

# Whitney Wildcat Student Handbook



## CAMPUS INFORMATION

### **BICYCLES AND SKATEBOARDS**

Students are not allowed to ride bicycles or skateboards on campus. For security, bicycles and mopeds must be locked in the bike rack area, located at the northeast and northwest corners of the campus. For maximum security, a steel tempered chain and lock is also recommended. All skateboards, skates, and roller-blades are to be placed in lockers or stored in the main office. All incidents of theft or vandalism of personal property should be reported to an SIA who will notify the Principal. However, **the school is not responsible for theft or damage.**

### **BUS TRANSPORTATION**

Bus schedules are available in the Advisor's Office.

For safety reasons, students are expected to:

1. Arrive at their bus stops at least five (5) minutes prior to the pick-up time. The pick-up time is the time the bus will leave the stop.
2. Are dropped off at their designated stops only. Students may be dropped off at a different stop, only if they present a note (signed by their parents and a school official) to the bus driver.
3. Present a valid ID or bus pass in order to board the bus.

### **CAMPUS HOURS AND SUPERVISION**

The WHS campus will be open for students from 6:45am – 5:00pm most regular school days. Students are not to be on campus before/after these hours unless engaged in a school activity **directly supervised by a staff member or coach.** Parents/students are asked to make arrangements to have all students off campus by 5pm. Students are not allowed to be in following campus areas without present staff supervision: gym, dance room, weight room, computer labs, or classrooms.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

If student addresses, home or work telephone numbers, emergency contacts, and/or other personal information changes, the Student Advisor's secretary must be notified as soon as possible. It is extremely important that information be up-to-date, in case of an emergency.

### **CLOSED CAMPUS POLICY**

All schools in the ABC Unified School District are closed campuses. **UPON ENTERING CAMPUS, VISITORS MUST GO DIRECTLY TO THE OFFICE** for an identification pass, which must be worn and visible while on campus. At the end of the visit, the pass is to be returned to the administrative office. Preschool age youngsters or guests are not allowed during the school day due to insurance regulations. Whitney students must remain on campus during their scheduled school day. "On campus" is within the fenced area of the school, on the blacktop, in the gym, in the parking lot, and on the grass athletic field to the east of the school.

**Students may leave campus only if they have an "Outside Pass" from the attendance office.**

### **DAILY BULLETIN (HOMEROOM, PERIOD 3)**

All students are encouraged to listen carefully to the Daily Bulletin. It provides current information about academics, athletics, scholarships, college representatives, and various school activities.

### **DANCES**

A student ID card is required to enter all school dances.

One guest, grades 7-12, may go to a dance with a Whitney student. Students get a Guest Pass from the Finance Office. The Whitney student must enter the dance with the guest. The guest must have a valid guest pass signed by the Assistant Principal, valid ID, and a pre-paid dance ticket.

#### **FOOD SERVICES**

Students may purchase food before school, during snack, and during lunch at “The Hutch” or use the website <https://www.mynutrikids.com> to prepay for all food.

1. Students must enter The Hutch only if they are buying food. Student friends must wait outside.
2. Leave books, bookbags, or large overcoats in the lockers before entering The Hutch.
3. Proceed through all lines with courtesy.
4. Keep food that was purchased earlier in the day outside so that student will not be charged for a second time.
5. **Food should be eaten at the outside tables unless there is inclement weather or you gain teacher’s permission to eat inside the classroom.** Food should not be eaten in the hallways of the building.
6. Students are responsible for disposing of all trash in the proper receptacles.

#### **HOMEWORK**

Every student is responsible for getting the work missed when he/she is out of class. Therefore, every student is responsible for having the phone numbers of at **least two** students in each of their classes.

#### **LOCKERS**

Student lockers are issued before school starts. Students receive letters in the mail during the summer telling them when to come to school to get their textbooks, schedules, and lockers.

If students have problems or concerns about lockers, they may get help from the Attendance Office staff.

No stickers or markers of any kind are to be placed inside or on the outside of the locker.

Student locker must be returned to its original condition at the end of the year.

In order to keep belongings safe, lockers are assigned to individual students. Students are responsible for all contents in their locker. To this, students may not share their locker combinations with others.

Lockers are a part of school property may be searched at the administrations discretion.

***Whitney is not responsible for damage or loss of belongings in the locker.***

#### **MESSAGES AND DELIVERIES**

Due to a rigorous academic program, classroom interruptions are kept to a minimum. Parents may arrange with their student to leave an item (homework, food, flowers/balloons, etc.) in the Attendance Office for pick up.

If an unexpected delivery must be made, the attendance office will send a note to the student’s teacher. The student may then pick up the item with permission from the teacher or between classes.

#### **PERSONAL INJURY**

The ABC Unified District carries no accident insurance for students and is not liable for student injury.

If you wish to purchase accident insurance that covers students on and off campus, such insurance is available by a private company. Information was made available in the summer mailer. You may call the District Office for more information.

#### **PERSONAL PROPERTY**

ABC Unified School District is not insured for the loss of personal property belonging to students. Therefore, we ask that students not bring personal property to school. WHS will not assume responsibility for the safety of school or personal property. Band students are encouraged to purchase low cost insurance for their instrument. Forms are available in the band room.

#### **STUDENT STORE**

The Student Store is located in the East hallway and is open for business during snack, lunch, and after school. Paper, pens, pencils, book covers, note cards, sweatshirts, and snack items are for sale. All profits from sales are used for ASB activities.

#### **TEXTBOOKS**

Textbooks are issued from the library before school starts. Students receive letters in the mail during the summer telling them when to come to school to pick up their schedule, textbooks, and locker cards. Students must present an

ID card and copy of their schedule. Students are expected to write their names on the inside front cover of each book so it can be returned, if lost.

To keep books in the best condition, they are to be covered at all times. Fines are charged for:

- ✓ Ripped or torn pages
- ✓ Removed or lost bar codes
- ✓ Broken binding
- ✓ Damage to cover
- ✓ Writing
- ✓ Water damage
- ✓ Lost book
- ✓ Full price is charged for books turned in with a missing barcode

#### **VANDALISM**

Vandalism includes the negligent, willful, or unlawful damaging of any school property. This includes the writing of graffiti. Any student who commits an act of vandalism will be subject to disciplinary action. In addition, if reparations for the damage are not made, the school may withhold grades, transcripts, diploma, as well as attendance at school functions and activities.

## **DISCIPLINARY GUIDELINES**

*Education Code 44807 requires that students be held to strict account for their behavior at school activities and on the way to and from school. Board Policy 5118.2 allows the Principal to cancel the permit of any students who, at the Principal's discretion, have not fulfilled their obligations as a Whitney student.*

#### **General:**

The California Education Code and ABC Unified School District (ABCUSD) Board Policy are the basis upon which Whitney High School (WHS) has established the following policies regarding disciplinary procedures and behavioral interventions. The WHS administration and staff are charged with the creation and maintenance of a safe, healthy, and orderly learning environment for all members of our campus community. Students and parents are expected to know and abide by all school policies in a cooperative effort to make our school a safe and effective place for student growth.

WHS and ABCUSD will maintain appropriate computer records of disciplinary infractions, consequences, and interventions throughout each student's school career. At WHS, all infractions Tier II and above will be documented. These records are generally for internal reference/use only, and may be viewed online by the student and parent via the ABI student information system. However, as part of the application process, colleges and universities often ask for an evaluation of student behavior, maturity, responsibility, violations of academic integrity, and, major/suspendable infractions. An accurate account of serious issues will be given as deemed appropriate by WHS.

#### **Disciplinary Consequences and Interventions**

Whitney HS may utilize, but is not limited to, the following consequences and interventions to correct problems of inappropriate student behavior and/or violations of school policies:

**PARENT CONTACT:** A parent/guardian contact is often the most effective method of student behavior correction. This contact may be via phone, mail, or in-person conference according to the Whitney Disciplinary Guidelines. The result of most student/parent conferences will be a review of WHS policies and expectations, the establishment of a contract for improved student behavior, and a discussion regarding consequences and/or interventions.

**DETENTION:** Detention is meant to communicate to the student that a behavior correction is needed and that subsequent violations will be taken more seriously. Detention may be held before school (Tu/Th 6:45-7:45am), after school (Tu/Th 3:15-4:15pm), or on Saturday mornings (7-11am) and will always be supervised by a WHS staff member. Students coming to a weekday detention should bring study materials. Students assigned Saturday detention will assist in campus beautification projects. Students in detention will not be allowed to sleep, socialize, or use any electronics (ipods, video games, phones, etc.). Failure to serve assigned detention may result in more severe consequences or suspension.

**LOSS OF ACTIVITY PRIVILEGES:** Participation in clubs, school events (e.g. dances, trips, shows, competitions, etc.), athletics, and school leadership positions is a privilege maintained by good and responsible behavior. Students may lose the privilege to participate as a consequence of poor behavior or

when their involvement is deemed to be detrimental to or not representative of Whitney's high standards. Lost privileges may be earned back at the discretion of the WHS administration.

**SUSPENSION:** Suspension from school is defined in detail in CA Ed Code 48900 and is used for serious and/or repeated infractions. A parent will always be contacted when a student is suspended. For the duration of the suspension, the suspended student may not come to campus at any time nor participate in/attend any school events. Suspended students may not be allowed to make up any work or assessments missed during the suspension.

Reasons for suspension as outlined in CA Ed Code 48900:

- (a)(1)(2) Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon another person, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee.
- (c) Unlawfully possessed, used, sold, otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) (f) (g) (l) Committed or attempted to commit robbery or extortion. Caused or attempted to cause damage to school or private property. Stole or attempted to steal school or private property. Knowingly received stolen school or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (m) Possessed an imitation firearm. For this section, "imitation firearm" means a replica firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged, or negotiated to sell, or sold prescription drugs.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district.

Students may also be suspended or expelled from school according to:

- EC 48900.7 Made terrorist threats against school officials and/or school property.
- EC 48900.2 Committed sexual harassment as defined in E.C.212.5
- EC 48900.3 Caused, or attempted to cause, threatened to cause, or participate in an act of hate violence as defined by E.C.33032.5.
- EC 48900.4 Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

In order to comply with federal law, CA Ed Code 48915 requires the mandatory suspension and recommendation for expulsion of students who:

- Possess, sell, or otherwise furnish a firearm or explosive.
- Brandish a knife at another person.
- Sell a controlled substance.
- Commit or attempt to commit sexual assault or sexual battery.

Per Board policy, students may be suspended for their actions:

- While on school grounds at any time or during lunch whether on or off campus.
- While coming to or going from school or any school-sponsored activity.

**LAW ENFORCEMENT AND STUDENTS:** The ABC Unified School District takes very seriously its responsibility to provide for the welfare, health, and safety of students and staff. District administrators will involve law enforcement agencies when necessary or as required by Education Codes 48902 and 48906, to maintain learning and working environments that are safe, secure, and free from the threat of physical or psychological harm. District administrators will notify law enforcement authorities of any student who brings, or is suspected of bringing a firearm to school; possesses or threatens others with a weapon or dangerous instrument; threatens others with death or great bodily injury; commits a violent crime; unlawfully possesses or is suspected of possessing, using, selling or otherwise furnishing, or being under the influence of any controlled substance; sexually harassing another student or adult on campus, or those who commit theft, vandalism, or destruction of property. UNLESS OTHERWISE DIRECTED BY LAW ENFORCEMENT, PARENTS OF MINORS WILL BE NOTIFIED AS SOON AS FEASIBLE THAT LAW ENFORCEMENT AUTHORITIES HAVE BEEN CONTACTED.

**STUDENT EVALUATION COMMITTEE (SEC):** The Student Evaluation Committee of the ABC Unified School District hears cases that have resulted in multiple days of suspension or are deemed to be of a very serious nature. The SEC meets at the ABC Unified School District offices, and is vested with the authority to extend suspensions, apply corrective interventions and/or limitations, enforce student transfers to other schools within the district, or recommend to the Board expulsion from all schools within the ABC Unified School District.

**ALTERNATIVES TO SUSPENSION:** The ABCUSD has established three, multi-day alternative educational programs that may be employed as interventions in lieu of suspension. Students may only participate in each program once, and participation is voluntary based on parent/guardian consent. Upon completion of a program, student records will be amended to display the alternative program attended, and the days will not be counted as suspension.

- STAY - Tobacco use intervention
- PATH - Other drugs, alcohol, or controlled substances intervention
- STEP - Bullying, violence, or conflict resolution intervention

### **Disciplinary Guidelines for Infractions:**

At Whitney HS, the following system will be used as a guideline for the corrective consequences of policy violations. Certain serious infractions warrant initial placement at higher tiers. All infractions and consequences Tier II and above will be recorded in student discipline records.

#### **Tier I: Warning, Correction, Minor Consequence**

For first offenses or minor infractions, a student is warned by a staff member, appropriate correction is made (e.g change clothing, confiscate item), and a minor consequence may be given (e.g. teacher detention, removal from current activity or class).

#### **Tier II: Referral to Office (Administrator), Parent Contact/Conference with WHS Staff, Consequence Assigned, Discipline Record Entry**

For repeated offenses or more serious infractions, students will confer with an Administrator, parent will be contacted (possible conference held), and appropriate consequences will be given, including (but not limited to): Detention, Saturday Detention, Grade Reduction (See Tier consequences regarding Academic Honesty and Plagiarism on page 10), Loss of Activity Privileges, Written Apology, and/or Reparations.

#### **Tier III: Suspension, Extended Loss of Activity Privileges, Parent Conference with Administrator, Behavior Contract, STEP/PATH/STAY Intervention.**

For serious infractions (suspendable per Ed Code) and/or failure to correct behavior after Tier I and/or Tier II have been employed (“Defiance of Authority,” 48900.k), students will be suspended from school 1-5 days and a conference will be held with Parent, Student, Administrator, and/or other relevant Staff. The conference will produce a Behavior Contract that will outline current consequences, expectations for corrected behavior, school support and/or interventions, and possible steps for failed compliance with contract.

**Tier IV: Extended Suspension, Referral to Student Evaluation Committee, Possible School Transfer or Expulsion Recommendation, Placement on “No Activity” List**

For the most serious violations of CA Ed Code, and/or continued infractions after Tier III, students will be referred for a hearing of the ABCUSD Student Evaluation Committee (SEC). Students will be suspended from school pending the outcome of the SEC hearing. Whitney HS may recommend involuntary transfer to another ABCUSD school or expulsion from ABCUSD per WHS discretion or as dictated by CA Ed Code. If a student is returned to WHS by the SEC, that student will be subject to a strict behavior contract and activity limits (Tier III) jointly established by WHS and the SEC.

## ATTENDANCE

### General:

The ABC Unified School District (ABCUSD) Governing Board believes that regular attendance plays a key role in student achievement, and recognizes its responsibility under state law to ensure that all minor students attend school. Both the Board and Whitney High School (WHS) have established policies to document and correct problems of excessive absences, truancy, or tardies. As outlined below, if attendance issues are not corrected a student’s discipline record and grades may be affected, and in extreme cases, outside law enforcement may be involved.

### Absences:

An absence from any portion of the school day shall be excused only for health reasons, family emergencies, and justifiable personal reasons as permitted by law. Students shall not be absent without parent/guardian knowledge and consent. Absences occurring during one scheduled day of school, whether for the full day or any portion thereof, will be considered and counted as one absence, both in terms of excuses required and consequences incurred.

### Excused Absences:

REASONS: Per Board Policy, absences may be considered and counted as excused for:

- Health Reasons: Illness - Hospitalization - Medical Appointment
- Family Emergency: Illness/Injury - Funeral - Court Appearance
- Justifiable Personal Reasons: Religious Holiday - Employment Interview

**\*\* ABCUSD and WHS request that medical appointments be scheduled outside school hours whenever possible.\*\***

VERIFICATION: All absences **must be verified by a parent/guardian** in order to be counted as excused. A parent/guardian may excuse an absence by:

- Written Note delivered to WHS Office prior to or within 72 hours after absence.
- Phone Call to WHS Office prior to or day of absence (not after).

Whether by Written Note or Phone Call, the verification **must** contain:

- Name of Student
- Name of verifying Parent/Guardian and daytime phone number
- Date(s) and class periods (or time) of absence
- Reason for absence (only those permitted as noted above)
- Signature of Parent (if Written Note)

Written Notes deemed incomplete based on above requirements **will not be accepted**. It is the student and parent’s responsibility to deliver a complete and timely verification.

WHS staff may contact parent/guardian to confirm notes and verifications.

MAKE-UPS: For excused absences, students shall be allowed a fair and equivalent opportunity to make up any work or assessments pertaining to their absence. It is the student’s responsibility to communicate with teachers regarding any missed work or make-ups needed. Make-ups must be completed within a reasonable time (generally one day/per day of absence, or as arranged with teacher) or the make up opportunity will be

lost. Whenever possible, if absences are known in advance, a student should contact teachers prior to absences discuss missed work and make-ups.

**EXCESSIVE EXCUSED ABSENCES:** Per Board Policy, once a student exceeds 14 absences per year excused by parents/guardians by the verification methods above, all further absences will be considered and counted as unexcused (see related policies below) unless verification is made in writing by a third party (e.g. physician's note, court order).

### **Unexcused Absences and Truancies:**

**DEFINITIONS:** Any absence, whether from one class period or an entire day, which is not verified by a parent/guardian within 72 hours by the methods above will be considered and counted as **unexcused**. A **truancy** occurs when a student is willfully absent from class without parent or staff consent. Therefore, a truancy may not be subsequently excused by a parent/guardian. Parents shall be notified when an unexcused absence or truancy occurs, and corrective measures will be taken per CA Ed Code 48260 and Board Policy. The School Attendance Review Team (SART) will meet with Students and Parents to review/prevent repeated attendance policy violations. The School Attendance Review Board (SARB) convened by ABCUSD and local law enforcement may also be involved for correction and intervention.

**MAKE-UPS:** Make-ups may not be allowed for any work, assessments, or deadlines missed due to an unexcused absence or truancy. Overall course grades may be affected.

**CONSEQUENCES AND INTERVENTIONS:** Unexcused absences and truancies will be handled according to the following guidelines:

- 1<sup>st</sup> Occurrence - Warning letter mailed home noting policies and consequences, Tier I
- 2<sup>nd</sup> Occurrence - Call to Parent and 2 hours detention, Tier II
- 3<sup>rd</sup> Occurrence - Student and Parent conference (SART) and 4 hours detention, Tier III
- 4<sup>th</sup> Occurrence - SARB Warning Letter mailed home, 4 hours detention, Tier III
- 5<sup>th</sup> Occurrence - Referral to SARB, Tier IV

**EXCESSIVE UNEXCUSED ABSENCES AND TRUANCIES:** Per Board Policy, students with excessive unexcused absences and truancies (10 such absences per semester or 20 per year) may be given failing grades and not receive credit for their class(es).

### **Outside Passes and Teacher Passes:**

**OUTSIDE PASSES:** A student may not leave campus during the scheduled school day without first obtaining an **outside pass** requested and verified by a parent/guardian. A parent may request/verify an outside pass by Phone Call or Written Note as outlined in the verification procedures above. An absence for which an outside pass has been obtained in advance will be counted as excused. An absence resulting from a student leaving campus without first obtaining an outside pass will be considered a **truancy** and may not be subsequently excused.

**TEACHER PASSES:** Students must obtain a pass from a teacher or staff member to use the restroom, visit the office, or otherwise be outside of the designated classroom/area for a brief period. Students found outside of class during class time without a pass and/or students found to be abusing pass privileges or altering passes will be subject to disciplinary consequences. Students on a pass are expected to return promptly to class. Any absence from class that exceeds 15 minutes will be considered a truancy.

### **Tardies:**

Being tardy to class is detrimental to student learning, disrespectful to the teacher, and disruptive to the learning of fellow students. WHS students are expected to be in class, ready to work when the bell rings to start each period. All late arrivals of less than 15 minutes will be counted as tardies. Late arrivals of more than 15 minutes will be counted as absences and must be excused by the verification methods outlined in the "Excused Absences" section. Tardies may not be excused by a parent/guardian, only by a WHS staff member. Tardy students will not be given additional class time or make-up opportunities for what is missed due to their late arrival.

**For second period only**, tardy students will not be admitted to class without first obtaining a re-admit slip from the WHS office.

Tardies will be documented and counted cumulatively (i.e. for all periods together), per semester, and assigned interventions and consequences as follows:

- Tardies 1-3: Warnings by teacher and/or staff, Tier I
- Tardy 4: 1 hour detention and letter mailed home noting tardy policy, Tier II
- Tardy 5: 2 hours detention, Tier II
- Tardy 6: Student and Parent conference (SART), 2 hours detention, Tier III
- Tardy 7: 4 hours detention, SARB Warning Letter mailed, Tier III
- Tardy 8+: Parent Contact and Possible referral to SARB, Tier IV

**Nurse’s Office and Illness at School:**

**Students who are injured, become ill, or otherwise need medical attention while at school must obtain a pass from a teacher or staff person to go to the Nurse’s Office.** Students are encouraged to tell a staff member immediately and prior to contacting parents, if ill.

WHS Staff will assess and attend to the ill/injured student and make a determination whether to call parents and/or emergency responders if the student needs further attention or cannot continue at school. For the health and welfare of the ill/injured student and others, students will not be allowed to stay in the Nurse’s Office for longer than 20 minutes before returning to class. Any illness or injury needing more than 20 minutes will result in a call to parents/guardians to take the student home from school. It is the responsibility of parents/guardians to make the necessary arrangements to retrieve the ill/injured student as promptly as possible. Students sent home ill or injured will be given excused absences for the portion of the school day missed.

**POLICIES FOR STUDENTS**

**DRESS CODE**

In order to maintain student safety and protect the learning environment and well being of our students, clothing:

- ◆ Must not distract from the learning environment.
  1. Undergarments must be worn and must not be visible.
  2. Buttocks/midripts must be covered.
  3. Sleepwear must not be worn at school.
  4. Hats, beanies, and head coverings (if not for medical or religious reasons) are not to be worn in the classroom.
  5. Hoods must not be worn over the head for safety reasons
  6. Any clothing deemed provocative (e.g. overly tight, loose, short, see-through, low-cut, etc.) may not be worn.
- ◆ May not promote sex, drugs, violence or insensitivity to others. Clothing may not:
  1. Advertise tobacco, drugs, or alcohol.
  2. Contain sexual, obscene images, or language.
  3. Identify one as belonging to or being sympathetic to gangs.
  4. Promote unlawful activity or violence.
  5. Contain statements or depictions derogatory to others.
- ◆ Must be safe.
  1. Students must wear shoes.
  2. Shoes must tie for use in physical education.
  3. Chains, studs, or other potentially dangerous clothing components are not allowed.

**Consequences for Dress Code Violations**

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Warning	1 hour of detention	2 hours of detention	4 hours of detention
Change of clothing	Change of clothing	Change of clothing	Change of clothing
Review of rules	Parent notification	Mandatory parent conference	Mandatory parent conference
	Clothing confiscated	Clothing confiscated	Clothing confiscated
			Tier III designation

\*Confiscated clothing will only be returned to the student’s parent. Students will wear PE clothing when their clothes are confiscated.

### ELECTRONIC DEVICES

Electronic devices are used for educational and safety reasons only and must remain off during school hours (8am – 2:50pm) unless indicated by a teacher during that teacher’s class time or during lunch. Teachers may confiscate any such device from students at any time if they feel the device is distracting from the educational environment or the privilege is being abused.

Laser pointers are not allowed. They will be confiscated and not returned.

Students will incur additional consequences if electronic devices are being misused to:

- Take unauthorized, unwanted, or inappropriate pictures
- Make unauthorized, unwanted, or inappropriate video or audio recordings
- Display inappropriate content whether in audio, picture, web, or video format

**The school or district is not responsible for any stolen or damaged property and will not use instructional time to investigate lost or stolen electronic devices.**

### Consequences for Electronic Device Violations

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Warning	Parent notification	2 hours of detention	3 hours of detention
	1 hour of detention	Electronic device confiscated	Electronic device confiscated
	Electronic device confiscated	Mandatory Parent meeting	Mandatory Parent Meeting
			Tier III designation

### CLASSROOM BEHAVIOR

Teachers establish rules and consequences for their classrooms. If rules are violated, the teachers will counsel students and may assign teacher detention. For serious or continued classroom violations, the teacher will write a Referral to office.

### GAMBLING

Gambling is not permitted.

### SCHOOL SAFETY

In order to maintain a safe and drug-free environment, administrators may conduct inspections of students, lockers, backpacks, vehicles, and property.

### SEXUAL HARASSMENT, INTIMIDATION, AND HATE VIOLENCE

Whitney High School promotes a positive learning environment. Harassment or threats of any kind related to gender, or religious/ethnic/cultural background will not be tolerated. Sexual comments, innuendoes, or slurs, oral or in writing, regarding a person’s sexual orientation will be treated as sexual harassment.

Anyone who becomes a victim, no matter how minor, is asked to report it immediately to an adult on campus.

### ACADEMIC HONESTY AND PLAGIARISM

The ABCUSD and Whitney HS believe that integrity is basic to all noteworthy achievement, personal growth, or interpersonal relationships. Students will reach their full potential only by being honest with themselves and with others. Students and parents must respect the educational purpose underlying all school activities. Thus, students must not cheat, plagiarize, forge documents, lie, withhold the truth, or otherwise engage in dishonest behavior.

Due to the serious nature of any instance of academic dishonesty, disciplinary consequences for cheating are **documented over a student’s high school career**. Students should be aware that colleges frequently request explanations for any instances of cheating or other academic dishonesty during all four years of high school.

**Academic Dishonesty** includes, but is not limited to:

- Copying another student’s work, including electronic and visual mediums
- Recycling previous work
- Providing homework to another student
- Disclosing and/or distributing material related to quizzes and tests
- Submitting information copied from the Internet
- Contributing to the academic dishonesty of another student

- Changing answers after work is graded to present it as improperly graded.
- Using/possessing disallowed material during a quiz or test to gain an advantage
- Lying to a teacher regarding work submitted, excuses, grades, or other information
- Dishonest actions as reported by the teacher
- Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently (\*see note below)

\*Students are often encouraged to discuss their responses to assigned works with peers. Meaningful discussion often leads to deeper insight and helps students make personal connections with subject matter. All written work produced as a result of these discussions and shared inquiries, however, must be generated independently. Students must not write assignments together or share work written by one student unless it is authorized for the group to submit one paper as a group.

**Plagiarism**, (i.e. submitting another's work as one's own), includes, but is not limited to:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
- Copying an author's work without citation
- Making alterations to words or the order of words from another source and submitting them as one's own
- Submitting work written by college students, former students, parents, tutors, friends, or other adults as one's own

**Forgery** includes, but is not limited to:

- Fabricating inauthentic/unauthorized notes, grades, excuses, signatures, or other documentation for any purpose

**Lying / Dishonesty** includes, but is not limited to:

- Knowingly making false or misleading statements for any purpose
- Knowingly withholding the truth from any staff member when asked for account

**Consequences:**

**1<sup>st</sup> Offense** = Referral to office, parent contact/warning, documentation in record, 2 hours detention, zero/fail grade on assignment, "N" in citizenship for the semester, automatic **Tier II** designation.

**2<sup>nd</sup> Offense** = Referral, documentation of second offense on record, zero/fail grade on assignment, mandatory parent conference, 4 hours of detention, loss of activity privileges, awards, and/ or leadership positions for at least one full semester, "U" in citizenship for the semester, automatic **Tier III** designation.

**3<sup>rd</sup> Offense** = All of the above, including 1-2 day suspension, may not run for ASB office at WHS, possible SEC transfer recommendation, loss of valedictorian/salutatorian honors at graduation, will reflect negatively to colleges/universities, automatic **Tier IV** designation.

\*\* Note; certain incidents deemed particularly egregious or large in scale may warrant immediate escalation of consequences to higher levels.\*\*

\*\***Repeated violations**, deemed by the administration, of the Academic Honesty and Plagiarism policy during grades 9 through 12 will result in automatic 3<sup>rd</sup> offense consequences.\*\*