

## Prospect High School 2018-19

Principal: Paul Pinza  
Assistant Principal: Kiran Grewal  
Assistant Principal: Jeff Arnett  
Assistant Principal:  
Guidance Staff: Maria Aguinga: A-G  
Aimie Subaba: H-N  
Shawnee McQuain: M-Z  
Activities Director: Sharon Freeman  
Athletic Director: Jason Potmesil

School Telephone: (408) 626-3408  
School 24-Hour Attendance Line: (408) 558-3608  
School Fax: (408) 973-1759  
School website: [www.prospect.cuhsd.org](http://www.prospect.cuhsd.org)  
District website: [www.cuhsd.org](http://www.cuhsd.org)

Testing Schedule (tentative dates)  
SBAC: April—May  
Advanced Placement Exams: May

### **VISION STATEMENT**

Every student has the right to:

- Reach her/his potential through a dynamic and engaging education.
- Attain skills and knowledge to be prepared for career and college.
- Be empowered to take an active role in her/his community.
- Be a part of a supportive campus culture that prepared her/him to be an active citizen in a global society.

### **MISSION STATEMENT**

Prospect High School provides students with a challenging, dynamic education that offers them the opportunity to gain the skills needed to be prepared for success in career and college.

We encourage empowerment by honoring student voice and diversity within a safe and supportive campus culture.

We value and teach the importance of integrity, perseverance, and empathy.

We recognize that we are part of a greater community and a strong, active partnership strengthens all.

### **Student Learning Outcomes**

#### **Critical Thinkers:**

- Evaluate and differentiate between fact and opinion
- Share, discuss, and consider the validity of diverse viewpoints
- Use creativity and critical thinking to analyze and solve problems

#### **Purposeful Learners:**

- Prioritize, plan and take action to accomplish goals
- Embrace both successes and failures as a part of the learning process
- Ask for help when needed

#### **Clear Communicators:**

- Read and comprehend a variety of materials
- Actively listen to enhance understanding and broaden perspective

- Convey information and ideas through different media.

**Contributing Citizens:**

- Respect diversity and defend the rights of others
- Understand expectations and engage in the processes that govern our community
- Protect the emotional health and physical safety of one’s self, others, and the environment

**PHS BELL SCHEDULES**

**Regular Schedule**

Periods	Times	Min.
0	7:00 – 7:50	50
1/4	8:00 – 9:35	95
Break	9:35 – 9:50	15
2/5	9:55 – 11:35	100
Study Hall	11:40 – 12:10	30
Lunch	12:10 – 12:45	35
3/6	12:50 – 2:25	95
7	2:30 – 3:20	50

**Minimum Day Schedule**

Periods	Times	Min.
0	7:00 – 7:50	50
1/4	8:00 – 8:50	50
Study Hall	8:55 – 9:25	30
Break	9:25 – 9:35	10
2/5	9:40 – 10:35	50
3/6	10:40 – 11:30	50
7	11:35 – 12:25	50

**Collaboration Day Schedule**

Periods	Times	Min.
0	7:00 – 7:50	50
1/4	9:25 – 10:50	85
Break	10:50 – 11:00	10
2/5	11:05 - 12:25	80
Lunch	12:25 – 1:00	35
3/6	1:05 – 2:25	80
7	2:30 – 3:20	50

**STUDY HALL**

The following expectations will be applied to all students:

Study Hall is an **ACADEMIC STUDY SESSION** and counts towards academic instructional minutes - Students are expected to bring work to complete during this time, or material for silent reading. All students **MUST** be in a classroom.

For Study Hall, students must attend a class in which they are currently enrolled, unless arranged in advance with a previous teacher. All students must sign in for Study Hall in the classroom they are attending. Maximum amount of students in one room is 32 and 45 per teacher in PE. Attendance for all Study Halls is mandatory and is taken into consideration when determining a student's activity participation (dances) and other issues of truancy.

Study Hall should be used for:

- Working on Homework
- Making up Tests & Missed Work
- Accessing Technology for Academic Purposes
- Getting Help from Teachers & Peers
- Self-Directed Studying
- Group Studying
- Group Work & Collaboration
- Silent Reading

Study Hall should NOT be used for:

- Meeting in Clubs
- Posting on Social Media
- Gossiping/Chatting
- Playing Cards/Other Games
- Copying Homework from peers
- Wandering in the Hallways
- Going off Campus for any reason

At the beginning of the week, students are expected to fill out their Weekly Study Hall Plan in their Agendas.

Phone use for academic purposes with teacher permission only.

**SCVTE Expectations**—students attend the first twenty minutes of study hall and need badges to exit classroom to go to bus at 12:00.

## **ATTENDANCE/PARTICIPATION POLICY**

### **Attendance**

An important segment of education is the participation of all students in classroom activities on a daily basis. Many factors, such as interacting with class members, developing communication skills, listening to guest speakers, viewing films, being involved in group activities, taking notes, learning study skills, and acquiring incidental information are essential components to the learning environment developed by Prospect High School, and support Prospect's vision and mission statements. A student missing classroom activities is missing a vital part of the educational process. In addition, a major part of the educational process is preparation for employment after high school. Good attendance is critical in the job market, and the development of a good attendance pattern in high school will set a solid groundwork for the future.

### **Parent Responsibility**

All-day absences and off-grounds requests are to be called in directly by a parent/guardian to the 24 hour attendance line, (408) 558-3068, or to the Attendance Office, (408) 626-3408 x8110, before 3:00 p.m. on the day of the absence. All absences must be cleared within three (3) days to avoid being designated as "truant." Students are required by State law and District policy to attend school on a regular basis. Any student missing an excessive number of days will be subject to a review by the Assistant Principals and possible truancy proceedings.

Parents please remember you will have three (3) days to clear an absence, after which it will be designated a truancy and will not be changed. Parents may not approve tardies. Parents should also monitor student attendance and tardies using our school loop program.

### **Make-Up Work**

See CUHSD Board Policy 5121 regarding policy of excused and unexcused absences and refer to teacher syllabi for more information on make-up work.

### **Leaving Campus for an Appointment, Illness, or Injury (Off Grounds Pass)**

If a student needs to be released from school for an appointment, the parent **MUST** contact the Attendance Office **BEFORE** the time the student is to be released. Absences for students who leave without checking out will **NOT BE EXCUSED**. In the event of sudden illness, injury, or physical problem, students are to report directly to the Health Office for permission to leave campus. Students leaving campus without checking out with the Health Office or Attendance Office **WILL BE MARKED "TRUANT."** The school reserves the right to request a doctor's written verification of an illness before excusing the absence.

### **Off Grounds Pass (A Day/ B Day)**

If a student has received an off grounds pass because they have a 3rd or 6th period off, students are free to leave at lunch of the day for which they have an off grounds pass sticker on their student ID. However, because of campus safety, and that Prospect is a closed campus, students should not be returning for any reason until the end of the school day after 2:25.

### **Excused Absences**

An absence will be excused for the reasons in Education Code 48205, which include, but are not limited to:

1. Illness – a doctor's note may be required for extended illness.
2. Quarantine – directed by a doctor.
3. Medical or dental appointments or treatments.
4. Bereavement – attending funeral services of an immediate family member for one day if California services and up to three days if the service is conducted out of state.
5. Jury duty as required by law.
6. School activity – approved participation in a school co-curricular activity in which the student represents the school or district, including athletic events, fine arts and vocational exhibits or performances, and academic competitions.

### **Unexcused Absences (Truancy)**

Absences not cleared in three days, or are otherwise not approved by the school and parent, will result in a Truant.

In addition to disciplinary action by the Assistant Principals for cases of ongoing truanancies, families will receive a letter documenting the truanancies. After several such letters, the student and family may be required to attend a mediation meeting with the District Attorney's office. Subsequent truants can result in criminal citations that will carry fines, community service hours and a one-year delay or suspension of the student's driver's license.

### **Tardy Policy/Unexcused Tardies**

Arriving on time is a trait respected by all people, including employers and teachers. In order to prepare students for success in career and college, Prospect High School believes that we must foster a positive work ethic in attendance and academic studies. Students arriving late to class create a disruption and take time away from the instruction of their fellow students. Students are expected to be in class prior to the late bell unless they have an approved pass from a school official. Students arriving late without an excuse are to report directly to class. Any student more than 30 minutes late will be considered truant.

Students who are tardy or truant to class may face the consequences listed below:

- Teacher assigned consequences as communicated through their class syllabus.
- Call home/parent conference.
- Referral to the Assistant Principal for detention assignment.
- Saturday School
- Restriction from school events, such as ticketed sport events and dances.
- Referral to the District Attorney's office, in extreme cases.

In addition to the above, Assistant Principals will run a review of student tardies over a two week period. Any student who has three or more tardies during that time will be assigned after school detention for one hour. Failure to attend that detention will result in the student being assigned two detentions. Failure to attend either of those detentions will result in Saturday School. Lastly, tardy sweeps or lockouts will occur at irregular intervals to reinforce our belief that on time attendance is important to achieve success at school. A tardy sweep is when the school administration notifies the teachers to lock their doors when the bell rings, and all tardy students who are not in their rooms will then be addressed by the school administration and assigned detention.

## **STUDENT ACTIVITIES**

Academics + Activities = Excellence

Every student is encouraged to participate in school activities, not only for pleasure, but also for self-development. Being a member of a team, holding an office, serving on a committee, or being a successful chairperson is valuable training. Successful time management is one aim of education, and involvement in student activities definitely takes time management. Discover your interests, polish your talents, and get involved.

### **Clubs and Activities**

Clubs fluxuate each year depending on student interest, but usually range from 30-40 clubs on campus that focus on culture based, interest based, and community service based. Club Rush occurs at the beginning of the school year. A student must have and maintain a 2.0 GPA to participate in an on-campus or off-campus Activity.

## **ANTI GANG POLICY**

The school is committed to maintaining a safe educational environment for all students and staff. The school has developed the following policy designed to identify and eliminate gang influences on our campus and in our neighborhoods. Whether an individual student views him/herself as a gang member, a “wanna-be”, or graffiti “tagger,” it is our view that all such individuals are at risk of gang involvement and a threat to the safety of our students and staff. The school Anti-Gang Policy has provisions which address dress restrictions, gang symbols and tagging. It should be noted that students found to be in violation of this policy are subject to suspension, expulsion, and other legal action, such as law enforcement citation and/or arrest.

This policy is in force on campus and at all school activities regardless of location, as well as in the vicinity of the school, specifically across the street in the business parking lot.

### **GANG-RELATED DRESS RESTRICTIONS**

Any clothing which may be reasonably interpreted as symbolic of gang association is prohibited. Specific examples of PROHIBITED CLOTHING include, BUT ARE NOT LIMITED TO:

- COLORS: With the exception of blue jeans, any article of clothing that is solidly blue, red, burgundy or other variation of the colors red and blue.
- Clothing representing Area or Zip codes
- Calf-length shorts, usually with long socks that are easily identifiable as gang attire
- Bandanas/”rags” either worn or carried (visible or concealed)
- Dangling belts
- Any piece of clothing, backpack, book, notebook or other item which is inscribed or marked with tagging or gang-associated symbols, words or names
- Nike Cortez shoes and “Godfather” slippers, etc.

### **SYMBOLS/BEHAVIORS**

The display or use of any symbol, word(s) or “tag” which may reasonably be interpreted as symbolic of gang association is prohibited. Specific examples include BUT ARE NOT LIMITED TO:

- Tagging of backpacks, books, notebooks, or other personal belongings
- Tagging of lockers (either inside or outside), desks, walls or any other school property
- Visible gang or gang-like tattoos or body drawings

- Displaying a “rag” or other similar object
- Gang hand signs
- Giving a look to another student for the purpose of intimidation (i.e. “mugging.”)
- Moving around campus as part of a group of students for the purpose of intimidation

### **STUDENTS IDENTIFIED AS “AT RISK OF GANG INVOLVEMENT”**

Students who are identified by the school as “at risk of gang involvement” will be placed on a far more restrictive dress code and behavior contract, and they will be referred to an on-campus gang intervention program.

### **GENERAL INFORMATION**

Most offices are open 7:30 a.m. to 4 p.m. on schooldays.

#### **Main Office**

This area is the location of the Principal, Assistant Principal, school secretary, and receptionist.

#### **Library**

Students may use the library before school, after school, and during lunch. Library books may be checked out for three weeks; reference books may not be checked out but may have pages photocopied. There are eleven internet stations available for student research. Students and their parents must have on file a signed “internet/e-mail use” contract prior to using any school computer. Students may use the library printer to print a copy of their work. Eating and drinking are not allowed in the library. Students who disturb others or violate library rules may be denied the privilege of using the library. Students with late or overdue books will receive a library fine.

#### **Student Service Center**

The Student Service Center has the offices of the Assistant Principals, Guidance Advisors, Guidance Clerk/Registrar, Attendance Clerk and Health Clerk.

#### **Attendance Clerk**

The Attendance Clerk assist students and parents in clearing absences and securing tardy passes, off-grounds passes for appointments, parking permits, and locker assignments.

#### **Health Clerk**

The Health Clerk is available for assistance with the maintenance of immunization records, minor medical emergencies, students who have become ill and need to go home, and issuing PE medical excuses. Every attempt is made to contact parents or the Emergency Contact person listed on the Emergency Card and Registration form. Our ability to contact a responsible adult directly depends on the accuracy of the provided phone numbers. PLEASE UPDATE YOUR PHONE NUMBERS IF A CHANGE OCCURS. The Health Clerk is not a nurse and is, therefore, prohibited by law from giving out any type of medication to students without written approval from the student’s doctor.

#### **Guidance Clerk/Registrar**

The Guidance Clerk assists parents and students with information regarding transcripts, transcript interpretation, academic credits, course descriptions, and testing programs.

#### **Activities Director**

All matters related to student extra-curricular activities are coordinated by the Activities Director.

#### **Athletic Director**

The Athletic Director (AD) is the point of contact for all questions related to athletics, including concerns about officials, coaches, practice schedules, and athletic facilities.

#### **Work Permits**

Students under the age of 18 who are employed during the school year are required by state law to have a work permit. Work permit applications are available in the Main Office during tutorial, before, and after school. Work permits are valid only for the current school year. You must have your social security card to apply.

**Fire, Earthquake, and Security Drills**

Fire, earthquake, and security drills are conducted regularly as a legally required safety precaution. Students are expected to conduct themselves in a quiet and orderly fashion and fully cooperate with staff members.

**STUDENT SERVICES**

<u>To Find Out About:</u>	<u>Contact:</u>	<u>Location:</u>
Advanced Placement	Assistant Principal (assignment TBD)	Main Office
Alternative School	Assistant Principal & Guidance Advisors	Student Service Center
ASB/ID Cards	Activities Director	Activities Office
Athletic Team Tryouts	Athletic Director	Athletic Office
Attendance	Assistant Principal/Attendance Clerk	Student Service Center
California Proficiency Exam	Guidance Advisors	Student Service Center
Change of Address	Assistant Principal/Attendance Clerk	Student Service Center
Checking out of school	Attendance Clerk	Student Service Center
College Admissions	Guidance Advisor or College/Career Center	Student Service Center
Dance Tickets/ Guest Passes	Activities Director	Activities Office
Diploma Requirements	Guidance Advisors	Student Service Center
Discipline	Assistant Principals	Student Service Center
Grade Dispute	Assistant Principal (assignment TBD)	Main Office
Health Services	Health Clerk	Student Service Center
Home & Hospital Instruction	Assistant Principal (assignment TBD)	Main Office
New Student registration	Assistant Principal	Student Service Center
Reduced/free lunch program	Cafeteria/Principal Secretary Manager/Assistant Principal/Attendance	Cafeteria/Student Service Center
Request for homework	Switchboard	Main Office
Schedule adjustments	Guidance Advisor	Student Service Center
Special Education Services	School Psychologist	Student Service Center
Teen Counselor	Assistant Principal	Student Service Center
Transcripts	Registrar	Student Service Center
Vocational School (CCOC)	Guidance Advisor	Student Service Center
Work Permit	Receptionist	Main Office

**ASB Leadership**

Prospect's Student Council is composed of the ASB (Associated Student Body) officers and class officers. The ASB elects officers who serve for one year. The classes elect officers and representatives. ASB meets daily with the Activities Director to approve fundraisers and expenditures, to plan special events and to discuss issues of concern to the students.

### **ASB Card/I.D. Card**

All students will receive a free picture identification card (ID) at registration. Students should carry this card with them on campus. Students must use their ID card when they purchase lunch in the school cafeteria. A "Point of Sale" debit system allows parents to place money on a student's "account." Students can access the money in their account by swiping their ID card at the snack bar window or hot lunch line. The amount purchased will be deducted from the student's account, eliminating the need for cash. Parents can set up an online account for student meal purchases through the district website at [www.cuhdsd.org](http://www.cuhdsd.org) or [www.mynutrikids.com](http://www.mynutrikids.com).

The ID card becomes a Student Body Card when the student purchases an ASB (Associated Student Body) sticker for the card. The Student Body Card (or ASB card) entitles a student to a yearbook, free admission to regularly scheduled league football, volleyball and basketball games and reduced prices to other school events. ASB cards are on sale at registration and during the first week of school for \$100.00. After the first week of school, ASB Cards sell for \$100.00 until October 31. From November 1 through the end of the winter semester, the ASB card will cost \$110.00. No ASB cards are sold after Winter Break. A limited number of yearbooks may be available for sale at the end of the school year for \$100.00, but only students who have purchased an ASB card will be assured of getting a yearbook.

### **Health Services**

The health office is located in the Student Services Center. A health clerk and a part-time school nurse are available to assist students. At the beginning of each school year, parents should inform us of any medical issue affecting the student and any medication that is given to the pupil during the school day. Medications require that a form be completed by the parent and the doctor. Students who become too ill to continue classroom activities should report to the office with a pass from the teacher. The student's parent or guardian will be notified and will be expected to make arrangements for the student to leave campus. Students must never leave campus without first notifying the office.

### **P.E. Excuses**

A student may be excused from P.E. participation for up to three days with a signed note from the parent indicating the student cannot participate because of a medical reason. The parent is not required to reveal the medical reason, unless the condition requires assistance from school staff and the assistance requires that medical information be shared. Parent notes should be given to the health clerk before school starts. Medical excuses for longer than three days require a doctor's note.

### **Injuries**

Students should report to the health office when injured on campus. Incident/injury reports must be completed with the help of the teacher who was present at the time of the injury.

### **Lockers**

Lockers are assigned for student use during the school day. The lock must be returned in good condition at the end of the school year or before checking out. Locks are furnished free of charge. Lost locks will result in a charge for the replacement cost. Books and personal belongings are not to be left in lockers overnight or over the weekend. The school does not have insurance to cover lost or damaged items left in lockers. Skateboards brought to school should be placed in a locker during the school day. Larger lockers are available for students needing to store skateboards or in-season athletic equipment.

### **Textbooks**

Textbooks are furnished to students free of charge. Students are responsible to care for these materials and to return them at the end of the school year or before checking out. Students are accountable for the cost of replacing/repairing textbooks which are lost or damaged.

### **Lost and found**

Lost books will be returned to the book room; lost clothing and other items will be taken to the Student Service Center. Unclaimed clothing is donated at the end of the year. If you lose something, please check and reclaim it before the end of the year.

### **Communication**

*NEWSLETTER:* A newsletter containing school information and activity news is emailed periodically. Paper copies are available in the school office.

*SCHOOL LOOP* is an online communication system that allows parents to access online school news and information, student courses, homework and grades. Parents can register online at [www.cuhsd.org](http://www.cuhsd.org) or at [www.schoolloop.com](http://www.schoolloop.com).

*PERSONAL MESSAGES:* Unless it is an emergency, please do not ask the office to interrupt a class to deliver a message. Messages can be left in the main office for the student to pick up at break or lunch.

*CHAIN OF COMMUNICATION:* If you have a classroom or academic concern, please observe the following chain of communication. Always start with the teacher. This will streamline your concern being addressed quickly and resolved effectively. If the teacher does not resolve your concern, then follow this order: guidance advisor, assistant principal, principal.

### **Parent Booster Clubs**

Parents who are involved in volunteering at the school will know the school better and will be better connected with their teens. Check the website for the most up-to-date meeting information. Booster clubs include:

- PTSA (Parent Teacher Student Association); group of parents, teachers and students work together to support the education program.
- MUSIC BOOSTERS: fundraising, chaperoning, and organizing music activities
- ATHLETIC BOOSTERS (Panther Paws): fundraising to support the athletics program.
- SPIRIT/CHEER BOOSTERS: assists the spirit advisors by providing transportation, supervision and fundraising
- SCHOOL SITE COUNCIL: to review and approve the School Site Plan and the WASC self-study, and assists in gathering community information to help guide curriculum and culture for our school site.

### **No Fees, Charges, or Costs for Classes or Field Trips**

**There is no fee, charge, or cost for any class or any field trips the school offers.** Voluntary donations and voluntary participation in fundraising for a class, field trip, or project is always deeply appreciated. The school will provide the books, materials, and equipment for classes, free of charge. The school will pay for the cost of field trips. Please contact the Principal if there is any concern that a fee, charge, or cost is required so that the Principal can clarify.

### **Parking Lot and Motor Vehicle Registration**

There are two parking lots on the school campus. The staff parking lot is clearly identified by signs and is for staff and visitor parking only. Students are to park in the student parking lot only. Students parking in the faculty/staff lot will be cited by SJPD. If a student has questions about which lot to park in, the student is required to ask those questions before driving a car to campus.

All students **MUST PARK** in the student lot. Parking in the faculty lot or off campus is strictly prohibited.

Motor vehicles driven by a student must be registered in the Student Service Center and have a current parking sticker affixed to the back window. Students who fail to park in the proper space, fail to park properly within the lines, drive recklessly or park outside the student lot are subject to: citation by the police, having their car towed away at owner expense, suspension from school and/or loss of driving and parking privileges on campus. The parking lot is off-limits during school hours. Students may not loiter in the parking lot during the school day, including lunch and study hall. This rule provides better security for student cars and better student safety. All vehicles on CUHSD property are subject to search if there is reasonable suspicion or consent.

### **Off-Limit Areas During School Day**

There are a number of areas on campus where students are now allowed without a staff member. These areas include football stadium, parking lots, areas beyond the baseball/softball fields, and inside the PE locker rooms and theatre.

## **RULES/DISCIPLINE POLICY**

### **Senior Consequences**

Seniors are the leaders on campus and are expected to act as positive role models for underclassmen. Seniors have significant events throughout the year and at the end of the year that the senior may lose for misconduct. To that end, seniors committing a significant suspendable offense, (such as for example under the influence of drugs or alcohol at school or at a school event, involved in a fight or being involved in a destructive senior prank), face the likelihood of losing all or some of their end-of-the-year privileges including such things as: walking at graduation, Senior Beach Day, the prom, the Senior/Faculty game, and similar events.

## **General Rules**

The school has established a few simple rules to guide student conduct. In addition, teachers are expected to publish and inform students of classroom rules AND consequences for violations. Students have the responsibility to become informed and abide by the established rules. Students are also to comply with all legal requirements and policies.

Students are expected to respect the authority of all adult staff members, address them with respect and respond to and comply with their direction. Any student who uses language or takes action directed at a staff member that is threatening, sexually harassing, or insulting to their ethnicity, sexual orientation, gender or other protected characteristic will result in disciplinary consequences up to and including suspension and/or expulsion.

Any student whose action interferes with a staff member or officer in the conduct of their duty that may endanger the safety of students or staff will face expulsion. Students will settle conflicts calmly and peacefully, avoiding violence or intimidation as a response to disagreements. Students will immediately leave and/or avoid the scene of a conflict unless directed by a staff member to do otherwise. Students will not contribute to conflicts by spreading rumors, hazing, bullying, gossiping or threatening others with harm or any other form of harassment. If a conflict is happening, they are not to “rubber neck,” get involved, egg it on or otherwise interfere with school authorities dealing with the situation. Students are to immediately leave the area as directed – “mob-like” behavior will be dealt with severely.

Students will refrain from the use/or possession of tobacco or tobacco-containing products, drugs, alcohol, any intoxicant and any hallucinogenic substance on the way to or from school or a school activity, on campus or while attending any school activity whether on campus or away from the school. The school is a “TOBACCO FREE ZONE,” so students and adults attending events on campus may not use tobacco or tobacco-containing products.

Vapor-Pens will be treated as a tobacco product, unless it can be determined to contain a controlled substance. All Vapor-Pens will be confiscated, not returned to the student, and destroyed.

To allow staff to spot an unauthorized person on campus, the campus is closed to all non-students and non-staff between 7:00 a.m. and 4:00 p.m. Parents/Guests coming to the school on official business are permitted on campus but must report first to the main office to sign in and receive a visitor’s I.D. badge that must be worn while on campus.

Students will respect all school property and will refrain from spitting on, tagging, defacing, vandalizing, breaking or damaging it.

Cell phones and all other electronic devices may only be used during passing periods and lunch. Ringers must be put on silent. Devices cannot be out at all during a test but must be secured in a purse or backpack, unless the teacher specifically directs otherwise during the test or quiz. Teachers may choose to permit students to use an electronic device for instructional purposes, but the device must then be used only as directed by the teacher during class time. Unauthorized uses will result in discipline.

Bikes, skateboards, rollerblades, or scooters are not to be ridden on campus. Bikes are to be locked in the bike racks. All other items are to be stored in student lockers.

Signs posted on campus must be approved by the administration or ASB. Approved signs may be attached to the walls using blue masking tape ONLY.

All activities must be arranged with the Activity Director’s office.

Changing or altering any school document is punishable by suspension and/or expulsion.

Athletic activities should be limited to the athletic fields only (i.e., no ball throwing in the hallways).

NO pets allowed on campus.

## **Cell phones/electronic devices/skateboards/bikes/scooters, etc.**

Students are not to use cell phones or electronic devices for calls, texts, photos, or other purposes except during lunch and breaks unless a teacher tells the student to use the phone for academic reasons. Bikes, scooters and skateboards are not to be used on campus. Bikes should be walked on campus. Scooters and skateboards are to be carried on campus.

1<sup>st</sup> offense: Teacher will turn it over to the Assistant Principal's office. The Assistant Principal will keep the electronic device or other item for one school day and will return the device or item at the end of the school day.

2<sup>nd</sup> offense: The item will not be returned until a parent conference is held at school with the Assistant Principal.

3<sup>rd</sup> offense: Student will not be allowed to bring the item to school for five school days.

4<sup>th</sup> offense: The Assistant Principal will issue discipline, which may include the loss of use of a cell phone or item on campus for the remainder of the semester or school year, detention, school suspension, and/or expulsion.

#### **Refusal to provide cell phone or any item to an adult school employee:**

If a teacher or other adult school staff member requests a student to hand the cell phone or item over to the teacher/adult, the student is expected to comply. A student's refusal to provide the cell phone or the item to the teacher/adult will result in additional consequences for willful defiance up to and including detention, suspension, and/or expulsion.

#### **Parent Responsibility for Cell Phones:**

Students are not to receive or initiate calls to anyone, including parents, except during the designated time, and except for a 911 call in a situation requiring a police response. In an emergency, parents are to contact the office and students will call home from the office. Otherwise, please leave a message on voice mail or text your student, understanding that they are not allowed to check for a text or message until a break.

#### **Computer Use**

In order to use any school computer, a student must have an "Acceptable Use Agreement" on file, signed by both student and parent. Any violations of the agreement will result in the loss of computer privileges. Students may not download personal files on to school computers and must save any work done in the lab on a thumb drive, not on the hard drives.

#### **Cyber Citizenship**

In keeping with our school vision, Prospect students are expected to maintain a positive campus culture. Participation in our global society includes online activities. Students will be held accountable for their virtual actions, (texts, social media posts, video and picture exchanges, etc...), if it disrupts/interrupts our educational environment and school culture.

#### **Closed Campus**

The school is a CLOSED CAMPUS. Students must remain on campus for the entire school day including lunch. (Exceptions: students with a valid Off-Grounds Pass, SVCTE, Work Experience, or students with "No 3<sup>rd</sup>" or "No 6<sup>th</sup>" period). The athletic fields, football bowl, tennis courts, adult education areas, and all parking lots are off limits during the school day. Non students and students from other schools may NOT visit the campus nor attend school with this school's students.

#### **Visitors**

All visitors to the campus must check in at the main office to receive a parking pass and a visitor's badge. Visits to classrooms must be prearranged with the permission of a school administrator. Student guest passes will not be allowed.

#### **Loitering**

Loitering in the neighboring community or business areas is prohibited before, during and after the regular school day. Students coming to school are expected to come directly on to campus and not loiter in or around the neighborhood. Parents of violators may be contacted on the initial offense, and the student will face detention, suspension, and/or expulsion for subsequent offenses. Please note: students may be cited for trespassing by the police or SRO if they are loitering in the parking lots or across the street from the school.

### **Student Dress Code**

Students are to dress appropriately for school. Wearing clothing that is overly revealing, has gang connotations, promotes drugs/alcohol and poses a danger to students and staff is strictly forbidden.

Students are not to wear any of the following PROHIBITED CLOTHING:

- *Any items containing reference to alcohol, drugs, tobacco, or their related slogans or emblems.*
- *Any items containing reference to weapons or violent actions.*
- *Clothing with any sexual or violent connotation.*
- *Gang-related insignias or colors.*

Shoes must be worn at all times.

Also note that teachers may have restrictions within their classrooms, for example some teachers do not allow hats, hoods, or beanies to be worn in class. Such rules and expectations will be clearly communicated by the teacher. Students are expected to comply with all classroom rules and expectations.

*Students will be asked to change their clothes if they are wearing inappropriate items. Parents may be contacted. Repeat violators will be subject to school discipline.*

### **Sexual Harassment**

*Sexual harassment is defined as making unsolicited and unwelcome written, verbal, physical and/or visual contact with sexual overtones, or continuing to express sexual interest after being informed that the interest is unwelcome if a student is comfortable stating this.* If a student believes that he or she is being sexually harassed by another student, the first step is to tell the offending person that their actions are unwelcome if a student is comfortable stating this. If the action persists or if the student is not comfortable telling the harasser to stop, the student should make a formal complaint to his or her counselor or Assistant Principal. If a student believes he or she is being sexually harassed by a staff member, the student should report the incident to the principal or the AP. Harassment based on other protected characteristics (including race, sexual orientation, national origin, religion and disability) is also prohibited and unlawful.

### **Inappropriate Displays of Affection**

Mature individuals do not display their affection for one another inappropriately in public. "Making out" and other inappropriate intimate behavior is not tolerated on campus. This behavior may result in a referral to the Assistant Principal's Office.

### **Sexual Battery**

Sexual battery includes touching an intimate part (female's breast or anyone's anus, groin, sexual organ, or buttocks) against that person's will (without consent) for a sexual purpose, even if the touching is through clothing. Suspension and expulsion are mandatory.

### **Conduct at Athletic Events**

Students and adults, who attend the school sporting events, whether at home or away, are expected to display conduct reflecting good sportsmanship. All school guidelines, rules, and regulations are in effect during such events, and any infractions will be subject to appropriate disciplinary actions. In the event an adult attending such an event does not display conduct reflecting good sportsmanship, school administration will meet with the adult to discuss the inappropriate conduct, and may result in restriction from attending future events.

State law dictates that schools are "Tobacco Free Zones." Neither students nor adults may use tobacco products while on campus or at a sporting event. Everyone attending athletic events is expected to conduct themselves in a manner that will bring respect to the school. They shall refrain from any conduct that degrades, baits, bullies, or intimidates others.

Night football and basketball games at the school have some specific rules to which all are expected to adhere. There is a "no in and out" policy. No loitering is allowed, and all people are expected to exit promptly at the completion of the game. Stadium/gym lights will be turned off shortly after the game is completed.

Please respect the campus and throw away all trash. No outside food is allowed at athletic events.

### **Conduct at School Dances**

Dances are a major activity in the social life of the school and should be a safe and fun experience for all who attend. All dances, with the exception of the Junior/Senior Prom, begin at a set time and end at a set time. To maintain the fun and safety of the school's dances, students are required to observe the following rules:

Only students who meet the school's behavioral and attendance expectations will earn the privilege of attending school dances. A student's eligibility to attend a dance will be based on his or her behavior between dances. Examples of behaviors which will result in exclusion from a dance include: pending Saturday School assignment, any out of school suspension throughout the school year, and student behavior that is deemed as a safety concern by administration.

Students will not be admitted to dances after 60 minutes after the set start time, unless otherwise authorized in a writing signed by an administrator.

- Students must attend a full day of school the day of the dance. Students who are absent for some or all of that day cannot attend the dance.
- All school students must present a current school photo identification card before being admitted to a dance. Once students leave a dance, they cannot return to the dance and must leave campus immediately. Students will observe school rules of conduct, including those that apply to the use/possession of tobacco, drugs and alcohol. Students may not be under the influence of any alcohol, intoxicant or drug at any school activity including school dances. The school reserves the right to utilize a random breathalyzer test before students enter the dance or during the dance. The school also reserves the right to utilize a breathalyzer test whenever a school administrator or other school staff has a reasonable suspicion that the student has been drinking alcohol or is under the influence of alcohol.
- Students are expected to be cooperative and follow the direction of the adult chaperones and security officers.
- School appropriate dress and behavior is expected of all attendees.
- Dance styles which are provocative or pose the potential for injury are not allowed, and students who insist on or continue doing so after a warning will be removed from the dance. Administration will determine if that individual student will be allowed to attend future dances. Specifically, any dance that is sexually suggestive (i.e. "grinding") is strictly prohibited. Students must face their dance partner at all times. Students will be given one warning. If the student does not change his or her behavior, his or her parents will be called and asked to pick up their student from the dance.

NOTE: Students committing a suspendable offense at a school dance will lose the privilege of attending ALL future dances for the year including the Prom and potentially other school activities.

Guests: Generally, only this school's students are allowed to attend dances. The exception is for dances that are traditionally date dances. Announcements will be made prior to dances if guests are allowed, and if so, a guest pass must be secured and approved in advance.

Only students who meet the school's behavioral and attendance expectations will earn the privilege of attending school dances. A student's eligibility to attend a dance will be based on his or her behavior between dances. Examples of behaviors which will result in exclusion from a dance include: pending Saturday School assignment, any out of school suspension throughout the school year, and student behavior that is deemed as a safety concern by administration.

### **Discipline Referrals and Procedures**

A "referral" is a communication from the classroom teacher to the Assistant Principal describing a student's misconduct that has violated classroom or school rules. The referral represents a request by the teacher for disciplinary action. When the student is directed to leave the class by the teacher, the student will:

- Leave the room quickly and quietly, and report immediately to the Student Service Center.
- Sign in with the Attendance Clerk and report the reason for being sent to the office.
- Be seated in the assigned area and wait quietly for the Assistant Principal.
- Students will not access electronic devices while in the Student Service Center, unless they have received specific permission from an Assistant Principal.
- Students who fail to report and/or remain in the student service office will be subject to more severe consequences.
- Report to his/her next class when the bell rings unless directed by the Assistant Principal to do otherwise.

- RETURN to the Assistant Principal's office during the same period the next day that the class meets for a conference with the Assistant Principal. Most problems can be resolved at that time and the student will be returned to class. Students may not return to class until directed to do so by the Assistant Principal.

Note: Students are usually not seen immediately after being sent to the office in order to allow the Assistant Principal to conduct an appropriate investigation. After discussing the situation with the teacher, the Assistant Principal will meet with the student to hear his/her side of the story and will take the necessary action. Parents will be informed of the student's behavior and the disciplinary consequences.

### **Respect for Teachers and Staff and Others**

Students are expected to follow all teachers' directions and observe all classroom rules. Students must comply with school regulations. Willful defiance of the valid authority of supervisors, teachers or administrators will not be tolerated. Consequences may include but are not limited to: detention, suspension, and possible recommendation for expulsion. Fighting is unacceptable for all individuals involved. Verbal, physical or sexual harassment, bullying, intimidation and threats are prohibited at all times. Profane and vulgar language is not allowed on campus.

### **Consequences for Misconduct**

The school uses a progressive discipline model for minor offenses, but expulsion can occur for the first serious or dangerous offense. Consequences increase in severity with repeated misconduct or in accordance with the seriousness of the violation. Disciplinary actions and consequences may include but are not limited to the following: a verbal/written warning, parent contact, counseling, behavior plans, sitting in the Student Service Center, performing campus clean-up projects, suspension, after school detention, assignment to a Saturday School Program, transfer to an alternative education program, the confiscation of student property that violates school rules, expulsion, and/or other action considered reasonable and appropriate by the Assistant Principal. Parents may appeal suspensions to the Principal.

Police may also be notified of the misconduct. For some violations, police notification is required.

### **Assistant Principal or Other Administrator Questioning**

The Assistant Principal, other school administrators, and school staff have the right to question students during the school day or while the student is on campus, even if not during the school day. School staff does not have to contact the parent for permission before questioning a student. If a student is determined to have engaged in a suspendable offense, school staff will make a reasonable effort to contact the parent in person or by phone. When a student is suspended, the parent will be notified in writing of the suspension.

### **School Resource Officer (SRO) Questioning**

The school administrators may involve a school resource officer (SRO) in questioning a student suspected of misconduct. The school resource officers may act as an agent of the school while on campus.

### **Outside Law Enforcement (non-SRO) Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent.

### **Student Searches**

Lockers belong to the school district. Students are permitted to use them as a convenience. The lockers remain under control of the school administration and may be searched whenever reasonable suspicion exists.

School officials may search a student and their personal property, (including cars, purses and backpacks), when there is reasonable suspicion to believe a student is concealing evidence of a behavior code violation. Illegal items, (weapons, alcohol, unlawful drugs, etc.), or other possessions determined to be a threat to the safety or security of the student or others will be confiscated and turned over to the police.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. A general search of district facilities and properties, including but not limited to lockers or desks,

may occur at any time. Items belonging to the district or items which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

**Suspensions and Expulsions**

Student misconduct may be serious enough to warrant a suspension and/or expulsion. The Education Code of the State of California dictates which behaviors can or must result in a suspension and/or expulsion. Listed below are those offenses:

Prohibited Conduct resulting in Suspension and/or Expulsion

\*Indicates offenses for which expulsion is mandatory.

Education Code	<b>MANDATORY SUSPENSION AND EXPULSION OFFENSES</b>
48915(c)(1)*	Possessing, selling or furnishing a firearm without permission
48915(c)(2)*	Brandishing a knife at another person
48915(c)(3)*	Unlawfully selling a controlled substance
48915(c)(4) or 48900(n)*	Committing or attempting to commit sexual assault or committing a sexual battery
48915(c)(5)*	Possessing an explosive
	<b>MANDATORY RECOMMENDATION OF EXPULSION AND MAY BE EXPELLED</b>
48915(a)(1)(A)	Caused serious physical injury to another person not in self-defense
48915(a)(1)(B)	Possession of knife or other dangerous object of no reasonable use
48915(a)(1)(C)	Unlawful possession of any controlled substance (not including alcohol) except for certain first offenses and certain medications
48915(a)(1)(D) or 48900(e)	Robbery or extortion (or attempted robbery or extortion under 48900(e))
48915(a)(1)(E)	Assault or battery upon any school employee
	<b>MAY BE SUSPENDED AND MAY BE EXPELLED</b>
48900(a)(1)	Caused, attempted to cause, or threatened physical injury to another person
48900(a)(2)	Willfully used force or violence on another person not in self-defense
48900(b)	Possessed, sold or furnished firearm, knife, explosive or other dangerous object without written permission
48900(c)	Unlawfully possessed, used, sold, furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant
48900(d)	Selling, arranging, negotiating or delivering materials represented to be a controlled substance (look-alikes)
48900(f)	Caused or attempted to cause damage to school or private property (including electronic files and databases)
48900(g)	Stole or attempted to steal school property or private property (including electronic files and databases)
48900(h)	Possessed or used tobacco or nicotine products
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity
48900(j)	Unlawfully possessed, or unlawfully offered or arranged to sell, drug paraphernalia
48900(k)	Disruption of school activities or willfully defying the authority of school personnel
48900(l)	Knowingly received stolen school property or private property (including electronic files and databases)
48900(m)	Possession of an imitation firearm
48900(o)	Harassed, threatened, or intimidated a pupil who is a witness

48900(p)	Unlawfully offered, arranged or negotiated to sell, or sold Soma
48900(q)	Hazing
48900(r)	Bullying or cyberbullying
48900(s)	Aid or abet physical injury
48900.2	Engaged in sexual harassment
48900.3	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
48900.4	Engaged in harassment, threats or intimidation against District personnel or pupils creating hostile educational environment
48900.7	Made terrorist threats against school officials or school property

SPECIAL NOTE: In addition to what is noted in the chart, expulsion proceedings will be initiated for students who possess, sell, or furnish ANY firearm, knife, explosive or other dangerous object or look-alike weapon OR sell or otherwise furnish any illegal drug, intoxicant, or alcohol, OR interfere with a school official or police officer in the conduct of their duty, OR be involved in a gang-related incident.

The behavior rules apply to students whose behavior is related to school activity or attendance, which includes but is not limited to, students on school grounds, while traveling to or from school or to or from school-sponsored activity, during the lunch period whether on or off campus, and during a school-sponsored activity. Suspension shall be imposed whether the violation occurred on other campuses or properties of the district or other districts regardless of the time of day or the day of the week of the violation. Some violations require the school to notify the police. If the behavior, conflict, or discussion started on campus but is continued or finished off campus, it is still related to school and the school has authority to discipline the student.

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

A suspension may be appealed to the principal. If not resolved, a further appeal can be filed with the Director of Student Services at the District Office. A parent may place a written rebuttal in the Student’s file.

**Cyberbullying and Off-Campus Misconduct and Its Relationship to School**

Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours if the behavior causes or is reasonably likely to cause a substantial disruption to school activity.

Bullying is defined in Education Code 48900(r)(1), which read as follows when this handbook was last revised: “Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in [Education Code] section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.”

“Electronic act” is defined in Education Code 48900(r)(2)(A), which reads as follows when this handbook was last revised: “the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A message, text, sound, or image.
- A post on a social network Internet Web site including, but not limited to:
- Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1)[48900(r)(1).]

- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
- Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.”

## **ACADEMIC CODE OF CONDUCT**

### **Philosophy/Rationale**

The school Learning Community expects the highest standards of honesty and integrity from all students. Allowing unethical student learning behavior to go unchecked establishes habits that are detrimental to both the individual and the society. The school is committed to students achieving our school-wide learning results while conducting themselves with the highest level of integrity. With this in mind, the school’s Academic Code of Conduct has been put in place as a means to ensure that all students understand our expectations and the consequences for actions which deviate from those expectations. As a student, you are responsible for your own work and you are responsible for your own actions.

### **Academic Dishonesty (cheating) Definitions**

Academic dishonesty, a.k.a. cheating, is defined broadly as turning in work that is not your own or allowing another student to copy your work. Examples of common forms of cheating are listed below, but it is not meant to be an all encompassing list.

- Looking at someone else’s paper during a test/quiz
- Talking with another student during a test/quiz
- Using cheat notes
- Allowing someone to copy off of your test/quiz
- Copying work assigned to be completed independently
- Use of any electronic device that stores or communicates information during a test/quiz (i.e. text messages, internet access, email, etc.)
- During a quiz or test, having an electronic device outside your backpack or purse even if not turned on
- Giving or receiving test/quiz information to students in another class or acquiring test/quiz information
- (Plagiarism) Turning in individual projects not wholly one’s own; misrepresenting someone else’s work as one’s own; failing to give credit for statements and conclusions drawn from another source; submitting someone else’s work as your own, including downloading papers from Internet sources.
- Failing to follow test/quiz protocols or procedures
- Hacking or otherwise altering or falsifying or removing school records or electronic records

During the course of an academic year, for each clear academic integrity violation, the teacher has the right to give a student, at maximum, a 0 on the assignment. The administration will take the following actions:

#### **First Offense:**

- Student will meet with the Assistant Principal to discuss the process as well as future consequences.
- Student will sign behavior contract (AP will send home a copy) outlining future consequences and the potential for removal from school based activities for a specific amount of time.
- Student will meet with Guidance Counselor to address strategies and ways to repair environment with instructor.

#### **Second Offense:**

- Student will meet with the Assistant Principal to discuss the consequences.
- Student will be unable to attend any school activities for the next six weeks.
- Student will meet with Guidance Advisor, parents/guardians and Assistant Principal to discuss actions and look at the possibility of school-based supports.

- Student will meet with Guidance Counselor to address strategies and ways to repair environment with instructor.

#### Third Offense:

- Student will meet with the Assistant Principal to discuss the consequences.
- Student will be unable to attend any school based activities for the remainder of the semester, or if at the end of a semester, for the entirety of the next.
- Student will not be able to attend next dance
- Student will be assigned a targeted Saturday school where they will need to correct actions for all three offenses as developed by teachers and administration.
- A Student Study Team meeting will be called to address academic and behavioral concerns and discuss ways to repair the academic environment.
- Administration will decide on whether to take action and inform universities.
- Student may be barred or removed from leadership positions in extra-curricular activities

Note: Depending on the severity of the offence (e.g. cheating rings, stealing of tests, etc.) the administration will escalate as it deems necessary by the actions of the student(s). In addition, a student who has a history of academic integrity violations may have their consequences escalated if the administration deems it as necessary.

If a college requires or requests information on cheating, the school will notify the college of any and all cheating offenses.

### **GUIDANCE DEPARTMENT SERVICES**

Guidance advisors are an integral part of students' daily educational environment and mentors of student achievement. Guidance is a collaboration of parents, students, school counselors, administrators, teachers, student services personnel and support staff working together for the benefit of every student. Guidance Advisors coordinate ongoing systematic activities designed to assist students individually in establishing personal goals and developing future plans.

Guidance Advisors inform parents by mail, e-mail, website, daily bulletin, Parent Page, marquee, school loop news and evening presentations. Communications also include the distribution of materials and power point presentations to all grade levels in core classes.

Transcripts will be provided to all students at least once a year. Students are encouraged to study their transcripts and be responsible for completing the graduation requirements. Students should make an appointment to see a Guidance Advisor if there is an error in their records or if clarification is needed. Parents may also request a transcript by contacting the guidance department.

#### **Educational Planning and Programming**

Students and parents will be provided with advisory information regarding high school graduation requirements and evaluation of student progress toward graduation. Each student will be given an opportunity to develop a four-year plan that will be reviewed by the student each year. Students, with parental assistance, will make course selections consistent with their four-year plan and chosen educational/career paths and will be expected to take responsibility for enrolling in, and successfully completing, the courses necessary to meet the goals of those paths. The guidance advisors will meet with every grade level.

#### **College & Career Center (C&CC)**

With the support of parent volunteers, Prospect's College & Career Center provides information and help for students to fulfill their post high school plans using Naviance web-based program and other tools and resources. The center is located in the Student Services Center. There are computers available for research, test registration, career and college searches. C&CC offers workshops on particular subjects, such as resume writing, scholarships, college search, college major search and career search. The C&CC also works closely with Guidance to align support of activities to the goals of each grade level.

History	3 years
English	4 years
P.E	2 years
Math	2 years including Algebra
Science	2 years: 1 year Biological 1 year Physical
World Language*	1 year -Optional
Visual & Performing Arts*	1 year - Optional
Applied Arts*	1 year - Optional
General Elective	60 credits

\*TOTAL 3 YEARS USING 2 CATEGORIES

A. Social Science	2 years
B. English	4 years
C. Math	3 years: IM1/IM2/IM3
D. Lab Science	2 years 1 year Biological 1 year Physical
E. World Language	2 years same language
F. Visual & Performing Arts	1 year
G. College Prep Elective	1 year

No student may graduate with less than 220 units and must satisfy all subject requirements. All students must pass the California High School Exit Exam (CAHSEE) in Math and English to receive a high school diploma.

NOTE: Admission to UC and CSU campuses has become extremely competitive. Students meeting only the minimum requirements may not be accepted at the campus of their choice. We recommend that the student take 3 years of math, 3 years of lab science, and 3 years of world language.

Semester grades in all of the above-required courses must average a minimum of 3.0 (for UC) and a 2.00 (for CSU) with no grade less than a "C." Eligibility is then determined by the student's score on the SAT Reasoning Test or ACT Exam plus Writing Test. SAT Subject Tests are no longer required for admission to a UC campus and are not used for eligibility. However, UC will take Subject Test scores into consideration when evaluating applications.

#### **Parent and Student Suggestions for Academic Success**

- Parents should contact teachers directly by phone or email if they have a question about their student's academic performance. They should return your phone call or email within two school days. Teachers should always be the first point of contact.
- If your student is a Special Education student, contact their Case Manager.
- Students and parents can log into School Loop to track homework assignments turned in and grades.
- Parents should require their student to bring home texts, materials, daily handouts, and daily assignment sheets.
- Parents should see that their student's homework is completed. Parents should not do the work — just check to make sure it is done.
- Parents should provide a quiet place for their student to do his/her work. The kitchen table is sometimes better than the bedroom, which may contain various electronic distractions. Require your student to do his/her school work at a set time each day.
- If you have a concern about your student's attendance or behavior, contact your son or daughter's assistant principal.
- Parents should report any changes in phone numbers (home, work or cell) and/or addresses directly to the Student Service Center.

### **IMPORTANT EDUCATIONAL PLANNING INFORMATION**

#### **Academic Load**

No student may carry more than 35 units (7 classes) per semester without permission. A total of six-periods are the standard course load for students, though they do have the option of taking seven classes. Students may take only one Student Assistant class per semester.

#### **Class Change Policy**

Class selection takes place at the beginning of second semester. The guidance advisors conduct class visits at all grade levels and meet with students one-on-one to finalize the following school year class list. Changes to this list can be made prior to the deadline set forth by the Guidance Department each year. Once selections are made, students must keep in mind that all courses are year-long including Honors and AP classes. Requests to change teachers are not granted.

Assuming that the minimum number of classes will be maintained, corrections may be made to a student's class schedule given the following:

- During the week of registration, for example:
  - Two same periods in a schedule (i.e.; two 2<sup>nd</sup> periods)
  - Multiple same subjects listed in schedule (i.e.; two English 1 classes, two World History classes)
  - A gap in schedule (i.e.; no 2<sup>nd</sup> period, no 6<sup>th</sup> period)
  - Missing a graduation requirement (i.e.; no English class)

### **Advanced Placement (AP) Class Information**

Taking an AP course is a predictor of success in college. The AP course includes extensive work outside of class and the course work is judged by standards appropriate to an introductory college level course. Students are expected to take the College Board AP Exam proctored in the spring as a validation of the AP curriculum. Students must make a commitment to remain in the course for the entire school year, and there is no option for changing classes.

- Characteristics of a successful AP student:
  - Strong desire to challenge and motivate self
  - Independent study habits
  - Strong reading and Writing skills
  - Strong math skills
  - Ability to work under academic pressure
  - Strong organizational skills
  - Fulfill prerequisites

### **Course Grading Practices**

Written notice of course grading requirements, practices and procedures for each course is provided to students at the beginning of the school year by their teachers.

According to CUHSD Board Policy 5121:

“A teacher shall base a student's grades on impartial, consistent observation of the quality of the student's academic work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios. Attendance and student conduct will be factored only in a separate citizenship grade.”

### **Final Exams / Incomplete Marks**

Students take final exams in all classes each semester. A special finals day bell schedule allows for a shortened school day during finals. Students may not take exams early. Any student who must leave school for health or other urgent reasons before final exams should make arrangements with the assistant principal to make-up the exams after the semester ends. At the end of the semester, a grade of “I” (Incomplete) may be issued by a teacher whenever a student, due to severe illness or extreme extenuating circumstances, has not completed course requirements. An “I” must be replaced by the teacher with a letter grade within the first six weeks of the next semester. After this time, the “I” becomes an “F”.

### **Financial Aid**

The Free Application for Federal Student Aid (FAFSA) is available online beginning January 1st. Workshops are held at West Valley College to assist students in completing the application. The FAFSA is a necessary document to qualify for financial aid to attend two year and four year colleges or vocational school.

### **Grade Point Average**

Your Grade Point Average (GPA) is a measure of how well you are doing in your academic studies. The academic grading scale goes from A to F, with corresponding grade points ranging from the highest 4.00 and the lowest 0.00. The letter grade is assigned a grade point value. Grade point values are totaled for the grades earned during a grading period and divided by the number of classes taken. Advanced Placement (AP) classes earn one extra grade point.

### **Grades and Progress Reports**

The school year is divided into six grading periods in which letter grades are issued.. Progress reports are all mailed home — six-week, 12 week and semester grades in January and June. Semester grades become part of the student’s permanent record (transcript) and determine units of credit earned toward graduation. Five units per semester are earned for each class passed except student aide, which are 2.5 credits. Classes repeated to improve grades other than an “F” receive no additional units. Grade definition and grade point values are listed in the Grade Point Average section above.

### **Homework**

Check course syllabi for specific requirements. If a student is going to be absent for three or more days, parents should check online at SchoolLoop to acquire homework from most teachers and most classes. If the information is not available or internet access is not available, you may request homework from the main office. Assignments will be collected from the teachers and ready in the main office for parent pick-up by the following day. Parents are encouraged the main office before pick up.

### **Repeated Courses**

Course titles and grades are NEVER removed from a student’s transcript even if a course is repeated and a higher grade is earned. Credit towards graduation is earned only once even if a course is repeated. Only repeated grades are calculated in the school GPA.

### **Student Records**

A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws. Personally identifiable information shall be disclosed only as provided by Board policy and state law. Additional information regarding records can be obtained from the Student Services Center.

### **Transcripts**

January and June grades are entered as a permanent record (transcript) and are the grades used to determine subject and units completed, Grade Point Average (GPA), and class rank. Each student receives an updated transcript during the year. A transcript is available free of charge to all current students. If a student has left Prospect High School within the last five years, a transcript will be \$5 and can be ordered at the guidance office at Prospect High School with valid ID to establish your identity.

Course designations on the transcript:

p = College prep course

\* = Non Academic

+ = Honors/Advanced Placement (weighted)

r = Repeated

## **EDUCATIONAL OPTIONS**

### **Silicon Valley Career Technical Education (SVCTE)**

SVCTE offers career, technical courses to high school juniors and seniors who wish to prepare for employment or post-secondary education in conjunction with high school graduation. Students are transported by bus daily from the school to and from the SVCTE campus for three hours of vocational instruction. One and two year programs are available. Articulation agreements are in effect between SVCTE and various local community colleges so that students who earn a “B” or better in some programs may receive credit on their college transcripts. See the SVCTE guidance advisor in the Guidance Department office for more information.

### **Middle College at West Valley College**

Middle College offers students, that have the social and academic skills to successfully function in college level classes, the opportunity to complete their high school requirements on the campus of West Valley College. Students will take high school English and history and college level courses. The program is housed entirely on the West Valley College campus, so students are no longer actively involved at their high school campuses. Students are enrolled in a weekly in-class six-hour high school program, which they supplement with six or more college units per semester.

### **College Advantage at West Valley College**

The College Advantage Program is open only to seniors at Campbell Union High School District. The program will place them on the West Valley College campus for all of their classes for their senior year, obtaining an early start on transferable college credits.

## ATHLETICS

Sports offered at the school typically include the following, although each sport may not be offered each year.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS	YEAR ROUND
Football	Boys Soccer	Boys Volleyball	Competitive Cheer
Cross Country	Girls Soccer	Swim/ Diving	
Field Hockey	Boys Basketball	Track	
Girls Tennis	Girls Basketball	Boys Tennis	
Girls Volleyball	Wrestling	Softball	
		Badminton	
		Baseball	
		Golf	

### Athletic Code

This code is developed to guide the student athlete at the school. It is expected that each student athlete recognize his/her responsibilities as a representative of our school and community and will act as a role model for others.

### Sportsmanship Definition

A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect has good sportsmanship.

The following are expected to be role models, demonstrating sportsmanship at all times:

- Administrative staff/teachers
- Athletic Director
- Coaches, players, and cheerleaders
- Booster Club members
- Band members, color guard, and band director

Coaches, players, and spectators will respect the integrity and judgment of the officials. The conduct of coaches, players, and cheerleaders generally sets the tone for high school contests. These individuals are expected to maintain the highest level of decorum at all school contests.

The following behavior is unacceptable at all school contests:

- Berating or ridiculing your opponent's school or mascot
- Berating or ridiculing opposing players
- Obscene cheers or gestures
- Negative signs or gestures
- Artificial noisemakers
- Complaining about officials' calls (verbal or gestures)

The highest degree of good sportsmanship is expected from everyone. Sportsmanship is winning graciously and losing with grace. It is positive, spirited support for one's school and treating opponents and officials with generosity, respect, fairness, and courtesy. Sportsmanship is the responsibility of everyone involved in an athletic contest: players, coaches, officials, cheerleaders, students, parents, and other spectators.

Let the players play. Let the coaches coach.  
Let the officials officiate.  
Let the spectators be positive.

### General Eligibility Criteria

Athletics is a great way for students to get positively involved in the school. We encourage students who meet the eligibility requirements to participate in one or more of the athletic teams provided by the school. There are several prerequisites for trying out for a team. The student/athlete must have:

- a current physical exam covering the entire school year;
- proof of medical insurance (inexpensive insurance may be purchased through the school if the family does not have insurance—contact the Main Office for information);
- met all of the academic eligibility requirements listed below;
- paid all outstanding school bills;
- be residentially eligible as defined by the CCS (note: if a student has attended a previous high school, their residential eligibility must be checked by the Athletic Director).

### **No Fees, Charges or Costs for Extracurricular Activities**

**There is no fee, charge, or cost to participate on extra-curricular teams.** Voluntary donations and voluntary participation in fundraising for a team is always deeply appreciated. The school will provide the uniform, materials, and equipment for extracurricular teams, free of charge. If a student wants to purchase accessories that are not required for the uniform, such accessories are optional and are not provided by the school. If a student wants to purchase items for the uniform that the school would otherwise provide (such as a student wants to purchase a uniform cap because the student wants to keep it at the end of the season rather than returning it), the student should talk to the coach or check the online store, but such items are not required to be purchased because the school will provide them. All uniform items provided by the school must be returned promptly at the end of the season when the coach or staff requests. Please contact the Principal if there is any concern that a fee, charge, or cost is required so that the Principal can clarify.

### **Online Store:**

Students and families can purchase school gear, dance tickets, ASB card, and yearbook online.

1. Log-on to the school website and click on the Webstore Link on the homepage.
2. Login with your permanent student ID# and default password.
3. Username = permanent student ID#
4. Password = first initial and last name (no spaces and all lower case letters)
5. Pay for all of your school items securely online.
6. Bring your confirmation email to the activities office to pick up your items.

### **Academic Eligibility Criteria for Sports**

Freshmen come into high school automatically eligible and are not required to meet the requirements listed below during the first grading period of their freshmen year. Academic eligibility for athletic participation requires that the student meet the following criteria:

- be enrolled in a minimum of five classes
- have passed a minimum of 20 units in the previous grading period
- have earned a minimum of a 2.0 grade point average in the previous official grading period. (Progress Reports at 6 and 12 weeks and end of semester grades.)
- students may not have an F at any grading period - if they have an F and over a 2.0 they may work to bring that F up and become eligible once they have brought it up from an F

### **Attendance**

School coaches, teachers, and administrators believe that attendance in all classes is necessary to maintain good grades. Therefore, we expect all of our athletes to attend all their classes each and every day! We further encourage students to make every effort to schedule medical/dental appointments outside of the school day.

A student athlete must meet all of the following minimum attendance requirements to participate in practice and/or a game:

- The student must be present a minimum of 2 out of 3 periods
- The only accepted reasons for an absence to be excused for the one period are:
  - Dental or Medical Appointments (The returning athlete must present a written note from the Doctor or Dentist.)
  - Serious family illness (validation may be required.)
- Students may miss 3 classes (proof of attendance required) for the following reasons only (validation may be required for any of these):
  - Jury Duty

- o INS Appointment
- o Funeral
- o Religious event

If the student athlete is absent from school for any other reason, he or she will not be allowed to practice or play. Athletes who do not attend school on Friday may not play in a game on Saturday.

### **School Equipment and Uniforms**

Each athlete is responsible for safeguarding and not losing all equipment and uniform items checked out to him or her. Grades, awards, block letters, and clearance for eligibility will be withheld until all equipment and uniform items have been returned or bills for lost items have been paid.

### **Dropping Out Of A Sport**

Once a student has made a team, he/she is expected to attend practices regularly, participate in practices and games to the best of his/her ability and with a respectful attitude, and remains on the team for the duration of the season unless he/she becomes academically ineligible. A player who quits a team in the middle of the season or is dropped from the team by the coach for attendance or disciplinary reasons will not be allowed to participate on another team until the present season is completed, unless approved in writing to do so by the Athletic Director.

### **Transportation to Games**

Athletes are required to travel to and from away games on the team bus if one is provided. The coach may make an exception if an athlete's parent makes a written request to drive their son/daughter home from the game and the coach has approved the request in advance. Under no circumstances may a student drive another student to a game that starts immediately after school hours.

### **Transferring Schools and Impact on Sports**

Transferring from one school to another school may affect your athletic eligibility under Central Coast Section (CCS) and California Interscholastic Federation (CIF) rules. It is the student's responsibility to see the athletic director for these rules. A transfer because of student discipline may impact eligibility, so athletes need to follow all rules.

### **Chain of Communication for Concerns with Sports**

If you have a team concern, observe the following chain of communication, always starting with the coach. This will streamline your concern being addressed quickly and resolved effectively: Coach, athletic director, principal.

## **SPORTS P.E. GUIDELINES**

1. Sports P.E. is available to two-sport athletes in 10<sup>th</sup> grade. Students earn 5 units per semester and will substitute the regular P.E. requirement for 10<sup>th</sup> graders. It is a graded course. Eligible students must have played two sports in the previous year and meet all the team expectations for those teams and have received at least a C in both semesters of 9<sup>th</sup> grade PE. They must also pass 5 out of 6 on the Physical Fitness Exam.
2. To receive credit, students enrolled in the course must participate in their sports to the satisfaction of their coach and must remain on the team throughout the season. If injured or disabled, they must still attend practices as directed and perform other duties assigned by the coach that the student is able to perform.
3. If they quit, are removed from a roster, or fail to participate in a second sport, 10<sup>th</sup> graders will be removed and immediately referred to and enrolled in a regular P.E. class for the balance of the school year.
4. Grading of those enrolled in Sports P.E. will be the responsibility of the Athletic Director, and PE Department chair, and those enrolled in Sports P.E. will be listed on a class roster assigned to him or her. Coaches will, at grading periods and at the end of their season, report their evaluation to the PE Department Chair, who will assign the grades as appropriate. The grades must be awarded by someone with a valid Physical Education credential. Credit will not be granted to a student who is removed from Sports P.E.

5. Students will be placed in Sports P.E. based on their athletic performance and their agreement to participate in two sports during the academic year as determined by the Athletic Director, whose decision shall be final. 9<sup>th</sup> grade students may not be enrolled in Sports P.E.

Parents and students may be asked to sign that they acknowledge and understand numbers 1 through 5 above.

### **COMPLAINT AND FORMAL COMPLAINT PROCEDURES**

Complaints regarding the interpretation or application of any district nondiscrimination policy shall be processed in accordance with the following procedures.

1. The superintendent has appointed the Director of Student Services to assist with complaints or concerns on issues concerning the Americans with Disabilities Act, section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, and other civil rights or discrimination issues:

Abra Evanoff , Director of Student Services, 408-371-0960 ([aevanoff@cuhsd.org](mailto:aevanoff@cuhsd.org)); Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

2. The superintendent will be informed of any complaints communicated to the district alleging noncompliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, or other civil rights or discrimination issues.

3. If the Director of Student Services is the subject of the complaint, the individual may file a complaint with Assistant Superintendent, Mr. German Cerda, 408-371-0960, ([gcerda@cuhsd.org](mailto:gcerda@cuhsd.org)); Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

4. If the Assistant Superintendent is the subject of the complaint, the complaint may be filed with the Superintendent or other designee.

Mr. Robert Bravo, 408-371-0960, ([rbravo@cuhsd.org](mailto:rbravo@cuhsd.org))  
Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

5. Complaints (Special Education): Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone:

Ms. Daron LaFranchi: Executive Director, Special Education  
Campbell Union High School District  
3235 Union Ave.  
San Jose, CA 95124  
408-371-0960 or [dlafranchi@cuhsd.org](mailto:dlafranchi@cuhsd.org)

## STUDENT COMPLIANCE

Prospect High School adheres to a District wide Student Compliance Policy that is enforced on campus regardless of the time of day (24/7, even on weekends, holidays, breaks, and during the summer), to and from school, during all school hours and at, to, or from all school-sponsored activities. It is important for parents and students to understand that the Education Code contains a variety of offenses for which a school (1) MAY recommend expulsion and MAY expel, (2) MUST recommend expulsion and MAY expel, and (3) MUST recommend expulsion and MUST expel. These offenses are clearly stated in the Student Handbook and the Assistant Principal's presentation of school rules provided at the beginning of each year and which may be periodically restated throughout the school year. Each student must comply with all rules.

Among the offenses listed in the Student Handbook, the Education Code mandates that a student MUST be recommended for expulsion AND the CUHSD Board of Trustees MUST expel a student who has committed any of the following serious offenses:

Possessing, selling or otherwise furnishing a firearm.

- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or committing a sexual battery. Sexual battery includes touching an intimate part (female's breast or anyone's anus, groin, sexual organ, or buttocks) against that person's will (without consent) for a sexual purpose, even if the touching is through clothing.
- Possession of an explosive.

Among the offenses listed in the Student Handbook, the Education Code mandates that a student MUST be recommended for expulsion and may be expelled for the following serious offenses:

- Causing serious physical injury to another person not in self-defense
- Possession of any knife or dangerous object of no reasonable use to a pupil. This includes, but is not limited to the following:
  - knives (any type or size) or any object that is sharp or can cut
  - firearms or look-alike firearms such as pellet or air soft guns
  - brass knuckles
  - fighting sticks
  - any dangerous object

Unlawful possession of any controlled substance listed in Section 11053 and the following sections of the California Health and Safety Code which includes, but is not limited to the following:

- Marijuana (over 1 oz, or concentrated, or second or subsequent offense means the student shall be recommended for expulsion) (First offense of less than an ounce of unconcentrated marijuana may result in an expulsion.)
- Cocaine
- Methamphetamines
- Ecstasy
- Prescription medication (If possession is not in accordance with school rules and prescriptions)

Robbery and/or extortion

Assault or battery on a school employee, including a school resource officer

Other offenses that may result in expulsion include threatening, attempting, or causing injury; willful use of force; dangerous objects; drugs, alcohol, or intoxicants or look-alike substances; damage or stealing property; tobacco; obscenity; profanity; vulgarity; drug paraphernalia; disruption; defiance; receipt of stolen property; bullying or cyberbullying; hazing; harassment; hate violence; creating a hostile educational environment; and terroristic threats.

I have heard the Assistant Principal's presentation. I have reviewed this Student Compliance form at my school during class. I understand that I may be suspended and/or expelled for any of the above offenses (or other offenses), even if it is my first offense.

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Student Signature

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PRINT NAME

Remove this signed page and return to your 2<sup>nd</sup> period teacher.

**August 2018**

Prospect High School parents and students:

Please read and sign below to indicate that you have received and reviewed the Panther Student Handbook included in this student planner.

*-PHS Administration*

Last name \_\_\_\_\_ First name \_\_\_\_\_

Grade \_\_\_\_\_ Student number \_\_\_\_\_

Student signature \_\_\_\_\_

Print parent last name \_\_\_\_\_ First name \_\_\_\_\_

Parent signature \_\_\_\_\_