

Barstow High School

Student/ Parent Handbook



“Can’t Hide That Aztec Pride”

Real Education means to inspire people to live more abundantly, to learn to begin with life as they find it and make it better...

Principal's Welcome

August 13, 2015

Dear Parents/Guardians and Students of Barstow High School,

Welcome to Barstow High School and the 2015-2016 school year. We hope that you enjoyed your summer break and are eager to return to school.

Whether your child is a returning student or new to Barstow High be assured that we will work together to offer an environment that is educationally stimulating while offering freedoms that will allow them to have fun.

Please do not be a stranger to our campus as we know that students that have involved parents tend to do better socially and academically. Please come to assemblies, eat lunch with your child, or visit the classroom. Should you have any questions that deal with in-class events, please ask to speak with the teacher; if it deals with the overall program, curriculum, or activities, please contact me directly.

Please take the time to carefully read all items in this handbook as students are responsible for knowing its content. It also does a good job of explaining a typical year at our school. By reading it, you will have a better idea of what to expect.

We are glad to have you with us this year, and we want to assure you we will do our best to help your child experience academic, social, and emotional growth. With your help and cooperation, this will be an excellent school year.

Sincerely,

Derrick Delton

Derrick Delton
Principal

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Barstow High School/Parent/Student Contract

Dear Parent/Guardian:

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families and students, the following agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

The student will strive to:

Embrace all opportunities to learn
Show respect for self, Barstow High School, and other people.
Always do my "personal best"
Work cooperatively with other students and staff and be where I belong
Come to school prepared with homework and supplies.

The parent will strive to:

Assist their student in embracing all opportunities to learn
Show respect and support for the student, the staff and the school
Ensure that their student attends school regularly and on time
Provide a quiet place for the student to study at home
Ensure that the student completes all homework assignments
Attend parent-teacher conferences

The entire teaching staff at Barstow High School will strive to:

Ensure that every student learns
Respect and value the uniqueness of each student
Provide an environment that promotes active learning
Maintain open lines of communication with students and parents
Demonstrate professional behavior and a positive attitude.

Please take time to read and discuss this 2015-2016 Barstow High Student/Parent Handbook with your son or daughter. Your child is responsible for obeying the rules and policies printed in this handbook. Your signature below indicates that you had the opportunity to read this handbook. **Be sure your child returns this signed sheet to his or her English teacher.** If you disagree with any policy inside this handbook, please contact the Principal at 255-6105 to discuss your disagreement.

Parent(s)/Guardian(s) _____ Date _____

Student _____ Date _____

Barstow Unified School District

Board of Trustees

Julie Clemmer, Raymond Perea, Mary Rodriguez,
Barbara Rose, Ben Rosenberg

District Administration

Jeff Malan, Superintendent of Schools	255-6006
James Davis, Assistant Superintendent, Personnel Services	255-6041
Scott Godfrey, Assistant Superintendent, Educational Services	255-6021
Wael Elatar, Chief Business Official	255-6010
Joni James, Director II, Pupil Services	255-6028
Theresa Gonzalez, Director, Instructional Support Services	255-6024
Randy Ehresman, Director, Maintenance, Operations, Transportation & Safety	252-5065

Barstow High School

Derrick Delton, Principal	255-6105
Joni Ostrander, School Administrative Assistant.....	255-6105
Robbie Willets, Career Center Technician.....	255-6126
Gene Theriot, Counselor	255-6121
Michelle Lopez, Counselor	255-6118
Anna Robles, Counselor.....	255-6108
Linda Yazzie, Office Manager	255-1443
Michelle Mellody, Registrar	255-6122
Priscilla Jaramillo, Senior Office Assistant	255-6119
Vince Williams, Assistant Principal/A.D./Facilities/Custodians/Technology	255-6110
Jo Ann Hill, School Accounting Technician	255-6114
Sandra Johnson, Secretary	255-6110
Vickie Keller, Health Assistant	255-6116
Sara Kardouni, Assistant Principal, Special Education/Alternative Ed./Curriculum	255-6128
Diana Saenz, Secretary	255-6128
Michelle Carter, Library Technician.....	255-6129
Katrina Espinoza, Library Assistant.....	255-6129
Daron Banks, Assistant Principal, Attendance/ROP/Testing Coord./ELL.....	255-6160
Lydia Manzanares, Secretary	255-6160
Robert Cruz, Senior Office Assistant, Attendance Office.....	255-6107
Brienne Vega, Senior Office Assistant, Attendance Office.....	255-6113

BARSTOW HIGH SCHOOL

BELL SCHEDULES - 2015-2016



REGULAR SCHEDULE

First Bell	7:10 A.M.
Period 1	7:15 - 8:08 A.M.
Period 2	8:13 - 9:06 A.M.
Period 3	9:11 - 10:08 A.M.
(Lunch is based on the location of 4th period)	
Lunch A (Rows 60, 70, 80, 900, PE).....	10:08 - 10:38 A.M.
Period 4b	10:13 - 11:06 A.M.

Period 4a	10:43 - 11:36 A.M.
Lunch B (Main Hall, Rows 20, 30, 40, 50 500, 800, Sports Therapy)....	11:06 - 11:36 A.M.

Period 5	11:41 - 12:34 P.M.
Period 6	12:39 - 1:32 P.M.
Period 7	1:37 - 2:31 P.M.

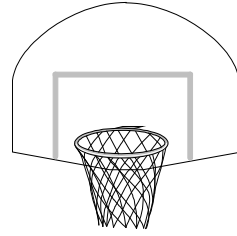
WEDNESDAY MINIMUM DAY SCHEDULE

First Bell	7:10 A.M.
Period 1.....	7:15 - 7:53 A.M.
Period 2	7:58 - 8:36 A.M.
Period 3	8:41 - 9:19 A.M.
(Lunch is based on the location of 4th period)	
Lunch A (Rows 40, 50, 60, 70, 80, 800, P.E.)	9:19 - 9:49 A.M.
Period 4b	9:24 - 10:02 A.M.

Period 4a	9:54 - 10:32 A.M.
Lunch B (Main Hall, Rows 20, 30, 500, 900, Sports Therapy).....	10:02 - 10:32 A.M.

Period 5	10:37 - 11:15 A.M.
Period 6	11:20 - 11:58 A.M.
Period 7	12:03 - 12:41

ACTIVITIES



STUDENT ACTIVITIES

Eligibility

Barstow High School provides numerous educational opportunities for students in addition to its regular academic program. These activities fall into two primary areas—co-curricular and extra-curricular. Minimum eligibility requirements for participation in extra-curricular activities is a previous quarter grade average of 2.0. Minimum eligibility requirements for participation in co-curricular activities is a semester grade average of 2.0. Students with less than 2.0 will not be allowed to enroll in courses listed as co-curricular until the grade point average returns to a 2.0 or better.

Incoming ninth graders, who do not meet the 2.0 grade point average and wish to participate in an extra- or co-curricular activity, will be placed on probation. For extra-curricular activities, the probationary period is to be one quarter, and for co-curricular activities, the probation period is to be one semester (AR 5121a).

Co-curricular activities at Barstow High School include:

- Journalism
- Advanced Journalism
- Color Guard
- Drama
- Instrumental Music (Band, Jazz Ensemble, Wind Ensemble)
- Student Government
- Yearbook

Extra-curricular activities at Barstow High School include:

- Advanced Placement (AP)
- American Field Service (AFS)
- A.P.A. (Art) Club
- Asian/Pacific Islanders' Club
- Associated Student Body
- Aztec Band Club
- California Scholarship Federation (CSF)
- Debate Team
- Faith Club
- Gay Straight Alliance (G.S.A.)
- Hand-N-Hand Rotary/Interact Club
- Key Club
- Link Crew
- Photo Club
- Science Club
- Speech and Debate Club
- Spiritleaders (Songleaders/Cheerleaders)
- Student Council
- Thespians Club
- Travel and Explorations Club
- V.I.C.A. (Vocational Industrial Arts Club of America)
- Wrestlerettes

Student Government

Student Government is a representative organization of students elected by their classmates to discuss and seek solutions to school problems. They meet regularly during the year and promote friendship, courtesy, and good sportsmanship. Student events and school problems are discussed, and recommendations are made to students, teachers, and the administration.

Student Body Officers for the 2015-2016 School Year

ASB President Caitlyn Scott-Blakely
ASB Vice-President Lauren Justus
ASB Secretary Aimee Velasquez
ASB Treasurer Justin Jarrett
ASB Commissioner of Activities Natalie Burnau

Class Officers

Senior Class President Esmeralda Velasquez
Senior Class Vice-President Alyssa Garcia
Senior Class Secretary Cindy Hatcher
Senior Class Treasurer Carly O'Neal
Senior Class Commissioner of Activities Crystal Garcia

Junior Class President Alexys Delgado
Junior Class Vice-President Aubrey Baker
Junior Class Secretary Karli Godfrey
Junior Class Treasurer Averie Rodriguez
Junior Class Commissioner of Activities Aleyah Zamora

Sophomore Class President Precious Youngblood
Sophomore Class Vice-President Julianna Adams
Sophomore Class Secretary Jessica Torres
Sophomore Class Treasurer Nisha Khatri
Sophomore Class Commissioner of Activities Katherine Cardenas

Freshman Class President TBD
Freshman Class Vice-President TBD
Freshman Class Secretary TBD
Freshman Class Treasurer TBD
Freshman Class Commissioner of Activities TBD

ASB and Extra-Curricular and Co-Curricular Activities

It is school board policy that all students who wish to participate in ANY CO-CURRICULAR AND EXTRA-CURRICULAR activities must have a grade point average of at least 2.0. In an effort to maintain the academic integrity of Barstow High School ASB will strictly enforce this rule at all ASB-sponsored events including but not limited to Prom, Powder Puff, Homecoming, Mr. Aztec, and all ASB assemblies.

Board Policy – Students in grades 6 through 12 must earn at least a 2.0 or C grade point average in order to participate in extra-co-curricular activities with the exception of incoming ninth graders. Incoming ninth graders who do not meet the 2.0 grade point average and wish to participate in an extra or co-curricular activity will be placed on probation. The probation period will be one quarter for extra-curricular activities and one semester for co-curricular activities.

(Cf. 6145 - Extracurricular and Cocurricular Activities)

ASB (Associated Student Body) Cards

The cost of the ASB card will be \$35. Students with an ASB card will receive free admission to all athletic events. The purchase of the ASB card will also include the Community Discount Card and the Athletic Calendar.

The ASB, along with the clubs and activities it sponsors, **is the ONLY group authorized to sell goods on campus.** **All fund raising must be authorized by the ASB in advance.** The ASB also authorizes all payments.

Sports

The Physical Education Department, with the help of faculty and parents, sponsors several after-school sports teams, as well as athletic events throughout the year. Opportunities include:

Boys' Sports

- Baseball (Varsity/Junior Varsity)
- Basketball (Varsity/Junior Varsity/Freshmen)
- Cross Country (Varsity/Junior Varsity)
- Football (Varsity/Junior Varsity/Freshmen)
- Golf (Varsity/Junior Varsity)
- Soccer (Varsity/Junior Varsity)
- Tennis (Varsity/Junior Varsity)
- Track (Varsity/Junior Varsity)
- Wrestling (Varsity/Junior Varsity)

Girls' Sports

- Basketball (Varsity/Junior Varsity)
- Cross Country (Varsity/Junior Varsity)
- Golf (Varsity/Junior Varsity)
- Soccer (Varsity/Junior Varsity)
- Softball (Varsity/Junior Varsity)
- Tennis (Varsity/Junior Varsity)
- Track (Varsity/Junior Varsity)
- Volleyball (Varsity/Junior Varsity/Freshmen)

Athletic Calendar

Barstow High School athletic calendars will be sold for \$5 from the Activities Office. The calendars will include schedules from September 2015 through August 2016. The calendars will have directions to all athletic events. All proceeds from the calendar sales go directly into the Barstow High School Athletic Fund benefitting all athletic teams on campus.

Music

The Music Department offers the following classes:

- Concert Band
- Wind Ensemble
- Multi-cultural Music
- Chorus
- Guitar
- Strings

The Department sponsors the award-winning Barstow High School Marching Band. This band is formed from the members of the Concert Band, wind ensemble as well as Color Guard Unit which is made up of Flag Carriers. These students meet after school every day during marching season, and perform locally as well as out of town at parades and band reviews.

Smaller Learning Communities

Students attending Barstow High School will have the opportunity to select from one of three academies based on their future career interests. Within these academies they will have the chance to go off campus and view careers and activities that have a specific focus within their academy as well as receive information from staff members on ways to enhance the pursuit of their goals.

9th – 12th Grade

Mojave XP

STEM

V.A.L.O.R.

*International Trade
Exploration program
Logistics

*Science,
Technology
Engineering, Math

*Arts + Humanities

Parent Involvement

Parents who provide support at home enable their children to grow and achieve as students. Parental involvement at school also helps. By offering their ideas, talents and time, parents contribute in a unique way to the school and to the community as a whole.

Parent participation is especially important for the School Site Council. Barstow High School receives special funds from the state that are used to enhance school programs. The council, which is required to have parent members, meets once a month to review plans and expenditures. Parents willing to serve on this body should contact the principal.

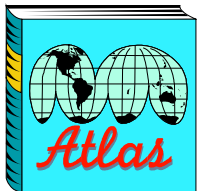
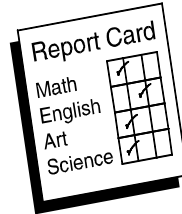
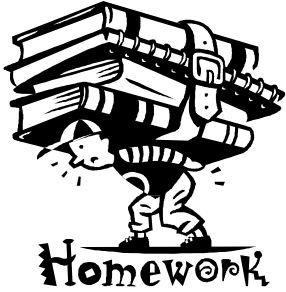
Barstow High School also has an English Language Advisory Council (ELAC) which monitors the programs and funds for the English Language Development (ELD) program. ELAC meets 4 times per year and also includes parent and staff members.

Volunteer as a classroom aide. Tutor one-on-one in your favorite subject. Be a library helper, a team sports booster, a marching band supporter. Help put on a lunchtime talent show or sports competition. With a staff member, co-sponsor a club or activity that matches your unique skills and interests -- chess, photography, crafts, embroidery, cooking, whatever! Give a presentation on a job or hobby. Work with students and teachers for History Day or the Science Fair. Chaperone a field trip or an after-school dance. If you want to be a part of the program, there's a place for you. These activities include:

- Newsletters to parents
- School Site Council
- English Language Advisory Council
- Student Study Team
- Awards Assemblies
- Back to School Night
- Band Performances
- Fund-raising Events

A final note: Parents are not the only adults outside of school who guide and motivate our students. Grandparents, aunts and uncles, other relatives, and family friends also make a difference. They are invited to get involved.

ACADEMICS



Academics

Mission Statement

The mission of Barstow High School, in partnership with our community, is to prepare all students for the choices, challenges, and opportunities in their future.

Expected School-wide Learning Results (ESLR's)

Students will be able to read, write, compute and use technology.

Students will be prepared for post-secondary opportunities.

Students will demonstrate the ability to process information and use critical thinking skills to solve problems.

Barstow Unified School District does not discriminate on the basis of race, color, national origin, ancestry, creed, sex, age, or handicap

Graduation Requirements

Students must have 220 semester credits and pass the California High School Exit Exam (CAHSEE) to receive a diploma from Barstow High School.

Subject Matter Requirements

English	40 credits	
	English 1	10 credits
	English 2	10 credits
	English 3	10 credits
	English 4	10 credits
Mathematics.....	30 credits	
	Algebra	10 credits
If Algebra 1 is completed in 8 th grade, the high school requirement is 20 units (BP 6146.1a).		
Social Studies	30 credits	
	World History/Geography	10 credits
	United States History	10 credits
	American Gov't/Economics (12 th grade)	10 credits
Physical Education.....	20 credits (passing grade required)	
<i>Enrollment required in Grade 9 in 9th Grade P.E. with second year required in any grade 10 through 12. (Athletic waiver for Advanced P.E./Barstow College Activities Courses or 2 BHS sports)</i>		

ATTENTION: All Parents and Students

CALIFORNIA HIGH SCHOOL EXIT EXAM
ANNUAL NOTIFICATION

All students scheduled to graduate are required to take and pass the California High School Exit Exam (CAHSEE) in order to receive a California high school diploma.

The testing dates at Barstow High School are to be determined and will be posted on-line at a later date.

Students will receive notification when they are supposed to take the Exit Exam.

If you have any questions or concerns, please call 255-6160.

Barstow Virtual Academy

The program is designed for students that desire to take core academic classes online. Any student who attends Barstow High School is a potential candidate for BVA. Enrollment is encouraged for students who have the potential to succeed in college prep courses. Online learning is NOT for everyone. It requires a great deal of self-discipline and self-monitoring.

Students enrolled in BVA are eligible to participate in band/music, CIF athletics, ASB activities and other school events.

B.U.S.D. Testing Schedule - 2015-16

TEST	<u>ADMINISTRATION DATES</u>	<u>GRADES</u>
<u>AP</u> (Advanced Placement)	May 2-13, 2016	11 and 12
CAHSEE (California High School Exit Exam)	November 3-4, 2015 February 2-3, 2016 March 15-16, 2016 May 10-11, 2016	<u>11 and 12</u> <u>10, 11, and 12</u> <u>11 and 12</u> <u>10 (make-up), 11, and 12</u>
<u>PSAT/NMSQT</u>	October 14 & 18, 2015 or February 22 thru March 4, 2016	<u>9 thru 11</u>
<u>SAT Reasoning & SAT Subject Tests</u>	October 3, 2015 November 7, 2015 December 5, 2015 January 23, 2016 March 5, 2016 May 7, 2016 June 4, 2016	<u>10 thru 12</u>
<u>California Assessment of Student Performance and Progress (CAASPP)</u>	TBD	<u>9 thru 11</u>
<u>CELDT</u>	July 1 – October 31, 2015	<u>9 thru 12</u>
<u>PFE (Physical Fitness Test)</u>	February 1, 2016 – March 24, 2016	<u>9</u>
<u>ACT</u> (American College Test)	September 12, 2015 October 24, 2015 December 12, 2015 February 6, 2016 April 9, 2016 & June 11, 2016	<u>10 thru 12</u>

C.A.H.S.E.E. (High School Exit Exam)

Students in California public schools will have to pass the High School Exit Exam to receive a high school diploma.

High School course selection is a vital part of preparing for college. Because admission requirements are changing and expectations for college preparation are increasing, we encourage you to pay close attention to the descriptions given below of California's three-tiered system of public education.

The California State Universities and Colleges

Ranging from Humboldt near the Oregon border to San Diego to the Mexican border, the twenty-three campuses of the California State University and Colleges, with enrollment exceeding 325,000 students, a faculty of 180,700, and more than 1,100 degree programs, constitute the largest system of higher education in the western world.

Entrance requirements are designed to admit 33% of the graduates of California high schools. First-time freshmen need to meet grade point average/test score requirements. In addition, specific subjects in high school (college-prep courses) must be completed with grades of "C" or better for admission:

A certified list of courses that meet these requirements is available in the Guidance Office. These courses are marked with "U/C" in the Course Description section of this handbook and next to the title of the class.

The Community Colleges

California is fortunate in having many state-supported community colleges. One is right here in Barstow, Barstow Community College. To be eligible for admission to a community college, a student must be 18 years of age or a high school graduate who can show that he/she can profit from a community college education. There is no specific subject or grade point average required for admission. However, all students must complete a college placement test before registration when enrolling for more than six units or enrolling in English or mathematics courses. Test results are used in placing students only and admission to the college does not depend upon the scores achieved.

Students at the community college who plan to transfer as juniors to a four-year college will take regular lower-division college work which will give the AA degree (Associate of Arts) and prepare them for entrance as a junior to the college of their choice. The most assured method of transfer as a junior to any U.C. campus is through the community college system.

For students who do not plan on four years of college, the community college offers two-year programs in a variety of vocational fields. These programs may lead to an A.A. or A.S. Degree.

University of California

The University has entrance requirements designed to admit the upper 12.5% of graduates from California high schools. To be eligible for consideration for admission to freshman standing, an applicant must meet the subject, scholarship, and examination requirements.

Entrance (A-G) Requirements - University of California and California State University

To satisfy this requirement, students must have successfully completed a specific sequence of high school courses in the subjects listed below.

Entrance Requirements (minimum)

4 years of English	1 year of visual or performing arts
3 years of mathematics	1 year of electives
2 years of laboratory science	2 years U.S. History/Government
2 years of language, not English	

Scholarship Requirement - University of California and California State University

“D” and “F” grades: “D” and “F” grades in the “a-g” courses used to meet minimum requirements must be **repeated**. In mathematics, foreign language and chemistry only, a grade of “C” or better in more advanced course work may validate “D” and “F” grades in earlier work. Consult with the counselor to determine how these grades can be improved and how the University will use them in evaluating the scholarship record.

AP Courses

The grades earned in Advanced Placement (AP) courses that are certified by the high school will be given extra weight in computing the grade point average for admissions to a U.C. Grades in AP courses will be counted as follows: A = 5 points; B = 4 points; C = 3 points. (Not more than two units in 10th grade).

Scholarship Requirement

In calculating an applicant’s grade point average for admission, the University will use only the grades earned in the “a-g” courses taken in grades 10 and 11. These grades are counted as follows: A = 4 points; B = 3 points; C = 2 points; D = 1 point; and F = 0.

Examination Requirement - University of California

All freshmen applicants must submit test scores as described below:

1. One aptitude test, either a or b:
 - a. Scholastic Assessment Test (SAT I). Verbal and mathematics scores on this test must be from the same sitting.
 - b. American College Test (ACT). The composite score will be reported.
2. Two College Board Subject Tests (SAT II). These must include:
 - a. Writing
 - b. Mathematics, Level I, IC or IIC

- c. One test chosen from English literature, foreign languages, sciences, or social studies.
3. A passing score reported from the California Standards Test given at Barstow High School in April in English and mathematics.

Private and Out-of-State Public Colleges

The United States has more than 3,000 colleges and universities to choose from, and a number of our students look to private colleges throughout the country as well as public colleges outside of California.

Each college has a separate personality that sets it apart. A few are highly selective, admitting less than one of every six applicants, while others admit a majority of those who apply. The Career Center has reference books, catalogues, and videos available.

University of California Guidelines for Honors-Level Courses

The University of California wishes to encourage students to take demanding, advanced academic courses in all fields while in high school. Accordingly, grades earned in up to four units (8 semester courses) of work in courses taken in the student's last two years of high school will be counted on a scale: A = 5 units; B = 4 units; C = 3 units if these courses are certified by the high school as offered at an honors level.

Definition of Honors-Level Courses

The following courses are considered honors-level courses:

Advanced Placement courses in the "a-g" college-preparatory subjects which are designed to prepare students for an Advanced Placement Examination of the College Board include: AP Biology, AP U. S. History, AP Calculus, AP Statistics, AP English Language and Composition; AP Economics/Government; AP Statistics, AP Spanish Language, AP English Literature and Composition; AP American Government; and AP Micro-Economics.

Weighted Grades

Barstow High School will provide weighted grades for all classes weighted by the University of California.

For this school year, these classes include AP United States History, AP English Literature and Composition, AP Calculus, AP Biology, AP Language and Composition, AP Economics/American Government, AP Statistics and AP Psychology.

To receive these weighted grades, a student must be at least of junior standing (except for 10th grade AP U. S. History. An "A" will be worth 5 grade points; a "B" will be worth 4 grade points; a "C" will be worth 3 points; a "D" will be worth 1 grade point; and an "F" will be worth 0 grade points on a 4-point scale.

Concurrent Enrollment:

Some students at Barstow High School may wish to enroll in classes at Barstow Community College to accrue both college and high school credits toward graduation. Barstow Unified School District policy states that students may receive high school credit for coursework completed at an accredited community college or four-year college only. (AR 6146.11) No more than 10 semester credits per semester of coursework may be transferred towards high school credit, with the total number of transferrable credits not to exceed 40 semester credits towards high school graduation requirements. BUSD does not allow concurrent enrollments in other high schools, public or private, and credits from those schools may not be transferrable towards high school graduation requirements. It is recommended that students discuss possible alternative credits toward graduation with their counselors.

Transferrable Credits:

Some students enrolling in Barstow High School may have credits for transfer from non-accredited private or charter schools. In order to receive credit toward graduation requirements for these courses, the student will be required to demonstrate his/her capabilities by examination given under the Barstow High School's supervision. (AR 6146.11)

Valedictorian and Salutatorian Selection Policy

“To honor superior academic achievement, graduation ceremonies shall include recognition of a valedictorian and salutatorian. The Superintendent or designee shall establish procedures that ensure a fair determination of the students who have achieved the highest grade point average in the graduating class. If a tie exists, the principal may honor more than one valedictorian and/or salutatorian.” (*Barstow Unified School District Administrative Regulation 5127*)

The criteria listed below allows all students who have chosen to attempt the most rigorous curriculum at Barstow High to compete equally for selection as the Valedictorian and Salutatorian, as well as for any recognition and scholarships that may be associated with their high level of academic achievement. Units attained in the Barstow Virtual Academy will not meet the selection criteria.

Selection Criteria

1. The selection is based on the Academic GPA, which consists of all courses designated “A-G College Preparation”. The list of courses that meet the UC/CSU “A-G” requirements and those that do not meet A-G requirements are attached.
 - AVID (all levels)
 - Child Development
 - Entrepreneurship
 - Intro to Marketing and Intro to Management
 - Medical Terminology
 - TV Video Production
 - Website Design
 - Yearbook
 - World Regional Geography
 - Advanced Journalism
 - Criminal Justice
 - Any class taken to fulfill a graduation requirement (i.e. PE 9)

2. Courses must be those offered at Barstow High School (or its equivalent to meet the basic graduation requirements) during the regular school year or during Summer School. On-line courses will be excluded from the calculation (UCCP, PLATO, BCC, etc). Middle college students will be allowed to count as many classes that they are missing at the high school by being a part of the middle college. The grades will be weighted and cannot be used to replace a high school class. This will be done on a semester basis—a semester class at the college will only count as a semester at the high school when it comes to the Valedictorian formula.

3. Weighted grades for Advanced Placement courses *offered at Barstow High* will be included in the GPA calculation.
4. To be considered, students must attend their final two semesters at Barstow High School.
5. Selection will include all eight semesters of high school. Announcement of valedictorian and salutatorian will take place after all grades for the eight semesters are officially submitted and calculated.

SCHOLASTIC ACHIEVEMENT

A list of Honor roll students is printed each semester. Grade point averages are computed as follows:

A = 4 points	C = 2 points
B = 3 points	D = 1 point

Divide your points by 7 (for seven classes).

An average of 4.0 or higher places a student on the *4.0 Perfect Honor Roll (Magna Cum laude)*. An average of 3.7 to 3.9 places a student on the *Principal's Honor Roll (Suma Cum laude)*. An average of 3.0 to 3.6 places a student on the *Honor Roll (Cum laude)*.

REPORT CARDS/Progress Reports

Report cards are issued at the end of each quarter. Evaluation is based on achievement, effort, work habits and citizenship. The following symbols are used:

A = excellent	B = above average	C = average
D = below average	F = failing	P = passing
I = incomplete grade (work must be completed)	NM = no mark	

Only the 1st semester (December) and the 2nd semester (June) report card grades are part of the student's permanent record.

**Note:* Students who have outstanding library charges, fines, or owe money, for fundraising projects, will not receive report cards until charges/fines/debts are cleared.

PROGRESS REPORTS

Progress reports will be mailed mid-quarter to the parents or guardian of any student in danger of failing or currently failing a class (grade of "D" or "F"). A copy of such notice will be filed in

the student's record for the duration of the school year. Progress reports of all seniors in danger of not graduating will be sent by mail during the second semester. The final progress reports for seniors are mailed with receipt requested. When teachers become aware of students facing difficulties in their classes, the teachers are requested to contact the student's parent(s) by telephone.

Weekly progress reports may be requested through a counselor. Parents are encouraged to discuss student progress with each teacher to ensure a clear understanding of student expectations and achievement. A student must receive a progress report (at least 10 days prior to receiving report card) if the teacher is to submit a failing grade.

HOMEWORK

Well defined, meaningful homework is an important part of education. It helps develop independent study habits and techniques and provides practice of classroom instruction.

Responsibility for homework lies with the student, not with the teacher. The development of self-discipline and sound independent study habits are essential for future scholastic and vocational success.

Every student at Barstow High School should expect to spend approximately 90 minutes per day, Monday through Thursday each week, on homework assignments. The assignments should be done promptly and turned in on time. Students returning after being absent must ask teachers for make-up work. Make-up time is permitted for excused absences due to illness on a ratio of two days for each day ill and one day for excused absences not due to illness.

Homework Requests - Parents should call the attendance office as soon as they know their child may be absent from school for 3 or more days. Students who have been absent three consecutive days or longer may have parents request homework through the attendance office. Homework requested, by 8:30 a.m., may be available for pick up the next school day between (2:30 - 3:00 p.m.). Please call the office prior to picking up the homework at 255-6100.

Failure to fulfill homework responsibilities will result in a lower grade or possible failure.

Parents who foresee a situation where their son or daughter will have a prolonged absence are encouraged to contact the school administration ahead of time to arrange to pick up homework prior to the absence. For longer absences, perhaps an independent study program would be more appropriate. In this way, possible attendance problems would be eliminated or at least minimized. In either situation, please contact school officials.

Library and Textbooks

The Library is open each school day from 7:00 a.m. to 3:00 p.m. The student's school I.D. card is also the library card. Students may check out up to three library books at a time for a three-week period. The Library also handles textbooks. Texts will be distributed on designated days in August. Students are responsible for the care and return of the exact books (according to bar code number) issued to them. Students will be held accountable for lost or damaged books regardless of circumstances. A fine will be assessed for any damages. Replacement cost will be charged for any book not returned to the library at the end of the school year. Students **SHOULD NOT** leave books in a classroom. A teacher's permission to leave books in the classroom does not absolve the student of responsibility for its safe return. Students will not be allowed to participate in any school sports or in ASB offices, cheerleading, winter ball, prom, until they have been cleared by the library of all textbooks, library books, and miscellaneous school charges.

Lost and Found - Textbooks

All lost and found textbooks will be forwarded to the school library. A refund request will be processed through the district accounting office for any lost/paid book that is returned to the library within a year of payment, providing that the student does not have any other outstanding charges or overdue books. Also, a standard processing fee of \$5.00, along with any applicable damage charges, will be deducted from the amount of the refund. Once textbooks have been checked out to a student, it is the student's responsibility to keep track of the books and maintain their condition. **Students MUST report stolen books the day they are stolen in order to be relieved of financial responsibility.** Lost books, unreported or late reported stolen books, and damaged books are charged to the student. Students will not be issued additional books until all fines are paid and overdue books returned.

- Students will not graduate from high school with a diploma or Certificate of Completion until all fines are settled.

Cheating/Honesty Policy

PLAGIARISM

Plagiarism is the copying of another person's words and passing them off as your own. i.e. as in copying word for word information from a book as if they were written by you. This form of cheating will be dealt with by individual teachers with continued use of plagiarism being cause for referral.

Cheating is obtaining or providing help on an assignment that is to be completed solely by the student. This definition applies to tests, individual projects, research, homework and other school work.

Cheating will not be tolerated at Barstow High School. (per. CA Education Code 35291.5)

Consequences for plagiarism/cheating are as follows:

First Offense: Parent notification by teacher, "F" grade on the work, student to see counselor with completed Student Referral form.

Second Offense: Parent notification, "F" grade on work, student to counselor with Referral form, counselor/Assistant Principal/student conference, student assigned to ISS for two days.

Third Offense: Parent notification, "F" grade on work, student to counselor with Referral form, counselor/Assistant Principal/student conference, student removed from class with an "F" semester grade, student assigned to ISS during that period for the semester (or following semester if cheating was on final), and student may not attend/participate in school activities for 45 days.

Counseling & Guidance Services

BELIEFS & PHILOSOPHY

Barstow High School Counselors believe that all students are entitled to receive the benefits of a comprehensive school counseling program. School counselors are a vital link to academic, career, and personal social development for all students at all grade levels. Working in collaboration with other educational programs in schools, credentialed school counselors ensure equity and access to programs and services so that every student is challenged and supported to achieve his/her highest potential.

Our school counselors advocate for the needs of students by providing guidance and support to maximize students' potential and academic achievement. In partnership with other educators, parents, and the community, credentialed school counselors facilitate the support system to ensure that all students are prepared academically and socially with the knowledge and skills necessary to contribute at the highest level as productive members of society.

The Counseling staff is available to all students. All conferences are held in strict confidence. Students are invited to arrange a conference through the guidance office.

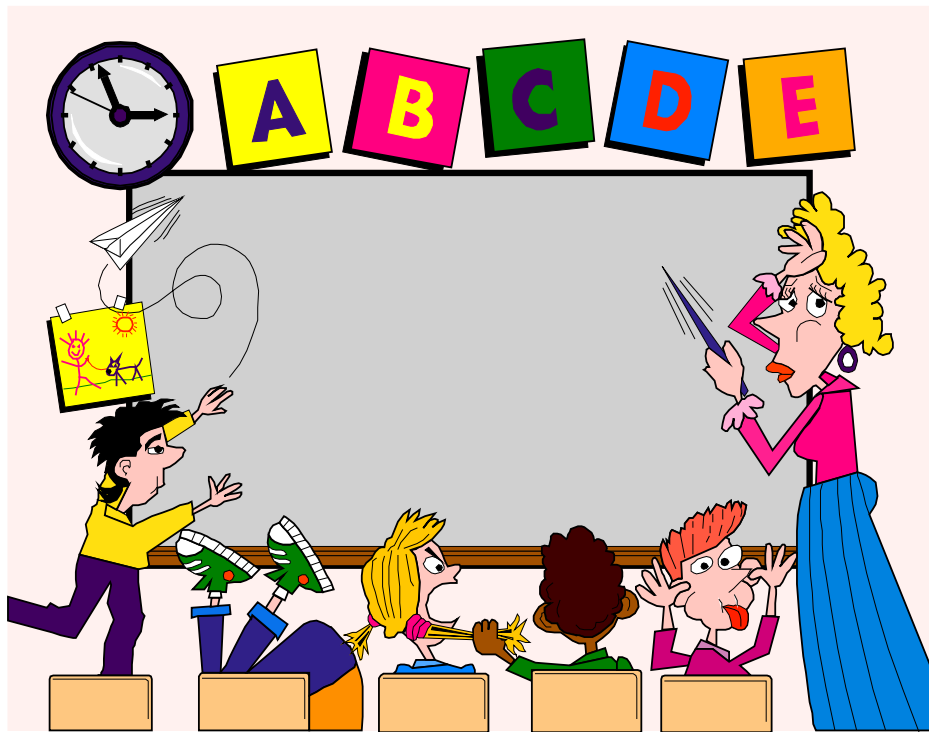
UC/CSU A-G Minimum Requirements (Courses needing to be taken in High School):

- A- Social Studies- 2 years
- B- English- 4 years
- C. Math/ Algebra 1- 3 years
- D- Lab Science- 2 years
- E. Foreign Language – 2 years
- F- Visual & Performing Arts- 1 year
- G- College Prep Electives- 1 year

MAKING CLASS CHOICES

Students are asked to discuss their program choices with their parents. It is important that parents agree with their student's selection of electives. While every attempt will be made to give students their preferred choices, we may not be able to fulfill that objective. Some classes may have to be canceled and/or replaced because of low enrollment.

RULES



Barstow High School Rules

Our goal in working together this year is not to set a great number of restrictive rules and regulations, but merely give you a few basic guidelines to behave in an appropriate manner. You and all school officials share a responsibility to keep Barstow High School a place where we can share a great deal of pride. The staff is here to help you. Treat everyone with a sense of respect and you will be able to expect to be treated with equal respect. We want the campus to be a safe and orderly place for all of you to learn.

STUDENT EXPECTATIONS

I will...

1. Do my tasks.
2. Have materials.
3. Be where I belong.
4. Control myself/speak respectfully and considerately.
5. Follow directions.

Progressive Discipline Policy

Barstow High School follows a progressive discipline policy. Each teacher is expected to make contact with Parent and/or Guardian when problems occur in the classroom. There will be steps each teacher takes to ensure that there is a consistent enforcement of classroom expectations. If a problem does occur in the classroom, the teacher will be in contact with Parent and/or Guardian via phone calls, email, and/or notes home. The student may be referred to a Guidance Counselor if and when a situation occurs. After interventions at that level a student may be referred to the Assistant Principal. Any severe incident will warrant an immediate referral to the Assistant Principal. The school administration reserves the right to make individual determinations on a case by case basis.

CODE OF STUDENT BEHAVIOR

As a student at Barstow High School, I have the responsibility to exercise self-discipline so that the rights of all are respected and a good learning environment can be maintained. I understand that I shall be held responsible for understanding and complying with this code of student behavior.

- Behave acceptably in the classroom, on the school grounds, and on the way to and from school. No running on campus. Stay away from restricted and unsupervised areas!
- Follow all directions of the classroom teacher and other school staff, obey the rules and regulations of each classroom, and avoid disturbing others. No eating or drinking in the classrooms except water. No gum or sunflower seeds on campus. (E.C.48900)
- Make every possible effort to complete work assigned, make up work missed due to absences, and complete the required course of study.
- Attend class on time and every day unless ill or excused. (E.C.48200)
- At no time make any threat or commit any physical or verbal violence against school personnel or other students. Keep **HANDS OFF** other students. (E.C.48900)
- At no time use profane or vulgar language or make obscene or suggestive gestures. (E.C.48900)
- At no time deface damage, destroy, steal, or litter school property or the property of other persons. (E.C.48900)
- At no time use, possess, or distribute tobacco, narcotics, alcohol, or weapons on school grounds. (E.C.48900)
- Any student using district transportation must follow the bus rules.
- At no time should a student be in possession of any type of electronic signaling device unless given specific administrative permission. (E.C.48901.5)
- At no time should a student be in possession of any type of permanent marker outside of the classroom without specific teacher permission.
- At no time should a student panhandle or attempt to borrow money or any items of value including food.
- At no time should a student be in possession of any type of laser pointer device

Three R's Rule - The following guideline is suggested: If you can't read, write, or do arithmetic with it, don't bring it to school.

Disciplinary Procedures

Barstow High School follows a progressive discipline system. As such, each disciplinary consequence progressively increases. The school administration reserves the right to make individual determinations on a case by case basis. Barstow High School is also a participant in Clean Sweep Program, so students may also receive court citations to appear before a Commissioner about their behavior.

Discipline Contracts

A student will be placed on a Behavior Contract and/or Pre-Expulsion contract if behavior warrants. These serve as a warning to all parties that behavior is serious enough that future instances may result in a recommendation of expulsion. They are to be taken very seriously and will be in effect for an entire school year.

Student Agreements

In an effort to address negative behaviors, students may be placed on administrative or no-contact agreements.

Care of School Property

Students are urged to show pride in their school and refrain from marking or defacing desks, walls or any part of the buildings. Parents of students involved in the destruction of property will be billed for repairs and students may be suspended or expelled. Keep our campus clean!

Food and Drink in Classrooms

Barstow High School has a **NO FOOD/DRINK POLICY** in our classrooms. Students are not allowed to eat or drink (water is the exception) in classrooms. Additionally, food or drink (water is the exception) is not allowed on desks, the floor, on a cabinet, on tables or any other area not covered. The only place a student may keep his food or drink (water is the exception) is in a backpack or other similar device used to carry books, papers, etc.

Laser Lights/Dangerous Objects

Laser pointer devices are prohibited at school. Many of them contain warnings that the device can cause serious eye damage. Consequently, California Education Codes have designated these devices as a weapon. The consequences for being found with one are home suspension. If a student is using it and shining it on students or staff, the student will be given home suspension for 3 to 5 days. Aerosol cans, chains, and heavy belt buckles are also prohibited on campus.

Medication

The *California Education Code* (49423) states: Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives: (1) a written statement from such physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth on the physician's statement.

In accordance with *California Education Code* (49423) students are **NOT** allowed to take any medications at school including aspirin, Tylenol, asthma inhaler, antibiotic ointments, etc., **UNLESS** (1) a release form (PS-49-H) is filled out and signed by the student's physician and parents and (2) the medication is brought to the nurse in its original container labeled with the following information:

- The student's full name
- The physician's name

- Dosage schedule and dose form
- The name of the medication
- Date of expiration of prescription

Physical Education

All students must wear the Barstow High School physical education attire while participating in all P.E. activities. Anything else other than the proper attire is unacceptable. Students must also wear socks and properly-laced tennis shoes (slip-ons, flip flops, bed slippers, and high heels of any type are unacceptable). All students must clearly mark both their shirt and shorts with their name to prevent theft. The P.E. teachers will notify students of the vendor and pricing of the t-shirts on the first day of school. Special arrangements will be made for students who cannot afford the P.E. attire.

Non-Dress Policy

It is expected that all students are to dress out in the required BHS physical education attire every day. A non-dress is a student not dressed out in the appropriate attire, including the proper shoes, in preparation for the daily activity. The student will need to be in full attire including shoes, or it will be considered defiance and a non-dress

Possession of a Controlled Substance

Any student on campus or at any school event or activity or going to or from school, who has unlawfully possessed, used, or been under the influence of any controlled substances, alcoholic beverage or intoxicant of any kind may be, after due process, suspended for five school days, recommended for expulsion, issued a citation by Barstow Police, or any combination of the above.

Barstow Police Department Canines are utilized for substance awareness and detection services.

SARB (School Attendance Review Board)

SARB was created by the State Legislature to become effective January 1975 (*Education Code*, sections 12500, et. seq.)

- To help school districts find the best school and community programs to prevent attendance problems;
- To divert young people with severe school and behavior problems from the juvenile justice system;
- To marshal all the appropriate resources of school and community to focus on resolving the problem fo each child referred to SARB; and
- To identify available school and community resources and to promote the establishment of appropriate resources.

Your School Attendance Review Board is composed of educators, community representatives, parents, and members of law enforcement, probation, and welfare agencies. As a team, they represent, or have access to, all the resources of the community which can deal with a troubled child and his family. This Board meets regularly to screen, review, and recommend a specific plan of action for each child referred to it.

For more information, contact Pupil Services, Barstow Unified School District, 551 South Avenue "H", Barstow, CA 92311. Their telephone number is 255-6027 or 255-6028.

Passes:

Students out on campus during regularly scheduled class time are to have passes signed by the teacher. No student is to be permitted out of class without a legitimate excuse. Student Assistants, Work Experience, ISP, and Limited Day students must have proper identification.

In an effort to respond to the problems of tardies and truancies, a Saturday School class will operate to make up lost instruction. Saturday School will be an alternative to suspension and a method by which lost attendance due to truancy will be recouped. *Education Code 48260* permits the governing board to require truants to attend make-up classes on the weekends.

Smoking

Possession of tobacco or any tobacco paraphernalia is prohibited by state law. Students in possession of tobacco or any tobacco paraphernalia (including e-cigarettes and vapor pens) may be subject to one or more of the following disciplinary actions:

- Confiscation of tobacco product
- Student conference
- Parent/guardian contact
- Citation issued
- Two- (2) to five- (5) day suspension
- Disciplinary probation with behavioral contract

Any disciplinary action taken is at the discretion of the administrator depending on previous discipline record of each student.

Mutual Combat & Self Defense

A student must not provoke difficulty and there must be impending peril without convenient or reasonable mode of escape in order for an incident to be classified as self-defense. To hit someone back simply because they hit you is not self-defense, it would be considered retaliation. Instances where a student did provoke difficulty or stayed in a situation where there was a reasonable mode of escape which resulted in a fight would be considered mutual combat, not self-defense. **Students that are involved in two physical altercations during the school year may be recommended for expulsion.**

Duty Concerning Conduct of Pupils

Education Code 44807. Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, assistant principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 49000.

Mandatory Parent Attendance

California Education Code 48900.1

48900.1. (a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended. (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom.

The adopted policy shall include the procedures that the district will follow to accomplish the following:

(1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.

(2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.

(3) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.

(4) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

California Labor Code 230.8.(a) (1)

230.8. (a) (1) No employer who employs 25 or more employees working at the same location shall discharge or in any way discriminate against an employee who is a parent, guardian, or grandparent having custody, of one or more children in kindergarten or grades 1 to 12, inclusive, or attending a licensed child day care facility, for taking off up to 40 hours each year, not exceeding eight hours in any calendar month of the year, to participate in activities of the school or licensed child day care facility of any of his or her children, if the employee, prior to taking the time off, gives reasonable notice to the employer of the planned absence of the employee.

***REASONS FOR SUSPENSION AND EXPULSION UNDER
EDUCATION CODE 48900***

The most important obligation that the school district has to students and parents is to provide a safe and healthful environment in which students may learn. The State of California has strengthened this obligation by indicating which student misbehaviors may result in suspension and/or expulsion from school. In fact, item numbers 1,2,3,4, and 5 below are mandated recommendations for suspension and/or expulsion from school. The Board of Trustees has also adopted a zero tolerance for drug involvement. It is hoped that all students and parents, for the welfare of all, take the message seriously -- Do not have in your possession or be involved with weapons or drugs while at school or at a school function. The school district is so concerned about protecting students against illegal drugs that the Board of Trustees enacted a policy in accordance with legal guidelines to use trained nonaggressive dogs to sniff out and alert staff to the presence of illegal substances (BP5145.12(b)).

Behaviors which may result in suspension and/or expulsion from school:

1. Caused or attempted to cause or threatened physical injury to another person.
2. Possession or sale of firearms, knives, explosives, replicas of weapons, or other dangerous objects.
3. Possession, use, sale, or furnishing of drugs, alcoholic beverages or intoxicants.
4. Offered, arranged or negotiated to sell a controlled substance, and then sold, delivered or furnished another substance, represented as a controlled substance.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possession or use of tobacco, or any products containing tobacco or nicotine products on campus.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.

10. Possession, or offering, arranging or negotiating to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willful defiance.
12. Knowingly received stolen school property or private property.
13. Committed or attempted to commit a sexual assault or committed sexual battery.
14. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
15. Engaged in, or attempted to engage in, hazing.
16. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
17. Aiding or abets, the infliction or attempted infliction of physical injury to another person.
18. Committed sexual harassment.
19. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Hate violence: Violence as a result of another person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.
20. Harassment, threats, or intimidation which creates an intimidating or hostile education environment.
21. Made terroristic threats against school officials or school property, or both.
22. * Causing serious physical injury to another person, except in self-defense.
23. * Possession of any knife or other dangerous object of no reasonable use to the pupil.
24. * Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety **Code**, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
25. * Robbery or extortion.
26. * Assault or battery, as defined in Sections 240 and 242 of the Penal **Code**, upon any school employee.
27. * Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
28. * Brandishing a knife at another person.
29. * Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
30. * Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
31. * Possession of an explosive.

*** Mandatory Recommendation for Expulsion**

OPERATION CleanSWEEP

Barstow High, Central High, and Barstow Junior High are members of Operation CleanSWEEP.

Operation CleanSWEEP is a cooperative effort involving these schools, Barstow Police and the San Bernardino Sheriff's Office. This program seeks to improve safety and enhance the learning environment at participating schools through partnership with law enforcement, and the juvenile court system.

Under Operation CleanSWEEP, students who develop a pattern of criminal behavior at school, on the way to and from school, or at any school sponsored activity, would receive a citation to appear in juvenile court. Students who are found by the court to have participated in continuing criminal activities will receive fines and be assigned community service hours. The court can also assign counseling for the student and require, when appropriate, classes for parents. If the student fails to follow the courts prescribed rehabilitation, the court can upgrade the case from an infraction (not a criminal matter and not put on the student's criminal record) to a misdemeanor (a criminal charge that will be put on his/her criminal record).

Patterns of criminal activities at school that are citable under Operation CleanSWEEP are:

BMC 9.04.030	Daytime Curfew
<u>PC308(b)</u>	<u>Possession of Tobacco</u>
PC374.4	Littering
PC330	Gaming
PC415	Disturbing the Peace
PC485	Keeping Found Property
PC490.1/488	Petty Theft
<u>PC594.2(a)</u>	<u>Possession of Graffiti Tools</u>
PC640.6	Affixing Graffiti
PC594.1(e)(1)	Possession of Aerosol Paint Container
PC647(f)	Public Intoxication
BP25662(a)	Minor in Possession of Alcohol
<u>BP25658(b)</u>	<u>Minor Consuming Alcohol</u>
HS11357(e)	Minor in Possession of less than 1 oz. of Marijuana

DRESS CODE

The primary goal of Barstow High School is to promote academic achievement. Any apparel which draws undue attention to the wearer or detracts from the educational process shall be considered inappropriate. In order to provide a safe, nurturing environment where students can learn, free from distractions, threats, intimidation, or harmful influence, Barstow High School developed a dress code policy.

Anything not specifically covered in the rules and regulations that are disruptive to the educational process or considered to pose a safety hazard will be left to the discretion of the school administration or designee (see Board Policy 5132 and Administrative Regulation 5132).

Student Dress and Grooming Code

A student who goes to school without proper attention having been given to personal cleanliness (including hygiene and body odor) or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the schoolroom before entering.

In an effort to keep district schools and students free from threats or harmful influences and to promote a positive environment for learning, the following regulations are provided for parents/guardians, the following regulations are provided for parents/guardians, students and school staff to ensure appropriate school dress and grooming.

All students shall abide by the following Dress Code guidelines:

1. Garments shall be sufficient to conceal undergarments at all times.
2. Adequate footwear must be worn at all times. *No house slippers or house shoes.* Steel-toed shoes and cleats are not permitted.
3. All hats, caps, "dew" rags, bandanas, or any kind of head scarf are not permitted. This includes fedoras and fishing hats.
4. Sunglasses (unless prescription) cannot be worn in classrooms or inside school buildings. Sunglasses are to be unmarked except for student's proper name. Schools are not responsible if sunglasses are lost, stolen, or damaged.
5. Any apparel, jewelry, accessory, notebook, hair net or manner of grooming which by virtue of its arrangement, trademark or any other attribute or behavior denotes membership in or relationship to a group/gang which, advocates or promotes drug use or disruptive behavior or may be a potential safety hazard, are not permitted.

6. Finger rings, body rings, tongue studs, earrings or chains, belt buckles or clothing accessories which may be considered disruptive, a safety hazard or used as a weapon are not permitted. Pacifiers are considered infant accessories and are not allowed on campus.
7. Crop tops, clothing exposing bare midriffs, pajamas, halter tops, plunging necklines, tube tops, open-sided shirts, skirts shorter than mid-thigh, shirts, and blouses which expose sides of the body, see-through or mesh materials which expose bare skin or undergarments ARE NOT PERMITTED at school or during school activities. Outer clothing will properly cover all underwear. **Spaghetti straps and exposed bra straps are not permitted.**
8. Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines: The length of the shorts must be within the bounds of decency and in good taste as appropriate for school. The shorts length shall not be shorter than mid-thigh. Short shorts are not to be worn at school. Shorts that have pockets that extend beyond the hem line are considered a violation of dress code. Shorts worn with knee socks are not permitted. Socks should be pulled down to expose at least 6" of skin between the knee and sock. Shorts that do not meet these criteria are not allowed.
9. Dress length shall be within the bounds of decency and good taste as appropriate for school. Dress length shall not be shorter than mid-thigh. Garments shall be sufficient to conceal undergarments at all times. The length shall not be shorter than the end of the extended fingertips.
10. Apparel, hairstyle or makeup which are deemed a safety hazard or are disruptive to the educational process are not permitted.
11. Makeup, perfume, and false fingernails which cause a safety hazard or disruption are not permitted. Makeup of any kind is not permitted at the elementary schools without the permission of the principal or designee.
12. Tattoos will be covered if they promote any disruption to the educational program.
13. Meeting the requirements of Administrative Regulation 5132 (student dress) does not prohibit a student from adhering to the tenets of an established religion or faith as they relate to dress and grooming.

14. Lettering or printing will be allowed on shirts, sweatshirts, and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. Administration reserves the right to declare unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related.
15. Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belt, pants must not fall more than two inches below the hipbone. The crotch should not drop lower than the fingertips of the extended hand. The length of the pant should not extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should not cross the mid-point of the leg.
16. No garment may be worn that is cut-off, ragged or torn. Shredded jeans are permitted unless visible skin is showing above the mid-thigh (material must be sewn behind the opening).
17. No "see through" or "fish net" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, or tank type undergarments are permitted. Tank tops may be worn but must not reveal excessive skin or body parts, and must at all times cover any and all undergarments. **Administration reserves the right to determine compliance on an individual basis.**
18. Clothing which exposes bare midriffs, shoulders, and/or under garments are not permitted. All halter tops, spaghetti-string shoulders, plunging neckline shirts are not permitted. Undergarment tank-type shirts are not to be worn as outer garments. Outer garment must cover all bare skin and under garments appropriately.
19. Gang-Related Apparel(as determined by administration): Students wearing gang attire become targets for violence even though they are not gang members. In addition, the baggy, oversized clothing now identified as gang related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or provide hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as unacceptable dress:
 - #13 or #14 belt buckles or shirts, athletic jerseys, and any additional articles of clothing or accessories identified by administration or local law enforcement as being gang or hate group related will be forbidden on campus or any other school function or activity including sporting events.
 - *Gloves may be worn during inclement weather only. No single glove is to be worn at anytime. No leather type gloves such as baseball gloves are to be worn at school.*

20. Colors - Students shall not wear clothing or apparel identified by school personnel as "colors." The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

21. Oversized clothing of any type or clothing of an inappropriate length is not acceptable. Clothing must be worn right side out and have appropriate hems, exhibit no slits, tears, or holes, and must be in good condition.

22. Belts and Belt Buckles must be plain, unadorned and of an appropriate size for the student. Belts should be no longer than allow 4" of surplus when pulled to fit the waist and shall not hang from the belt line.

23. Barstow Unified School District school apparel such as T-shirts, sweatshirts, and jackets are permitted. Students are not to wear clothing designating membership in private clubs or representing gangs. Apparel representing community organizations may be worn upon approval of the school principal or designee.

24. *Anything not specifically covered in the above rules and regulations that are disruptive to the educational process or considered to pose a safety hazard will be left to the discretion of the school administration or designee with referral to Board Policy 5132 and Administrative Regulation 5132.*

Students in violation of the dress and grooming code will be referred to the principal or designee. It will be the responsibility of all school employees and parents/guardians to enforce the code. This code will be reviewed annually by the committee composed of administrators, teachers, parents/guardians, and students and presented to the Board.

Information explaining the dress and grooming code will be made available to all parents/guardians and by utilizing the local newspaper prior to the opening of the new school year. Copies of this information will be distributed to all staff members and will be an agenda item at building level meetings. Copies of the dress and grooming code will also be given to newly enrolling students whenever they are enrolled.

DRESS CODE VIOLATION PROCEDURES

When a student is referred to the office for a dress code violation, the following procedure will be utilized.

Violation #1 Student counseled about dress code regulations. Entry made in student's disciplinary file. Apparel taken from student, and the student told to pick it up in the office at the end of the day. The student may be directed to change clothing.

Violation #2 Student informed that he/she has violated the dress code for the second time. Second entry made in disciplinary file. Student will be given an after school detention. Student informed that a third violation will result in being assigned a Saturday School. Apparel taken from student and kept until parent or guardian claims it. Parent contacted and requested to bring a change of clothing, or pick the student up.

Violation #3 Student informed that he/she has violated the dress code for the third time. Third entry is made in the disciplinary file. Student is assigned Saturday School. Student informed that a fourth violation will result in a one-day In-school suspension for defiance. Parent contacted and informed their child has a third dress code violation. Parent informed that a fourth dress code violation WILL result in a one day in-school suspension.

Violation #4 Student informed that he/she has violated the dress code for the fourth time. Fourth entry made in the disciplinary file. Student is placed in in-school suspension for one day for failure to follow the valid authority of school officials. Student and parent are informed that any further dress code violations may result in a more severe disciplinary action.

Notice:

In an effort to work closely with the parents to ensure that your child is in class learning rather than waiting in the office, we have adopted the following policy:

If the student phones the parent to bring in a change of clothing, but the parent is unable to arrive within 15 minutes, the student will be required to change into loaners or their personal physical education uniform until the parent arrives. Students who refuse to change pending the arrival of their parent will be assigned In-school suspension and not be allowed into class until dress code is appropriate.

In-School Suspensions

When a student has violated critical school rules or received a culmination of lesser rule violations, then the student may be assigned in-school suspension by administration. In-school suspension (ISS) is an alternative to home suspension and will be used as part of Barstow High School's progressive discipline plan. An academically rigorous curriculum has been developed for those students assigned In-school suspension. Subjects will include English language arts, Mathematics, History (Democracy issues), Science and character development. Character development will include opportunities for students to give back to the school community through campus beautification or other service oriented tasks. Student work will be requested by the administrator and sent to ISS for the student to complete while in ISS.

SOCIAL RESTRICTION

Students on social restriction will be placed on the 'NO GO' list for extracurricular activities until cleared. Reasons for social restriction are:

Grades	If you are currently working at an "F" grade level in 2 or more classes you will be on the social restriction list. GPA less than 2.0.
Suspension	If you receive a suspension within 30 school days prior to the end of the ticket sale you will be on the social restriction list.
Attendance	You need to clear your attendance within 3 days prior to the end of ticket sales. If you receive 3 tardies in a class or are truant within 30 school days prior to the end of the ticket sale you will be on the social restriction list.
Library Fines	You need to clear all library fines within 3 days prior to the end of ticket sales.
Alternative Education	Any student enrolled in a shortened daily class schedule or Administrative Site Based Independent Study is automatically on Social Restriction.

Anti-Bullying

Barstow High School and Barstow Unified School District will not allow behavior that infringes on the safety and well being of any student. A student will not be intimidated or harassed by another student through actions or words. This includes direct physical contact such as hitting

or shoving, verbal assaults such as teasing or name-calling, and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school, or a school sponsored activity/event. Students who act in violation of this policy will be subject to school/district disciplinary procedures up to and including expulsion.

Barstow Unified School District, Administrative Regulation 5131.41(a), Bullying
states:

1. Bullying occurs when one or more persons threaten, harass or intimidate another person through words, or actions including:

- direct physical contact such as hitting or shoving
- verbal assaults such as teasing or name-calling
- socially isolating or manipulating a student

2. For the purpose of further clarification, bullying includes, but is not limited to:

- Making unsolicited written, verbal, physical and/or visual contact.
Examples include:
 - a) Written - intimidating/threatening letters, notes, or messages
 - b) Verbal - intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets.
 - c) Visual - leering or gestures
 - d) Physical - hitting, slapping, and/or pinching
- Making reprisals, threats of reprisal, or implied threats of reprisal.
- Engaging in implicit or explicit coercive behavior to control, influence or affect the health and well being of a person.

In addition: In accordance to (Education Code 48900.4) Intentional harassment, threats, or intimidation of pupils or staff that causes an actual negative impact may be grounds for suspension or expulsion of students in grades 4-12.

- The administration of this school defines intimidation as more than one student approaching another to confront, discuss, confirm, or explain any topic. Any student accompanying another student in this manner that leads the student approached to feel intimidated will be suspended under Education Code 48900.4.

This may include and is not limited to being present at an altercation involving someone other than your self. This behavior will result in suspension from school as it will not be tolerated by administration.

Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Recording and/or posting a verbal/ physical altercation is considered cyberbullying.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Consequences for Harassment and/or Cyber Bullying

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:

- Minimum: 1 day suspension
- Maximum penalty: Expulsion

****** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"***

****** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"***

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- Contact the Cyber Bully's parents.
- Contact the school administration.
- Contact the police.

BUS TRANSPORTATION VIOLATIONS

Students using school transportation must follow bus rules. Students and parents/guardians are reminded that because students are in route home riding the bus, or in route to school riding the bus, they are still the responsibility of the Barstow Unified School District; therefore there may be disciplinary actions beyond the actions taken by the transportation department if infractions occur. Transportation is a privilege that can be suspended or discontinued at anytime.

PARENT RESPONSIBILITIES

According to District policy, parents also have responsibilities. District policy says parents should:

- Report to the office when visiting campus during school hours.
- Provide notes excusing student absences and non-participation in P.E. prior to it happening.
- Fill out release forms authorizing children to take medication at school.
- Complete information cards in case of student emergencies.
- Check clothing for dress code conformity before sending students to school.
- Keep in touch with teachers and be aware of daily assignments.

NOTE: Students that do not have a current emergency card (Complete with Address and Phone Numbers) on file in the Administration office will not be allowed to attend school.

If your contact numbers or address change, you must notify the school by calling the Guidance Office or Attendance Office. We must be able to contact you in the event of an emergency.

PICKING UP STUDENTS AFTER EVENTS

Parents are required to pick up students **no later than 15 minutes** after the end of a student event. Students who are not picked up until after the 15 minutes will be supervised by a Barstow High School employee until pick up occurs, or if an employee cannot remain, the authorities will be called. However, that student will be placed on the Social Restriction list for the next event. If the violation occurs a second time, the student will be placed on permanent Social Restriction.

MEDICAL CONCERNS

Emergency Cards

Early in the school year, parents are asked to fill out cards that provide vital information in case of emergencies involving students. These “emergency cards,” as they are called, must be completed and returned to school promptly. It is the responsibility of the parent(s)/guardian(s) to maintain current contact information for their student(s). Please protect your children – in case of emergency the school must be able to contact family members.

Health Office

Sick or injured students are sent to the Health Office, where personnel attempt to contact parents and/or the appropriate emergency authorities. If parents are unavailable, and if conditions permit, students are returned to class.

Medication

The *California Education Code* (49423) states: Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives: (1) a written statement from such physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth on the physician’s statement.

In accordance with *California Education Code* (49423) students are **NOT** allowed to take any medications at school including aspirin, Tylenol, asthma inhaler, antibiotic ointments, etc., **UNLESS** (1) a release form (PS-49-H) is filled out and signed by the student’s physician and parents and (2) the medication is brought to the nurse in its original container labeled with the following information:

- The student’s full name
- The physician’s name
- Dosage schedule and dose form
- The name of the medication
- Date of expiration of prescription

Parents of students taking medication regularly must submit a release form to the Health Office along with the medication itself. No student shall carry medication of any kind on campus

without written consent of the principal. Any student carrying medication will be referred for disciplinary action.

Possession of a Controlled Substance

Any student on campus or at any school event or activity or going to or from school, who has unlawfully possessed, used, or been under the influence of any controlled substances, alcoholic beverage or intoxicant of any kind may be, after due process, suspended for five school days, recommended for expulsion, issued a citation by Barstow Police, or any combination of the above.

Interquest Detection Canines are utilized for substance awareness and detection services.

The school does not dispense any over-the-counter medication.

Accidents

Students must report accidents, no matter how small, to school personnel. Remember, parents are responsible for medical insurance for children who attend Barstow High School.

Nursing/Health Clerk Services

The nursing staff is available to help with health concerns. Students are expected to practice good hygiene and health care.

Registration and Administration (Information on Immunizations - CHDP)

The governing board adheres to the Health and Safety Code regarding immunization and the Child Health and Disability Prevention Program.

No child will be unconditionally admitted as a pupil of any school district unless, prior to the pupil's first admission to school, the parent or guardian has presented evidence that the pupil has been fully immunized against infectious and contagious diseases as required by the State Department of Health. This includes the TDAP (whooping cough vaccination) for all students grades 6-12

Any change of address or telephone number must be submitted to the Registrar's office in writing by the legal caregiver.

ATTENDANCE

California Compulsory Attendance law (E.C.48200) states all children from 6 to 18 years old must attend school.

- *Parents who foresee a situation where their son or daughter will have a prolonged absence, are encouraged to contact the school administration ahead of time to arrange to pick up homework prior to the absence. For longer absences, perhaps an independent study program would be more appropriate. In this way, possible attendance problems can be eliminated or at least minimized. In either situation, please contact school officials as soon as possible.*
- *Students will be dropped from Barstow High School's attendance following 20 absences and documented school attempts to make contact with guardian(s) has been made.*

Parent Verification of Student Absences

Parents are encouraged to call the school (255-6107) to verify the reason for their child's absence. If you are not able to call, your child must bring a note when they return. Absence notes should contain the following: your child's name, date(s) of absence, reason for absence and parent signature. Verification must occur within 72 hours of the absence.

Absences and Homework

Students who miss school can make up work regardless of reasons for "excused" absences. **However, it is up to the students to request assignments.** The development of self-discipline and sound independent study habits are essential for future scholastic and vocational success.

Absences (religious reasons)

Barstow Unified School District has adopted an attendance policy (Board Policy 5113) stating an absence for religious observance or exercise may be considered "excused". Education Code section 46014 identifies parameters for this type of absence:

1. For moral or religious instruction limited to 4 days per month.
2. Student must attend minimum school day hours.
3. Recommend three days advanced written request from parent.

ABSENCES DURING REGULAR SCHOOL YEAR

Education Code sections 46010 and 48205 identify the **acceptable reasons** for “excused” absences for the purposes of satisfying the California State Compulsory Attendance Law (E.C. 48200). Students who are “excused” must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work. The types of absences identified in these codes include the following:

1. Personal illness (school may require a doctor’s note and will require doctor’s verification if the school deems the absences are excessive).
2. Quarantine under the direction of a health officer.
3. Personal medical appointment (requires a doctor’s note).
4. Funeral services of a parent, sibling, grandparent, brother/sister-in-law, or any relative living in the child’s immediate household (limit is one day in the state, and three days out of state).
5. Student is serving on jury duty.
6. Exclusion for verified medical reasons (not to exceed 5 school days).
7. Personal court appearance (requires verification).
8. Prior Principal approval for employment conference.
9. Observance of a religious holiday or ceremony (Barstow High School would like at least 3 day advance notice).
10. Religious retreat (limited to four days per semester).
11. Student is the custodial parent of a child who is ill or has a medical appointment during school hours.

Unexcused Absences:

Unacceptable reasons for being absent from school are considered truancies or “unexcused.” The absence is considered “truancy” if the student voluntarily does the following; the absence is considered “unexcused” if the parent or guardian requires the student to do the following:

1. Going to work with parent or other family member.
2. Going to the beach, lake, river, mountains, or the desert.
3. Going to a concert, sporting event, or shopping.
4. Being under the influence of alcohol or drugs.
5. Babysitting, taking care of other family members.
6. Repairing car or household items, or a repair person to arrive.
7. Personal problems.
8. Other reasons not included in E.C. 48205.

Truancy: Education Code 48293

(a) Any parent, guardian, or other person having control or charge of any pupil who fails to comply with this chapter, unless excused or exempted there from, is guilty of an infraction and shall be punished as follows:

1. Upon first conviction, by a fine of \$281.00.
2. Upon a second conviction, by a fine of \$562.00.
3. Upon a third or subsequent conviction, if the person has willfully refused to comply with this section, by a fine of \$1,124.00. In lieu of imposing the fines prescribed in paragraphs (1), (2), and (3), the court may order the person to be placed in a parent education and counseling program.
4. Parent or Guardian to be found guilty of child neglect, a fine of \$2,500 and/or incarceration may be imposed.

(b) A judgment that a person convicted of an infraction be punished as prescribed in subdivision (a) may also provide for the payment of the fine within a specified time or in specified installments, or for participation in the program. A judgment granting a defendant time to pay the fine or prescribing the days of attendance in a program shall order that if the defendant fails to pay the fine, or any installment thereof, on the date that it is due, or fails to attend a program on a prescribed date, he or she shall appear in court on that date for further proceedings. Willful violation of the order is punishable as contempt. (Amended by Stats. 19990, Ch. 391, Sec. 1.)

Barstow High School Tardy Policy and Consequences.

Attendance and on time arrival in class are important steps in every student's academic success at Barstow High School. In addition we feel that attendance and timely arrival to class helps students demonstrate the Aztec Pride expectations which are self-discipline, preparation, integrity, respect, involvement and teamwork.

BHS Social Restriction

Students assigned to the Principal's No-Go List will not be able to participate in athletics and/or extra-curricular activities (this includes Dances, Cheer, Sports, Clubs, off campus lunch and Drama). Students on No-Go Lists will be emailed to the staff as needed.

Saturday guidelines / rules for excused and unexcused Saturday school absences.

If student needs to reschedule date or is going to be absent on the assigned Saturday date the student must notify their assigned administrator prior to the assigned Saturday school date. Student can only reassign date for a legitimate excuse. An example of a legitimate excuse is a family emergency or illness. Students must bring parent note or parent must call administrator/designee prior to assigned date. Missing Saturday without prior excuse should only be under extreme circumstances. An extreme circumstance will be evaluated and confirmed by an administrator/designee and will be at his or her discretion if the extreme circumstance is legitimate and excused. If prior excuse or extreme circumstance is determined to be legitimate the student will be reassigned a 2nd Saturday school date. If student has second

no show the student will receive a 1 day home suspension. If prior excuse or extreme circumstance is not deemed excusable the student will receive a one day home suspension.

A tardy occurs when a student arrives in class after the bell rings. Habitual tardiness is not acceptable at Barstow High School. A chronically tardy student faces the following disciplinary action:

1st - Warning

2nd -Parent contact via Infinite Campus

3rd - Parent contact via Infinite Campus.

4th – Two days lunch detention. Student will be assigned two days of lunch detention. This means student will be assigned to BMC during fourth period for two school days and will be responsible for getting any missed work from their fourth period teacher.

5th - Conference with parent via phone, email or in person. Student will be assigned one day of BMC (RM 13). The student will not be eligible to attend athletic practice or games or any other extracurricular activity on the assigned date.

6th – Student will be placed on social restriction for one week. The week will begin on the day of student notification. They will also be assigned one week lunch detention. This means student will be assigned to BMC during their assigned lunch for 5 school days and will be responsible for getting any missed work from their fourth period teacher.

7th – Saturday School will be assigned. **See guidelines/ rules above for excused and unexcused Saturday school absences.**

8th – Student will be placed on social restriction list for a period of two weeks. This means that the student will not be able to participate in any extra curricula activities including Dances, Cheer, Sports, Clubs, off campus lunch, field trips and Drama. An eighth unexcused tardy will also result in an assigned one Saturday School. **See guidelines/ rules above for excused and unexcused Saturday school absences.**

9th - One day home suspension. Student will be placed on the social restriction list for the remainder of the quarter. Teachers, coaches and advisors will be notified that student will not be able to participate in any extracurricular activities. **Student may receive citation for daytime curfew and face possible legal consequences.**

10th and 11th tardies - One day home suspension. Student will be placed on the Principals No Go List for the remainder of the semester. Teachers, coaches and advisors will be notified that student will not be able to participate in any extracurricular activities for the remainder of the semester.

12 or more tardies- Two day home suspension.

Repeated instances of tardiness and/or trancies from class or school will result in a referral being made to the School Attendance Review Board (SARB). SARB processes attendance related cases prior to their referral to the District Attorney for disposition.

SARB letters will continue from prior school year. This may mean a SARB referral sooner than the stated policy because SARB continues from previous year. The new school year does not restart the SARB process.

The School Attendance Review Team at Barstow High School may intervene at any level or occurrence.

PHYSICAL EDUCATION and STUDENT ATHLETE POLICY

Dress Policy

For the safety and well-being of each student it is crucial that an appropriate set of clothes be worn during PE class each day. A Physical Education specific t-shirt and shorts are required for all students. Students must wear the appropriate uniform to participate in their Physical Education Class. Students must dress out in order to participate and receive full points. The uniform to be worn will represent Barstow High School colors, socks, and appropriate tennis shoes of any color or style may be worn. None of the clothing mentioned above may display any professional logos. Any clothing worn that violates the Barstow High School dress code may not be worn.

Appropriate clothing also includes athletic shoes; socks, grey or maroon sweat pants, and sweatshirt are optional and must be worn over the required PE dress. These clothes should be stored securely in the student's assigned locker in the locker room area. In an effort to educate students on proper hygiene, as well as building self-respect, clothes that are worn to school the same day as class cannot be used as appropriate PE clothes for that same day. Overdressing is not permitted if you are caught over dressing you will receive an unexcused non dress for that day. Overdress includes any clothing that does not fall under the PE dress policy (tops or bottoms). Students may not share PE clothes with other students this is for the safety and well-being of all students and is a hygiene problem. The consequences for violating the PE dress policy are the following.

1st unexcused non dress: Teacher warning, loss of points amount to be determined by individual teacher according to grading scale and parent contact via infinite campus system.

2nd unexcused non dress: Teacher warning, loss of points amount to be determined by teacher according to grading scale and parent contact via infinite campus system.

3rd unexcused non dress: Loss of points amount to be determined by teacher according to grading scale and parent contact via infinite campus system.

4th unexcused non dress: Loss of points amount to be determined by teacher according to grading scale and parent contact via infinite campus system. Teacher will indicate the number of nondresses with parent contact.

5th unexcused non dress: Loss of points amount to be determined by teacher according to grading scale also parent contact via the infinite campus system. Teacher will also attempt to make contact with parent/guardian if no person to person contact has been made meaning dialog from phone call or email teacher may send written notification via progress report notifying parent/guardian of students poor grade and performance.

6th unexcused non dress: Loss of points amount to be determined by teacher according to grading scale and parent contact via infinite campus system. The student will also be given a referral to the appropriate assistant principal and receive Saturday day school.

7th unexcused non dress: Loss of points amount to be determined by teacher according to grading scale. The student will also be given a referral. Assistant principal will contact parent or guardian to inform parent /guardian of non-dress status and future consequences. Student will also receive Saturday day school.

8th unexcused non dress: The student will be given a referral. Assistant principal will contact parent or guardian to inform parent /guardian that their student may receive a failing grade for that semester and will need to makeup loss of PE credit.

Excuses

Ill or injured students not participating in PE must present to the nurse written excuses from parents or guardians. Excused students still may be asked to dress out or participate in alternative activities.

Human Growth and Development

A portion of the Physical Education Curriculum is devoted to the instruction of nutrition, anatomy, drug awareness, sexually transmitted diseases, aids (HIV virus), and first aid.

All material used in the instruction of human growth and development is available for parents/guardians to preview at the Barstow High School Library. Appointments to view material should be made with the school librarian from September through November. Consent forms will be given to all parents/guardians prior to instruction.

Guidelines for Eligibility for Extra-curricular Activities

I. General Information

- 1) The following must be on file in the Athletic Office prior to an athlete's participation in a practice or event.

- a) A current physical form must be on file in the Athletic office. (Physicals are valid for one school year.)
 - b) An athletic information and emergency medical authorization form.
 - c) Athlete participation agreement form.
 - d) Signed CIF athletic code of conduct by both parents and athletes.
- 2) **Eligibility: To be eligible to participate, an athlete must meet academic requirements.**
- a) An athlete is ineligible when receiving a GPA lower than 2.0 for their comprehensive grade in any of their classes.
- 3) **Athlete School Attendance**
- a) Student ABSENCE – When an athlete is absent from school for more than 2 periods on the day of an event, he/she may not be allowed to participate in any extracurricular sport/school activity for the day. A pre-approved absence by the school is an exception i.e. class field trip. **It remains the responsibility of the individual athlete to present written evidence of mitigating circumstances which justify any exception as to the athlete’s attendance.** (Any student participating in an event when not in attendance for classes that day may be prohibited from participation in the next scheduled event.) Athletes are expected to be in regular school attendance the day following a contest if school is in regular session.
 - b) Any athlete who is considered to have an unexcused absence from any class the day of an event will be ineligible to compete. (Any athlete participating in an event when ineligible will be prohibited from participating in the next scheduled event.) Parents will be notified when this has occurred.
 - c) Unexcused tardies may also exclude the student athlete from participating in any extracurricular events.
 - d) All school policy and handbook rules apply in cases of absences, tardiness and discipline.
- 4) **Equipment**
- a) All athletes are responsible for proper care and security of all equipment issued to them.
 - b) School furnished equipment is to be worn only for athletic contests.

- c) Parent(s)/Guardian(s) are financially responsible for equipment under their students care and may be fined for equipment replacement if equipment is damaged or not returned.

II. Rules and Regulations

- 1) Every student athlete, parent or guardian of student athlete and coaches must sign the CIF Code of Conduct prior to athletic competition.
- 2) Any violation of the CIF Code or Barstow High School rules of conduct may result in loss of competition or the ability to participate in any extracurricular activities. Violation of any of these policies or codes of conduct can result in consequences from either/both the team coach or school administration.
- 3) You have decided to be an athlete, and a large part of being an athlete is taking proper care of your body. It has been proven through extensive research that the use of tobacco, alcohol and drugs are harmful to the human body. Therefore, Barstow High will not permit the use of any of these substances. Students found in violation of this policy **will not be allowed** to participate in any extracurricular activities. Per school administration approval, a student athlete may be allowed to participate in the next season of sports following a violation.
- 4) Travel: All athletes must travel to and from athletic contests and practices in transportation provided by the athletic department unless previous arrangements are made by the parents for exceptional situations.
 - a) All athletes will remain with their team and under the supervision of the coach.
 - b) All regular school bus rules will be followed.
 - c) Dress appropriately and in good taste on contest days.
 - d) Following athletic contest athletes may be released to their parent provided that they have signed out with their supervising coach. Students may only leave with their parent unless prior arrangements have been made with the Athletic office.
- 5) Students must be picked up by parent/guardian no longer than 15 minutes after the event has finished at the designated pickup area.
- 6) Missing practices: Athletes must consult the coach before missing practice.
- 7) Individual Team Rules: All teams will have a list of team rules and regulations. These rules and regulations have been approved by the administration and are to be followed just as departmental rules and regulations.

- 8) As a representative of Barstow High School and the Barstow community, any behavior that results in negative perception of either, may result in a suspension from the team or removal from the team.

Miscellaneous

Arrival and Departure

Students should arrive on campus no earlier than 6:50 a.m. They must leave by 2:45 p.m., unless participating in school activities.

When students arrive on campus they must remain in the designated areas. Students may not leave campus, or be in restricted areas of the campus.

Bicycles may be ridden to school, but must be locked to a rack upon arrival. Helmets are required when riding a bike. Students must not ride bicycles on campus at any time. Skateboards, razor-type scooters and roller skates must be locked in the bike rack once the student has arrived to campus. Bringing these items in the school, after being warned not to, is considered an act of defiance.

Leaving School Early

. A student may leave campus during school hours under the following conditions:

1. A parent or guardian reports to the attendance window and signs the student out.
2. The student presents to the attendance window a note excusing him/her from class for a valid reason, such as a medical appointment or family emergency.
3. A parent or guardian calls the attendance office and excuses a student from class for reasons like those mentioned above.
4. **Students 18 years or older are not allowed to sign themselves out.**

Lunch Passes

Students who have a signed parent permission slip on file in the Assistant Principal's office may leave campus during the lunch break. Parents will be required to come to the Assistant Principal's office to sign for the lunch pass. Students arriving late to their class after lunch will have their lunch pass revoked. **Students in their 9th grade year are not eligible for lunch passes. Students in grades 10-12 must be at least 16 years old to be issued an off-campus pass.**

Note: Students must have an Off-Campus Pass in their possession in order to leave campus for lunch. There will be no temporaries issued.

Student Parking

Parking permits are required for all vehicles. Obtain permits through the Assistant Principal's Office each year to obtain/renew. They must be completed, signed by the parents, and returned

to the Discipline Office. By California law, students are expected to have a valid driver's license, proof of insurance, and current vehicle registration available at all times the vehicle is in operation. Students are also reminded that the school cannot assume responsibility for the security of parked vehicles. Off-campus parking is not authorized and in most cases is in violation of city parking ordinances. Students violating parking regulations are subject to disciplinary action (for defiance of authority), parking tickets and/or having their vehicles towed away. Students are not allowed to park in staff parking areas.

Unscheduled Periods

The normal student schedule consists of seven (7) periods a day. Some students are scheduled for six (6) periods due to taking classes in Summer School, etc. Students with unscheduled periods are not allowed on campus during their unscheduled time unless they have permission from the Discipline Office. Failure to comply will result in disciplinary measures.

Visitors

Visitors to Barstow High School must clear through the front desk campus safety assistant and sign in there. Visitors other than parents must have a specific reason for coming on campus. Students should not ask permission for a visitor's pass for friends or relative who wish to attend school for the day. Employees are not permitted to have children, family, friends, or pets visit during work hours. Any visitor on campus during school hours will be escorted by a school employee to their destination. Work permit and work experience students are not allowed on campus once signed out.

Parents are always welcome. In order to visit a classroom, parents should contact the teacher 24 hours in advance of the visit.

Balloons, gifts, flowers, and presents are a major disruption to the educational process and will not be delivered to classrooms and will be held in the Attendance office until the dismissal bell.

Wandering Student Consequences

A wandering student is a student out of class without a pass. On the first violation of the year, a student will be given a warning. Subsequent violations result in the student being assigned to ISS for a full day of suspension, Saturday School, or CleanSweep Citation.

Work Permits

Students are required to apply for new work permits each semester. A requirement to obtain a work permit is a 2.0 grade point average and good attendance. Students who fall below the 2.0 grade point average or who have poor attendance will have their work permit revoked. Work permit applications are available in Mrs. Guardado's office.

School Equipment

Any student using school equipment or uniforms will be held liable if they are not returned. This includes all assigned text books.

Telephone Usage

The school phones are for school business purposes only. Calls to the office will be answered between the hours of 7:00 a.m. and 3:30 p.m. Students may not use the office phone except in an emergency. **An emergency is something which affects the child’s health or safety.**

Cafeteria

Barstow High School provides a variety of foods to the students and adults on campus. Students may purchase snack items before school and at lunch.

SCHOOL MEAL PRICES

BREAKFAST

Elementary Schools	\$1.25
Junior High	\$1.50
High Schools	\$1.50
Reduced Price	\$0.00
Adults	\$2.00

LUNCH

Elementary Schools	\$2.40
Junior High	\$2.40
High Schools	\$2.65
Reduced Price	\$0.00
Adults	\$3.15

MILK & JUICE

Students	\$.35
Adults	\$.40

*Prices BOARD APPROVED on April 23, 2013 with effective date July 1, 2013.

Staying After School

Students must have a signed letter from parents indicating to the Barstow High School staff that their parents know 24 hours in advance that they intend to stay after school. Failure to comply with this will result in disciplinary consequences from the administration. This involves all after school activities. Prior to a student being allowed to stay after school for Administrative

Detention, parental clearance is required. Parental clearance can come in the form of a telephone call or a returned Administrative Detention form which is given to all students as they are assigned Detention.

Cell Phone & Electronic Devices Policy

Cell phones are permitted at Barstow High School. They are to be put away while in class and at any other time directed by a district employee. If disruption occurs, the employee will direct the student to turn off the device and/or put it away. Defiance will result in a referral to the office. Continued inappropriate use of a cell phone or electronic signaling device may be prohibited for any students who consistently disrupt educational activities or refuses to surrender the device to an employee. Parents/guardians will be notified as to the result of this prohibition. **Barstow High School accepts no responsibility for any cellular phone, IPOD, MP3 player, PSP player or any electronic signaling device. If lost or stolen on campus, it is solely the responsibility of the student. It is recommended that the devices not be brought on campus and required that they remain out of sight and silent during class time.**

If this policy is violated, the item will be confiscated and taken to the Assistant Principal's Office. On the first offense, the item will be returned to the student at the end of the day. Any other instance there after will require the item to be picked up by a parent/guardian during business hours (7:00 AM – 3:30 PM), it will not be returned to the student.

Personal Property

Barstow High School and the Barstow Unified School District, its officers, agents or employees shall not be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought on to the school or District premises by students, for any reason whatsoever. This does include, but is not limited, items confiscated by school personnel. Students who bring personal property on to the school premises assume all risk of loss, theft, damage, or destruction of the personal property which may occur. All bicycles and skateboards must be locked in the bike rack; they may not be kept in the office or the classrooms. Personal property includes, but is not limited to, cell phones, other electronic devices, bicycles, photographs, backpacks, etc.

All electronic devices and personal property will be donated to a charity of the school's choice at the end of the year. The donation will occur one week after the last day of school.

Education Code 48901.5 – Electronic Signaling Device

48901.5. (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils

of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

Education Code 51512

51512. The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor.

Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.

Any student found in violation is subject to discipline.

I.D. Cards

Safety is an important consideration in Barstow Unified School District and Barstow High School. Staff is required to wear I.D. badges while on campus. Visitors are required to check in with the main office and obtain a visitor's pass. Students are expected to have their I.D. card with them. If the I.D. card is lost, the student must replace it with an I.D. card requested from Mr. Williams' office. A nominal fee will be charged for replacement. Current I.D. cards are required for all school events. (New students also receive I.D. cards from Mr. Williams' office at no charge.)

Lost and Found - Other

All lost and found articles, other than textbooks, will be kept in the Activities Office.

Non-Discrimination Statement, Sexual Harassment Statement, and Uniform Complaint Procedures.

The Governing Board is committed to equal opportunity for all individuals from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or

expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Sexual Harassment – The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to Board Policy and Administrative Regulation. A copy of the Barstow Unified School District's sexual harassment policy (BP/AR 5145.7) as it relates to pupils is included in your packets. (E.C. 231.5)

Uniform Complaint Procedures – Barstow Unified School District is primarily responsible for compliance with federal and state laws and regulations, therefore, the District has established Uniform Complaint Procedures to resolve allegations of unlawful discrimination, harassment, intimidation and bullying regarding actual or perceived characteristics such as age, ancestry, and, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics). (GC§11135, EC §§ 200,220, 5 CCR § 4610, PC § 422.55). A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Superintendent who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. *In the event that the complaint is a civil law matter the District will advise the complainant of any remedies that may be available under state or federal discrimination, harassment, intimidation and bullying laws, if applicable, and the appeal pursuant to EC 262.3 (GC11135), EC 200,220; (5CCR 4610 PC422.55).* A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Superintendent's Office for additional information, assistance or for a free copy of the District's Uniform Complaint procedures.

Vince Williams
Assistant Principal
Title IX Coordinator

Sara Kardouni
Assistant Principal
CCR, Title 5, Chapter 5.3 Officer
504 Coordinator