



Parent / Student Handbook

2016 - 2017

Brea Canyon High School

689 North Wildcat Way

Brea, California 92821

OFFICE (714) 990-7882

Fax (714) 990-7587

Independent Study (714) 990-7882

WELCOME TO BREA CANYON HIGH SCHOOL

Mission Statement

“The mission of Brea Canyon High School, in partnership with the district and a diverse community, is to educate students identified as needing an alternative to the traditional school by offering relevant individualized pathways that assist all students to attain personal and academic goals leading to responsible, productive citizenship.”

Expected Schoolwide Learning Results (ESLR's)

1. Every student will develop academic skills; these include reading, writing, math proficiency, problem solving, and critical thinking skills.
2. Every student will develop communication skills; these include writing, speaking, presenting, creating, and using technology.
3. Every student will develop positive citizenship skills; these include cooperation, respect for cultural diversity, responsibility for choices, career planning and participation in school and community.

ESLRs are what every student must accomplish before they graduate from Brea Canyon High School.

Brea Canyon High School Faculty/Staff

Eric Barrientos, Principal
Andrew Babbitt, RTI Counselor
Mayra Meza, Administrative Assistant

Teha Hooghkirk, Art
Cindy Johnson, RSP/English
Terry Kegel, English/Gov't
Lester Maldonado, Social Science/Econ/OYO
Steven Orme, Mathematics
Robert Verry, Science/Health/PE
Matt Swindle, Ed.D, BCHS & BOHS Ind. Study

Letty Minor, Records Clerk
Veronica Garza, Paraprofessional
Paraprofessional
Juan Romo, Custodian

Support Personnel

Officer Shannon Buckels, School Resource Officer, Brea Police Department
Dr. Steve Aguillon, School Psychologist
Mrs. Barbara Estrella, Speech and Language

Dear Parents/Guardians and Student:

It is an honor and privilege to serve as Principal of Brea Canyon High School (BCHS) and to welcome you into the BCHS family. The entire staff is here to make the educational experience enjoyable, informative and as useful as possible for every student. This requires work and effort on everyone's part, including both the parents/guardians and student. We know that there are diverse reasons why you are attending BCHS. However, if the student is motivated and willing to work hard, it is possible for him/her to earn credits at a faster pace and either return to a traditional high school or graduate from Brea Canyon High School. Brea Canyon High School is accredited by the Western Association of Schools and Colleges (WASC) for providing rigorous and relevant curriculum, and was recognized as a Model Continuation High School in 2016, thanks to our outstanding BCHS faculty and staff.

The goal is for all students at BCHS to find and experience success, and it is important for each student, to realize the part he/she plays in this process. Our basic everyday student expectations include:

- Arrive to school on time and be present every day
- Demonstrate respect and appropriate behavior toward staff and fellow classmates
- Be punctual to all classes and prepared to learn
- Be engaged and participate
- Be productive in every class, every day

If the student meets these challenges, I am confident his/her time at Brea Canyon High School will be better than he/she can imagine. Remember, if the student is having difficulty at school, there are many caring adults on campus ready to assist with any problem that may arise. He/she should not be afraid to ask for assistance. The staff and faculty at Brea Canyon High School are committed to providing a safe, orderly and secure campus to all students.

I wish you and your family the very best for a successful school year; may your stay at Brea Canyon High School be rewarding and successful. Please contact me personally if there is anything I can assist you with.

Sincerely,

Eric Barrientos
Principal

GRADES AND CREDITS

Brea Canyon High School is operating under a maximum term of accreditation granted by the Western Association of Schools and Colleges (WASC), the official accrediting agency for schools in the western United States. All courses and textbooks are aligned with California State Standards and each student is required to earn **210 credits in all academic and elective areas and complete one year of Algebra**, in order to receive a high school diploma for graduation. The student is in complete control of his or her academic progress. Each student is expected to earn a minimum number of credits per quarter, depending on the total number of credits still needed for graduation. Students failing to meet this standard may be placed on an academic contract, and may be subject to additional classes or referred to a different alternative education placement.

Students at Brea Canyon High School receive a final grade of “A,” “B,” “C,” “D” or “F” on the basis of class participation, class work, test scores, class productivity and attendance. Work must receive a 70% or better in order for the student to receive credits for the assignment. Students who have not met their target credits earned will have a student study team conference scheduled involving teachers, student, parent(s) and administration to discuss educational options. Students may earn additional credits by enrolling in an off campus ROP course and/or work experience.

Each student is in competition only with him/herself, not with other students. At the end of every quarter approximately (9) weeks, grades and credits will be posted on the student transcript and a report card will be mailed home.

SCHOOL YEAR 2016 - 2017

| <u>DATES</u> | <u>1st Quarter</u> | <u>2nd Quarter</u> | <u>3rd Quarter</u> | <u>4th Quarter</u> |
|--------------|--------------------|--------------------|--------------------|--------------------|
| Starts | August 29, 2016 | October 31, 2016 | January 30, 2017 | April 17, 2017 |
| Ends | October 27, 2016 | January 25, 2016 | April 07, 2017 | June 16, 2017 |

PROGRESS REPORTS

If a parent would like to monitor the progress of their son/daughter on a weekly basis, weekly progress reports are available. Students who take home weekly progress reports are responsible for picking up a form each week and taking it to each of their teachers at the end of the week. Progress reports are available from the school office.

Students who desire to transfer to BOHS:

Students who plan to transfer to Brea Olinda High School must meet the following criteria: be on track to graduate based on 230 credits.

Juniors: Need a minimum of 120 credits in August; or 150 credits at the close of 1st semester.

Seniors: Need a minimum of 180 credits in August; or 205 credits at the close of 1st semester.
Seniors must take Lit/Comp IV and Econ &/or American Gov't at BOHS when they transfer.

Final approval will be determined by the Brea Olinda High School administration.

BEHAVIOR EXPECTATIONS, POLICIES and PROCEDURES

In an effort to support the positive actions of the vast majority of students, disciplinary action will result when students fail to conduct themselves in an appropriate manner. A pupil may be disciplined for acts which are related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

1. While on school grounds
2. While going to or coming from school
3. Off campus during school hours
4. During, or while going to or coming from, a school sponsored activity

Students must assume responsibility for his/her behavior. The student is expected to obey all rules and regulations developed by the BOUSD District, the BCHS staff and each classroom teacher. **Failure to obey the rules will result in one of the following** depending on the severity of the incident: parent call; referral to the office; detention; Saturday School; In-House Suspension; parent/student/teacher conference; suspension from class; suspension from school; schedule change; and/or involuntary transfer. Every reasonable effort shall be made to change a student's inappropriate behavior through alternative means before implementing the most severe action such as suspension, expulsion, or transfer.

PLEASE NOTE . . . The following are guidelines which describe what will be done in most cases; however, exceptions may require more severe action.

ACADEMIC DISHONESTY – Academic dishonesty or cheating is defined as the act of obtaining or attempting to obtain credits for work by dishonest, deceptive, fraudulent, or unauthorized means. Assisting others in doing so is also academic dishonesty. Collaborative work is not academic dishonesty when specially permitted or required by a teacher. Plagiarism is defined as presenting or stealing someone's work as your own, to commit literary theft, or to present an idea or product taken from an existing source as new and original.

1st Offense: zero on assignment, teacher calls parent and a Saturday School is assigned; 2nd Offense: 3 day suspension, teacher calls parent and a parent, student, teacher meeting is scheduled.

ALCOHOL/DRUGS/DRUG PARAPHERNALIA – 5 day suspension, parent conference; police report; possible expulsion recommendation. **Selling or Furnishing of a Controlled Substance (Illegal Drugs or Alcohol)** - Upon the first offense of selling or furnishing a controlled substance (illegal drugs or alcohol), the student shall be recommended for expulsion from BCHS and Brea Olinda Unified School District.

ANONYMOUS TIP HOTLINE – For the safety of our students, staff and school community BCHS has established an Anonymous Tip Hotline which is active 24 hours a day, 7 days a week. Any individuals with knowledge of any inappropriate, unsafe, or illegal actions related to the BCHS students, staff or facilities are encouraged to report the information to a school official immediately.

**REPORT IT! . . . CALL 714.990.7882 EXT. 223
BCHS ALSO HAS A TEXT-A-TIP at 219.595.2647
In case of Emergency, call 911**

ASSAULT AND / OR BATTERY AGAINST A STUDENT OR STAFF MEMBER– arrested by police, 5 day suspension and recommendation for expulsion

ATTENDANCE – Attend School Every Day! Parents: You are responsible for your student's school attendance – students must not be allowed to make their own decision to stay home – this decision needs to be made by a parent.

If your student is absent, please call (714) 990-7882 and let us know.

Illness, medical & dental appointments, court appearance, funeral of immediate family, limited to one day in State, three days out of State, are the only legally acceptable reasons for absence.

Absence MUST be cleared within 72 hours or it will turn into a truancy. A doctor note must be brought into the office to clear a medical appointment.

Parents please try to schedule appointments outside of the regular school hours if at all possible.

1. Any student arriving late to school must report directly to the office and sign in. Continual defiance will result in lunch detention and/or a Saturday School.
 - ❖ 1st - 3rd Tardy = teacher consequences, may include:
 - Telephone call to parent
 - After school detention
 - Special assignment
 - Parent meeting
 - Simply warning
 - ❖ 4th Tardy = 4 hour Saturday School, parent notified
2. Any student who arrives to school during the passing period or after the tardy bell rings for Block 2, must report directly to the Office before reporting to their classroom.
3. Any student who is absent from school for any reason must have a parent notify the office by telephone (990-7882) or send a note with the student. Upon returning to school, a student who has an unexcused absence will be assigned a four (4) hour Saturday School (8 am – 12 noon) held at BOHS.
4. Any student who cuts during the school day will be assigned a four (4) hour Saturday School (8 am – 12 noon) held at BOHS.
5. On the third truancy from school the student will be placed on an attendance contract and assigned a four (4) hour Saturday School; In-House Suspension; or referred to the Orange County District Attorney Truancy Project. This could place a student in jeopardy of attending Brea Canyon High School.

AT NO TIME IS A STUDENT ALLOWED TO LEAVE CAMPUS WITHOUT CHECKING INTO THE OFFICE AND RECEIVING PERMISSION FIRST!

PLEASE NOTE . . . Once you are dropped off at BCHS you are to remain on campus regardless of your start time. If you leave campus you will be considered truant. We are responsible for you from the time you leave home until the time you re-enter your home from school. If you engage in anything that is illegal or against school rules you will receive a consequence from school and perhaps Brea Police Department.

BACKPACKS – All backpacks brought on campus are subject to being searched.

BATHROOMS – Bathrooms will remain unlocked unless there are vandalism or smoking violations; then the bathrooms will be locked and students will need to request it be opened by going into the office to make his /her request.

BICYCLE POLICY – Bicycle racks are provided just inside the school's main gate, outside the Administration Office. Bikes should be locked and all items which can be taken should be removed. There is a State law requiring all cyclists under the age of 18 to wear a helmet. BCHS and BOUSD is not responsible for bicycle damage or theft. Students are **not permitted to ride** bicycles on the campus at any time.

BREA POLICE DEPARTMENT DRUG DETECTIVE DOG – The drug dog may be brought onto BCHS campus throughout the year.

CELLULAR PHONES AND ELECTRONIC DEVICES – Although students are allowed to possess electronic signaling devices such as cell phones on campus, **they must be deactivated during instructional time.** Cell phones used during class without direct approval from the teacher will be confiscated. On the first offense the student may pick up the phone from the teacher at the end of the period. 2nd offense the phone will be taken to the office and the student will be allowed to pick it up after their last period of the day. 3rd offense a Parent or Guardian must pick up the phone from the office between the hours of 7:30 am – 4 pm. BCHS and BOUSD assume no liability for lost, stolen or misused devices.

CHANGE of ADDRESS – If your address, telephone number or email address changes please notify the office immediately.

CLASSROOM RULES FOR EVERY STUDENT

- ✓ accept responsibility for your education, decisions, words and actions,
- ✓ arrive to class on time daily,
- ✓ provide a notebook, pen and pencil, and paper every day
- ✓ work quietly without disturbing others
- ✓ maintain academic honesty and personal integrity,
- ✓ clean up around your area before leaving class,
- ✓ remain in class unless you have permission to leave,
- ✓ respect school and others personal property, and the rights of other students to learn.

CLOSED CAMPUS – Brea Canyon High School is a **closed campus**. All visitors must check in at the front office when they arrive on the campus. Students may not have other students from outside our campus come to visit them at any time.

CYBER HARASSMENT/BULLYING is defined as engaging in an act of bullying, including, but not limited to, bullying by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel (Ed. Code 48900 (r) – parent conference, suspension, police involvement

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

Students are encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal or other school employee so that the matter may be investigated. Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using social networking site or service that has terms of use that prohibit posting of harmful materials, the Principal may file a complaint with the Internet site or service to have the materials removed.

“Cyberbullying” includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication devices. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation or friendships.

DEFACING / DAMAGING OF SCHOOL PROPERTY – parent conference, student clean-up/monetary fine for replacement or fixing of property, and/or police report, suspension, Saturday School, and/or In-House Suspension

DEFIANCE / DISRESPECT – 1st Offense: teacher consequence; 2nd Offense: referral, one day suspension from class, teacher contacts parents and after school detention assigned; 3rd Offense: Saturday School and parent conference; 4th Offense: In-House Suspension or Saturday School; 5th Offense: Suspension, student may be dropped from the class and rescheduled to a 7th period Independent Study class in the office.

DISRUPTIVE IN CLASS – 1st Offense: teacher consequence; 2nd Offense: referral, one day suspension from class, teacher contacts parents and after school detention assigned; 3rd Offense: Saturday School and parent conference; 4th Offense: In-House Suspension; 5th Offense: student may be dropped from class and rescheduled to a 6th or 7th period class

DRESS CODE – Students must be dressed appropriately for school. Clothing must be neat, clean, in good repair, and **provide proper body coverage**. Shoes must be worn at all times.

1st Offense: correct the problem (headgear will be taken). 2nd Offense: detention; 3rd Offense: Saturday School and parent conference;

Students are prohibited from wearing the following:

- Hats and sweatshirt hoods may **NOT** be worn on a student’s head while he/she is in the classroom or office. Bandannas and hairnets are not allowed on campus.

- Clothing or jewelry that promotes or depicts gangs, drugs, alcohol, tobacco, violence, criminal activity, obscenity or sex.
- Accessories, jewelry or personal items with inscriptions that by virtue of color, arrangement, trademark, universal meaning or any other attributes, express or advocate racial, ethnic, or religious prejudice.
- Any attire disruptive to the instructional process, including but not limited to:
 - Pants or shorts that sit below hip level
 - Bare midriffs
 - Strapless tops
 - Low cut tops
 - Short shorts/skirts
 - Tight or revealing clothing
 - Clothing which allows underwear to be exposed
 - Sunglasses (except as prescribed by a doctor) inside the school buildings
 - Male students may not wear white sleeveless undershirts as outerwear

No list of dress guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress that is not specifically covered in the list above, the school personnel will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance. Depending on the circumstances, items may be confiscated, alternative clothing may be loaned, a warning given, a parent contacted, detention and/or Saturday School assigned, or a student may be suspended.

The school personnel retain the sole discretion to make the final determination as to whether clothing, jewelry, and/or accessories meet acceptable standards.

Parents may be expected to pick up a student who is inappropriately dressed.

Brea Canyon High School will provide alternative clothing for the student to wear during the duration of the school day.

FOOD AND DRINKS – Students can have water in the classroom. Food and other drinks are not allowed in the classrooms unless authorized by the teacher of the classroom. No food or drinks are allowed when working on a computer or iPad.

EIGHTEEN (18) YEAR OLDS – When a student turns 18 years of age, they are no longer subject to compulsory, full-time education law of California described in Education Code Section 48200: “Each person between the ages of 6 and 18 years ... is subject to compulsory full time education ... and shall attend the public full time day school or continuation school.” 18 year olds are welcome to continue their education at BCHS, and they must continue to follow all school rules and expectations.

ELECTRONIC DEVICES – Cellular phones, Walkmans, MP3’s, CD players, radios, laser pointers etc. are **NOT** allowed to be used in the classroom. Cell phones may be in a student’s possession, but may not be used during class time without prior permission from a BCHS staff member. Parents can always contact students through the office by calling (714) 990-7882.

1st Offense – Teacher/Staff discretion to warn student OR device seized, & if seized, returned to student at the end of the period.

2nd Offense – Device seized, delivered to office and returned to student at the end of the school day.

3rd Offense – Device seized, student assigned Saturday School and item returned to parent/guardian. **(BCHS is not responsible for items confiscated).**

4th Offense – Device is confiscated and returned to parent, student is suspended.

PARENT's confiscated items may be picked up from the school office between the hours of 7:30 am - 4 pm.

A student who refuses to turn in their electronic device may be suspended from school.

FEES – California law does not allow school districts to charge fees to students for curricular, co-curricular, or extracurricular activities. The law does allow school districts to charge fees in specific situations. Those permissible fees are outlined in a FAQ from the Orange County Department of Education's Schools Legal Services division.

Due to constraints resulting from reductions in State funding for schools over the past several years, BOUSD has looked to maintain the high level of programs expected by our community through the solicitation of donations from participants and their families. This long standing practice is still legal and acceptable. The law is also very clear that all students must be allowed to participate in curricular, co-curricular, or extracurricular activities, without sanctions or limitations, regardless of whether a student or his/her family makes a donation.

We are working carefully with staff and all groups on campus to ensure that donations are requested only to help defer, or offset, the additional costs of running and maintaining our exceptional programs and activities at their current high level. Without your support of these programs through your donations, we will be required to redesign these programs to match the very limited funding provided by the State. While we will continue to offer as many programs as possible at no cost to students and their parents, please be aware that your voluntary donations help to make the experiences students have at our schools more enriched and extensive.

FIGHTING – 1 - 5 days suspension depending on circumstances, parent conference; possible police report; possible recommendation for expulsion

Causing serious injury to another person may result in the student being recommended for expulsion from the Brea Olinda Unified School District

FIREWORKS – (including poppers) suspension, parent conference; possible police report.

FOOD AND DRINKS – Students may have water in the classroom. Food and other drinks are not allowed in the classrooms unless authorized by the teacher of the classroom.

GRADUATION – Upon completing all the required courses (totaling 210 credit for BCHS; 230 credits for BOHS IS), the student will be considered a graduate. **All credits must be completed and turned in prior to the graduation date in order to be eligible to walk with the graduating class.** No student will be allowed to participate in the graduation commencement if the requirements are not met. Graduating seniors who plan to participate in the ceremony will need to pay for their caps and

gowns in the office during the month of June. All seniors will be invited to attend the Senior Awards Dinner.

GRAFFITI – MARKING PENS – Students are **not** permitted to carry marking pens or any object that can be used to etch on hard surfaces. Students who are caught writing on, marking or vandalizing school property are subject to disciplinary action **and** are liable for payment and/or labor to correct the problem.

HARASSMENT (SEXUAL, HATE VIOLENCE, HAZING, THREATS AND INTIMIDATION BULLYING, HARASSMENT OF A WITNESS).

Sexual harassment is defined in Ed. Code 48900.2 as any action (ex. Demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature) that a reasonable person of the same gender as the victim considers to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.

Hate Violence / Harassment is defined as any action interfering with another's civil rights by personal assault or damage to another's personal property because of the person's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation. (Ed. Code 48900.3)

Hazing includes any method of initiating or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person. (Ed. Code 32050 and 32051)

Threats and Intimidation Harassment is defined as intentionally engaging in the harassment threatening, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect or materially disrupting course work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile education environment. (Ed. Code 48900.4)

Cyber Harassment/Bullying is defined as engaging in an act of bullying, including, but not limited to, bullying by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed especially toward a pupil or school personnel (Ed. Code 48900.4)

Harassment of a Witness is defined as harassing, threatening or intimidating a pupil who is a complaining witness or 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.

Depending on the circumstances, action will include one or more of the following: parent conference, police involvement, school suspension, transfer, recommendation for expulsion from the Brea Olinda Unified School District.

HEALTH SERVICES – Any student who becomes ill during the school day and cannot attend classes should report to the main office.

No medication of any kind is allowed on campus, including over-the-counter medications, i.e. Tylenol, Ibuprofen, Midol, etc. Medications may be kept in the Office with District Form #SS101 on file. This form may be downloaded from the Brea Olinda Unified School District website. If medication is to be administered at school, all of the following conditions must be met:

1. A written statement signed by the licensed authorized healthcare provider/dentist specifying the reason for the medication, the name and dosage, time to be taken, side effect; and specific instruction for emergency treatment must be on file at school
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by the parent/guardian or other responsible adult.
4. Medication must be in the student's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. Any tablets requiring partial doses (1/4 or 1/2) must be sent to school already cut.

A separate form is required for each medication.

HOMEWORK POLICY – Students may request homework assignments to accelerate their progress. The student is responsible for all books and materials and will be asked to replace any missing materials. The teacher will consider the following when assigning homework: the student's productivity based on the number of credits earned and the amount of effort the student has been making in class. If a student is absent due to illness for three (3) or more days, homework may be requested; however, the teacher will make a final determination whether permission will be granted. Students will be expected to make up time for days missed. This opportunity will be given during zero, sixth and/or seventh period study halls.

HOMEWORK/TEXTBOOKS – Homework is considered a privilege and is not automatically assigned, except in math courses where extra daily practice may be necessary. In other classes it is allowed when the teacher has become acquainted with the individual student's ability and quality of work. Students who are attending regularly, completing their daily work, and have a productive attitude may request homework assignments to accelerate their progress. Students are to use only the textbook assigned to them; if damaged or loss occurs students is responsible for cost replacement or repair.

LATE START PLC DAYS – Late start days for teacher collaboration occur every Wednesday, beginning September 10th. 1st period begins at 8:55 am.

LEAVING CAMPUS – Students are not allowed to leave the campus at any time without checking in at the front office, and receiving permission to leave during their assigned school schedule. Permission to leave will be determined by the office after contact is made with the parent or guardian.

LEVEL ONE – Students who earn 18 or more credits each quarter attain Level One status. Level One student will receive special privileges such as early snack dismissal and special recognition.

LOITERING – In accordance with Penal Code 653-G, any person who accesses school grounds must be authorized to do so. In addition, any unauthorized person who remains on school grounds is considered to be loitering and is subject to arrest.

PARKING – Students who drive to school are required to obtain a parking pass from the office and park on Wildcat Way, south of BCHS driveway. Students may not stay in their car once arriving to school; they must come onto the campus once they arrive. Students are not allowed to go to their car during the school day without permission from an adult on campus.

PROFANITY – 1st and 2nd offenses - handled by individual teacher or referred to office. Office referral will result in Saturday School, suspension 1 day, 3 days, and then 5 days.

PROFANITY TOWARD A STAFF MEMBER – 3 day suspension

PTSO – Brea Canyon High School invite every family to “Join Our Winning Team” by joining our Parent, Teacher, and Student Organization. Membership dues are only \$10.00 per family and can be sent to the office at any time.

RETURNING TO CAMPUS – Any student who leaves school early for an appt and then returns to school on the same day must check into the office upon his/her return.

SEARCH AND SEIZURE BY SCHOOL PERSONNEL – In the 1985 case of New Jersey v. T.L.O. the United States Supreme Court ruled that the need to maintain order in the schools is of such great importance that **searches by school officials based upon reasonable suspicion are permissible**. California Educational Code 49050 states that no school employee shall conduct a search that involves: (a) Conducting a body cavity search of a pupil manually or with an instrument, (b) Removing or arranging any or all of the clothing of a pupil to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of the pupil. **BCHS STUDENTS ARE HEREBY NOTIFIED THAT THEY ARE SUBJECT TO BEING SEARCHED IN THE EVENT THERE IS REASONABLE SUSPICION THAT THEY ARE IN POSSESSION OF AN INAPPROPRIATE ITEM/S.**

SECURITY CAMERA – BCHS parking lot has a security camera to help in prevention of vandalism and to provide a safe environment for all.

SKATEBOARDS – Students are **not permitted to ride** skateboards on the campus at any time. Skateboards must be stored in the office conference room on the skateboard rack.

SMOKING / TOBACCO – In accordance with Education Code 48900 h, and BOUSD Board Policy 1335; Public Activities Involving Staff, Student, or School Facilities. It has been determined that because of the health hazards and the necessity to set a good example, the governing board shall not permit smoking, or the use of smokeless tobacco, or any other tobacco product on school grounds or in any facility in the district. You cannot smoke, have tobacco or lighters in your possession on any school campus or close to any school campus. If you smoke on or near the campus and/or have tobacco in your possession, you will be cited by the Brea Police department. This policy will be strictly enforced. Cigarettes, matches, lighters, e-cigarettes will be taken away and destroyed.

SPITTING – Students are discouraged from spitting anywhere on campus. There is to be no spitting onto the cement or concrete on school grounds or around the campus.

STUDENT ACCESS TO THE INTERNET – Students will be granted access to the Internet and must follow the guidelines for Internet use or lose Internet privileges. Misuse of the Internet will result in a loss of computer privilege at BCHS, and may result in disciplinary consequences.

STUDENT of the QUARTER – Each quarter the staff of Brea Canyon chooses a “Student of the Quarter.” The student is chosen for both his/her outstanding academic achievement and his/her overall contributions to the school. The Student of the Quarter receives special recognition and a reserved parking spot in the faculty lot.

STUDENT PARKING and PERMITS – All students driving to Brea Canyon High School/IS must have a valid driver’s license, a parking permit, and park on Wildcat Way. Parking permits may be obtained from the front office. Students will be required to show their valid driver’s license. Students who park in the faculty parking lot may be ticketed by the Brea Police Department. All parking is provided on a “first come, first serve” basis each day. A permit does not guarantee a parking space. **PARKING PERMIT MUST BE CLEARLY VISIBLE FROM THE FRONT DRIVERS SIDE OF THE CAR AT ALL TIMES. Once tickets are issued, the ticket cannot be voided.**

STUDENT STUDY TEAM – For cases where teachers have exhausted normal strategies with limited success, a Student Study Team (SST) will be convened. The SST, made up of teachers, the school administrator, parents and the student shall explore creative alternatives and make recommendations.

STUDENT SAFETY – You cannot push, slap, kick or hit anyone. Fighting is not tolerated at BCHS. If you get into a fight you will be suspended. If you are having a problem, let an adult help you in resolving the problem. If you know of a problem on the campus, please tell an adult.

SURVEILLANCE CAMERAS – An on campus surveillance camera is utilized for protection of school property. It is not intended to protect individuals and thus does not guarantee one's safety.

TABLES and BENCHES – Students are not allowed to stand on benches sit on the tabletops; or deface the tables at any time.

TARDIES – The campus and student body of Brea Canyon is small, and the five minute passing period is more than adequate for students to be on time for class. If students are late to school, they must check in at the office.

TEACHERS’ DESKS – Students are not permitted to have access to any teacher’s desk or storage areas except with teacher permission.

THEFT – suspension, parent conference; possible police report; and/or possible recommendation for expulsion

TRANSFER BACK TO BOHS – Students who want to transfer back to BOHS must meet the following district criteria:

- May only transfer at the start of a semester (September or February).
- Must complete appropriate grade level courses in English and social science at the comprehensive high school.
- Must be on track to graduate with 230 credits; (by the end of 10th grade, students must have 120 credits; 11th graders must have 180 credits).

TRUANCY – Any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant. On your fourth truancy you will be referred to Orange County District

Attorney's Truancy Project. On the fifth truancy you will be required to attend a SARB meeting and after that you will be referred to Orange County Probation.

UNNECESSARY NOISE ON CAMPUS – Students are not allowed to whistle, shout, scream or make any disruptive noises while on school premises during class time.

UNIFORM COMPLAINT PROCEDURES – The district follows Uniform Complaint Procedures (UCP) when addressing, complaints alleging unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The school board encourages the early, informal resolution of complaints at the site level whenever possible. The Uniform Complaint Procedure is Board Policy 1312.3(a). If you have any questions or need more information contact Mr. Barrientos, Principal.

USE OR POSSESSION OF TOBACCO PRODUCTS – 1st Offense – Four (4) hours Saturday School, police called, referral to smoking cessation program; parent contacted; 2nd Offense – In-House Suspension (1 day); 3rd Offense – Suspension (two days); 4th Offense – Suspension (five days)

VISITORS – BCHS does not allow student visitors on campus for safety and liability reasons. Adult visitors must sign in at the front office.

WILLIAMS UNIFORM COMPLAINT PROCEDURES – According to Education Code 35186 each student must have a textbook or instructional material, or both to use in class and to take home to complete required homework assessments. In addition, school facilities must be clean, safe, and maintained in good repair. If you have any questions or need more information contact Mrs. Christman, Principal.

WORK EXPERIENCE – Students who have not turned 18 years of age and who have a job are required by law to have a work permit. Work permit applications are available in the office. A work permit may be revoked if the student is not attending school or if his/her work schedule is interfering with his/her academic progress. Students may earn elective credits for work experience. A new work permit must be obtained when a student changes employers. Work permit can be valid for up to one year.

WEAPONS – suspension, recommendation for expulsion, police called.

Dangerous Objects (Knives, Firearms, Explosives, Laser Pointers or Other Dangerous Objects) Possession or use of firearms (including look-alike firearms), knives (including pocket knives), live ammunition, or other dangerous objects will result in one or more of the following: parent conference, police involvement, suspension, recommendation for expulsion from the Brea Olinda Unified School District. Upon the first offense of possession, sale, or otherwise furnishing any firearm, knife, explosive, or dangerous object, the student shall be recommended for expulsion from the school of the Brea Olinda Unified School District.

STUDENT BEHAVIOR – EDUCATION CODE 48900 violation(s)

The California Education Code (EC 48900) requires that parents and students be notified of state laws and district policies of behavior. Violation of the following rules can result in suspension or expulsion of a student.

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury.
- (a)(2) Willfully used force or violence upon the person of another
- (b) Possession of a weapon or dangerous object
- (c) Possession of; use of; sales or furnished of a controlled substance; any controlled substance listed in Chapter 2 (commencing with 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 (commencing with 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) Attempted/committed robbery or extortion.
- (f) Attempted/caused damage to school property or private property.
- (g) Attempted/stole school or private property.
- (h) Possession/used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, **e-cigarettes**, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Attempted/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 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 to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person
- (2) Committed sexual harassment (Grades 4-12)
- (3) Attempted, threatened, caused or participated in hate violence (Grades 4-12)
- (4) Created an intimidating or hostile education environment
- (5) Made terroristic threats against school officials or property

GOVERNING BOARD POLICY 5131.6(a) Students apprehended for violations of Section (d) will be reported to the police for appropriate action. HEALTH AND SAFETY CODE 11357 AND 11361.5 Possession of marijuana on the grounds of a public school during the hours in which school is open and offering instruction or programs for pupils K-12 is a misdemeanor.

BOHS/BCHS INDEPENDENT STUDY PROGRAM

Students need to qualify for IS through district procedures. Once a student is approved and enrolled in the Independent Study Program he/she is expected to work between 30-40 hours per week independently and to complete his/her assignments as assigned. Additionally, the IS student is expected to attend a prescribed weekly appointment (scheduled Monday – Thursday), to turn in his/her work, take competency tests and receive his/her assignments for the next week. Failure to complete any of the above requirements will place the student in jeopardy of being transferred out of Independent Study.

BCHS INDEPENDENT STUDY

GRADUATION REQUIREMENTS

| | |
|-----------------------------------|--------------------|
| English | 40 credits |
| Math | 30 credits |
| (Must include 10 credits Algebra) | |
| Science | 20 credits |
| Health | 5 credits |
| World History | 10 credits |
| US History | 10 credits |
| Economics | 5 credits |
| Amer Gov't | 5 credits |
| OYO | 5 credits |
| Art/Foreign Lang | 10 credits |
| Physical Ed | 20 credits |
| Electives | <u>50 credits</u> |
| TOTAL | 210 Credits |

BOHS INDEPENDENT STUDY

GRADUATION REQUIREMENTS

| | |
|-----------------------------------|--------------------|
| English | 40 credits |
| Math | 30 credits |
| (Must include 10 credits Algebra) | |
| Science | 30 credits |
| Health | 5 credits |
| World History | 10 credits |
| US History | 10 credits |
| Economics | 5 credits |
| Amer Gov't | 5 credits |
| Art/Foreign Lang | 10 credits |
| Physical Ed | 20 credits |
| Electives | <u>65 credits</u> |
| TOTAL | 230 Credits |

THE SIX PILLARS OF CHARACTER

Character Counts! Josephson Institute of Ethics, Michael Josephson
<http://charactercounts.org>

TRUSTWORTHINESS A person of character is trustworthy, lives with integrity, and is honest and reliable . . .

- Tell the truth, the whole truth and nothing but the truth.
- Do what you are supposed to do – return what you borrow; pay your debts; be on time.
- Have the courage to do what is right and to try new things even when it is hard, costly, or you might fail.

RESPECT A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy and freedom of others, is courteous and polite to all and is tolerant and accepting of differences.

- Be tolerant, respectful, and accepting of others.
- Value and honor all people for themselves, not what they can do for you or to you.
- Respect others' property – take good care of property you are allowed to use and don't take or use property without permission.

RESPONSIBILITY A person of character exercises self-control and pursues excellence...

- Think about the consequences for yourself and others before you act.
- Accept responsibility for the consequences of your choices not only what you do but also what you don't do.
- Do what you can do to make things better.
- Set a good example.
- Take charge of your own life.
- Set realistic goals.

FAIRNESS A person of character is fair and just, is impartial, listens and is open to differing viewpoint. ...

- Treat people equally.
- Make decisions on proper considerations without favoritism or prejudice.
- Don't take advantage of or blame others unfairly.

CARING A person of character is caring, compassionate, kind, loving, considerate and charitable...

- Be thankful and express gratitude for what people do for you.
- Forgive others for their shortcomings.
- Help people in need – give money, time, support and comfort just for the sake of making someone else's life better, not for praise or gratitude.

CITIZENSHIP A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and the law

- Protect the environment by conserving resources, clean up after yourself and avoid polluting.
- Obey parents, school officials and others who have been given authority.
- Honor and respect principles of democracy.

BCHS 2016 – 2017 School Calendar

| | |
|--|--|
| August 25 th | Staff Development Days - NO STUDENTS |
| August 26 th | Teacher Prep Day - NO STUDENTS |
| August 29th | FIRST DAY STUDENT ATTENDANCE (Monday) |
| September 5 th | Labor Day - SCHOOL CLOSED |
| September 7th | 8:55 am - Late start Wednesday begins - occurs every Wednesday, except the last week of school, June 16th is a minimum day schedule. |
| September 27th | Minimum Day - 11:55 dismissal - <u>BACK TO SCHOOL NIGHT - 6:30 pm</u> |
| October 27 th | 1st Quarter Ends |
| October 28 th | Teacher Prep Day - NO STUDENTS (Friday) |
| November 4 th | 1 st Quarter report cards mailed |
| November 11 th | Veterans' Day - SCHOOL CLOSED |
| November 21 st -25 th | Thanksgiving Recess - SCHOOL CLOSED |
| December 19 th -January 2 nd | Winter Recess - SCHOOL CLOSED |
| January 3rd | School Resumes |
| January 16 th | Martin Luther King Holiday – SCHOOL CLOSED |
| January 25 th | 2 nd Quarter Ends |
| January 26 th | Teacher Prep Day - NO STUDENTS (Thursday) |
| February 1 st | Semester report cards mailed |
| February 13 th | HOLIDAY - Lincoln Holiday - SCHOOL CLOSED (Monday) |
| February 20 th | HOLIDAY - Washington Holiday - SCHOOL CLOSED (Monday) |
| March 26th-29th | WASC Visitation |
| April 7 th | 3 rd Quarter Ends |
| April 10 th -14 th | Spring Recess - SCHOOL CLOSED (Monday - Friday) |
| April 17 th | 3rd Quarter Report Cards Mailed |
| May 4th | Minimum Day - <u>OPEN HOUSE - 6:30 pm</u> <u>SR. PARENT MEETING - 7:00 pm</u> |

| | |
|-----------------------------|---|
| May 20 th | Prom - 7 pm - 11 pm (location TBA) |
| May 29 th | Memorial Day - SCHOOL CLOSED (Monday) |
| June 7 th | Senior Awards Dinner - 6 pm - Embassy Suites |
| June 15 th | Minimum Day - Graduation – 6 pm - BCHS |
| June 16th | Minimum Day - 4th Quarter Ends - Last day for students |
| June 16 th | Grad Nite - 10 pm |
| June 23 rd | 4th Quarter Report Cards Mailed |

DISCLAIMER – School rules published in this handbook are subject to change as may be needed to insure compliance with federal, state, or local regulations and are subject to review and alteration as becomes necessary for the routine operation of BCHS. Not all rules of behavior can be written in any student handbook; however, we do expect students to respect the rights of others and to use good judgment.

Brea Canyon High School

689 N. Wildcat Way
Brea, California 92821

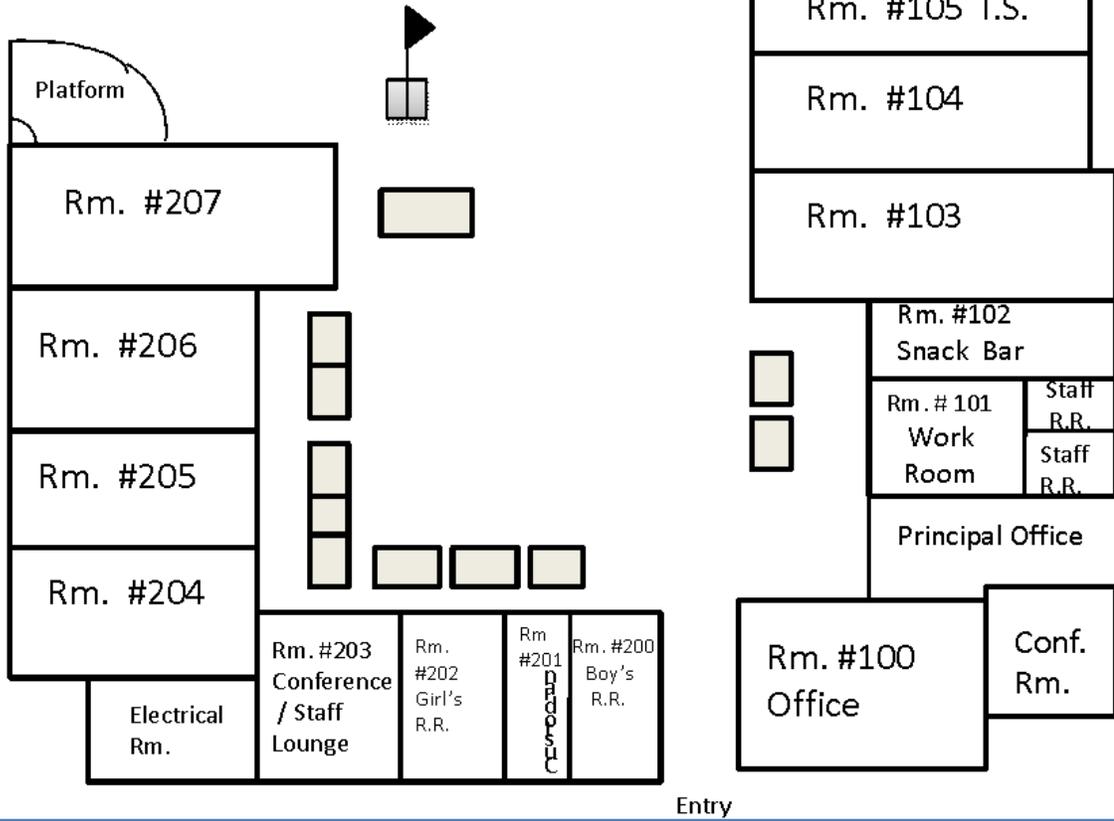
Basketball Court
Volleyball area

W
I
L
D
C
A
T

W
A
Y

E
M
E
R
G
E
N
C
Y
/
M
A
I
N
T
E
N
A
N
C
E

A
C
C
E
S
S



Staff and Visitor PARKING