

Dear Parents and Students:

We are pleased to present the 2018-2019 edition of the Trabuco Hills High School Mustang Handbook. This year's handbook has been revised to provide you

with the best information available to major school operations as well as to highlight school policies and procedures. Please refer to the table of contents for a complete listing of pertinent information. We hope this handbook proves to be valuable to you and answers the many questions that you may have regarding Trabuco Hills High School.



Trabuco Hills High School is a WASC-Accredited, California Distinguished School and a "National Blue Ribbon School of Excellence." The school has a dedicated, award-winning faculty and staff that provide a warm, caring environment for students and parents. Trabuco Hills has many recognized programs in the arts and athletics; including the "2001 Excellence in Arts Education" and the "2003 California Exemplary Career Technical Education" awards from the State of California. We are also a "2008 Stellar Technology Model High School" for Orange County. There are numerous innovative programs such as the Medical Science and Health Institute (MedSci), Project Tomorrow Docent Science, ROP Careers in Education, Engineering Academy, ROP Rapid Prototyping, Script Writing, and Cinematic Production. We have industry- standard equipment featured in our Video Production studio, CAD Engineering and Architecture studio and our Computer Graphics/Web-Design/Animation labs. All of these programs enrich a school that stands among the top in the state in academic preparation.

Our honors, International Baccalaureate, and Advanced Placement courses give our students the opportunities to excel in any area they choose. TH students take more AP tests (Over 1,000 in 2016) and pass at a higher rate (79% in 2016) compared to the State average of 63.5%. These numbers make THHS one of the highest performing AP schools in the country! We also have a wide range of offerings with 20 AP courses available to our students as well as 17 other honors or IB classes.

Trabuco also features unparalleled visual and performing arts programs and a fully functional library media center with exemplary research capabilities. Trabuco students have capitalized on the learning opportunities available and have brought recognition to the school by being a Silver Award winner from the Orange County Register, and listed three times in Newsweek's National Top 1000 high schools, ranking 235th in 2016. Our student's enthusiasm and involvement in school activities has contributed greatly to Trabuco's emergence as a nationally-recognized school. In the area of co-curricular activities, THHS has 25 varsity sports teams for both boys and girls. We have a nationally ranked marching band and the finest pep squad anywhere.

Please visit our school's website for more information and e-mail addresses at: <http://www.svusd.org/thhs>. Should you have any questions, please do not hesitate to contact members of the staff at (949) 768-1934. The entire staff is committed to making your child's high school experience a memorable one.

Go Blue!

Craig S. Collins
Principal

TRABUCO HILLS HIGH SCHOOL

2018-2019 Student Handbook

TRABUCO HILLS ADMINISTRATION

Craig Collins, Principal

Amanda Bentley, Assistant Principal – Guidance & Curriculum

Daryl Beck, Assistant Principal – Athletics &

Supervision/Discipline

Matt Rainwater, Assistant Principal – Discipline & Facilities

Jenny Arthur, Director of Activities



TRABUCO HILLS HIGH SCHOOL

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Mission Viejo, California 92691

(949) 768-1934

Fax: (949) 588-0763

Website: <http://www.svusd.org/thhs>

MISSION STATEMENT

By creating a dynamic and diverse educational environment, the Trabuco Hills High School community will provide its students with learning experiences that provide the Academic Base, Self-Discipline and Social Skills to become life-long learners and productive citizens in our ever-changing world.

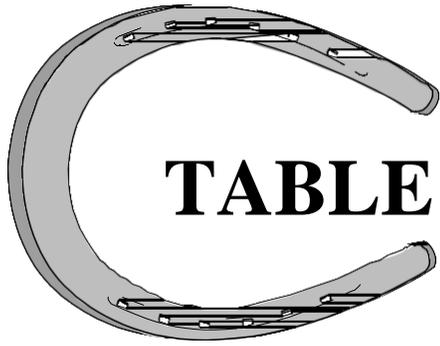


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Please check the online version of the student handbook for the most current and valid policies.



Guidance

Student Support Services

The THHS Guidance Office works collaboratively with students, parents, school faculty, and relevant stakeholders to support all students' achievement, personal/social development, and career development to help them become productive, responsible and successful citizens in a diverse and changing world.

To provide comprehensive student support, the roles and responsibilities are disaggregated accordingly:

Student Services Technicians - Each student is assigned alphabetically by their last name to a *Student Services Technician* who is primarily responsible for enrolling the student, setting up his/her class schedule, tracking the student's graduation requirements and college entrance requirements. The Student Services Technician will usually remain with the student for the entire four years and will monitor his/her personal and academic progress.

Student Services Technician – Records –The records technician is in charge of maintaining student cumulative records; processing GPA verifications for Cal Grant applications and/or insurance company requests. The Records Office processes transcript request for students, colleges or universities, and the NCAA or NAIA Eligibility Centers, and processes requests received from prospective employers, law enforcement, Social Security Administration and other government agencies.

Guidance Counselors - There are four full-time fully credentialed school Guidance Counselors and one Guidance Intervention Specialist. They serve the entire student body in the areas of: crisis intervention, college and career objectives, severe academic problems, conflict mediation, college scholarship and application information, assessing student problems, and making referrals to the school psychologist or community-based agencies, when appropriate.

Psychologist - The services of the *School Psychologist* are available to students in need of psychological and educational support services.

Students with learning problems or other psychological concerns can contact the School Psychologist for assistance. The School Psychologist also helps coordinate the Special Education Department through participation in IEP meetings, assessments and acting as a liaison for district and county assistance programs.

ROP Career Specialist - The Career Center is operated by an *ROP Career Specialist*. This person coordinates participation in the Coastline Regional Occupational Program for Trabuco Hills students. The Career Specialist also maintains an extensive library of college catalogs, entrance exam information, & admissions information. She also acts as a personal resource for college and career information and can assist with self-assessment of possible career choices and appropriate preparation.

Assistant Principal/Curriculum & Guidance - The *Assistant Principal of Curriculum & Guidance* oversees the operation of the guidance department. They establish the master schedule of classes for the school, monitors existing course offerings, instructional and assessment strategies, and evaluates a portion of the teaching staff. They also assist in the development of new course offerings, course revisions, textbook selection, and operation and supervision of the total school. Advanced Placement, International Baccalaureate (IB), CAHSEE, and CELDT testing are also part of their responsibilities.

Guidance Secretary - The Guidance Secretary helps coordinate the aspects of the department and can provide valuable information or direct students and parents to the primary source. Also provides support for the Guidance staff.

Community Outreach Liaison (Enlace Comunitario) – El representante tiene la responsabilidad de facilitar la comunicación entre la preparatoria y el hogar. Todas las consultas en español que usted tenga con respecto a la escuela o el rendimiento de su hijo(a), pueden hacerse a la extensión 237771; 7:30 a.m. – 2:00 p.m.

Student Support Services

Trabuco Hills Guidance Staff

Amanda Bentley	Assistant Principal- Curriculum & Guidance
Kim Lindsay	Guidance Secretary
Kathy Granite	Guidance Specialist (A-EI)
Haley Glasgow	Guidance Specialist (Em – Le)
Jenna Clement	Guidance Specialist (Li – Ri)
Christa Schulz	Guidance Specialist (Ro – Z)
Aubree Garduno	Guidance Intervention Specialist
Lisa Lee	School Psychologist
Danielle Ross	School Psychologist
Michele McCann	Student Services Technician (A – EI)
Nancy Murphy	Student Services Technician (Em – Le)
Kathy Ahearn	Student Services Technician (Li – Ri)
Stephanie Bell	Student Services Technician (Ro – Z)
Aira Torres	Student Services Technician - Records
Autumn McClenaghan	ROP Career Specialist
Dorina FazdeYee	Bilingual Parent Liaison

Communication with the School

When a parent has a concern or question about a student's progress, they should contact the teacher first. If there is a problem that is not resolved satisfactorily through this line of communication, the Student Services Technician (SST) or Guidance Specialist can be contacted to help facilitate communication. If there is still a need for resolution, the administrator who oversees the specific department will be contacted by the SST or Guidance Specialist for a conference between all concerned parties. We encourage parents to contact teachers as often as necessary to stay current with their student's progress. Please be aware that teachers are not available for phone calls during class time, but you may leave a message for a return phone call within 24 hours. Staff e-mail addresses can be viewed on the Trabuco Hills website: www.trabucohills.org

College Counseling

The Saddleback Valley Unified School District staff offers a wide range of services to provide information for all students and their parents regarding both high school and post-high school opportunities. Guidance Counselors assist students who plan to attend two- or four- year colleges with college admissions procedures, testing, and financial aid information. Study skills presentations will be provided each year for students and parents. Career planning is provided for all students at each grade level.

Grade Transcripts

As students progress through high school, they will have various needs for a transcript of their grades, particularly when applying to colleges. Unofficial transcripts are available from the Records Clerk free of charge. Official transcripts must be ordered through the Parchment website at www.parchment.com. Detailed instructions can be found on the THHS website at <http://www.svusd.org/thhs> under the Transcript link. Contact Records Clerk for more information.

Student Support Services

Coastline Regional Occupational Program (ROP)

The Coastline Regional Occupational Program (ROP), in cooperation with Saddleback Valley Unified School District, provides practical, hands-on career preparation, career guidance, and job placement assistance to high school students (and adults). Five career pathways offering a wide variety of career preparation courses are available to students who are at least sixteen years of age or older during their junior and senior years.

Whether a student plans to go on to a university, college, or directly into the workforce, effective job skills and experience are an asset. ROP courses may give students an edge in obtaining entrance into a variety of occupational settings and/or related college/ university majors.

Examples of the value of the ROP experience for a university/college bound student may be evidenced in a variety of ways (i.e., letters of recommendation from professionals in the field, employability in career-related areas during the university/college years, experience to make appropriate career decisions, etc.).

Please see your ROP Career Specialist or Guidance Counselor for additional information and current listing of courses offered.

Career Center

The Career Center (adjacent to the Guidance Office) contains career planning information, occupational description resources, college catalogs, audio-visual

materials and computerized information to assist in determining student career interests and educational goals. The ROP Career Specialist is available for career counseling, scheduling college and career speakers on campus, job placement information, and career awareness activity planning. The function of the Career Center is to accommodate the needs of the students by providing information about educational opportunities in the community and various vocational training programs.



Career Guidance

Each year, the Guidance Counselors provide instruction in tandem with ROP Career Specialists through Social Science or English classes at each grade level regarding high school graduation, college admissions, and career guidance. The three-day "Career Unit" is designed to explore student vocation interests and opportunities, and to provide crucial information to students regarding the pursuit of those interests through an appropriate career path. An orientation and training session on the use of the Career Center is an integral part of the Career Unit.

Student Support Services

Work Permits

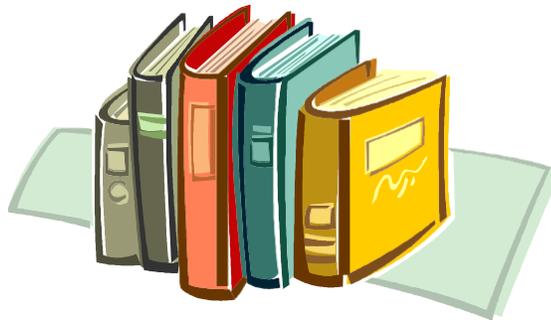
Students under 18 years of age who are employed must obtain a work permit. Applications and important information about the labor laws and legal limits for work hours for specific ages are available in the Career Center through the ROP Career Specialist. **Work permits require 48 hours to process once the completed application is submitted.**

Special Education

Special Education Programs are for individuals with exceptional needs who have been identified as eligible to receive special education and related services where instruction is provided in accordance with an Individualized Education Program (IEP).

Core Classes

All students are enrolled in a core curriculum. This curriculum consists of: language arts (English), social science, science and mathematics instruction that prepares students for meaningful transition to various post-secondary options. Foreign languages, computer technology, fine arts and business & technical education courses augment the core classes to better prepare students for admissions to colleges, universities, vocational training programs and career opportunities. Students with special needs (*English as a second language, specific learning disabilities, etc.*) are ensured access to the core curriculum through sheltered classes with modified instructional strategies.



Student Support Services

HONORS ORGANIZATIONS



National Honor Society (NHS) - National Honor Society is a nationally recognized academic society. Selection is based on four criteria: scholarship, service, leadership and character. Students who are academically eligible are then considered for membership by the faculty committee on the basis of leadership, character and service. Membership is limited to 10th, 11th and 12th graders.

California Scholarship Federation (CSF) Membership - Regular Member

1. Students must apply for membership each semester.
2. To qualify for membership, a student must earn a minimum of 10 CSF points.
3. Classes that qualify for CSF points are divided into three lists. To compute membership points, a student must have taken a minimum of three courses from Lists I and II. Two of these must be from List I and one from List I or II. The fourth course may be any other course excluding physical education, courses taken in lieu of P.E., any repeated course, and teacher/office aide or clerking. Lists are available at individual school sites.
4. Any grade of "D" or "F", or a citizenship/work habits mark of "U", or more than one "N" disqualifies a student for that semester.

CSF MEMBERSHIP REQUIREMENTS			
CSF List***	#of Courses Needed	Points*	Description
I	At least 2**	At least 4**	UC's "a to f" list <i>except</i> for visual and performing art courses
II	Any # from 0 to 5 as long as all requirements are satisfied	At least 7 pts. From I &/or II	Other courses which are of equivalent academic caliber to those in LIST 1
III	No more than 2	Any # from 0 to 3	All other courses awarded academic credit <i>except</i> PE, repeated subjects, and courses involving checking and office/teacher assisting
TOTAL	No more than 5	At least 10	

**Points are earned as follows:*

A grade of "A" earns 3 CSF points

A grade of "B" earns 1 CSF point (except that a grade of "B" in Honors AP or IB Class earns 2 CSF points)

A grade of "C" earns 0 CSF points

A grade of "D" or "F" in any subject debar the student from membership for that semester

***Except for students using grades earned during their senior year (when these students are allowed to use one (1) or no LIST 1 courses to earn the necessary 7 points from LISTS I and II.*

****LISTS I, II and III are available from the CSF sponsor at each school site.*

Student Support Services

CSF Sealbearer or Life Member

Requires four semesters of membership (applied for and accepted) based on grades earned in grades 10-12. Grade 9 does not count towards Sealbearer of Life Membership. One semester of membership must be based on grades earned in 12th grade. A Life Member must be a member all six semesters (grades 10-12).

Scholastic Competitions

Students may represent their high schools in academic competitions such as Orange County Academic Decathlon (OCAD), Mock Trial, the National Math Exam and Model United Nations (MUN). These students not only compete for school and individual awards, but also may qualify for an academic letter.



Credit & G.P.A. Deficiencies

When students fail a class, they receive no credit for that particular class. If the course is specifically required for graduation (*see Graduation Requirements*), they must make up the class in summer school. An “F” grade can have a negative impact on the student’s academic record in three different ways:

1. The student becomes credit deficient toward the goal of 220 credits required to graduate.
2. The student’s overall grade point average is lowered (*minimum 1.75 G.P.A. required to graduate*).
3. If the course is specifically required for graduation, it could prevent graduation unless made up.

Students can make up credits through Summer School, by taking an extra class during the school year with a period 1-7 schedule, through an additional class in the evening at Adult Education, or by taking a 10 credit ROP course after school hours. When students have failed multiple classes and are significantly behind their grade level, it is recommended that a transfer to an Alternative Education program should occur (where additional credit earning options are available) until the student has returned to the proper credit or G.P.A. level. Student Services Technicians can help students and parents with a remediation plan to help make up credits.

Student Support Services

Alternative Education Programs

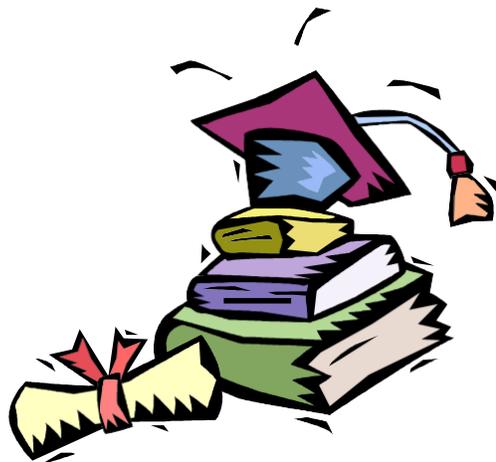
Alternative Education programs help assist a student who has not been successful at the comprehensive high school. The Alternative Education settings are more individualized in nature and often provide a student with a “fresh start” from wherever they may be in their educational process. The SVUSD provides two alternative settings: *Silverado High School* and *Mira Monte High School*. Both programs are held on the same campus across from the District Offices at Peter A. Hartman Way and Jeronimo Road.

Silverado High School services the majority of alternative students with a comprehensive curriculum and subject specific teachers working together in a four period day.

Mira Monte High School is designed for the higher achieving student only who can work independently with a once per week intensive multiple-subject instructor. Other alternatives are available through private sources and the O.C. Dept. of Education, but they are not linked directly to the SVUSD curriculum like Mira Monte or Silverado. See the High School Registration guide online for more information.

Home Teaching Due to Illness or Injury

Occasionally, some students fall victim to a serious illness or sustain a serious injury during the school year. When this occurs and the affliction will keep the student out of school for longer than a three-week period, the parent should make an appointment with the School Psychologist, Guidance Counselor or Assistant Principal Curriculum/Guidance. If home teaching is deemed appropriate, it will be necessary for the parent to bring in documentation from a physician and fill out the request forms. All home teaching requests must be approved by the District Office and it is the District that assigns the specific teacher and notifies the parent. The home teacher then contacts Trabuco Hills teachers and attempts to mirror the material being covered in the student’s classes during the absence. This helps facilitate a smooth transition back into the classroom at the end of the absence. Students on home teaching actually withdraw from THHS during their illness and receive a separate grade from the home teacher that is later averaged proportionately with the classroom grades.

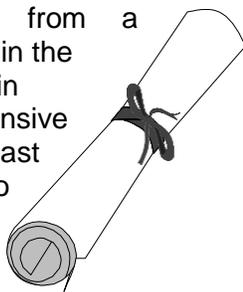


Policies & Procedures

Graduation Requirements

Attendance Requirement: Four years of attendance at the senior high school or its equivalent. Any exception must be planned and approved by the SVUSD Superintendent and the Governing Board.

To receive a diploma from a comprehensive high school in the SVUSD, a student must be in attendance at a comprehensive high school for their last semester prior to graduation. A student may receive a comprehensive high school diploma if all requirements are completed by the end of the last SVUSD summer school session regardless of the site location of summer school, however, summer graduates may not participate in the June graduation ceremony.



Subject & Unit Requirement: To receive a diploma from the Saddleback Valley Unified School District, a student must earn the following minimum units of credit:

220 TOTAL UNITS			All Classes Units
Grade Level	Course		
9-12	English		40
9-12	Mathematics*		30
9-12	Science		30
	Physical Science		(10)
	Life Science		(10)
	Elective/Designated Course		(10)
	Social Science		(40)
10	World History		(10)
11	U.S. History		(10)
12	Civics		(5)
12	Economics		(5)
9-10	Health		5
9 (10-12)	Physical Education**		20
9-12	Fine Arts and/or Foreign Language and/or Applied Arts/Technical		10
9-12	Electives		55
TOTAL			220
GPA	<i>Minimum Requirement</i>		1.75

* All students must complete the content of Algebra 1 (10 units of Algebra 1 or 20 units of Algebra 1A and 1B) in order to graduate.

**A student in 9th grade must enroll in physical education. A student may elect to take the remaining two semesters during either the 10th, 11th or 12th grade. No students will receive credit for more than eight (8) semesters of physical education.

Community Service Requirement: A student must submit verification of a minimum of eight (8) hours of community service or an equivalent project to be completed during their high school career. This requirement must be completed by **February 1** of the senior year, but should be completed by the end of the junior year to avoid problems.

Grade Point Average Requirement: Students must earn a total G.P.A. of 1.75 or above to graduate from the Saddleback Valley Unified School District. These graduation requirements apply to all students, including those students who transfer into the SVUSD.

California High School Exit Exam (CAHSEE): The CAHSEE is a requirement for high school graduation. Passing scores on both portions; reading/language arts and math are required. The writing scores will also be used to demonstrate grade level writing proficiency which is required for graduation.

Writing Proficiency: A student must demonstrate grade level writing proficiency on a district benchmark activity, given first at grade 10.

Policies & Procedures

Grade Reports

Grade reports are mailed home eight (8) times during the school year -- at the middle of each quarter and at the end of each quarter. Parents can also sign up to receive grade reports via e-mail. All reports are considered progress reports except the report at the end of the second quarter, which is the permanent record for the 1st semester, and the report at the end of the 4th quarter which is the permanent grade at the end of the 2nd semester. The 2017 – 2018 calendar for grade reports is given below:

FIRST SEMESTER		At the time of printing, the dates have not been formally finalized. Dates subject to change.	
First Quarter:		+First Quarter Progress Reports mailed home	10/10
		+First Quarter Grades mailed home	11/16
Second Quarter:		+Second Quarter Progress Reports mailed home	12/19
		*First Semester Grades mailed home	2/8
SECOND SEMESTER			
Third Quarter:		+Third Quarter Progress Reports mailed home	3/6
		+Third Quarter Grades mailed home	4/19
Fourth Quarter:		+Fourth Quarter Progress Reports mailed home	5/15
		*Second Semester Grades mailed home	6/26

This calendar and its dates are subject to change. Visit the SVUSD website for updated info
**Only semester grades appear on each student's academic transcript*
+Teachers are only required to report grades of C- or lower on the mid-quarter progress reports.

Weekly Progress Reports by Request

In instances where a student has been experiencing academic difficulty, parents may wish to track their student's academic progress on a weekly basis. This is done by requesting a Weekly Progress Report in a note to each teacher from whom you would like to receive a report. The note must reach the teacher by Wednesday and the teacher will complete a "Student Progress Evaluation Sheet" for the student and send it home on Friday. In order for the reports to continue each week, the parent should respond on the form and mark the box requesting a future report. The student is responsible for carrying the note and progress report between parent and teacher.

Online Grades

You may access your child's grades at the progress report and grade report periods via the Internet. Type the address for the district (<http://www.svusd.org/thhs>) and click on the Parent/Student Portal. You will need to provide your e-mail address and the password, PIN# and Student ID number. These will be on your child's report card. Note: Teachers are not required to post online grades. While a majority of THHS teachers do, this is voluntary. Please call your Guidance Technician if you have problems logging on.

Policies & Procedures

Community Service Procedures

1. Obtain a “Community Service” form online or from the guidance office.
2. Select an organization/agency where you would like to volunteer your service. Service must be done for **non-profit organizations** that benefit the community as a whole such as religious organizations, community programs, charitable organizations or volunteer activity done through a school service club like Key Club or NHS. (Service counted toward class credit, court probation credit, or for fundraising efforts that directly or indirectly benefit the student are not acceptable for the community service requirement. Service performed for friends, family members or businesses are also unacceptable.) If there is any doubt whether a service activity qualifies, please call the Guidance Office for pre-approval.
3. Complete the Permission and Verification form with your parent.
4. After completing your service, obtain all verification signatures on the Permission and Verification form and immediately return the form to your Student Services Technician. This should be done prior to the end of the junior year – earlier if possible.

Course Recommendations and the Registration Process

Each year as part of the enrollment process for the Fall semester, current SVUSD students are evaluated by their core subject (math, English, social science, science) and foreign language subject teachers and a recommendation is made for proper placement in the next year’s course level. Due to the highly sequential nature of foreign language and math, recommendations focus on whether students should move to the next level, or whether they should repeat the current course to build a stronger foundation before advancing. In the areas of English, social science, and science, there are up to three different course levels for a particular grade level subject area to help students address their individual needs. For example: Grade 11 English students could be recommended to English 3 Workshop, English 3 College Prep, or English 3 Honors. Additionally there are special programs for English Language Learners and Special Education students.

In each subject area, teachers carefully review a student’s current performance and ability level before making a recommendation. Teachers also review a student’s standardized test scores, grade history in the subject area, and general academic information from the cumulative record when further information is needed for a decision. The results of the teacher recommendation process are listed on the Course Registration letter under “Recommended Courses” and can be viewed on the Parent Portal. It is important for students and parents to understand that these recommended courses are not merely given as a general guideline for course selection, but are the specific recommended courses for your student as given by the professional educator who works with the student daily and is familiar with the student’s abilities and how they align with the curriculum he or she will encounter at the next level.

Policies & Procedures

It is important to note that historically, students who have requested placement at a higher level than was recommended had difficulty with academic proficiency. Simply having a feeling or hope that a student should be able to perform at a more challenging level should not be the determining factor in overriding the teacher recommendation. Many other factors should be evaluated including data available to us. It is required that before making any decision to request an override that you consult with the current teacher and the Guidance Counselor.

Trabuco Hills' master schedule of classes is built each year upon student course requests. In order to properly assign teachers to courses and create the schedule in time for the Fall semester, it is imperative that we finalize all Fall student schedule requests prior to the beginning of June. This includes any override forms ("Request for Enrollment in a Course Contrary to Teacher Recommendation") and elective choices with alternatives. **Override forms are due June 1.**

Class Change Policy

Teacher Changes

All student schedules are completed by computer. The computer balances all class sizes and assigns teachers to students in a random manner. To maintain proper class balance, students/parents may not request a schedule change to accommodate a teacher of their choice. For the same reason, class changes are not used as a remedy when a student experiences difficulty with a particular teacher. Every other option for resolving a student/teacher problem will be attempted before a class change is explored, i.e., e-mail communication with teacher, telephone conference with teacher, parent/teacher conference.

Class Changes

Parents and students should be aware that once schedules are picked up on the first day of school, **no changes would be made to that schedule.** By this time, the schedule should have been checked at Round-Up, and teacher recommendation, graduation needs and class balancing have all been factored into the resulting schedule. The Guidance Department

is consumed with enrollment of new students during the opening days of school and cannot make unnecessary and disruptive class changes. The only exceptions are cases where an error was made in placing a student in the wrong level class or where there is obvious duplication or omission of a class.

Adding and Dropping a Class

Students will be allowed to add a new class to their schedule within the first fifteen (15) school days from the start of the semester. All classes will be subject to this time limitation. **No student will be allowed to change to a new subject after 30 days.** Students will be allowed to drop a class from their schedule with no penalty within the first thirty (30) school days from the start of the semester. All adds and drops are subject to space availability in the master schedule and District enrollment guidelines.

Students who drop after the thirtieth (30th) day will receive a failing grade (W/F) on their permanent record for the semester for that class. When dropping a class, a study hall class will be

Policies & Procedures

assigned in order to maintain the minimum number of classes as indicated in the SVUSD Board Policy of six (6) classes for grades 9-11 and five (5) classes for grade 12.

Withdrawal from School

When families move or change schools, the student needs to officially withdraw from school. This is done by having parents notify the school, in writing. The parental note should be taken to the Records Clerk several days prior to the date of withdrawal. On the last day of attendance at school, the student reports to the Records Office at 7:45 a.m. and receives a withdrawal form from the Records Clerk, which he/she then carries to each of his/her teachers throughout the day. The teachers enter the current grade on the form, which will become the official withdrawal grade for the class. The student also returns all textbooks and equipment, along with their I.D. card and parking permit (grades 11-12). At the end of the day, the student returns the completed form to the Records Clerk. The student will receive a copy of the withdrawal grades to carry to the new school, along with a copy of the immunization record and transcript.

Parents should carefully consider the timing of a school change by consulting the Guidance Staff at both Trabuco and the new school to avoid any loss of credit for completed work.



Honors, Advanced Placement (AP) & International Baccalaureate (IB) Courses

Trabuco Hills High School and the Saddleback Valley Unified

School District believe that students can profit from taking a rigorous, academically challenging course of study during their high school careers. IB diploma candidates are considered the top students in any high school. Earning the IB diploma sets students apart from the many applications colleges receive each year and earn special attention in the college admission process. Trabuco Hills boasts of having the highest number of students taking Advanced Placement (AP) exams with a very high passing rate as compared to the County, State and Nation. THHS offers AP courses in the following subject areas: European History, U.S. History, Economics, Psychology, Government, English Literature, French Language, French Literature, Spanish Language, Art History, German Language, Studio Art, Biology, Chemistry, Physics, Statistics, Environmental Science, Human Geography and Calculus.

A passing grade in one of these courses will earn more grade points than a non-weighted course. Weighted grades will influence the overall high school grade point average (GPA) and class rank. Courses designated as weighted grade courses will be assigned a bonus point of .20 for each course.

Students taking Honors, AP or IB course work will develop strong academic skills and consequently will have a higher probability of acceptance into competitive college majors (i.e., architecture, business administration, computer science, engineering, nursing, physical therapy, etc.). Students will also strengthen their preparation for college admissions examinations. These courses are more academically rigorous than other college

Policies & Procedures

preparatory classes, which justifies the weighting of the grade.

The Advanced Placement courses specifically prepare students to take the College Board Advanced Placement Examination where college units may be granted for a passing grade on the exam.



The International Baccalaureate courses prepare students in a similar manner for IB exams which also may receive college credit including UC.

All Honors, Advanced Placement, and International Baccalaureate classes meet the GATE requirement of a qualitatively different program for students who have been identified as "Gifted and Talented."

Calculation of Weighted Grade Point Average

1. Compute the regular GPA as if there were no weighted grades (A=4, B=3, C=2, D=1, F=0).
2. Assign bonus points for each weighted class taken (.20 points per weighted class) for Honors and Advanced Placement classes of "C" or better. "D" and "F" grades do not receive bonus points.
3. Average the bonus points over the number of semesters involved in the GPA (total bonus points divided by the number of semesters).
4. Add the previously computed GPA and the average bonus points to obtain a weighted GPA.

Model United Nations

Preparation in Model United Nations is the extra-curricular component of a four-year program of International Studies. Interested students will be encouraged to participate on a club

basis. Model United Nations is an international organization, affiliated with the United Nations Association in New York. Participating schools send delegations of students to Model United Nations conferences held by high schools or colleges all over the United States. The speaking, research, and writing skills acquired through Model United Nations are recognized by major universities as excellent preparation for the future.

Standardized Testing Program

Trabuco Hills' students will be involved in several potential State or National testing situations in a given year. In May, students will take the California Assessment of Student Performance and Progress (CAASPP). Passing the California High School Exit Exam (CAHSEE) will also be required for graduation as deemed by the California State Department of Education. A score of 380 is the desired goal. The test is required during the 10th grade year. Writing scores from the Exit Exam will be used to demonstrate grade level writing proficiency which is required for graduation. National Standardized Testing involves those students taking AP and IB Exams (in May) and SAT or ACT college entrance examinations which are administered monthly. Information regarding the SAT and ACT is available in the Career Center. The PSAT Exam is administered in October to primarily 11th grade students.



Policies & Procedures

Independent Study

Individual On-Campus Courses – In very rare circumstances where class sizes are too small or student schedules are impacted, a student can arrange to take a course on an independent study basis. Students must meet 5 hours per week with their instructor. This most often occurs in the Advanced Art classes. Independent study can only be arranged with the individual approval of the instructor and through the completion of a contract, but is approved by the Assistant Principal of Guidance.

Independent Study – PE (off-campus) – Students requesting Independent Study credit must meet all the requirements for the program which include:

- Compete on a U.S. National team (pre-Olympic Level)
- Paid professional
- A request must be completed and approved within the first three weeks of the semester for academic classes and by May 1 for P.E.
- A request must demonstrate that the physical education standards are being met.
- Students will not be able to begin Independent Study midway through the semester.
- Students dropping Independent Study will be subject to the same rules for “WF” as any other class.
- **Independent Study is limited to 10 units maximum which includes both academic and athletic units.**

More specific guidelines and applications are available from your Student Services Technician or the Guidance Secretary. When applying, please complete the application with a full explanation.

Mira Monte High School – Mira Monte High School is the independent study school for the Saddleback Valley Unified School District. The school is designed for students who are unable to attend the comprehensive high school for a variety of reasons including: health problems, work responsibilities, amateur athletics, and professional acting. It offers a rigorous curriculum, which is comparable to the comprehensive setting. Students cannot concurrently enroll at Trabuco and Mira Monte, therefore, they must withdraw from THHS and enroll full-time. A recommended minimum GPA of 3.0 is necessary for enrollment and potential success at Mira Monte.

“**Homework**” is defined as school-related assignments by a teacher, or through mutual agreement of the student and teacher, which will require time and effort outside of the regular classroom for successful completion.



Homework serves to reinforce what is taught in the classroom and, as such, is practiced independently as an extension of the previous day’s lesson or as a preparation for the next lesson. The recommended length of total homework assignments for grades 9-12 is 1 hour to 2½ hours. Longer or shorter assignments are appropriate at times, depending on degree of difficulty and/or where the class is within the unit of study. (See

Policies & Procedures

Attendance Policies for guidelines on make-up work due to absence.)

The following types of homework shall be considered appropriate:

1. Review – preparing for examinations
2. Observation – significant TV programs/specials
3. Interviews
4. Correction of graded papers
5. Reading – novels, magazines, textbooks
6. Completion of unfinished assignment begun in class
7. Research – work on long-term assignments
8. Memorization
9. Drill work on spelling words, math concepts, etc.
10. Miscellaneous activities – creative arts, crafts, notebooks, maps
11. Assignments made prior to an absence will be given no additional time, but are due on the day the student returns to class. Additional time may be given at the teacher's discretion. The exception to this rule is the long-term project/assignment which will be due on the original due date when advance notice of the due date has been given by the teacher.

Duties of the Student

Under the guidance of their classroom teachers, students will:

- ***Develop regular study habits and the self-discipline basic to effective study and the ability to work independently.***
- ***Complete their homework assignments and return them, when requested.***
- ***Learn to budget their time more effectively.***

Homework assignments are extensions of the classroom lesson and, as such, are an integral part of the student's achievement record. The successful completion of homework assignments and their cumulative weight shall be considered by the teacher in arriving at the student's final grade.

School Choice Intra-district Transfer

For students living within Saddleback Unified School District boundaries, parents may request that their student attend a school other than their resident school by submitting a School Choice Intra-district Transfer application.

Helpful School Publications

Budget permitting, the following District publications are distributed at different times to students throughout the year and are available to parents and students upon request and are also available online at:

www.trabucohills.org

- THHS Student Handbook (online only)
- Course description Guide and Program Planning (online only)
- High School Planning Guide (online only)
- High School Registration Guide (online only)

Trabuco Hills High School also publishes a Freshmen Handbook, which is available online. This handbook informs students of 9th grade classes and course offerings.

Discipline & Supervision

Discipline/Supervision Office

Matt Rainwater
Pattie McClure
Carlos Leon
Deputy Travis Krudwig

Assistant Principal – Discipline/Supervision
Discipline Secretary
Teacher on Special Assignment/Dean of Students
School Resource Officer

Trust Honor Hard work Service

Saddleback Valley Unified Schools are: *“Committed to provide quality education for all students, regardless of their abilities, economic status, race or creed; which will enable them to acquire the knowledge, skills, attitudes, ideals, understanding, moral values, and appreciation necessary for successful participation in a multi-ethnic, democratic society.”*

In support of this SVUSD mission, the staff at Trabuco Hills High School has a behavioral statement of purpose. *“Trabuco Hills High School is a community of learners and educators committed to maintaining a positive academic environment which emphasizes the core social values of trust, honor, hard work, and service. We strive to be life long learners and productive citizens in our ever-changing world.”*

To accomplish this, all students are required to act in an appropriate, authorized and disciplined manner toward each other and staff members.

Jurisdiction

In accordance with the State Educational Code, the school has authority to enforce the following rules while on the school grounds, at any school-sponsored activity, **or on the way to and from school or a school activity [Ed. C. Section 48900]**. For example: a student seen smoking before, during, or after school at the shopping center across the street would be subject to school consequences. Another example would be the case of a fight or drug-use after school at a local park on the way home from school. All parents and students should be aware that school regulations extend significantly beyond school hours and boundaries for the welfare of all. School officials have jurisdiction to search student vehicles, personal belongings and lockers.

Saddleback Valley Unified School District continues to be dedicated to a quality educational program in schools that are safe, secure, and violence-free. Providing a safe campus is a top priority. The following offenses may result in a suspension and/or expulsion. Law enforcement authorities will be summoned where it is deemed necessary (B.P. 5131.6).

1. **Possession of weapons** – This policy includes pocket knives.
2. **Possession, use or sales of alcohol, drugs or prescription medication** – This policy applies to all incidents, including “holding” the illegal substance for a friend, or coming to school or a school event under the influence.
3. **Threatening to cause or causing physical injury to another person** – Intimidation, verbal threats or similar behavior is also strictly prohibited.
4. **Vandalism and/or damage to property** – This includes tagging/graffiti to desks and textbooks.
5. **Physical or sexual assault**
6. **Fighting/Harassment/Intimidation** – Threats of physical force, harassment, bullying and efforts at intimidation are treated similarly.
7. **Sexual Harassment** – This includes uninvited, unsolicited, unwelcome communication in a physical and/or verbal form between students or between a student and teacher that is sexual in nature.
8. **Tampering with or damaging a fire alarm**
9. **Explosive devices** – Possession of explosive devices of any type including firecrackers or party poppers. Students and their parent/guardian will be held liable for damages caused by the explosion of such devices.
10. **Verbal Abuse/Use of Profanity**
11. **Tobacco Products & Lighters** – This includes, but not limited to, electronic cigarettes. A citation may be issued. Lighters and electronic cigarettes will be confiscated.
12. **Inappropriate School Bus Behavior**
13. **Theft/Extortion/Panhandling** – Theft means taking property without permission. Knowingly receiving stolen property is also considered theft.



Discipline & Supervision

Professional Judgment

Rules will be enforced fairly, firmly, and consistently in a manner that is legal, equitable and just. Professional judgment will be used by administrators, teachers and classified staff to determine the consequences of specific incidents. Most types of school discipline issues are listed in this handbook; however, it is impossible to list every issue that might interfere with the smooth operation of the school. For issues of minor behavior misconduct, possible disciplinary action includes: detention, Monday School, Saturday School and/or Intervention Class.

Closed Campus

The THHS campus is “closed”, as are those of all SVUSD schools, which means that students are never allowed to leave campus without school and parent permission. **A student who leaves campus without school permission will be subject to school discipline.**

Visitor Policy

Trabuco Hills High School is a closed campus. **Students are not allowed to bring non-students on campus for any reason.** Visitors that have official business are required to register in the Administration Office at the reception desk. Trespassers may be cited.

Lunch Policy

Ninth and tenth grade students **MAY NOT** leave campus at lunch and must observe the out-of-bounds policies. Eleventh and twelfth grade students **must show** their school I.D. when leaving campus at lunch and may not take ninth or tenth grade students off campus at lunch.

Defiance of Authority

Defiance means the refusal by a student to follow the directions of a school employee including teachers, administrators, campus supervisors, custodians and secretaries.

Out of Bounds

The following areas of the campus are out-of-bounds, particularly at snack and lunch: parking lots, driveway area alongside Santa Margarita Parkway, stadium, athletic fields, gymnasiums, and tennis courts. The 100 building hallway and the upper levels of the 300, 500, and 800 buildings are closed during snack and lunch.

Hall Passes

Students may not be out of the classroom during class time unless they possess a hall pass.

Student I.D. Cards

Every student is issued a school identification card when he/she enrolls. This card must be carried at **ALL TIMES** when you are in school or at a school event. You must show your I.D. whenever you are asked to identify yourself by any staff member. Failure to surrender your ID to a staff member is considered defiance. Lost or stolen cards can be replaced at the Student Store for \$10.00.



Public Display of Affection

THHS believes that students should not engage in excessive hugging, kissing or grabbing.

Littering

THHS believes that there is no excuse for students to be littering on campus. Students who litter will be requested to pick up their trash and deposit it in the nearest trash can. Refusal to do so or repeated littering will be considered defiance.



Electronic Devices

Cell phones are allowed on campus. These devices may only be used during snack and lunch, and before and after school or at the teacher's discretion.



Skateboards and Scooters

Use of skateboards and scooters on campus is prohibited by SVUSD and the Mission Viejo Municipal Code and can result in a fine or confiscation by the Sheriff. Items should be stored somewhere prior to the start of the school day. A skateboard rack is located at the Guidance entrance to the 100 building. Locks need to be removed at the end of the day. Items being carried or ridden during the day will be confiscated and held in the Discipline Office.



Disciplinary Measures

Trabuco Hills High School teaches positive behavior and students to be responsible for their own conduct. In cases where students require supplementary discipline, the following measures exist. **Parents and guardians are encouraged to actively support this part of their child's education.**

A. Detention – Held before or after the student's regular classes (not co-curricular activity) have ended. Detention can be assigned by any staff member. Students will be allowed 5 school days (including the day issued) to complete the detention assignment. There will be no rescheduling of detentions for any reason other than multiple days of illness. **You may not serve your detention during 7th period if you have a 7th period sports activity class.** Students are required to arrive on time and maintain a silent study behavior or the detention will be terminated without any reschedule provision.

B. Saturday School – Held from 8:00 a.m. until 12:15 p.m. Parents are notified by phone or by email when a student is assigned Saturday School. Students will be assigned to the next available Saturday. Students serving Saturday School must report to the library prior to 8:00 a.m. with I.D. card, study and reading materials. Tardiness, talking, note-passing, not bringing materials, cell phone use, or sleeping are all causes for dismissal from Saturday School.

C. School Service – School service may be arranged at the request of the student and approval of parents. School service hours may be used to clear demerits, with the approval of the Assistant Principal of Supervision or the TOSA/Dean of Students. Examples of service hours could be trash pickup at lunch or helping in the library.

D. Intervention Class – provides an alternative setting for students who are unable to attend the regular classroom – either due to teacher suspension, an alternative to a home suspension, or other temporary discipline problems. **Students will be required to remain in Intervention Class during the hours of their usual school day.** Students assigned to full day Intervention Class are required to gather classwork in advance of their assignment, bring a sack lunch, and work productively during the entire day. Students who are absent on the day of their assignment must report to the Intervention Room upon their return to school.

E. Alternative to Suspension- (ATS) One to five day duration. Students may be offered ATS in lieu of suspension.

F. Suspension – One to five day duration. The student may not be on campus nor attend or participate in any school activity for the duration of the suspension. The student must be under the supervision of their parent/guardian during the school day.

G. Transfer – Involuntary transfer to another SVUSD comprehensive high school campus, to the SVUSD continuation high school, or to the county-run independent study program may occur.

H. Expulsion – Student may not attend any school in the Saddleback Valley Unified School District for the duration of the expulsion.

THHS teachers, staff and administration follow a progressive discipline policy for all minor offenses (i.e., cell phone violations, classroom disruptions). Major offenses, (i.e., fighting, drug/alcohol use or possession, or sustained defiance could lead to more severe punishments for initial offenses.

THHS Progressive Discipline Guidelines

First Offense – The student will be warned. Additional violations will result in disciplinary action.

Second Offense – The student will be assigned a 1hr detention and parent will be contacted.

Third Offense – The student will be assigned a 2hr detention and parent will be contacted.

Any Additional Disruptions – The student will be referred to the Discipline Office. The student will be assigned Saturday School or Suspended.

Dress Code

While on campus or at a school sponsored event, students shall be dressed and groomed in an appropriate manner which will not detract from or interfere with the educational environment, instructional program or general morale. Clothing and shoes shall be worn at all times. The following are *examples* of items deemed not appropriate for school;

1. Clothing, personal items, jewelry, tattoos or markings which promotes alcohol, tobacco, drugs or violence; or clothing which displays sexual references, sexist, racist, or vulgar messages;
2. Clothing, personal items, jewelry, tattoos or markings which display gang insignia or which could be construed as gang related or offensive (i.e., initialized belt buckles, dangling belts below waist level, or hair nets, do rag, swastikas, etc).
3. Students are not allowed to wear clothing or any item that would conceal their face including face paint.
4. Accessories or personal items which could be construed as weapons (i.e., spiked wrist/ankle bands or belts; spiked jewelry, spiked choker, wallet chains);
5. Bare midriff, halter tops, backless tops and tube tops. Clothing must cover undergarments at all times. Bandeau/Bralette style may be worn as long as all other dress code restrictions are followed.
6. "Short" shorts (2 inch inseam) or skirts of inappropriate length (waist and leg length).

Minimum Consequences: Student will be asked to change or remove the item, when appropriate.

1st offense: Student will be asked to change or remove the item. A warning will be issued.

2nd offense: 1-hour detention, parent contact and clothing requested to be removed or changed.

3rd offense: 2-hour detention, parent contact and clothing requested to be removed or changed.

All other consequences: Saturday School and parent pickup of confiscated item.

The administration may make exceptions or modifications to the Dress Code when appropriate.



Academic Honesty Policy

Students of the Saddleback Valley Unified School District are subject to an Academic Honesty Policy which deals with students who cheat on tests or plagiarize assignments. All tests, quizzes, reports, homework, other assignments and any school related test are subject to this policy.

Cheating includes looking at another student's paper, taking credit for work that is not your own, or talking during an exam. It also includes using technological means to acquire assistance or provide assistance. Helping another student cheat on an exam, homework or other assignment is also a violation of the Academic Honesty Policy if it has been made clear by the instructor that students are to work on their own and not collaborate. (BP5131.9)

The following action will be taken in regards to students in violation of the Academic Honesty Policy:

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 and the entire next semester. Notification of student's probationary status 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 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.
3. Student may be suspended off campus up to 3 days.
4. Student remains on contract in all remaining classes through the rest of the semester and the entire next semester.
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 off campus up to 5 days.
4. Student will lose privileges for the remainder of the semester in which infraction occurred and one additional semester.

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 semester that the incident occurred plus the following semester. 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.)
6. Student will be ineligible and/or removed from any elected or appointed leadership position.
7. Student may be recommended for other disciplinary action as deemed appropriate.

Privileges Program

Behavioral Expectations

Saddleback Valley Unified School District (SVUSD) students are held to high standards of behavior at all times;

SVUSD students are respectful of themselves and others

SVUSD students are responsible for themselves, their actions, and their healthy choices

SVUSD students are representatives of themselves, the programs in which they participate, the schools in which they attend, and the greater community in which they thrive.

We believe in a positive approach to behavior intervention and expect students to accept responsibility for their actions and subsequent consequences. SVUSD High schools and Intermediate schools use demerits to account for detention hours accrued by students for a variety of school rule violations.

- | | |
|--|---|
| Demerits | 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 <i>loss of privileges</i> . |
| Detention | A (1) hour detention assignment = 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 or Monday School | A two (2) hour detention assignment = Two (2) demerits earned. Two (2) demerits will be removed from the student's record if the detention or Monday School is served on or before the date assigned. Failure to serve the detention will result in two (2) additional demerits being assigned. |
| Saturday School | A (4) hour Saturday School assignment = 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 recover demerits through hours of school service. School service must be coordinated and approved by the Assistant Principal of Supervision or the TOSA/Dean of Students prior to being completed. Two (2) demerits will be removed for each hour of school service being completed. |

Privileges Program

Loss of Privileges

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

1. Dances
2. Field trips
3. On-campus parking
4. Promotion & senior activities
5. Commencement ceremony

Students with ten (6) 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 semester 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 semester 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 the current semester and all of the subsequent semester.

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 ticket sales to reduce their total demerits and be permitted to purchase a ticket to attend the dance.

On-campus Parking – Students placed on the *loss of privileges* list will have their parking pass taken away (without refund), until they reduce their total demerits to zero (0). As soon as the student is removed from the *loss of privileges* list, the parking pass will be reinstated.

Attendance Policies

24 hour hotline (949) 460-2707

Irregular attendance is one of the major constraints in maintaining a quality educational program for high school students. There is no more important variable than time spent on task in the classroom under the guidance of a professional educator. Attendance is taken every day in every classroom and students are required to be to class on time.

Improving student attendance and reducing the dropout rate is a District priority. Pursuant to *EC 48200*, every child from the age of 6 to 18 in the District is required to attend school regularly unless otherwise provided by law in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same District school attendance rules. The Saddleback Valley Unified School District (SVUSD) Board of Education recognizes that a vigilant supervision of attendance to improve attendance rates and graduation rates and to reduce truancy and dropout rates is vital to the learning and achievement of all children.

The SVUSD 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/administrator 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/truancies/tardies listed for reasons other than an excused absence(s)/tardy, the following action will be taken:

Truancies/Unexcused Absences

3 truancies/unexcused absences

- Student is identified as a truant per Ed Code 48260.
- School site sends Truant Letter 1 to the student's parent/guardian.
- Student is assigned Saturday School(s) for each truancy.
- Student will be referred to a counselor.

6 truancies/unexcused absences

- Student is identified as a habitual truant.
- School site sends Truant Letter 2 to the student's parent/guardian.
- Student is assigned Saturday School(s) for each truancy.
- School site contacts parent via phone to discuss the absences and/or truancies.

- The student and parent are informed that they will be required to attend a Parent/DA Meeting and may be referred to SARB.

10 truancies/unexcused absences

- The school site sends out Truant Letter 3 to the student's parent/guardian inviting the parent to a meeting at the school site and to spend the day with their student on campus.
- The site administrator has the parent/student sign a school site attendance contract and informs them of the potential of the SARB Process and Administrative Regulation 5113 that indicates students who are absent more than 14 days of school must provide a doctor's note for every absence.
- The site administrator informs the student that they will be required to attend a Parent/DA Meeting (if they have not already done so) and may be referred to SARB if the truancies/unexcused absences continue

Beyond 10 truancies/unexcused absences

- Students who fail to correct the problem and continue to have truancies or unexcused absences will be referred to a SARB Hearing. SARB Hearings are held at the Orange County Sheriff's Department Substation and comprise of a representative from Orange County Social Services Agency, Orange County Sheriff's Department, Orange County Probation Department and school site and district representatives.

As a result of the SARB Hearing, the district may choose to file with the Orange County District Attorney or Probation against the student, the parent/guardian or both.

Period Truancies/Tardy Truancies

1 - 3 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Detention(s) or Saturday School will be assigned.

4 - 6 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Letter will be sent to parent from the school site notifying them of truancies.
- Saturday School(s) will be assigned.
- Student will be referred to Counselor to address attendance issues and parent will be notified.

Attendance Policies

24 hour hotline (949) 460-2707

7 - 10 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Saturday School(s) will be assigned.
- School site administrator contacts parent via phone to discuss the absences and/or truancies and places student on a multiple period contract.

11 - 15 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Letter will be sent from the school site to parent notifying them of *loss of privileges*.
- Invite parent to attend school with student to escort student to class.

16 - 20 Period Truancies

- Parent will be notified of truancies by the automated messaging system.
- Letter will be sent to parent from Student Services inviting them to meet with the Orange County District Attorney – Truancy Unit as an intervention to correct the behavior.

Any student who continues to have multiple period truancies beyond the 20 may be referred to a SARB Hearing for remediation.

Unexcused Tardy Policy

Students are expected to be in their assigned seats when the tardy bell rings or they are considered tardy. If a student arrives late he/she must report to a campus supervisor or the attendance office prior to entering class to receive a Plasco tardy slip and consequence. After 30 minutes, a student is considered tardy truant and must check into the Attendance Office and receive a re-admit slip before going to class. **NOTE: Tardies are only excused due to a documented medical condition or medical appointment.**

It is a reasonable expectation that in order for a learning activity to exist, students must arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help insure that students arrive to all classes punctually, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent, teacher, and administration. Tardies are recorded every day in every class period.

Tardy 1-2

- Teacher gives warning and notifies student of first and second tardy.

Tardy 3

- Teacher notifies student of third tardy.
- Student is assigned a detention and parents are contacted.

Tardy 4-5

- Teacher notifies student of fourth and fifth tardy.

Tardy 6

- Teacher notifies the student of the sixth tardy.
- Teacher notifies the discipline office of the sixth tardy.
- Administrator assigns Saturday School and places student on a Tardy Contract which states the student may lose privileges if tardies continue.
- Parent/guardian is notified of the contract and terms.

Tardy 7-9

- Teacher notifies student of seventh, eighth, ninth tardy.

Tardy 10

- Teacher notifies discipline office of 10th tardy.
- Parent/guardian notified of *loss of privileges*.

Students who continue to have tardies may be referred to a meeting with the Orange County District Attorney as an intervention step. If there are further tardies, a student may be referred to a SARB Hearing for remediation. (BP/AR 5113)

After an Absence

1. Student's parent/guardian must have called to verify the absence or the student must take a dated note from the parent/guardian to the Attendance Office explaining the reason for that absence. **Notes are to be written and signed by the parent/guardian and must include: the student's name, date of absence(s) and the reason for the absence. If no phone message has been received from the parent/guardian or the student does not have a note, he/she will be considered truant pending readmit from the Attendance Office. The Attendance Office opens at 6:30 am.**
2. Starting the day the student returns to school, he/she has only three school days to have a parent/guardian leave a phone message or bring a dated note signed by the parent/guardian explaining the absence. After three days, each absence will be counted as a truant and a Saturday School will be assigned. **Notes or phone calls**

Attendance Policies

24 hour hotline (949) 460-2707

received after discipline has been assigned will excuse the absence, but the disciplinary action will remain.

3. **A student who has forged a note** to clear an absence will be considered truant. **Future absences may ONLY be cleared by having the parent/guardian telephone the attendance office.**

Leaving Campus During the School Day

ONCE A STUDENT HAS SET FOOT ON CAMPUS, HE/SHE MAY NOT LEAVE WITHOUT FIRST REPORTING TO THE ATTENDANCE/HEALTH OFFICE.

1. **Any student who becomes ill during the school day MUST report to the Health Office.** A student's parent, guardian, or other responsible adult listed on the emergency card must be contacted by the office to pick up the student.
2. **A student who does not get a permit to leave must will be considered truant and will be assigned a Saturday School.** No student is to leave campus at any time during the day without the approval of the Attendance Office. We will not accept a note from home or phone call from the parent/guardian the next day to excuse an absence leaving the campus without going through the office first.
3. 11th and 12th grade students who leave at lunch and do not return to school after lunch, **MUST have a parent call the Attendance Office between 1:00 p.m. and 3:00 p.m. the same day to excuse absences from per. 6 & 7.** If this is not done, the student will be considered truant.
4. If an accident or injury occurs during the school day, no matter how minor, the student **MUST** report to the Health Office.

Early Dismissals

1. All students must be cleared with the Attendance Office before they leave campus during the school day.
2. A student who must leave campus before the end of the school day **MUST** bring a note from a parent/guardian or a parent must call prior to the early dismissal.
3. **Notes for Early Dismissals must be dropped off to the Attendance Office before the student's first class of the day for phone confirmation.** A student will then need to return at snack to receive an Early Dismissal pass from the Attendance

Office. Students are never to leave class to pick up an early dismissal. **Failure to get this Early Dismissal pass before leaving will result in a truant for each class missed.** The student is to show this Early Dismissal to the teacher whose class the student leaves.

4. **All early dismissals for doctor or dental appointment must be verified by the doctor or dental office (i.e., doctor's stamp on the early dismissal form or note from the doctor's office).** The student must check back into school upon returning from the absence and return the signed/stamped white early dismissal form to the attendance office. If no verification is made the absence is reflected as Personal/Unexcused.

Extended Absences:

Families leaving on vacation that require their student(s) to miss 5 or more school days must provide a written note to the Attendance Office **at least five school days prior to the absence.** The student(s) will be put on an Independent Study contract and will get class assignments for the days to be missed. All assignments are due the day the student returns to school. When the student returns, the teachers will grade the assignments. If all work is completed, the absences will then be excused. Vacations taken without advance paperwork and/or assignments completed will be considered unexcused absences.

Work Make-up Provisions Following Absences:

1. Normally, assignments are sent home only for extended absences. Contact the teacher to arrange for homework for absences three days or longer. Homework requests for multiple-week absences are made through the Guidance Office.
2. Students have the right to make up assignments with no loss of credit for excused absences and it is the student's responsibility to make arrangements for these assignments. A student will be allowed two days for each day of absence to make up assignments and/or tests given during the period of absence. This also applies to lab-type assignments that shall be made up through an individual arrangement with the teacher. **However, the student whose first day of absence is the day of the test will take the test on the day he/she returns to class.** Additional time may be given at the teacher's discretion.
3. Assignments made prior to an absence will be given no additional time, but are due on the day the student returns to class. Additional time may be given at the teacher's discretion.

Attendance Policies

24 hour hotline (949) 460-2707

4. The exception to this rule is the long-term project/assignment which will be due on the original due date when advance notice of the due date has been given by the teacher.
5. In cases of unexcused absences, students may be allowed to make up assignments at the discretion of the teacher.
6. In cases of a suspension from class, students have the right to make up assignments with no loss of credit at the discretion of the teacher. **The teacher has the option to not assign or accept assignments for suspensions.**
7. In cases of truancy, students forfeit the right to make up assignments and lose all credit for assignments due.
8. In cases of Intervention Class, teachers **MUST** give class work for the student to be working on for the period of time.

Emergency Cards

Every student must have an emergency card on file in the office. **Only those people listed on the card have permission to release a student from school, and accurate contact information is critical in an emergency situation.** New cards must be filled out promptly when address or phone information changes.



“80% of success in life is just
Showing up!” Woody Allen



Health Office

If an accident or injury occurs during the school day, no matter how minor, the student must report to the Health Office.

Sick or injured students who are leaving school **must be signed out in the Health Office for safety reasons.** Students will be given a readmit prior to leaving school. Students are not allowed to meet parents/guardians in the parking lot. Students leaving school due to illness will not be allowed to drive/walk home or take the OCTA Bus without administrative approval.

Students may not use their cell phones to call parents when ill without permission.

Ill students should gain teacher permission to go to the Health Office. The staff will contact a parent/guardian or emergency contact for your student to be picked up from school.



Any student leaving campus without checking out through the Health Office will be considered truant and consequences will be applied.

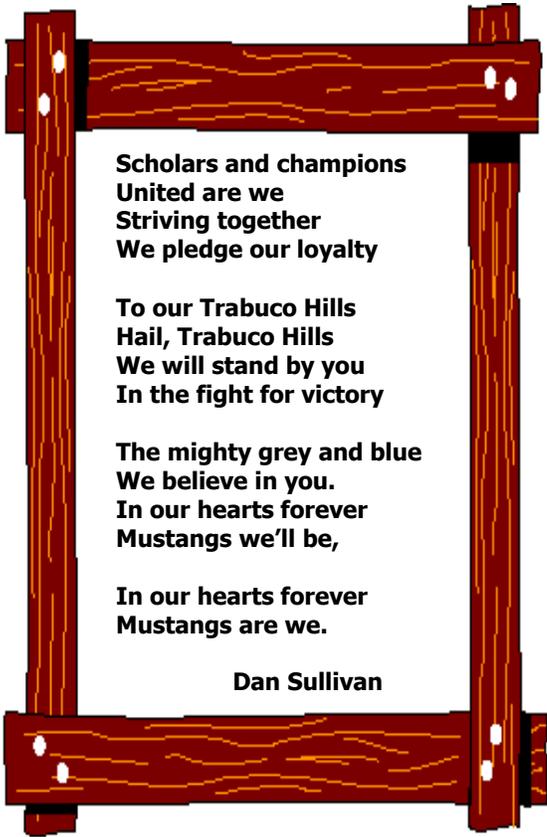
Medication at School: Students who need to take prescription medications at school must have the appropriate OCDE form filled out and signed by their doctor and a parent. Medications are locked in the Health Office and dispensed at the appointed time. Students are not allowed to carry medications. The same procedure applies to over the counter medications.

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 including prescription drugs, over the counter pain killers, allergy medication, or cold medicine.

Consequences: Immediate 5-day suspension and possible recommendation for expulsion from the Saddleback Valley Unified School District will automatically be processed. Law enforcement authorities will be notified. (BP 5131.6)

Activities

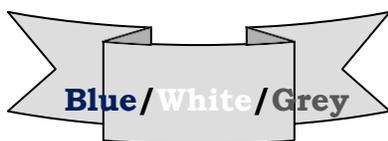
Trabuco Hills Alma Mater



Mascot: Mustangs



Colors:



Activities Staff

Jenny Arthur - Activities Director- Rm 300
arthurj@svusd.org (949) 768-1934 *237777

Karen Watson - ASB Accounts Secretary-
Student Store
karen.watson@svusd.org (949) 768-1934
*237725

Rachel Berg - ASB Accounts Clerk -Student Store
rachel.berg@svusd.org (949) 768-1934 *237704

The **Activities Office** is responsible for all student activity programs in the school. Trabuco Hills High School desires to involve as many students as possible in school life. We believe that involvement in activities:

- ⇒ *allows students to develop their talents*
- ⇒ *enhances self-esteem*
- ⇒ *provides increased opportunities for friendship*
- ⇒ *makes school more enjoyable*
- ⇒ *increases student commitment to school*
- ⇒ *results in better student performance*
- ⇒ *builds school PRIDE!*

Activities

ASB Every student at THHS is a member of the Associated Student Body. The governing group of the ASB is the Leadership class, which meets daily during Period 3. The Leadership class is made up of elected and appointed officers, commissioners, and representatives. Our 2017-2018 ASB Officers are:.

ASB President.....	Colton Caballero
ASB Vice President.....	Kelli Patla
ASB Secretary.....	Jake Wathen
ASB Treasurer.....	Natalie Urrego
ASB Representative to Board of Education.....	Shane McClure
ASB Commissioner of Athletics.....	Collin Hurd
ASB Commissioner of Pep and Spirit.....	Michelle Kuraoka
ASB Commissioner of Pep and Spirit.....	Cristobal Malagon
ASB Commissioner of Publicity	Colton Caballero
ASB Commissioner of Social Events.....	Makayla Carcano
ASB Commissioner of Social Events.....	Natalie Regalado
ASB Got Spirit Commissioner.....	Jon Bristol
ASB Got Spirit Commissioner.....	Nicole Hiltbrand
ASB Commissioner of Clubs.....	Adriana Shulter
ASB Commissioner of Clubs.....	Dawson Chute
ASB Commissioner of Video.....	Jon Kreiser
ASB Commissioner of Video.....	Patrick No
ASB Service Commissioner	Amanda Loveless
ASB Service Commissioner	Megan Walsh
Senior Class President	Dylan Tinz
Senior Class Commissioner	Kori Newman
Senior Class Spirit Commissioner.....	Will Mortenson
Junior Class President	Geneva Witmer
Junior Class Commissioner	Brian Fitzpatrick
Junior Class Spirit Commissioner	Abby Wagner
Sophomore Class President	Rayann Elsarrag
Sophomore Class Commissioner	Stefan Flitner
Sophomore Class Spirit Commissioner	Katie Rowland
Freshman Class President.....	to be elected in the fall
Freshman Class Commissioner.....	to be elected in the fall
Freshman Spirit Commissioner.....	to be elected in the fall

Our constitution is on file in the ASB room. Please feel free to stop in for a copy!!!

Eligibility for ASB Officers:

Students running for ASB office or Student Council must qualify with an overall 2.5 GPA or higher and not have more than one “U” in citizenship based on the previous semester. In order to remain in the above positions, the student must maintain a 2.5 GPA or higher and not have more than one “U” in citizenship at each “regular” grading period. At the high school level, regular grading periods will be the quarter and semester reports. Candidates for student body office may not exercise the option of a probationary period in order to qualify for the initial selection to that position.

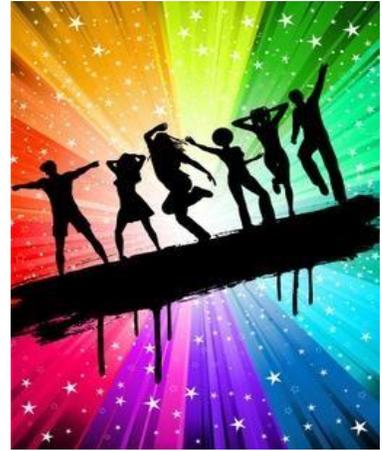
They may, however, request to utilize the probationary rule during their term of office if they fail to maintain the 2.5 GPA or obtain more than one “U” in citizenship. Failure to meet the 2.5 standard at subsequent regular grading periods will result in disqualification for the remainder of the term of office. In addition, ASB requires, that the student may not have: *an ethics code violation, *suspendable offense (including in-house suspension), and or *expulsion during any time in the current quarter and preceding quarter of the election time-line.

Eligibility for Extra-Curricular Activities

1. A student must maintain a “C” average (2.0 G.P.A.) in the previous grading period to participate in extracurricular class activities. Eligibility is determined each quarter.
2. If a student does not maintain a “C” average (2.0 G.P.A.) in the previous grading period, the student is ineligible to participate in the extra class activities for the next quarter. For example, if a student did not maintain a “C” average during the first quarter, the student is ineligible to participate during the second quarter. Eligibility for incoming freshman students is based on the final grading period from 8th grade.
3. A student may earn one “F” and, if the student’s overall G.P.A. is a “C” average, the student will be eligible. A student who earns two “F’s” in one grading period is automatically declared ineligible.
4. Students earning a 1.0 G.P.A. or above or who have qualified through school level testing to take part in the academic decathlon competition may participate if they have less than a 2.0 G.P.A.
5. All students participating in athletics are subject to both District and CIF eligibility requirements
6. Candidates for pep squad may not exercise the option of probationary period (a waiver) to qualify for the initial selection to that position.

Activities

Eligibility for students attending dances and representing ASB, ie: Homecoming, Promo Pictures, Speeches, Graduation Ceremony, etc. is determined by the SVUSD Privileges Policy on page 23.



GOT SPIRIT?

Showdown of the grade levels is a year long program dedicated to school spirit and student participation. The various classes compete against each other for points, which are rewarded for dressing up on spirit days and participating in rallies and assemblies. Trabuco's "Got Spirit" day is held every month. Students dress up in the corresponding color:

BLUE-SENIORS, GREEN-JUNIORS, RED-SOPOMORES AND YELLOW-FRESHMEN

Note! Paint is not allowed on campus!

Got spirit shirts can be purchased from the Student Store for a nominal fee of \$5.00. The year long competition culminates in the Spring at Trabuco's "showdown" of the Grade Level assembly. Represent your class and show Trabuco who is #1.

EVENT CALENDAR/WEBSTORE

All sports and School Events/Activities/Webstore are viewable at:
www.svusd.org/thhs

Sign up for e-mail alerts of game changes!



Activities



ASB is responsible for a variety of activities through-out the school year such as: Freshmen Orientation, Elections, Dances, Assemblies, Senate Meetings, Pep Rallies, Homecoming, Red Ribbon Week, Master Calendar, and Facility Usage, Teacher/Student Recognition, Announcements, Clubs on Campus, Award Programs and our Student Store.



All job descriptions and applications for elected or appointed positions are available in the ASB room. Elections take place in the Fall for Freshmen. All other elections take place in April/May. Students should read the eligibility requirements and feel free to stop by the ASB office to have any questions answered.

Publicity

In order to be placed in "Designated Only" areas of the school, all posters must be stamped with the approval of the Activities Office.

Assemblies

Students are to enter assemblies quickly and be seated in their designated areas accompanied by their teachers. Students are to observe the rules of politeness and courtesy.

- During rallies, students should give enthusiastic cooperation to those in charge
- At formal assemblies (i.e., Awards Programs), students should conduct themselves in orderly manner.

CASH OR CREDIT CARD ONLY

Students will be admitted to a school event upon presentation of their Student Identification Card. Once students have entered the dance, they may not leave and return to the event. Refunds will not be made on dances or other activities after purchase of the ticket. School dances are school-sponsored activities. Therefore, all THHS regulations are applicable at these functions whether on or off campus. **Note:** Students are subject to alcohol screening and a breath analysis test. Students are allowed to bring a guest to designated dances (Homecoming, Winter Formal, Prom & Got Spirit), but must obtain a permission slip, 20 years or younger, no intermediate students and have a photo I.D. *Please note: Disco dance is for THHS students only.*

Dance Dress Code - Semi/Formal for Homecoming, Winter Formal & Prom

- Long Dress Pants
- Dress Shirt with Collar & Tie (shirt must remain on & buttoned)
- No bare midriffs
- No completely backless dresses
- No low cut tops
- School dress code applies

Dance Behavior

Freaking includes: riding legs, bending over, feet off the ground or front to back dancing. There must be visible separation between partners during fast dancing. Moshing is unacceptable. All boys' shirts must remain on. School dress code applies to all other dances. (THHS Administration reserves the right to turn anyone away due to inappropriate dress, i.e., shorts, tennis shoes, midriffs, too revealing, etc.)

Dance Eligibility - see previous page.

Activities

ACTIVITIES OFFICE DANCE CONTRACT 2018-2019

STUDENT LAST NAME: _____ STUDENT FIRST NAME: _____

STUDENT ID NUMBER: _____

Regardless of whether or not students choose to attend a high school dance, all students are to complete and sign a Trabuco Hills High School Activities Office Dance Contract every school year. This contract will go into effect for any student that chooses to participate in a dance hosted by the school on and off campus.

Dances for the 2018-2019 School Year:

Disco Dance	September 8th	Disco Attire	Trabuco Hills High School
Homecoming Dance	Saturday, October 13th	Semi-formal	Trabuco Hills High School
Winter Formal	Saturday, February 2nd	Semi-Formal to Formal	Coto Valley Country Club
Got Spirit	Friday, May 3rd	Got Spirit Shirt	Trabuco Hills High School
Prom	Saturday, June 1st	Formal	The Grove, Anaheim
Senior Cruise- Seniors Only	Tuesday, June 11th	Cruise Attire	The Hornblower, Newport Beach

TICKETS:

- Tickets for all major dances are sold in the Student Store as well as on the Trabuco High School Web Store online.
- Ticket prices vary depending on whether or not a student has purchased an ASB card and when the tickets are purchased.
- Students must have a valid student ID card when they purchase their tickets and at the dance.
- If students are bringing a guest from outside of Trabuco Hills High School, they will need to submit a separate behavioral contract/permission slip when the tickets are being purchased. This permission slip will be made available for dances that allow guests, and must be completed by their high school with an official signature and business card.
- **THHS Students who have been placed on the Loss of Privileges list cannot purchase a ticket to the dance until they have been removed from the list by the discipline office. List will be posted in the Student Store.**
- **NO** refunds after purchase of a ticket.
- Trading or selling tickets is not allowed, **tickets are non-transferable. Only the student and/or guest on this permission slip will be allowed entry into the dance**

ADMITTANCE:

- Admittance/attendance is subject to Trabuco Hills High School Administration approval.
- Attendance at Trabuco Hills dances is a **privilege**, and not a right, which may be revoked for lack of responsibility at school including, but not limited to: unpaid fines, more than (one) 1 day of in-house suspension, suspension/expulsion in their discipline file as of August 27, 2018, be on a suspended/expulsion contract and/or any behavioral contracts, or have lost privileges due to 6 or more demerits and/or attendance.
- All students and their guests may be searched for weapons and illegal substances prior to entry of the dance area.
- Failure to arrive with the date/guest on the guest permission slip is forbidden and entrance will be denied.
- No student or guest will be allowed to leave the dance until an hour before the dance ends, unless prior arrangements have been approved by administration.
- Students or guests who leave during the dance will not be readmitted.
- **All students and their guests must be willing to submit to random alcohol/drug screening tests.**
- In order to be admitted a dance, all THHS students must present a valid school ID and guests need to have a school picture ID and/or State issued ID card present at the registration table.
- **STUDENTS AND GUESTS MUST BE PICKED UP WITHIN 30 MINUTES AFTER THE DANCE CONCLUDES. STUDENTS THAT DO NOT GET PICKED UP DURING THAT TIME WILL NOT BE ALLOWED TO ATTEND THE NEXT DANCE.**

Activities

Mustang Award Programs

Principal's Honor Roll - These students have achieved a 3.75 G.P.A. by semester.

Distinguished Mustangs - These awards are presented to those Freshmen, Sophomores, Juniors, and Seniors who have demonstrated classroom excellence during the current year.

Top 20 - This program honors 20 students from each class who have achieved the highest academic cumulative G.P.A.

Senior Awards Night - Outstanding seniors are presented with scholarships and recognition earned throughout their four years.

Commencement Speakers

Valedictorian This award goes to the highest G.P.A. in the school.

Athletic Letters Athletic awards are granted upon the recommendation of the coach.

Mustang CIF Luncheons These lunches recognize sport teams who have qualified for CIF.

Announcements



Each morning during the first ten minutes of Period 3, the Daily Bulletin is read or viewed on Mustangs In Motion Morning Show. It is crucial for all students to listen and watch for upcoming dates/activities/ club meetings/ sports, etc. (Notices for the bulletin must be approved by the teacher/advisor or activities director and turned in to the front office by 12:25 pm two days before they will appear.)

Parents may go to the THHS website and sign up to have the bulletin e-mailed to them.

NOTE: Refund Policy

No refunds will be issued for:

ASB Stamp after 10/01/17

Yearbooks after 2/01/18

Curricular and Service Clubs on Campus

Clubs are defined as groups that meet outside of our regular class periods. Membership is open to all interested THHS students. In order to remain active, clubs must have a faculty advisor, hold regular meetings, be directly linked to school curriculum, and have all paperwork submitted to the Activities Director. New clubs must be approved by the school administration before they can begin accepting members.

Non-Curricular Clubs

Non-curricular clubs meet at snack or lunch on campus only.

Activities

I.D. Cards



Every student is issued a THHS identification card at the beginning of the year or when he/she enrolls. This card must be carried at all times and at all school events. I.D. cards are required for purchasing all school tickets (i.e., dances, drama performances, athletic games, etc.) and for checking out library books. Lost I.D. cards can be replaced for \$10.00 in the Student Store. **Juniors and Seniors are required to carry and display I.D. cards to go off campus at lunch.**

Note: You must show your I.D. whenever you are asked to identify yourself by a staff member or to leave campus. Failure to surrender your I.D. to any staff member is considered defiance. (Lost or stolen I.D.'s can be replaced at the Student Store.)

Fundraisers

All fundraisers including Booster Groups must go through the Activities Office. If interested, stop by the A.S.B. Room and fill out the necessary paperwork **before** and **after** the event. Fundraisers are on a first-come, first-serve basis. Please note: We are limited to the number of sales at any given time so plan ahead!!



Student Store/Webstore



These are activities initiated by the school. They are classes, for the most part, that take place during the regular school day; however, they involve practices and/or performances after school. Examples include: Band, Choir, Dance Production, Journalism, Year-book, Model United Nations, Orchestra, Theater/Drama, Video Production, Leadership, Color Guard, Pep Squad, OCAD and *all* Sports.

PLEASE NOTE: AN A.S.B. STAMP, \$70.00 ALONG WITH ADDITIONAL EXPENSES, ARE REQUESTED FOR THESE ORGANIZATIONS!

Our student store is located in the quad and carries all kinds of school and spirit items, including: shirts, hats, balloons, folders and books. The store is open daily, at snack and at lunch. We encourage you to come in and check it out!!! Online purchasing is available. Go to: <http://www.svusd.org/thhs>

Master Calendar/ Facility Request Forms

If your group is interested in using any room in the school (i.e., gym, theater, library, classroom), or your group is having an off-campus event (i.e., banquet, car wash, parking lot sale, etc.), the A.S.B. Office in room 300 must be notified. Please pick up the necessary paperwork from A.S.B. or the front office. Thank You!!!

Athletics

Athletics Office

Daryl Beck Athletic Administrator
Jill Clark Athletic Secretary
Carlos Leon Athletic Director

Statement of Philosophy

Trabuco Hills High School athletic programs are designed to provide students with the opportunities to develop both physical and mental strength. We believe that a successful athletic program helps our athletes develop a sense of pride and self-confidence, and encourages leadership skills. The THHS Athletic Department participates in the CIF Southern Section's "**Pursuing Victory with Honor**" program. This program stresses the development of the six pillars of character (trustworthiness, respect, responsibility, fairness, caring, citizenship) through athletics. Our athletes learn self-discipline, which will help them through their adult life - where the ability to maintain poise and self-control in all situations is vitally important. We encourage all athletes to strive to excel, and help them understand that the path to success is hard work and determination! Sportsmanship is a key component to our athletic program and all our athletes are required to work diligently to achieve both individual and team goals and meet the athletic standards of the school and district.



- *We believe the most important result of competition is the development of lifelong values and skills.*
- *We believe winning is an attitude resulting from optimum preparation, concentrated effort, and a deep commitment to excel.*
- *Interscholastic athletics is a voluntary program in which participation is a privilege, not a right.*

Eligibility Requirements

MEDICAL CLEARANCE Absolutely no student will be allowed to practice or compete in any THHS athletic sport without certified sports screening or physical by a medical doctor: forms available at www.svusd.org/thhs on our athletics page. THHS offers these screenings every June for all current THHS student athletes.

AGE Must not be 19 years old before June 15. May not compete on freshman team if 16 or on a sophomore team if 17th birthday is before June 15. May not play on varsity football team until 15 years old.

SCHOLASTIC All Athletes must have passed 20 units (four classes) of new work during the previous grade period. "New work" is classes in which a passing grade had not been previously earned. Summer school grades may be counted. (*This is a CIF requirement and cannot be waived.*) Student athletes must maintain a 2.0 grade point average and can only have one "F" to be eligible. "Incomplete" grades that affect eligibility must be cleared prior to competition.

CITIZENSHIP All athletes must be students in good standing in citizenship to be eligible. Athletes are allowed only one "U" in citizenship.

WAIVER At the discretion of the AP of Athletics, a one-time waiver can be used by an athlete to waive the scholastic and citizenship requirements. The student that uses the waiver will be placed on probation and must clear the deficit by the next athletic grade period. Waivers are available from the Athletic Secretary. Waivers for freshmen are discouraged and students with previous eligibility issues may not be placed in athletic classes until they become grade eligible.

GO BLUE!



Athletics

Residence

In order to be eligible, all athletes must reside in the Saddleback Valley Unified School District attendance area in a bona fide residence with their parents or legal guardian(s) in order to be eligible. The Athletic Director and Assistant Principal will handle exceptions to the residence rule. Any student transferring under the provisions of our open enrollment policy will have immediate residential eligibility upon transfer from school A to school B, subject to the following limitations:

1. *Only one transfer is allowed during the student's high school career after the initial enrollment as a ninth grader without a residence change.*
2. *CIF now allows a one-time transfer without restriction to any 9th grade student who transfers to another school prior to the start of that student's third semester.*
3. *The transfer must not be the result of disciplinary action.*
4. *The receiving school must certify that no consideration was given to the athletic performance of the student in accepting the transfer.*
5. *The athlete must meet all CIF residency requirements as well as district requirements.*

*** For questions, regarding athletic eligibility, please contact our Athletic Director.**

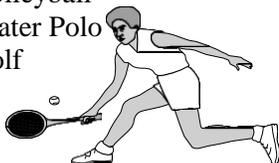
Attendance: Athletes may compete for 8 semesters only. Athletes not in school on the day of a contest may be declared ineligible to compete on that day per SVUSD.

ASB Stamp (\$70.00): Please note an ASB stamp is recommended for all sport participation. This contribution helps off set the expenses occurred by our athletic programs. For the upcoming year, limited transportation will be provided to co-curricular and athletic activities. For those activities receiving transportation (Football, Cross Country, Drumline, Band, Pep Squad, Swimming, and Track and Field), a suggested donation of \$75 per student, per sport is requested. Please make out a separate check payable to SVUSD and turn it in to the Student Store.

SPORTS SEASONS Trabuco Hills High School offers a wide variety of sports for both boys and girls. The following sports are offered:

Fall Season

Boys & Girls Cross Country
Football
Girls Tennis
Girls Volleyball
Boys Water Polo
Girls Golf



Winter Season

Boys & Girls Basketball
Wrestling
Boys & Girls Soccer
Girls Water Polo



Spring Season

Boys Golf
Boys & Girls Track and Field
Softball
Boys Tennis
Boys Volleyball
Boys & Girls Swimming
Baseball
Boys & Girls Lacrosse



Athletics

The Saddleback Valley Unified School District is very proud of the extensive co-curricular programs offered at the comprehensive high schools. Through limited state funding, the District provides financial support for these programs, which may include stipends for one or more coach/advisor for each program, superb facilities, limited transportation and general maintenance of the facilities. However, costs for co-curricular programs continue to exceed limited state allocations, thus necessitating support and requests for contributions from participants.

Participation in High School programs is strictly voluntary, and no student will be denied the opportunity to participate in a SVUSD co-curricular activity because of a parent or guardian's failure to participate in fundraising activities, failure to devote time or resources to the sport, or failure to purchase uniforms, or other accessories or equipment. Parents or students who do not participate will not be publicly identified.

Various programs request additional contributions to fulfill their operating budget which equates to a certain dollar amount per student.

If additional funds to augment the program are not raised, the school may find it necessary to scale back the program. We are encouraging all parents to contribute to the program, and are most hopeful that needed funds will be raised. Remember, your contributions may be tax deductible. Please consult with your accountant or tax advisor for specifics.

Additionally, parents and students may be asked to participate in fundraising activities throughout the year in an effort to provide even greater financial support for the program. Participation is highly encouraged and greatly appreciated. However, lack of participation in these fundraising activities by a parent or guardian will not affect their student's ability to participate.



Make it easy on yourself!

Purchase all Round-Up items on-line beginning:

August 7th, 2017

Go to: www.svusd.org/thhs then click on "Online Web Store".

Bring your web store receipt to Round-Up.

Facilities & School Operations



Communications to Students

In order to maintain an appropriate and uninterrupted learning environment, student cell phones are to be turned off in all instructional settings (classroom, labs, outdoor classes, etc). If you must contact your student, it should be done during breaks. **If you need to contact your student in the case of an emergency, please contact the school's main office.** In such an emergency, the message will be delivered to the student. We do not make deliveries to students except in the case of an emergency. It is the student's responsibility to pick-up deliveries at snack, lunch, or between classes.

Please remind students of doctor's and other appointments and transportation arrangements before the student leaves home in the morning. We would prefer that you contact students through proper school channels in matters of urgency.



Bikes, Scooters & Skateboards

Bikes, scooters, and skateboards are not to be ridden on the school grounds and are to be parked or locked in designated areas. Bike racks are found behind the portables next to the stadium. Skateboard racks are located at the Guidance entrance to the 100 bldg. Locks are the responsibility of the students and must be removed at the end of the day. All riders must wear helmets.

Classroom Visitations

Parents may request to visit their child's classroom. We do require a 24-hour notice for this visitation. Please make the request

in writing to the Assistant Principal, Guidance. Call extension 237705 for details.

Lockers/ Personal Property



Lockers are issued to students as a convenience. **The school is not**

responsible for losses from these lockers. Personal property brought to school is done so at the student's own risk. Students should avoid bringing large amounts of cash, expensive jewelry or other valuables to school. **The school is not responsible for lost or stolen phones, iPods or any other electronic device.** Any lock may be used on book lockers. Students should take every precaution to protect their combination. **Failure to use your assigned locker will result in disciplinary action. Students are responsible for the contents of their assigned lockers.**

Students are reminded that the SVUSD is not financially responsible for lost, stolen, or missing personal property. Locker rooms are only open during the first and last 10 minutes of the period. Be sure to plan ahead; this includes athletes going to practice or competitions. **Please be aware that personal locks may be cut off if a search or emergency situation occurs.** Use of personal locks in addition to the built-in lock on PE lockers is encouraged. Lockers are subject to search by school officials whenever there is reason to believe that they may contain drugs, alcohol, weapons, stolen property or any other dangerous or illegal objects.

Early Dismissal/Athletes

Students, who participate on competitive school teams may, on occasion have to leave classes early to travel to the contest. The times of early dismissal will be decided by the coach who will notify the teachers. Student athletes are not to leave a class earlier than stated and must notify the teacher, in advance, that they are a member of the team.

Facilities & School Operations



Parking

Seniors will be allowed to purchase a parking permit at Round-Up, provided they have a 2.5 GPA based on last semester's grade (June). Names will be posted on our website prior to the beginning of school.

- **Students may only park on campus if they have a valid parking permit. Students parking on campus without a valid permit, will receive disciplinary action.**
- Parking permits are \$45.00 with ASB and \$55 without ASB and are valid for one semester ONLY.
- **Transferring of parking permits is not permitted.** You must park only in your designated parking space assigned to you.
- **No swapping, No changing, No switching, No selling.**
- Underground parking is for **staff only**.
- No reckless driving, speeding or running thru stop signs. Speed limit is 10 m.p.h.
- Parking permits must be **Hung from rear view mirror** while parked at THHS.
- **No replacement will be issued for lost/missing/stolen parking permit**
- Student parking area is open after lunch to all students.

Drop-Off-Sites

If you or your student is picking up or dropping off another student, please do so only at the designated drop off areas.



Food Service

Trabuco Hills High School has a food service available to students before school, at snack, and at lunch. Menus and prices are available at svusd.org. Free or reduced rates for lunches are available to those students who qualify. See Food Service Manager at school site for details.

Emergency Procedures

Trabuco Hills High School has a comprehensive Emergency Procedures Plan in place that is practiced on a regular basis to ensure the safety of students and staff in case of fire, earthquake or any other emergency. Copies of this plan are made available to all staff and also to parents and community members.

Library & Textbooks

Dorian Hinesly.....Library Clerk

Library

Our library is a teaching facility in which students **have free access to books and the internet, and** receive instruction **from their teachers** about the valuable information literacy skills they need to succeed in high school and beyond.

Students can see their library/textbook accounts by logging into Saddleport, choose the blue “Destiny” icon, log in again for the catalog, and “my info” for your textbook list and/or fines.

Students must have their ID card to checkout materials. A small fine of **.15¢** is charged **per day** for returning library materials late.

A student I.D. and a signed Electronic Use Agreement Form are required to access the Internet. Student username and passwords are needed to access the Internet and are issued during registration. Student Internet use is monitored and filtered at the District Office.

Printers are available in the library for student use. The first \$1 of **prints** are free per year. After this, pages cost **10¢** each (**20¢** for color). A computer program monitors printing. Students are strongly encouraged to deposit money into their print account during registration. **More prints can be purchased for \$1 or more at any time during the school year.** Students may request a refund of their unused paid balance during the month of June only, otherwise the remainder will be donated to the THHS Printing and Technology Fund.

Textbooks

All textbooks are checked out and returned through the library. A current student ID card is necessary to checkout any book. All books issued to students are their responsibility and thus fines are assessed for lost, stolen or damaged books. The cost of an average textbook is **\$100, and if necessary, information is available in the library if you would prefer to replace the text by purchasing it online.**

***College Prep US Government, College Prep Economics and Health are one semester classes and textbooks are due the last day of the Fall semester to avoid \$1 per day late fees.**

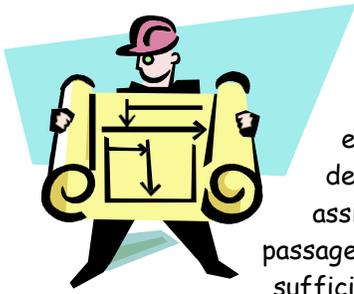
Books are checked for damage when they are turned in. However, students are encouraged to check over their books when they first receive them. If a student notices that the book is damaged from previous use and does not want to be held responsible for it, the student should bring the book to the library staff within two weeks of checking it out.

Books are checked out to students by a barcode number. They are checked in by that exact same number. Returning another student’s textbook will not clear your account.

The school is not responsible for books lost, stolen or damaged while in a locker or teacher’s classroom.



Safety



Safe Schools Plan

Trabuco Hills High School will make every effort to ensure a safe and orderly educational facility and environment. To that end, the school safety plan has been developed to ensure safe entrance and egress. Both certified and classified staff is assigned to parking lot and other perimeter areas of the campus to ensure orderly and safe passage of students, parents and employees arriving and leaving the school grounds. In addition, sufficient staff, again both certified and classified, is assigned to supervise students on campus to ensure safe and appropriate conduct.



School Map

Trabuco Hills High School has multiple entrance and exit routes for vehicles. These routes are clearly marked with signage and/or painted lines. Campus Supervisors are assigned to monitor driver adherence to driving regulations. Trabuco Hills High School has asked the *Orange County Sheriff's Department* to take an active role in monitoring vehicular traffic and parking on campus. Parking and driving regulations are printed in the Student Handbook.

Notification

No person shall be excluded from participation in or denied the benefits of any Saddleback Valley Unified School District program or activity on the basis of sex, sexual orientation, gender, and ethnic group identification, race, ancestry, national origin, religion, and color, mental or physical disability.

All classes and courses, including non-academic and elective classes, are conducted without regard to the race, color, religion, sex, sexual orientation, gender, national origin, physical disability or medical condition of the student enrolled in such classes; no students shall be prohibited from enrolling nor required to enroll in any class on the basis of the race, color, religion, sex, sexual orientation, gender, national origin, physical disability or medical condition of the student; and participation in a particular physical education activity or sport, if required of students of one sex, shall be required of students of each sex. The lack of English skills will not be a barrier to admission and participation in the District's programs. Complaints alleging non-compliance for students should be directed to the school principal and/or the Director of Pupil Services, Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA; (949) 586-1234.

TRABUCO HILLS HIGH SCHOOL

IMPORTANT ATTENDANCE INFORMATION

24-Hour Attendance Hotline – (949)460-2707

Below you will find information on important attendance procedures. Please refer to our school website at www.svusd.org/thhs/ for our complete list of Attendance procedures. Please read carefully and let us know if you have any questions.

HOW TO CLEAR AN ABSENCE: Students have three school days upon return from an absence to clear the absence with a phone message received from a parent or guardian or a signed note, turned into the attendance office, from a parent or guardian. The note or phone message must have the student's full name, grade, and dates or periods of absence, and a specific reason for the absence.

TARDIES: When a student arrives late he/she must report to a campus supervisor or the attendance office to receive a Plasco tardy slip. If a student arrives more than 30 minutes late, without a note, the student must pick up a tardy/truant slip.

Examples of Excused Absences: Personal Illness, Medical/Dental appointment, Funeral service for a member of the immediate family.

Examples of Unexcused Absences: Vacation, Oversleeping, Car trouble, Weddings, Missed bus, Traffic, Personal/Business reasons.

Excused Tardies: Tardies will only be excused for a documented medical condition or a medical/dental appointment.

EARLY DISMISSALS: When a student needs to leave campus early, they need to drop off note to the attendance office **PRIOR** to their first class of the day. If they do not have time to wait, they should return at snack to receive their Early Dismissal pass. Failure to get this early dismissal pass will result in a truancy. All early dismissals for dr/dds office must be verified by the dr/dds office. If no verification is made, the absence is reflected as Personal. **Only those listed on the Student's Emergency Card have permission to release or pick up a student from school.**

HEALTH OFFICE: In the event of an illness or injury during school hours, a student **MUST** check out through the Health Office. Students who leave campus without checking out will be considered truant. **NOTES WILL NOT BE ACCEPTED THE FOLLOWING DAY.**

Juniors and Seniors who have the privilege to leave at lunch and do not return for 6th or 7th periods **MUST** have a parent call that day before 3:00pm to clear that absence or the student is considered truant. **NOTES WILL NOT BE ACCEPTED THE FOLLOWING DAY.**

COMMUNITY RELATIONS

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

This includes complaints alleging sexual harassment of a student by another student, an employee or a third party, as well as complaints alleging sexual harassment that occurs off campus but has a continuing effect on campus.

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 1143a, alleging district noncompliance with any requirement applicable to the student regarding award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirements for students in elementary school. (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. ADR such as mediation, may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

Saddleback Valley Unified School District**BP 1312.3**

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable state law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

Saddleback Valley Unified School District

BP 1312.3

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

222 Reasonable accommodations; lactating students

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedures

35186 Williams uniform complaint procedures

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49069.5 Rights of parents

49490-49590 Child nutrition programs

51210 Courses of study grades 1-6

51223 Physical Education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements

51228.1-51228.3 Course periods without educational content

52060-52077 Local control and accountability plan, especially

52075 Complaint for lack of compliance with local control and accountability plan requirements

52160-52178 Bilingual education programs

52300-52490 Career technical education

52500-52616.24 Adult schools

52800-52870 School-based program coordination

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

Saddleback Valley Unified School District

BP 1312.3

1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs
12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

CSBA: 10/14, 07/15, 03/16, 09/16

Replaced: 02/15

Revised: 09/15 (per 07/15 CSBA revision)

Revised: 10/16 (per 03/16 CSBA revision)

Revised: 11/16 (per 09/16 CSBA revision)

Revised: 01/17 (per 11/16 OCR revision)

Board Approved: 05/14/15

Board Approved: 12/10/15

Board Approved: 11/10/16

Board Approved: 12/15/16

Board Approved: 01/19/17

COMMUNITY RELATIONS

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/ Harassment as the responsible employee to handle complaints regarding sex unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Assistant Superintendent, Human Resources
Saddleback Valley Unified School District
25631 Peter A. Hartman Way
Mission Viejo, CA 92691
Phone: (949) 580-3217
Email: HUMAN.RESOURCES@SVUSD.ORG

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions

on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees and local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable

3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).

4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Regardless of whether a complainant complies with timeline requirements, all complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) shall be investigated and prompt action taken to stop the discrimination, prevent recurrences, and address any continuing effect on students.

- d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part

of the district's educational program, including curricular and extracurricular activities.

- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 - (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such

complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

Regardless of whether a complainant complies with timeline requirements, all complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) shall be investigated and prompt action taken to stop the discrimination, prevent recurrences, and address any continuing effect on students.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or alleged victim, when he/she is not the complainant requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

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In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent within the same timeframes as the complainant, the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The relationship between the alleged victim(s) and offender(s)
- d. The number of persons engaged in the conduct and at whom the conduct was directed

- e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law, (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

CSBA: 01/13, 10/14, 07/15, 03/16

Revised: 03/13

Revised: 05/15

Revised: 12/15

Revised: 10/16 (per 03/16 CSBA revision)

Revised: 12/16 (per 9/16 CSBA revision)

Revised: 01/17 (per 11/16 OCR revision)

Uniform Complaint Policy Form

TO: Saddleback Valley Unified School District
Assistant Superintendent, Human Resources
25631 Peter A. Hartman Way
Mission Viejo, CA 92631
Phone: (949) 580-3217
Fax: (949) 586-4378

FROM: Name(s) _____

Address _____

Telephone (Home)_____ (Other)_____

TYPE OF COMPLAINT (please check below):

A) ___Discrimination, harassment, intimidation or bullying based on one of the following protected classes:

- ___Religion ___Marital or parental status
___Age ___Race
___Gender ___Ancestry
___Color ___National origin
___Gender expression ___Nationality
___Sex ___Mental or physical disability
___Sexual orientation ___Ethnicity
___Gender identity

OR

B) ___A violation of federal or state law or regulation governing the following program(s):

- ___Adult Education (Education Code Sections 8500-8538 and 52500-52616.5)
___Career Technical and Technical Education/ Training Programs (Education Code Sections 52300-52480)
___Child Nutrition (Education Code Sections 49490-49560)
___Child Care and Development (Education Code Sections 8200-8493)
___Consolidated Categorical Aid (Education Code Section 64000(a))
___Special Education (Education Code Sections 56000-56885 and 59000-59300)
___Vocational Education (Education Code Sections 52300-52480)

OR

