

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

1301 E. Orangethorpe Avenue
Placentia, CA 92870
(714) 996-2550

VALENCIA HIGH SCHOOL

500 N. Bradford Avenue
Placentia, CA 92870
(714) 996-4970
www.vhstigers.org

BOARD OF EDUCATION

Karin Freeman, President
Carol Downey, Vice President
Carrie Buck, Clerk
Judi Carmona, Trustee
Eric Padget, Trustee

DISTRICT ADMINISTRATION

Superintendent – Doug Domene
Asst. Superintendent – Educational Services – Candy Plahy
Asst. Superintendent – Administrative Services – Jayne Christakos
Asst. Superintendent – Personnel Services – Robert Kent

SCHOOL ADMINISTRATION

Principal – James Bell
Assistant Principal – Curriculum – Rick Lopez
Assistant Principal – Pupil Services – Olivia Yaung
Activities Director – Jamie Jauch
Women's Athletic Director – Amy Madrigal
Men's Athletic Director – Kevin McConnell
Attendance Director – Curt Pike

COUNSELING/GUIDANCE

Mark Stanley	Valencia Academy (IB/Val Tech)
Carolyn Douglas	A-D & ELD Counselor
Ellen Gerasimou	E-Q & ROP Counselor
Elizabeth Nasouf	R-Z & AVID Counselor
Jenny Alegre	Student Support Specialist
Dawn Nelson	School Psychologist
TBD	School Resource Officer

GENERAL INFORMATION

A. A.S.B. CARDS and I. D. CARDS

The A.S.B. card can be purchased in the Finance Office for \$50.00. The card entitles the holder to a discount admission at all home and away athletic events. The card provides active membership in the Associated Student Body. Discounts for all school activities, as well as for the yearbook, are included. An A.S.B. card will save a student **over** \$100.00, if attending all athletic events and activities. Students who do not purchase A.S.B. cards will be issued an I.D. card. **THIS CARD MUST BE CARRIED AT ALL TIMES AND USED FOR IDENTIFICATION AT SCHOOL AND FOR ALL SCHOOL ACTIVITIES.** I.D. cards are required for admission to all school dances. A \$10.00 fee will be charged for replacement of any lost or stolen I.D./A.S.B. card. Replacement I.D. cards can be issued in the Library. Seniors will be assigned a special colored ID card. **This card must be used when going off campus at lunch. Seniors abusing the privilege of the senior card are subject to disciplinary action.**

B. YEARBOOKS

Yearbooks are on sale in the Finance Office. Don't be left out...supply is limited! The cost is \$125.00 with an ASB card and \$135.00. A payment plan is also available with a \$20.00 (non-refundable) deposit. The deposit of \$20.00 guarantees the lowest price for the yearbook, plus a discounted rate with an ASB card. Prices will continue to increase throughout the year. Hurry and purchase yours today!

C. INDEBTEDNESS

Students who owe debts for books, damages, athletic equipment, or for expenses accrued during the school year, such as fundraisers, etc., **must clear these debts prior to registration.** If your student has a debt you will receive a written notice by mail. Debts may be cleared by contacting the Activities Office at 714-996-4970 x10007. Debts may be paid in the Finance Office or by mail.

D. P.E. CLOTHING

All students will be required to dress in plain royal blue athletic shorts and a plain gray t-shirt. Shorts and t-shirts are available at VHS at a cost of \$30.00 per set, \$15.00 for the shirt and \$15.00 for the shorts. The uniforms may be purchased during registration. P.E. clothes may be picked up (students must show receipt) in the Athletic Department the first week of school for grades 9-12.

E. P.E. LOCKERS

Students enrolled in physical education will be issued a locker that is to be used by that student only for physical education. Students are prohibited from sharing lockers / locker combinations. Valencia will not be responsible for any items in lockers shared by students. It is the student's responsibility to keep a record of his/her combination. The locker is for storage of P.E. clothes during class period. The long locker is for use during P.E. class time only. **Students are asked to refrain from bringing valuables to school.** All students are to dress in their assigned area. Locker room is for use during dressing times for class only. Students are not allowed in the locker room in between classes.

Students dropping P.E./Athletics from Valencia are to check out with their P.E. teacher or Athletic Director. Personal items will not be held for any students once they have withdrawn from school or from the physical education class. Valencia is not responsible for any items left in lockers.

F. FALL SPORTS

For specific information, call 996-4970, Ext. 10010 Girl Athletics or Ext. 10012 Boys' Athletics.

G. STUDENT PICTURES

Students will have their ID pictures taken in June. There will be no charge for the initial ID pictures and cards. Any student, who has not had a picture taken for their ID card, will need to do so in the first two weeks of September. School pictures will be taken in September and can be purchased at that time. More information is available from the Activities Office after the first week of school.

2012/2013
VALENCIA HIGH SCHOOL
TENTATIVE SCHOOL CALENDAR
 (Subject to Change)

Holidays

Veteran's Day	November 12, 2012
Thanksgiving	November 22-23, 2012
Winter Recess	Dec. 24, 2012-Jan. 4, 2013
Martin Luther King Day	January 21, 2013
Lincoln's Birthday	February 11, 2013
Presidents' Day	February 18, 2013
Spring Recess	April 1-April 5, 2013
Memorial Day	May 27, 2013

Non-Student/Minimum Day Schedule (Subject to Change)

Non Instructional Day		Nov. 19-21, 2012
Minimum Day	Semester Exams	Jan. 23, 2013
Minimum Day	Semester Exams	Jan. 24, 2013
Non Instructional Day	End of Semester	Jan. 25, 2013
Minimum Day	Final Exams	June 12, 2013
Minimum Day	Final Exams	June 13, 2013
Minimum Day	Last Day of School	June 13, 2013

*Additional furlough days (non-instructional) may be added to the calendar pending final state budget. Parents will be notified in advance.

End of Quarter (Subject to Change)

End of First Quarter	November 9, 2012
End of Second Quarter (1 st Semester)	January 25, 2013
End of Third Quarter	April 12, 2013
End of Fourth Quarter (2 nd Semester)	June 13, 2013

VALENCIA HIGH SCHOOL 2012 – 2013 BELL SCHEDULES

BUILDING ASSIGNMENTS (4TH PERIOD DETERMINES LUNCH)

2 nd LUNCH (NORTH CAMPUS)	1 st LUNCH (SOUTH CAMPUS)
800 BUILDING	100 BUILDING
900 BUILDING (LIBRARY)	200 BUILDING
1000 BUILDING	300 BUILDING
1100 BUILDING	400 BUILDING
1100 CLASSROOMS	500 BUILDING
1200 (PE)	600 BUILDING
1300 BUILDING	700 BUILDING
ADMINISTRATION BUILDING	

TUESDAY – FRIDAY BELL SCHEDULE

SOUTH CAMPUS		NORTH CAMPUS	
PERIOD 0	6:42-7:48	PERIOD 0	6:42-7:48
PERIOD 1	7:55-8:49	PERIOD 1	7:55-8:49
PERIOD 2	8:56-9:58	PERIOD 2	8:56-9:58
BREAK	9:58-10:08	BREAK	9:58-10:08
PERIOD 3	10:15-11:09	PERIOD 3	10:15-11:09
1 ST LUNCH	11:09-11:39	PERIOD 4	11:16-12:10
PERIOD 4	11:46-12:40	2 ND LUNCH	12:10-12:40
PERIOD 5	12:47-1:41	PERIOD 5	12:47-1:41
PERIOD 6	1:51-2:45	PERIOD 6	1:51-2:45

MONDAY – STAFF COLLABORATION DAY

NORTH & SOUTH CAMPUS – SINGLE LUNCH / NO ZERO PERIOD	
STAFF COLLABORATION TIME	7:30 – 8:15
PERIOD 1	8:33 – 9:22
PERIOD 2	9:29 – 10:21
BREAK	10:21 – 10:31
PERIOD 3	10:38 – 11:27
PERIOD 4	11:34 – 12:23
LUNCH	12:23 – 12:53
PERIOD 5	1:00 – 1:49
PERIOD 6	1:56 – 2:45

ASSEMBLY SCHEDULE

SOUTH CAMPUS		NORTH CAMPUS	
PERIOD 0	6:42-7:48	PERIOD 0	6:42-7:48
PERIOD 1	7:55-8:38	PERIOD 1	7:55-8:38
PERIOD 2	8:45-9:30	PERIOD 2	8:45-9:30
BREAK	9:30-9:40	BREAK	9:30-9:40
PERIOD 3	9:47-10:30	PERIOD 3	9:47-10:30
ASSEMBLY #1	10:37-11:36	PERIOD 4A	10:37-11:36
PERIOD 4B	11:36-12:34	ASSEMBLY #2	11:36-12:34
LUNCH	12:34-1:04	LUNCH	12:34-1:04
PERIOD 5	1:11-1:54	PERIOD 5	1:11-1:54
PERIOD 6	2:01-2:45	PERIOD 6	2:01-2:45

GRADUATION REQUIREMENTS

The Board of Education establishes the following requirements for the satisfactory completion of the high school program of study and for the granting of the high school diploma of graduation. The student will:

1. Successfully complete a minimum of 230 semester credits. (To be applied toward the completion of this requirement, any credit taken outside of the regular high school program while attending a district comprehensive high school must be approved in advance by the principal or his designee and by the parent/guardian and must relate to identified goals of the student.)

2. Successfully complete the specific requirements as indicated below:

- | | | | |
|----|---|----------------|-------------------|
| A. | Language Arts | 4 years | 40 credits |
| | Language Arts 1 | | 10 credits |
| | Language Arts 2 | | 10 credits |
| | Language Arts 3 | | 10 credits |
| | Language Arts 4 or approved | | |
| | Language Arts electives | | 10 credits |
| B. | Mathematics | 2 years | 20 credits |
| | Ten (10) credits of Algebra 1, or its equivalent as established in administrative regulations, are required for graduation. Acceptable completion of this course prior to ninth grade will meet this requirement. | | |
| C. | Social Science | 3 years | 30 credits |
| | World History/Culture/Geography or | | |
| | AP European History | | 10 credits |
| | U.S. History/Geography | | 10 credits |
| | U.S. Government | | 5 credits |
| | Economics | | 5 credits |
| D. | Science | 2 years | 20 credits |
| | To include instruction in biological and physical science. | | |
| E. | Physical Education | 2 years | 20 credits |
| | P.E./Wellness 9 or Athletics | | 10 credits |
| | P.E./Wellness or Athletics | | 10 credits |
| F. | Fine/Arts, Foreign Language, CTE | 1 year | 10 credits |
| | Fine arts include courses from the fields of art, music, drama, humanities and dance. Dance may not be taken to satisfy both fine arts and physical education requirements. | | |
| G. | Health Education | | 5 credits |
| H. | Academic Studies and Career Planning | | 5 credits |
| | or two years of Advancement via Individual Determination (AVID) | | |
| | or completion of a district approved activity (-ies) or projects(s) in grade 9. | | |
| I. | Service Learning/Community Service | | 40 hours |
| J. | Elective Courses | | 80 credits |

No more than ten (10) of these elective credits may be earned in service based courses. The 10 credits which may be accumulated from Grades 9-12 are office, classroom and library aides. This excludes home study. Such courses shall be periodically reviewed and designated by the Assistant Superintendent, Educational Services, to meet this requirement.

NOTE: In accordance with Education Code 51225.3, alternative means for students to complete the above prescribed courses of study may be developed and implemented with the approval of the superintendent or designee.

3. Beginning with the class of 2006, each student completing grade 12 shall have successfully passed the state high school exit examination (CAHSEE) in language arts and mathematics as a condition of high school graduation. (Education Code 60851, 60859)
4. Students who attempt but do not pass the California High School Exit Exam must participate in a prescribed intervention program provided by the school. This program may include before and after-school support, CAHSEE preparation materials, intervention classes, summer intervention programs, and individual tutoring and mentoring. Students who have completed these requirements and do not pass the CAHSEE may be granted a Certificate of Achievement.
5. Maintain an acceptable level of citizenship during the period of high school enrollment up to and including the final graduation ceremony.
6. Transfer students must meet all requirements for high school graduation established by the State of California. Transfer students who had met the requirements of their former districts prior to enrollment will be required to meet only those requirements of this district which may reasonably be expected during the time remaining in the normal four-year period of attendance. An evaluation indicating remaining requirements shall be made immediately upon receipt of transfer records. This evaluation shall be interpreted to each student and parent/guardian concerned. Principals or their designated representatives shall have the authority to exercise discretion in this matter.
7. Pursuant to Education Code 51430, the Placentia-Yorba Linda Unified School District may authorize retroactive high school diplomas to former students who are veterans of World War II, the Korean War, and the Vietnam War, and to former students who were interned during World War II, under the conditions specified below.

A retroactive high school diploma may be granted to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in the district immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

Principals are designated the authority to resolve issues which may arise in the transition periods caused by changes in graduation requirements.

Administrative regulations shall be established to facilitate the implementation of this policy.

CAREER GUIDANCE CENTER

The Career Center provides the following services for students to research careers and colleges.

- ❑ Computers with Career Interest Programs
- ❑ Scholarship Applications
- ❑ College Recruiters
- ❑ PSAT/SAT/ACT Applications
- ❑ Technical School Information and Representatives
- ❑ College Catalogs
- ❑ Financial Aid Applications and Workshops
- ❑ Military Representatives
- ❑ Personal Guidance Counseling

All counselors will be available to assist students with their vocational and educational plans and school adjustment. A student may see a counselor by signing up for an appointment in the Counseling Office.

CLASS CHANGES AND DROPS

The eleventh day of each semester is the last day for students to change a class, with the exception of “like class” changes. Students changing to a “like class”, i.e., Algebra I to Algebra IA, or dropping a class should do so prior to the second week of the second or fourth quarters. Students are given this time period so that they can make a decision on the class change with input from their first/third quarter grade reports. Students are requested to obtain written permission from their parent/guardian, teacher, and counselor prior to a “like class” change. If a class change is made the grade will transfer from one course and teacher, to another.

Students dropping a class after the second week of the second or fourth quarters will receive a Withdraw Fail (WF) or Withdraw Pass (WP) and no credits for their semester grade. Classes will not be dropped during the last 4 weeks of a semester.

Student/parent request for preferred teachers is not permitted.

HOMEWORK POLICY

Homework at Valencia High School lies within the following framework: Students should expect an average of 30 minutes per academic class (Honors/A.P. up to 60 minutes per academic class) of daily homework, Monday through Thursday. There will be some weekend and/or long-range assignments. Non-academic courses may periodically assign homework. Work that is to be completed in class, but is not finished, is to be completed at home and is not included in these guidelines. Allow for individual differences, so times may vary according to students' needs.

HOMEWORK IN CASE OF ABSENCE

A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, A STUDENT MUST BE ABSENT THREE DAYS, WITH MORE ABSENCE ANTICIPATED, BEFORE HOMEWORK ASSIGNMENTS CAN BE REQUESTED FROM THE TEACHERS. Parents should contact the **Counseling Office** to request homework. It is necessary that a 24 hour notice be given to teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the Counseling Office regarding a home teacher.

CLASSWORK MAKE-UP POLICY

One day of makeup is allocated for every day of excused absence. Make up must be arranged with the teacher.

HONOR SOCIETIES

CALIFORNIA SCHOLARSHIP FEDERATION

Students who received a minimum of three A's and one B in academic subjects on their Valencia Semester report cards may be eligible for membership in the California Scholarship Federation. Applications are available from the advisor during the first four weeks of each semester. DEADLINE IS THE FRIDAY OF THE FOURTH WEEK.

NATIONAL HONOR SOCIETY

NHS membership is one of the highest honors that can be awarded to a high school student. A faculty council nominates and elects members based on scholarship (3.4 academic GPA), exemplary character, and proven leadership and service. Nominated juniors and seniors will be sent an information form during this quarter. Students may be excluded from NHS if they fail to uphold the Society's standards.

WORK PERMITS

Students, under eighteen years of age, employed part-time, after school, or weekends must have a work permit. The forms can be picked up in the Main Office from the receptionist. Work Permits can be revoked due to poor grades, attendance and/or behavior.

VALENCIA HIGH SCHOOL POLICIES ATTENDANCE

Unless health forbids or some serious emergency in the home exists, each student is expected to attend class regularly.

ATTENDANCE PROCEDURES

If the student is absent one or more days, the student must clear the absence by one of the following ways:

1. **Calling in an absence:** It is highly recommended that parents call the school the same day of absence, before 1:00 p.m. The parent/guardian will have to call in every day of the student's absence. If possible, please provide student ID number. Otherwise the student will have to bring in a note the following day. (714) 996-4970 Ext. 10032 and Ext. 10030
2. **Clearing with a note:** If a student returns to school after an absence and the parent did not call in the previous day they must be in the attendance office with a note no later than 7:35 a.m. or they may be marked tardy to first period and may be subject to a teacher detention.
3. If the student does not have a verified excuse, either a call by a parent or a written excuse signed by a parent, the student may have to take a temporary truancy. The student will have **24 hours** to clear the temporary truancy before it becomes a permanent truancy.

Excused absences will be issued for the following reasons:

1. Absences in relation to legal matters, medical visits, medical illness, or religious business must be accompanied by proper documentation.

2. Death in immediate family
3. Illness

****Excessive excused absences, without proper documentation, will be subject to SART procedures. (State Attendance Review Team)**

SPECIAL REQUEST TO MISS SCHOOL

A student planning to be absent for reason other than those listed above should obtain from the Attendance Office a "Request for Special Privilege" form. This form will be issued only with written permission from the parent or guardian. Failure to comply with this policy may result in the student being marked truant.

OFF-CAMPUS PASS

For a student to leave the campus while school is in session the student must have an off-campus pass, the student will need to present that off-campus pass when they return from the absence. For planned reasons, the student must have a note signed by a parent. For emergency reasons, the counseling or attendance office must get approval from a parent or his/her designee before the student may leave the campus. Please remember that phone calls for parent pick-up may delay the release of the student due to unforeseen circumstances. **If the student leaves without an off-campus pass, the student will be truant and will not be allowed to clear the truancy.** Off-campus permits will be issued (except for emergency reasons) before school, during break and at lunch from the Attendance Office.

ELECTRONIC PHONE CALL

An electronic phone call will go out daily whenever a student is marked absent two or more periods. It is the responsibility of the parent/guardian to ensure absences are cleared. Parent/guardians are able to check attendance through the Aeries Systems.

VALENCIA HIGH SCHOOL DISCIPLINARY PROCEDURES

Our goal at Valencia High School is to help each student become a positive citizen. We know the majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable behavior.

In an effort to support the positive actions of the vast majority, disciplinary action will be taken against the few who fail to exhibit acceptable behavior.

The following are consequences for failure to adhere to school rules and regulations. These rules and regulations are in effect on or near school grounds, off campus during school hours, at school-sponsored functions, and while on the way to or from school or school activities.

Disciplinary procedures are guidelines for staff and students, and are subject to change at the discretion of the administration. The consequences for violations are established for the well-being and in the best interest of students, staff, and the school facility.

ATTENDANCE VIOLATIONS AND CONSEQUENCES

OFF CAMPUS

Off campus without permit/out of bounds **(during enrollment at Valencia):**

Incident 1: 4 hours Saturday work program/parent contact/subject to search

- Incident 2: 1 day suspension/parent contact/subject to search
 Incident 3: 2 day suspension/parent conference (G.C. meeting)/CONTRACT/subject to search
 Incident 4: SCHOOL TRANSFER

TARDIES (Per semester):

As per district policy, the attendance office will only excuse tardiness if you provide the office with proper documentation in relation to legal matters (court documentation), religious business (official letter from religious institution), medical visit (doctor office note), medical illness (doctor note). Any student not in class on time may be subject to a teacher detention and consequences stated below.

- 1-3 Tardies: Handled by teacher: warning/detention/parent contact
 4th Tardy: Handled by teacher: parent contacted by phone and teacher detention assigned
 5th Tardy: Handled by teacher: parent contacted by phone or letter/teacher detention assigned
 6th Tardy: Referral to Director of Attendance: CONTRACT/parent conference/4 hour Saturday work Program

TRUANCIES (Per Year):

- Incident 1: 4 hours Saturday work program for two or more periods per day/2 hours for single period truancy/parent contact
 Incident 2: 4 hours Saturday work program for two or more periods per day/2 hours for single period truancy/parent contact/possible SARB filing
 Incident 3: 4 hours Saturday work program for two or more periods per day/2 hours for single period truancy/parent contact/possible SARB filing
 Incident 4: 4 hours Saturday work program for two or more periods per day/2 hours for single period truancy/parent conference/CONTRACT/SARB referral to court

TARDY SWEEP

Students out on campus and not in their classes after the late bell rings may be escorted to the office and assigned a 2 hour Saturday work program or detentions.

BEHAVIOR VIOLATIONS AND CONSEQUENCES

ASSAULT ON STAFF – Verbal or physical assault against a staff member (during enrollment at Valencia):

- Incident 1: 5 day suspension/police action/parent conference (G.C. meeting)/SCHOOL TRANSFER/District expulsion

ASSEMBLY PROCEDURE (per year):

Students will be removed and disciplined for inappropriate behavior at assemblies.

- Incident 1: Removal from assembly/4 hours Saturday work program/suspension from next assembly
 Incident 2: Removal from assembly/4 hours Saturday work program/suspension from all future assemblies/possible suspension from school.

BUS REFERRAL (during enrollment at Valencia):

- Incident 1: 4 hour Saturday work program/possible suspension
Incident 2: Loss of bus privilege for one month
Incident 3: Loss of bus privilege for one year

DEFIANCE OF AUTHORITY OR DISRUPTING SCHOOL ACTIVITIES (during enrollment at Valencia):

This includes disrupting school activities, disrespect/willfully defying the valid authority of supervisors, teachers, administrators or other school personnel.

- Incident 1: 1-5 day suspension/parent conference (G.C. meeting)/CONTRACT/possible school transfer
Incident 2: 1-5 day suspension/SCHOOL TRANSFER

CHEATING ON AN EXAM/VIOLATING TEST ENVIRONMENT – INCLUDING BUT NOT LIMITED TO COPYING, PLAGERISM, CHANGING GRADES, PROVIDING INFORMATION, UNAUTHORIZED COMMUNICATION, UNAUTHORIZED MATERIALS INCLUDING CELL PHONES, NOT ADHERING TO VERBAL OR WRITTEN GUIDELINES (during enrollment at Valencia):

- Incident 1: Zero on the assignment/teacher notifies parent/Saturday work program/possible suspension/CONTRACT
Incident 2: Zero on the assignment/Saturday work program/possible suspension/class drop

DRUGS/ALCOHOL – USE, POSSESSION, OR UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE (INCLUDING “LOOK ALIKES”) OR POSSESSION OF PARAPHERNALIA (during enrollment at Valencia):

- Incident 1: 5 day suspension/parent conference (G.C. meeting) CONTRACT/possible police action/possible SCHOOL TRANSFER/possible DISTRICT EXPULSION
Incident 2: 5 day suspension/SCHOOL TRANSFER/possible police action/possible district expulsion

DRUGS/ALCOHOL – SELLING OR FURNISHING ANY CONTROLLED SUBSTANCE (INCLUDING “LOOK ALIKES”) OR PARAPHERNALIA (during enrollment at Valencia):

- Incident 1: 5 day suspension/police action/parent conference/(G.C. meeting)/SCHOOL TRANSFER/RECOMMENDED EXPULSION

EXPLOSIVES – POSSESSION OR USE OF FIREWORKS, EXPLOSIVES (INCLUDING FIRECRACKERS, “PARTY POPPERS”, “BOMB BAGS”, ETC.), OR SETTING OF FALSE FIRE ALARM (during enrollment at Valencia):

- Incident 1: 2-5 day suspension/parent conference/G.C. meeting/CONTRACT/payment of damages/report to Fire Marshall/possible police action/possible school transfer/possible expulsion
Incident 2: 5 day suspension/SCHOOL TRANSFER/payment for damages/report to Fire Marshall/possible police action/possible expulsion

FIGHTING – ASSAULT – HAZING – HARASSMENT – DATING VIOLENCE (during enrollment at Valencia):

- Incident 1: 3-5 day suspension/parent conference (G.C. meeting)/possible police action/CONTRACT/possible school transfer/possible expulsion
Incident 2: 5 day suspension/possible police action/SCHOOL TRANSFER/possible expulsion

FOOD THROWING OR LITTERING (during enrollment at Valencia):

- Incident 1: 4 hours Saturday work program/parent contact/clean-up
Incident 2: 4 hours Saturday work program/parent contact/clean-up
Incident 3: 2 day suspension/parent conference (G.C. meeting)/CONTRACT
Incident 4: SCHOOL TRANSFER

FORGED NOTES/FRAUDULENT PHONE CALLS (during enrollment at Valencia):

- Incident 1: 4 hours Saturday work program/parent contact
Incident 2: 1 day suspension/parent conference (G.C.meeting)/CONTRACT
Incident 3: SCHOOL TRANSFER

MARKERS/GRAFFITI PARAPHERNALIA (use of, see Vandalism) – POSSESSION OF MARKERS, GREASE PENCILS, ETCHING DEVICES, CORRECTION FLUID, ETC. (Highlighters are permitted) (during enrollment at Valencia):

- Incident 1: Marker confiscated/4hours Saturday work program/parent contact
Incident 2: Marker confiscated/1 day suspension/parent contact
Incident 3: Marker confiscated/2 day suspension/parent conference (G.C. meeting)/contract
Incident 4: Same as above/SCHOOL TRANSFER

CLASSROOM MISCONDUCT – TEACHER ATTEMPTS TO RESOLVE. IF BEHAVIOR DOES NOT IMPROVE, STUDENTS WILL BE SUBJECT TO THE FOLLOWING (during enrollment at Valencia):

- Incident 1: 2 Hour Saturday work program/1 day class suspension
Incident 2: 4 Hour Saturday work program/1 day class suspension
Incident 3: 2 day class suspension/parent conference/CONTRACT
Incident 4: Dropped from class

ALL CONFISCATED ITEMS MUST BE PICKED UP BY THE PARENT BY THE LAST DAY OF SCHOOL. ALL UNCLAIMED ITEMS WILL BE DONATED OR DISCARDED.

MISCONDUCT – CAMPUS MISCONDUCT OR DISOBEDIENCE (INCLUDING BUT NOT LIMITED TO GAMBLING, DISRUPTION OF SCHOOL ACTIVITIES/EDUCATIONAL PROCESS) (during enrollment at Valencia):

- Incident 1: Detention or Saturday work program
Incident 2: 4 hours Saturday work program/parent contact
Incident 3: 1 day suspension/parent conference (G.C. meeting)/CONTRACT
Incident 4: 3 day suspension/SCHOOL TRANSFER

COMPUTER/NETWORK/INTERNET MISUSE (INCLUDING BUT NOT LIMITED TO CHANGING PROGRAM CONTROLS/WALLPAPER, ETC. ADDING/DELETING PROGRAMS WITHOUT PERMISSION, CHAT ROOM INVOLVEMENT, VULGAR/SEXUAL SITES OR ANY SITE THAT IS NOT APPROPRIATE FOR THE EDUCATION, SAFETY, AND WELL BEING OF THE STUDENT BODY:

Personal E-mail shall only be accessed with instructor's permission, strictly for academic purposes. "USB/Flash/Thumb/External " Drives are not permitted for use on school computers without permission from teacher and are subject to scan/search to ensure safety. Students are responsible for the content of the drive and should be sure it contains nothing in violation of school rules.

- Incident 1: 4 hours Saturday work program/suspension/parent contact/termination of Internet use for remainder of semester and following semester/possible class drop
- Incident 2: Suspension/parent contact/termination of Internet use for remainder of enrollment at Valencia High School/possible class drop

NO-SHOW TO TEACHER – ASSIGNED DETENTION (during enrollment at Valencia)

- Incident 1: Referral/4 hours Saturday work program/placed on Hold List
- Incident 2: 1 day suspension
- Incident 3: 2 day suspension/contract
- Incident 4: 3 day suspension/possible class drop/possible school transfer

NO SHOW TO SATURDAY WORK PROGRAM (during enrollment at Valencia):

- Incident 1: SWP/loss of school privileges
- Incident 2: SWP/loss of school privileges/In House suspension
- Incident 3: SWP/loss of school privileges/In House suspension/Behavior Contract
- Incident 4: Suspension/possible school transfer

Failure to serve assigned hours will result in loss of privileges including dances, lunch passes, parking permits, etc.

SKATEBOARDS – RIDING ON CAMPUS (during enrollment at Valencia):

Skateboards are not permitted on campus or in classrooms. Skateboards must be stored in skateboard rack during school hours. Skateboards not stored in the rack will be confiscated and released to the parent.

- Incident 1: Confiscate/SAT/release to parent
- Incident 2: Confiscate/SAT/ticket/release to parent
- Incident 3: Confiscate/ticket/suspension/release to parent at the end of school year

PARTY FLYERS – POSSESSION OR DISTRIBUTION (during enrollment at Valencia):

- Incident 1: Parent conference (G.C. meeting/CONTRACT/possible police action/possible school transfer/possible district expulsion/possible Saturday work program
- Incident 2: 1-5 day suspension/SCHOOL TRANSFER/possible police action/possible district Expulsion

PUBLIC DISPLAYS OF AFFECTION (PDA) (during enrollment at Valencia):

Students are to remember that school is a place for learning. Self control and respect for yourself and others should be kept in mind at all times. Prolonged public displays of affection are not permitted.

- Incident 1: Detention/Saturday work program/parent contact
- Incident 2: Saturday work program/parent contact/CONTRACT
- Incident 3: Suspension/schedule change/parent conference
- Incident 4: SCHOOL TRANSFER

PROFANITY – USE OF PROFANITY OR VULGARITY (during enrollment at Valencia):

- Incident 1: 4 hour Saturday work program/parent contact
- Incident 2: 1 day suspension/parent contact
- Incident 3: 2 day suspension/parent conference (G.C meeting)/CONTRACT
- Incident 4: 5 day suspension/SCHOOL TRANSFER

PROFANITY DIRECTED TOWARD A STAFF MEMBER (during enrollment at Valencia):

- Incident 1: 5 day suspension/parent conference (G.C. meeting)/class drop/SCHOOL TRANSFER

SUBSTITUTE TEACHER – REFERRAL FROM A SUBSTITUTE TEACHER (during enrollment at Valencia):

- Each Incident: 4 hour work program/parent contact/any other type of misconduct considered disruptive, harmful or dangerous to an individual or school program will result in immediate disciplinary action

THEFT/ROBBERY – ANY STUDENT INVOLVED/CONVICTED OF THEFT, ROBBERY, OR EXTORTION (during enrollment at Valencia):

- Incident 1: 2-5 day suspension/restitution/parent contact/CONTRACT/possible police action/possible school transfer/possible district expulsion
- Incident 2: 5 day suspension/restitution/parent conference/SCHOOL TRANSFER/possible police action/possible district expulsion

VANDALISM, DEFACING SCHOOL OR PERSONAL PROPERTY OR THEFT (INCLUDES GRAFFITI BY USE OF MARKER, PAINT, ETCHING, ETC.) (during enrollment at Valencia):

- Incident 1: 1-5 day suspension/parent conference (G.C. meeting)/CONTRACT/payment of damages/possible police action/possible school transfer/possible district expulsion
- Incident 2: 5 day suspension/SCHOOL TRANSFER/payment of damages/possible police action/possible district expulsion

WEAPONS – POSSESSION OF FIREARMS, KNIVES (INCLUDING POCKET KNIVES), THROWING STARS, OR OTHER DANGEROUS OBJECTS OR WEAPONS (INCLUDING “LOOK-ALIKES”) (during enrollment at Valencia):

- Incident 1: 5 day suspension/parent conference (G.C. meeting)/RECOMMENDED DISTRICT EXPULSION/police action

TOBACCO – USE OR POSSESSION OF TOBACCO (SMOKING/ CHEWING, ETC.) (during enrollment at Valencia):

- Incident 1: 1 day suspension/parent contact (Possession = Saturday work for 1st incident)/ticket
Incident 2: 2 day suspension/parent contact/ticket
Incident 3: 3 day suspension/parent conference (G.C. meeting)/CONTRACT/ticket
Incident 4: SCHOOL TRANSFER/ticket

TOYS – DISTRACTIVE TOYS (SQUIRT GUNS, ELECTRONIC GAMES, NOISE MAKERS, BALLS, ETC. (during enrollment at Valencia):

- Incident 1: Toy confiscated/2 hours Saturday work program
Incident 2: Toy confiscated/4 hour Saturday work program/parent conference
Incident 3: 1 day suspension for defiance

PROHIBITED ITEMS – CIGARETTE LIGHTER/MATCHES/LASER POINTERS (during enrollment at Valencia):

- Incident 1: Saturday work program/parent contacted for return
Incident 2: Saturday work program/confiscated for remainder of academic year/CONTRACT
Incident 3: 1 day suspension/possible SCHOOL TRANSFER

Valencia High School does not assume liability for any prohibited item that has been confiscated. Including damage, loss or theft of the confiscated item.

ELECTRONIC SIGNALING DEVICES (CELL PHONES) POLICY

Students may possess cell phones/pagers during the school day, but they are restricted to using these devices before and/or after the instructional day only. Camera phones are not permitted in the locker rooms, and need to be placed with the student's belongings during the instructional day. Any student using a cell phone, pager, etc. during the instructional day or interrupt the educational process with incoming calls and/or other signaling sounds will be subject to the following consequences (during enrollment at Valencia):

- Incident 1: Detention assigned/signaling device confiscated/parent contact
Incident 2: 2 hour Saturday work program/signaling device confiscated/parent contact
Incident 3: 4 hour Saturday work program/signaling device confiscated/CONTRACT
Incident 4: In house suspension/parent contact (G.C. meeting)
Incident 5: Suspension/SCHOOL TRANSFER

NOTE: Valencia High School does not encourage student possession or use of cell phones/pagers on campus nor does it assume liability if such devices are damaged, lost or stolen.

PRODUCT MISUSE

Misuse (violation of manufactures warnings/ cautionary statements) of any product for the purpose of mentally/physically altering one's well being, is prohibited on or off campus, during school hours and/or school activities, and while on the way to or from school or school activities. Students are prohibited from possession of any aerosol and/or canned compressed air products on or off campus, during school hours and/or school activities, and while on the way to or from school or school activities. Any student using, possessing, under the influence of, or furnishing any aerosol spray/compressed air products that may be used for the purpose of mentally/physically altering one's well being, including getting "high", will be subject to disciplinary consequences.

AEROSOL SPRAYS/CANNED COMPRESSED AIR – USE, POSSESSION, UNDER THE INFLUENCE, OR FURNISHING OF ANY AEROSOL SPRAY, CANNED COMPRESSED AIR PRODUCTS (CO2 canisters, Dust Off, whip cream canisters, etc.) THAT MAY BE USED FOR THE PURPOSE OF MENTALLY/PHYSICALLY ALTERING ONE’S WELL BEING, INCLUDING GETTING “HIGH” (during enrollment at Valencia):

- Incident 1: 3-5 day suspension/parent conference/G.C. meeting/CONTRACT/possible police action/possible school transfer/possible district expulsion
Incident 2: 5 day suspension/SCHOOL TRANSFER/possible police action/possible DISTRICT EXPULSION

BULLYING/HARASSMENT (during enrollment at Valencia):

Valencia High School is committed to providing a positive learning environment for all students. Harassment, threats, hazing and any type of bullying will not be tolerated. Students experiencing or observing bullying are to come to the Counseling Office or go to the school website to fill out a “Bullying/Safe School Report Form”. It can be filled out anonymously, and will be followed up by the Assistant Principal of Student Services.

- Incident 1: Saturday Work Program/class drop/suspension/expulsion/police action/SCHOOL TRANSFER
Incident 2: Suspension/Expulsion/police action/SCHOOL TRANSFER

SEXUAL HARASSMENT

Any student who engages in the sexual harassment of another person in or from the school district by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature will be subject to disciplinary action up to and including expulsion and police action.

LUNCH POLICY

Valencia High School does not have an open campus. Only seniors may pick up the application form in the Attendance Office during and after registration. **This form must be signed by a parent in the presence of a school administrator or notary public** and returned to the Attendance Office for final approval. Senior lunch passes are only for the lunch period. If the student fails to return to school they are considered truant, unless cleared with a parent phone call the same day of the absence.

Lunch Deliveries- We are no longer able to accept student lunch money. If you would like to deliver a lunch or lunch money to your student you must arrange for them to meet you at the front gate next to the administration building.

Flower/Balloon Deliveries- Although we would like to recognize students’ special days (birthdays, anniversaries, Valentine’s Day, etc.), we cannot disrupt the educational process with delivery of cards, messages, balloons, candy, etc., nor can we accept or be responsible for the gifts.

HOLD LIST

Valencia High School offers many opportunities and privileges that we wish for all students to enjoy. It is important to note that these are privileges and that they can be revoked if acceptable behavior

is not maintained. Students who owe 8 hours or more of detention or Saturday School/Work will be placed on the VHS "Hold List." While on the Hold List, students will lose the following privileges:

- All VHS Dances
- Approval for a guest pass to attend another school's dance
- Student parking passes
- Fieldtrips
- Off campus lunch pass (Seniors only)
- Senior Activities Week events (Seniors only)
- Graduation ceremony (Seniors only)
- Participation in assemblies

Students' privileges will be reinstated once all hours have been served. Students who continue to not serve hours after losing privileges are subject to In-House suspension, school suspension, behavior contracts, and school transfer. It is our hope that students will make good choices and be able to participate in all that Valencia has to offer.

DRESS CODE

Students shall wear appropriate clothing, footwear, as deemed by the administration, and groom themselves for school in a manner, which does not offend the rules of decency or reflect negatively on or detract from any phase of the educational program.

The following items are examples and not intended to be a complete list of dress restrictions of Valencia High School:

- Clothing, including hats, jewelry, or accessories associated with alcohol, drugs, tobacco, sex, obscenity, bigotry or violence.
- Headbands, hairnets, bare-midriff tops, beanies, any clothing normally worn as underwear, chains, and do-rags are not permitted at school.
- Short shorts, beach attire, low necklines, low back lines, and shoulder-less garments.
- Pants must be worn at waist level; oversize clothing is unacceptable.
- Outer clothing must completely cover underclothes and be in good repair.
- Students may not wear hoods of sweatshirts/jackets during the instructional day/school activities/on campus.
- Anything deemed as gang related is prohibited

Dress and grooming violations may be cause for disciplinary action including suspension. All staff members are responsible for insuring that these regulations are properly enforced.

STUDENT PARKING/DRIVING

Students are requested to park only in the student parking lot. Campus area traffic regulations are enforced by the Placentia Police Department in compliance with CVC 21113. The following violations will be cited by the Placentia Police Department.

1. Parking in a red or green zone.
2. Blocking of any driveway.
3. Parking in a bus zone.
4. Parking other than between the lined painted on the pavement of the parking lot.
5. Parking on driveways, access areas, field, or non-blacktop areas.
6. Driving in excess of 5 miles per hour on school grounds.

Students are not to be in the parking lot at any time during the school day without a special permit or authorization by school officials. Parking is on a first-come, first serve basis. There is no designated or preferential parking for students. Students parking in staff/visitors parking stalls will be subject to disciplinary consequences:

PARKING VIOLATIONS (during enrollment at Valencia):

A parking pass is required for students to park in our student lots. Passes are available for \$10.00 in our Activities Office. Students parking in staff/visitors parking stalls or in the student stalls without a pass will be subject to the following consequences:

- | | |
|-------------|---|
| Incident 1: | Police citation for parking illegally/parent contact/Saturday work program/
possible tow |
| Incident 2: | Police citation for parking illegally/suspension/parent contact/car towed
at owner's expense |

VISITORS

Parents are welcome to visit the school. An appointment is required so that you may confer with the teacher or teachers desired at a mutually convenient time. A visitor's permit is required and will be issued in the Front Office.

Valencia High School does not have an open campus and will not tolerate any unauthorized persons on campus without a proper pass issued by the office. No visitor passes will be issued to students from other schools during the instructional day.

STUDENT ACTIVITIES

CO-CURRICULAR ELIGIBILITY

Students who participate in co-curricular activities, such as Athletics, Band, Choral Music, Drama, Leadership, Dance, etc. must maintain a 2.0 grade point average (C) each grading period. A student who earns less than a 2.0 GPA during any given grading period is placed on probation for the succeeding grading period and must submit an improvement plan. If a 2.0 GPA is not achieved by the end of the probationary period, the student is ineligible for co-curricular participation. Participation fees are non-refundable.

ASB STICKER

The ASB sticker enables the student to participate in nearly all school activities at a discounted rate. For instance, with the purchase of a student body card, substantial savings are realized on school events such as dances, athletic contests, and drama/dance team productions, as well as on school spirit items. The income from the sale of ASB stickers supports school activities for the entire student body. ASB stickers ARE REQUIRED for all students participating in interscholastic sports, cheerleading, student government, band, choir, dance, and drama. The ASB sticker can be purchased during registration week or at any time during the school year. The cost of the ASB sticker is \$50.00.

TRANSPORTATION

Busses for transportation of students living in an area designated by the Board of Education arrive at school in the morning before the first bell, and leave in the afternoon shortly after the last period.

FIRE, DISASTER AND LOCK DOWN

Valencia conducts a Fire, Earthquake/Disaster Drill, and Lock Down Drill each semester. Fire drills are indicated by a series of five short rings of the bell. "All Clear" for the fire drill is one long ring. The drill is the same for the earthquake/disaster drill with the addition of the "duck and cover" at the beginning of the drill.

The Lock Down Drill is used in the event it is necessary to lockdown the campus because of a situation that could cause harm to students and staff. An announcement of "LOCK DOWN – THIS IS NOT A DRILL" is the European Bell signal for students and staff to follow specific procedures.

HEALTH SERVICES/MEDICATION DURING SCHOOL

Valencia High School does not have a school nurse on staff. A Health Clerk is on campus for a limited time each day. However, the school cannot send any student home without the parents' permission, or that of another adult so designated by the parents on the Emergency Data Card. **STUDENTS CANNOT BE DRIVEN HOME BY ANOTHER STUDENT WITHOUT THE PERMISSION OF THE PARENTS OF BOTH THE STUDENTS INVOLVED.** If it is necessary for a student to take medication during school hours, contact the Valencia Health Clerk for the procedure to follow. **IT IS ILLEGAL FOR A STUDENT TO CARRY MEDICATION ON HIS/HER PERSON WHEN ON CAMPUS.** Consequences will include Saturday work to suspension. If an exclusion has been written by the physician, have the student bring the written statement to the Health Office. If the student is having frequent absences from P.E. because of a physical problem, consult a physician. Physician's requests at the end of grading periods are not acceptable to excuse students for prior absences. **IT IS EXTREMELY IMPORTANT THAT THE EMERGENCY CARD BE KEPT UPDATED.**

LOST AND FOUND

Lost articles are brought to the Attendance Office. Students should report losses to the office. Students are advised not to bring valuables or large sums of money to school. Unclaimed items will be donated or discarded at the end of the year.

CAMPUS SALES/SOLICITATIONS

Only authorized school organizations are permitted to sponsor sales and to carry on moneymaking activities during the year on campus. There shall be absolutely no soliciting for funds on the campus for any activity that has not been cleared through the Activities Office. School organizations must apply for fund-raising dates through the Activities Office.

DANCES

Dances are for Valencia High School students. Guest passes may be available for specific dances. Guest passes must be given written approval by Mr. Lopez before dance tickets can be purchased. Please contact the Activities Office with any questions regarding guest pass policies. Picture ID is required of all students and their guests for admission to the dances.

TEXTBOOKS

Textbooks are issued to all students at the beginning of each school year. If a replacement text is needed, it can be obtained by paying for the lost book and checking out a new one from the teacher. If a parent objects to a novel being used, they can put their concern in writing and have an alternate assignment given to earn points. **STUDENTS ARE FINANCIALLY RESPONSIBLE FOR THE UPKEEP OF THEIR OWN TEXTBOOKS.**

OPPORTUNITIES FOR SCHOOL INVOLVEMENT

Valencia has many fine student organizations. These groups play an important part in the students' lives by providing opportunities for leadership, cooperative planning, recognition of accomplishments, and means of developing particular interests.

In an effort to maintain a proper balance between curricular and co-curricular programs, all student activities are under the supervision of the school administration. The procedure in starting an organization or club is as follows:

- A Valencia Staff member must be an advisor to the group.
- A written constitution must be submitted for approval by the Student Council and the School Administration.

The following clubs/organizations are available for Valencia Students:

Academic Decathlon	AVID	Drama	CSF
Student Council	M.E.S.A.	Mock Trial	Vocal Music
Comedy "Sportz"	Pepsters	Dance Team	Journalism
Science Olympiad	Yearbook	Colorguard/Banner	S.E.R.V.E.
Instrumental Music	NHS	Keystones	

VALENCIA ATHLETICS

Athletics are organized and conducted by the school as part of the total educational program. Participation is considered a privilege and carries with it responsibilities to the school, the team, and the community. Students planning to participate should become familiar with the established training rules.

ALL STUDENTS who will participate in athletics WILL BE REQUIRED to have:

1. A current physical exam
2. A complete Athletic Clearance packet
3. A.S.B. sticker
4. Paid transportation fees
5. 2.0 G.P.A.

The Athletic Clearance packet can be found at www.valenciaathletics.com. All forms must be returned (signed correctly) to the Athletic Director before a student will be released to participate in a sport/activity.

Athletic competition offered at VHS:

<u>BOYS</u>		<u>GIRLS</u>	
Baseball	Swimming	Basketball	Swimming
Basketball	Tennis	Cross Country	Tennis
Cross Country	Track & Field	Golf	Track & Field
Football	Volleyball	Lacrosse	Volleyball
Golf	Water Polo	Soccer	Water Polo
Lacrosse	Wrestling	Softball	Wrestling
Soccer			

EMPIRE LEAGUE SCHOOLS

Cypress High School

9801 Valley View St., Cypress, Ca 90630

www.cypress.auhsd.us

Phone: 714-220-4144

Kennedy High School

8281 Walker St., La Palma, Ca 90620

www.kennedyhigh.org

Phone: 714-220-4101

Pacifica High School

6851 Lampson Ave., Garden Grove, Ca 92845

www.pacificamariners.com

Phone: 714-663-6515

Tustin High School

1171 El Camino Real, Tustin, Ca 92780

www.tustin.tustin.k12.ca.us

Phone: 714-730-7414

Western High School

501 S. Western Ave., Anaheim, Ca 92804

www.westernhs.org

Phone: 714-220-4040

Yorba Linda High School

1990 Bastanchury Rd., Yorba Linda, Ca 92886

www.ylhs.org

Phone: 714-986-7500