

Anaheim Union High School District
CYPRESS HIGH SCHOOL
POLICIES AND
CONSEQUENCES
2018-19

Parents, please thoroughly read through this packet with your student

- Initial and date the “Check List Page” (the LAST page of this packet) indicating that you have read and understand the policies.
- Return the “Check List Page” when registering for school.
- Students will not be allowed to register without the initialed and dated “Check List Page!”
- Keep this policy packet at home for future reference.

Cypress High School policies and procedures can be found at:
<http://cypress.auhsd.us/>

District policies at: <http://www.auhsd.us/>

All policies are subject to change as deemed necessary by administration.

Principal's Message

Dear Parents,

Cypress High School is a superior school dedicated to student excellence and focuses on academic, athletic, and social growth for all. It is a wonderful place to learn. A major contributor to the school's greatness is that it is safe and free from distractions.

Our policy packet is of particular importance. Please take time to sit down with your student and read through our expectations carefully. These policies provide a consistent application of the school rules for all students and are strictly and consistently enforced. Adherence to these policies increases student achievement through a structured and safe environment. Please initial and date the "Check List" page and return it when registering, and also, please keep the policy pages in your files at home for future reference.

Your initials on the "Check List" page indicate you have read and understand the policies and consequences, not necessarily that you agree with them. Your support of these policies is appreciated.

Thank you, in advance, for your support of Cypress High School. I am looking forward to a great school year for all Centurions.

Respectfully,

Dr. Jodie Wales
Principal

CYPRESS HIGH SCHOOL POLICIES

1. Academic Honesty and Cheating

Cheating is prohibited. Cheating in the form of copying, plagiarism, academic dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final course grade will result in serious consequences. Cutting and pasting from the internet or other sources is cheating. Texting or using cell phones to share answers is considered cheating. If students have any doubt as to whether a particular act constitutes cheating, he/she should ask the teacher before proceeding.

Students who cheat may receive the following:

- A zero on the assignment, project, quiz, or test
- A referral in their permanent record
- Semester grade lowered by one letter

- Parent phone call by teacher
- Second offenses in same class may result in a failing grade in the class the incident occurred, a three day suspension, a parent conference, and the student will be placed on a discipline contract
- Multiple offenses in multiple classes may result in a three day suspension, a parent conference, and student placed on a discipline contract

Note: Tampering with teacher grades (on assignments, in grade books, or in computer databases) will result in reduction of grade, failure of the course, suspension, and possible arrest and/or expulsion.

Students serving as a teacher and/or office aide who are found tampering with or misusing any school documents (this includes hall passes and detention slips) or records may be given a failing grade, removed from the class, and/or suspension.

2. Attendance and Tardy

Absences

Section 48205 of the Californian Education Code lists seven valid reasons for students to miss school. Make up work is allowed only if their absence is based on one of these valid reasons:

1. Illness
2. Quarantine by health officer
3. Medical, dental or optometric appointments
4. Funeral services of an immediate family member (one day if the service is conducted in California and not more than three days if the service is conducted outside California).
5. Religious holiday
6. School field trip or activity
7. Personal (up to three days per school year with prior administrator approval)

State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants WILL BE referred to the School Attendance Review Board for consideration by the District Attorney.

Illnesses up to three days may be verified by the parent. Illnesses of longer duration or that are chronic and cause the student to miss school frequently will require a doctor's note. Eighteen year old students are required to present a note from the parent/guardian for all absences.

Procedure following an absence:

- Verification of the absence must be made within 24 hours to the attendance office. The parent/guardian may call the attendance office at (714) 220-4175/ 4177 or send a signed note with their student to give to the attendance office.

Procedure for leaving school early:

- Student brings a signed note from parent to attendance office before school
- Parent calls attendance office notifying school of early out request
- Student shows early out slip to appropriate teacher
- Student signs out in the attendance office before leaving campus

*A “U” (unexcused) will be placed on the student’s attendance record for medical visits until a doctor/dental note is presented.

Students who accumulate ten unexcused absences (two weeks of instruction time) in a class may receive a failing course grade for that semester and/or may result in a schedule change. An unverified absence is the same as unexcused. Teachers’ individual policies regarding make-up work after excused absences will be found in their class curriculum letter/syllabus. Missed assignments and exams due to unexcused absences cannot be made up. Attendance codes for unexcused absences are recorded as U (unexcused), A (absent), or T (truant).

*** Students who are truant from one to two periods will receive two hours of detention for each period. Three or more period trancies will result in a disciplinary referral.

Tardiness

NO EXCUSES WILL BE ACCEPTED FOR FIRST PERIOD TARDIES, except for doctor/dental notes and illness/health problem verified by school’s health technician. Parents may not excuse students who arrive late for any reason.

If a doctor/dental note is not presented during first period or the student verified ill/health problem by the health technician, students will be assigned the following:

- Sign in at the attendance office upon arrival before going to class and use their detention slip as their pass to class
- Upon the 3rd tardy, a phone call home will be made
- Upon the 6th tardy, a meeting with the student’s assistant principal will be scheduled. An attendance contract may be developed. If student does not live in the attendance area for Cypress High School, team will discuss options for improving student’s attendance up to and including potential return to student’s home school.

*** Students who are late to school due to illness must first report to the attendance office where they may be directed to the health office for verification.**

UNEXCUSED tardies may result in the lowering of the student’s course grade.

3. Cell Phone and Electronic Device

Cell phones, tablets, and other electronic devices are permitted. However, **all** devices must be turned off and out of sight during class unless permitted by the teacher. **No exceptions will be made for students who violate the teachers’ classroom policies.**

Consequences for cell phone/electronic device will be:

- Item will be confiscated from the student
- Student will be removed for the remainder of the class period and assigned one day of Wednesday Work Study
- A referral will be placed in their permanent record

- **The item will be returned ONLY to the parent/guardian of the student before or after school.**
- A first offense will result in an immediate Wednesday Work Study
- Progressive discipline will follow thereafter.

Cypress High School and the AUHSD are not responsible for lost, stolen or broken cell phones or electronic devices. Cypress High School and the AUHSD are not responsible and will NOT pay for phones/electronic devices that are lost or stolen after confiscation. **There will be no investigation for lost or stolen electronic devices.**

Students who are ill must call home through the health office, not with their cell phones.

4. Class Change

Cypress students are placed in classes based on student requests, standardized test scores, and teacher recommendations. All classes are yearlong except for Career, Finance, Technology (CFT), health, senior government, senior economics, and some PE/sport programs.

Schedule changes will only be made for the following reasons:

- To balance class sizes
- To correct a scheduling error

All schedule changes will be determined and approved by the counseling staff.

Schedule changes will NOT be made for the following reasons:

- Student/Parent does not like the subject/course, teacher, or the instructional style
- Student is failing the class
- Course content is perceived by the student/parent to be too difficult or too easy
- Personality conflicts
- Student decides he/she no longer wants to be in the course

5. Deliveries

As a reminder, we are a closed campus. This is for the safety and security of all staff and students. Deliveries for students should only be on an emergency basis and infrequent in nature. Food deliveries may not be made during lunch. Students may not get food deliveries from social media food apps *such as* “Uber Eats” or “Post Mates” (not all inclusive).

Please help us to keep this campus as safe as possible. Delivery during the school day of “treats” to classrooms or hallways by non-students (parents, family members, and friends) is NOT permitted.

6. Dress Code

When in doubt, have an administrator check it out!

Current educational thought suggests students are much like adults in the business world. Both should dress for success.

While on campus students shall be modest, neat, clean and consistent with the following:

Tops:

- No spaghetti straps or tank tops, strapless or midriff tops which expose any portion of the mid- section, side, and/or back or reveal an excessive area of the chest.

Bottoms:

- Pants must fit at the waist and crotch
- Skirts and shorts must fall **below** mid-thigh
- Leggings and exercise attire must be of a non-sheer fabric. Sheer tights or leggings may **only** be worn under clothing which meets the dress code length requirements

Shoes:

- No bedroom style slippers allowed

General:

- Mid-section must be covered at all times i.e.: raising hands, sitting, bending, etc.
- No ripped, torn, sheer, frayed or see through clothing
- Undergarments may never be visible
- No hats or hoodies
- No items which display offensive or obscene symbols, slogans or words, degrading any cultural, religious, gender, political or ethnic groups OR which display symbols oriented toward sex, drugs, alcohol, tobacco, violence or weapons.

The consequence for violating the dress code will be:

- Before school, students will be required to change clothing or have the parent bring appropriate clothing to school (this does not excuse you from being late to class)
- During school hours, students will be assigned a Wednesday Work Study
- Third and subsequent violations will result in suspension
- A fourth violation will result in suspension and student will be placed on a discipline contract.
- Continued defiance of this policy may result in transfer or expulsion

7. Drugs, Alcohol, E-Cigarettes, and Tobacco

Drugs, alcohol, vapes, tobacco and drug paraphernalia are not allowed on campus at any time. Do not bring them to school!

Any student under the influence or in possession of drugs, alcohol, nicotine, tobacco, or drug paraphernalia either at school, at any school event, or on the way to or from school, regardless of how they were acquired, will receive disciplinary consequences. Providing, sharing, or selling drugs, in any amount may result in the following consequences:

- Pathways to Success Program
- Suspension from school up to 5 days
- Transfer to another school within the AUHSD (revocation of intra-district transfer)
- Expulsion from AUHSD
- Citation or arrest
- Mandatory drug counseling
- Parents referred to district approved parenting class

Prescription medication with a doctor's order must be secured in the health office and dispensed by the health clerk under a physician's order.

Over the Counter Medications (OTC) are NOT allowed in a student's possession at any time on campus without a doctor's orders. This includes items such as Tylenol, Advil, etc.

8. Fighting, Bullying and Harassment

Fighting, bullying, harassing and/or threatening other students will not be tolerated on campus at any time. Threats, harassment or bullying made over internet sites or phones that cause disruption at school will be treated as an on campus event.

- Fighting, harassment and bullying will be investigated and appropriate consequences will result. Consequences may include suspension and possible citation by Cypress Police for disorderly conduct
- A second offense will result in further disciplinary action with possible school transfer, revocation of intra-district transfer and/or expulsion, and citation by Cypress Police

9. Final Exam Schedule

Students must take final exams during the final exam schedule. The last day of school is May 23. Please schedule your personal events and trips around these dates.

The final exam schedule for the 2018-19 school year is as follows:

First Semester:

Grades 9-12: Thursday, December 20 and Friday, December 21

Second Semester:

Senior Finals:

Thursday, May 16 and Friday, May 17

Graduation is Thursday, May 23, location TBD

Tickets are required for entrance

Grades 9-11:

Wednesday, May 22 and Thursday, May 23

10. Grades

Grades are current to within two weeks and can be viewed at any time on the Aeries Student or PowerLearning (Haiku) or Parent Portal. We strongly encourage parents to check their grades frequently. Please contact your student's teacher for concerns with your student's grades.

11. Identification Card (ID)

Students must carry their current school-year identification card at all times. Students without their identification card or who fail to produce their ID when asked will receive a detention. Replacement ID cards may be purchased at the activities office.

12. Littering

Students are expected to properly dispose of their trash while on campus. Littering is prohibited. Students caught littering will be asked to pick up their trash and may be assigned community service or other disciplinary consequences.

13. Media Center

The media center is provided for your students benefit to study and prepare for school. Hours are 7:00 a.m. to 4:00 p.m. All school policies must be adhered to in the media center. Violations of school policies may result in progressive discipline and/or removal from media center.

14. Out of Bounds

Cypress High School is a closed campus. Students are not allowed to leave the campus for any reason without signing out of the attendance office. Students will be considered out of bounds when in the following areas:

- *Parking lots during the school day*
- Athletic fields when not in scheduled PE or athletic class
- Outside of class without a valid pass
- Inside the buildings or locker areas after the first ten minutes of lunch

Students caught out of bounds will be given a discipline referral and assigned to the Wednesday Work Study.

15. Parent Responsibilities

The school has the following expectations of every parent:

- Create a quiet place for studying
- Regularly visit the Aeries Parent Grade Portal to monitor your student's academic progress, attendance, and behavior
- Communicate with teachers and coaches as needed
- Support the school, its policies, and its effort to maintain a safe, academic environment where all teachers can teach and every student has an opportunity to learn
- Provide lunch money or lunch from home
- Questions or concerns about classroom issues or athletics should be communicated directly to the teacher or coach

I understand that as a parent, it is my responsibility to ensure that my child:

- Follows the school's policies
- Is respectful and is held accountable for his/her actions

16. Progressive Discipline

Cypress High School follows progressive steps in assigning disciplinary consequences for rule violations. Our goal is not to punish, but to change negative behavior. Students are expected to follow all rules and policies outlined in the California State Education Code, the AUHSD Parent and Student Handbook and the Cypress High School Policy Pages. **I understand first offenses for any rule infractions may result in immediate disciplinary action.**

Major infractions may result in immediate removal from Cypress High School on the first offense.

Any violation of school or district policy may result in a disciplinary referral. If a student accumulates five referrals during the school year, he/she may be placed on probationary status.

Other reasons for referrals (this is not an inclusive list):

- Chronic Defiance
- Chronic Disruption
- Forgery
- Profanity/Vulgarity
- No Show to Detention

Once on probationary status, the student will be subject to reduced privileges. In order to be removed from probationary status, the parent, student and administrator will determine a program of positive actions to be completed to gain regular status. Probationary status carries over from year to year.

Detentions

- Students are responsible for notifying their parents/guardians
- Students must bring a current photo ID, school work, and a reading book
- Late students will not be admitted and it will be considered a failure to serve
- Rescheduling must be done by the end of lunch the scheduled day
- Rescheduling may only be done once and by the person who assigned it
- **Failure to serve detention will result in a Wednesday Work Study**

Wednesday Work Study (WWS)

- Students are responsible for notifying parents and obtaining a parent signature
- WWS may only be rescheduled one time throughout the school year
- Hours are from 2:45 - 4:45 p.m.
- Students will not be admitted if they are late
- All school rules apply
- **Students who are disruptive or who refuse to do their assignments will be sent home, serve this WWS another day, assigned an additional WWS, and/or be suspended from school**
- Students must bring school work and a book

Suspension

- Student and parents are notified, and a parent conference may be scheduled

- Students may not participate in any school activity or event during the suspension period
- Parents may request homework
- Student is responsible for missed assignments

17. Social Media

Social media includes websites, posts, texting, blogs, twitter, etc... Discussions and messages that cause or prompt school disruptions will not be tolerated. Harassment, threats, sexting, and other inappropriate use of these media by either the person sending or the person who receives it and then forwards it will be held accountable.

Consequences may include parent conference, behavioral contract, suspension, transfer, and/or expulsion which will be based on the severity of the disruption.

18. Student Activities and Events

Participation in events, activities, dances, and graduation ceremony is a privilege. The following may exclude a student from participating in a CHS event or activity:

- Outstanding fines
- Quarter GPA below 2.0
- Seven or more tardies
- Six or more unexcused period absences or trancies
- Three days of Wednesday Work Study and/or regular suspension
- Student on probationary status for disciplinary referrals

19. Student Lockers

Student lockers are provided by the school for each student's convenience. Student lockers are not mandatory or required. Lockers not used by the first two weeks of entering school may be reassigned to other students. Students must supply their own lock. **Students are not to share lockers or use a locker not assigned to them.** The school is not responsible for any items missing or stolen from the lockers.

- Students may be assigned Wednesday Work Study and/or lose their locker privilege for using a locker not assigned to them
- See General Office Clerk in the main office if you have any locker questions
- Leave your valuable items at home
- Students have no expectation of privacy in their lockers as they are the property of the AUHSD

20. Student Parking

- Permits cost \$20 and will not be replaced if lost or stolen
- Permits are a privilege and can be revoked for various reasons, such as, parking improperly, speeding, reckless driving, excessive discipline, continued defiance, a GPA below 2.0, and being on probationary status
- Cars parked on campus are subject to being searched when there are reasonable grounds
- Cars must be parked in designated student spaces with a current parking permit
- Cars improperly parked and/or without a current parking permit will be towed at the owner's expense
- Cypress High School and AUHSD are not responsible for theft or vandalism to vehicles (Report any theft or vandalism to the main office and Cypress Police)

21. Tagging, Graffiti and Vandalism

All forms of tagging/graffiti and implements are prohibited and may result in the following consequences:

- Suspension
- Arrest
- Financial restitution
- Transfer or expulsion

22. Textbooks and School Property

Any school or district property that has been lost, stolen, or damaged must be paid for or replaced by the student. The student is responsible for returning the exact school or district property that was issued to them upon request. Price will be determined based on replacement value.

23. Valuables, Bikes, Skateboards, and Scooters

Bikes, skateboards, and scooters must not be ridden on campus at any time. These items may be confiscated and released only to a parent at a later time. Bikes, skateboards, and scooters must be properly locked inside the fenced area behind the 100 building.

- Do not bring valuable items to school or leave in school or PE/athletic lockers
- **CHS and AUHSD are not responsible for any stolen, misplaced or vandalized student property**
- Continued violations will invoke the progressive discipline policy

24. Weapons, Dangerous Objects and Threats Against the School

Weapons, dangerous objects, and look-a-like weapons are not allowed on campus at any time. Do not bring them to school! Threats against school or employees will not be tolerated. These items or threats will result in the following consequences:

- Five day suspension
- Transfer to another school or expulsion from AUHSD
- Citation or arrest

In order to avoid all of this, just follow the rules.

AND

Do your best!!!

Cypress High School Policies and Consequences Checklist

ID #: _____ Student Name: _____ Grade: _____ Date: _____

I agree to adhere to the Cypress High School policies and consequences for the 2018-19 school year. I further understand that this policy packet serves as the first warning, and first offenses for any rule infraction will result in disciplinary action. All policies are subject to change as deemed necessary by administration. Any changes made during the year will be made and published to the website.

Initial in the spaces below

	Parent	Student
1. Academic Honesty and Cheating	_____	_____
2. Attendance and Tardy	_____	_____
3. Cell Phone and Electronic Device	_____	_____
4. Class Changes	_____	_____
5. Deliveries	_____	_____
6. Dress Code	_____	_____
7. Drugs, Alcohol, E-Cigarettes, and Tobacco	_____	_____
8. Fighting and Bullying	_____	_____
9. Final Exam Schedule	_____	_____
10. Grades	_____	_____
11. Identification Card (ID)	_____	_____
12. Littering	_____	_____
13. Media Center	_____	_____
14. Out of Bounds	_____	_____
15. Parent Responsibilities	_____	_____
16. Progressive Discipline	_____	_____
17. Social Media	_____	_____
18. Student Activities and Events	_____	_____
19. Student Lockers	_____	_____
20. Student Parking	_____	_____
21. Tagging, Graffiti, and Vandalism	_____	_____
22. Textbooks and School Property	_____	_____
23. Valuables, Bikes, Skateboards, and Scooters	_____	_____
24. Weapons, Dangerous Objects, and Threats Against School	_____	_____
25. Curriculum Letters – Please read by the end of the 2 nd week of classes	_____	_____

Student Signature

Parent Signature

This form MUST be turned in at registration. It will be kept in the student's file.