parents to Parent/D.A. meeting.

#17 - #20: Parents notified via automated messaging system.

****Student who continue to have multiple period trancies beyond 20, may be referred to a SARB hearing.**

All Day Truancies/Absences

#3 Truancies/unexcused absences/tardy truancies: **School sends Truant Letter #1**, student is assigned Saturday School(s), student referred to Counselor for truancy counseling.

#6 Truancies/unexcused absences/tardy truancies: **School sends Truant Letter #2**, student is assigned Saturday School(s), parents are contacted to discuss the absences, truancies, students and parents are informed of the Parent/DA meeting and that they may be referred to SARB if truancies don't improve. Student services sends letter inviting students and parents to Parent/D.A. meeting.

#9 Truancies/unexcused absences/tardy truancies: Silverado High School is a school that gives students the opportunity to recover credit. Students are able to earn 5 credits per class in a trimester. Therefore, attendance is critical to earning 5 credits per class. Students who are having attendance problems will not be able to earn a full 5 credits. Students who exceed 8 absences, excused or unexcused, will earn less than the full five credits. If the student is failing, they will stay in the class with a new Credit Completion contract starting at 0. If they are passing, they will earn less than the full five credits. A student with a 5-period schedule may be dropped from first or fifth period if they exceeded absences and are failing the class. (Education Code 46170)

#10 Truancies/unexcused absences/tardy truancies: **School sends Truant Letter #3, admin has parent/student sign school site attendance contract** and informs parents and students regarding Parent/DA meeting (if they haven't been invited already) and that they may be referred to SARB.

Beyond 10 truancies/unexcused absences/tardy truancies: If parents and students have been invited to Parent/DA meeting and have signed school site attendance contract, the school may refer the student to SARB Hearing. All appropriate paperwork and documents must be submitted.

Tardies (Per Period)

#1: Teacher gives warning and notifies student.

#2: Teacher gives warning and notifies student.

#3: Teacher notifies student, assigns detention, and contacts parents.

#4: Teacher notifies student.

#5: Teacher notifies student.

#6: Teacher notifies student, teacher notifies discipline office, **admin assigns Saturday school and places student on a tardy contract**, parents are notified of contract and term **(provide copy of tardy contact)**.

#7: Teacher notifies student of tardy.

#8: Teacher notifies student of tardy.

#9: Teacher notifies student of tardy.

#10: Teacher notifies discipline office, **send tardy #10 letters to parents, add student to loss of privileges list.**

ABSENCES AND EXCUSES

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194,48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodian parent (Education Code 48205)
8. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:(Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
 - g. A total of five (5) school days per year in the student's junior and senior year may be excused for college visits.
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
10. Participation in religious instruction or exercises in accordance with district policy. (Education Code 46014) A. In such instances, the student shall attend at least the minimum school day. B. The student shall be excused for this purpose on no more than four school days per month.

Method of Verification: When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence within three school days. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, or email from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

- a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee
 4. Physician's verification

CLASS VISITATIONS

Class visitations by parents require a 24-hour notification prior to visiting a class. Parents must email the site administration for approval.