

# Citrus Hill High School Four Year plan

Summer:

9<sup>th</sup> Grade 1<sup>st</sup> Semester      9<sup>th</sup> Grade 2<sup>nd</sup> Semester

Alternative:	Alternative:

Summer:

10<sup>th</sup> Grade 1<sup>st</sup> Semester      10<sup>th</sup> Grade 2<sup>nd</sup> Semester

Alternative:	Alternative:

Summer:

11<sup>th</sup> Grade 1<sup>st</sup> Semester      11<sup>th</sup> Grade 2<sup>nd</sup> Semester

Alternative:	Alternative:

Summer:

12<sup>th</sup> Grade 1<sup>st</sup> Semester      12<sup>th</sup> Grade 2<sup>nd</sup> Semester

Alternative:	Alternative:

<b>Work Completed</b>	<b>Credits</b>	<b>Credits</b>
<b>Subject Required</b>	<b>Required</b>	<b>Earned</b>
Foundations	5 _____	_____
English I	10 _____	_____
English II	10 _____	_____
English III	10 _____	_____
English IV	10 _____	_____
World History	10 _____	_____
U.S. History	10 _____	_____
American Government	5 _____	_____
Economics	5 _____	_____
Mathematics**	20 _____	_____
Life Science	10 _____	_____
Physical Science	10 _____	_____
Science Elective	10 _____	_____
Fine Arts/Foreign Lang.	10 _____	_____
Health	5 _____	_____
Physical Education	20 _____	_____
Electives	60 _____	_____

<b>Recommended Testing:</b>	
PSAT _____	ASVAB _____
PLAN _____	ACT _____
SAT I _____	CST _____
SAT II _____	RCC Assessment _____

**CSU Requirements (A-G Requirements)**

History/Social Studies	2 Years _____
English	4 Years _____
Mathematics*	3 Years _____
Lab Science*	2 Years _____
Foreign Language*	2 Years _____
Visual / Final Arts	1 Year _____
College Prep Electives	1 Year _____

Community Service: a minimum of 40 hours of community service is required for graduation.

\*It is recommended students take more than the minimum required

\*\*Algebra I and Geometry/Geometry Concepts

\* An additional year is recommended by U.C.

## Dear Students and Parents,

Welcome to an exciting new year at Citrus Hill High School, where our motto is to *Be The Change*. Our students, staff, and community continue working together on our shared purpose!

At Citrus Hill High School, we are committed to offering the best experience for all students. This year, our motto remains the same: **BE THE CHANGE**. We will practice this by staying focused on our clear vision:

Our shared *purpose* is to be the best high school for our community by providing our students the finest in rigor, school culture, enrichment, innovation, intervention and preparation.

Our shared *values* include:

- **Focusing on the things we can control.**
- **Whenever possible, refusing the tyranny of “or” by embracing the genius of “and.”**
- **At all times, making decisions based on what is best for students.**
- **Building respectful, supportive, collaborative relationships with students, parents, and colleagues.**

- Our shared *goals* include for the 2015-16 schoolyear:

1. Citrus Hill High School will continue to foster a College and Career Readiness Culture by increasing college-acceptance rate by 5%, showing incremental growth every year to four-year college versus 2-year within the overall percentage. Also increasing A-G Rate by 5% and increasing the number of students enrolled in a CTE pathway to 40% and increasing completion of CTE pathways by 5%.
2. Citrus Hill High School will continue to implement ELA Common Core Standards demonstrating mastery by increasing 5% of 11th grade students scoring either ready or conditionally ready in Smarter Balance English Assessment.
3. Citrus Hill High School will continue to implement Math Common Core Standards demonstrating mastery by increasing 5% of 11th grade students scoring either ready or conditionally ready in Smarter Balance Math Assessments
4. Citrus Hill High School will support its English Learner gain English proficiency by AMAO #1 Percentage increasing to 60%. Also reclassify 20% of EL's by the end of the year.
5. Citrus Hill High School will increase the overall number of students taking Advanced Placement classes and exams by 5%, as well as increase the overall number AP qualifying scores by 5%.
6. Citrus Hill High School will continue to increase student, parent and community input in and participation on all committees and programs by increasing our capacity for communication.
7. Citrus Hill High School will increase attendance rate to 96%; Staff will analyze every alternative intervention to suspension/expulsion prior to implementing a suspension/expulsion.

Citrus Hill High School is a *Comprehensive High School* where **97% of our seniors passed the CAHSEE** and received diplomas in 2015. Citrus Hill truly offers something positive for just about every student. Students enjoy attending this great school, Citrus Hill has the highest attendance (95.75%) in the district for secondary schools. I encourage all students to get involved in co-curricular and extra-curricular activities during their high school years. As a result of student dedication and sacrifice, combined with adult expertise and direction, Citrus Hill High School has many outstanding programs. Academically, our *CH Scholars* program offers the most challenging curriculum to our most gifted students with **100%** of the Scholars seniors getting acceptance to 4-year universities. Also the *AVID* program continues grows (15% of our population) to help students reach their goal of higher education with over **96%** of our AVID seniors getting acceptances to 4-year universities. Also Citrus Hill High School has many exciting CTE Pathway such as, Sports Medicine, Retail Marketing, and Health Sciences.

We also have had an increase in the number of students taking *Advanced Placement (AP)* classes and the overall pass rates of all AP Exams continue to improve. More specifically, in 2014-15, 18% of our students were enrolled in an AP Courses. These are some of the most rigorous college level courses offered.

Furthermore, we offer excellent *Band, Dance, Choir, Theater, Athletics and Clubs*. What is your personal contribution to *our shared purpose*, get involved and let's make it another great year!

Sincerely,  
Nereyda Gonzalez  
Principal





# Character Leadership Attitude Scholarship Service

## Prepare for Success

For students to be successful they must be prepared. Preparation for a class is doing your homework, completing all projects and reading all books. To ensure a student is organized and prepared for work, Citrus Hill Staff recommends a 3-ring binder, paper, pencil, pen and calculator. Make sure your student gets adequate sleep, eats breakfast and can get to work (school) on time. Daily accomplishment will pave the way for a successful academic year.

## *Citrus Hill High School* *Home of the Hawks*

Four Year Academic Plan...	1 (Inside Cover)
Principal's Letter ...	2
Table of Contents...	3
Mission statement...	4
Power Standards...	5
District and School Administration...	6
PBIS: School Wide Behavior Expectations Matrix...	7
Flying with the Hawks ( <b>ASB and Athletics</b> )...	8
Services and Special Programs...	11
Progressive Discipline Plan...	13
Student Conduct...	16
Nondiscrimination Statement...	17
Dress Standards...	18
Dress Code Poster...	20
Progressive Discipline Plan Continued...	21
Uniform Complaint Procedure...	25
Discipline Programs...	26
Attendance Regulations and Procedures...	28
Classroom Interruption Policy...	31
Guidance and Counseling Services...	32
Writing Style and Step Up to Writing...	35
2015-2016 Homework Planner...	42
District Calendar...	80
Bell Schedule...	81
Map of Citrus Hill High School...	85 (Inside back Cover)

# Citrus Hill High School

## MISSION STATEMENT

The students and adults of Citrus Hill will create and extend our community of dedicated and driven learners, embodying character, leadership, academic excellence and success through life-long learning.

## VISION

### **Curriculum and Instruction**

The staff will provide students with a common standards-based curriculum infused with real world connections and student-centered activities that spark interest and learning. A variety of elective courses and an expanded range of career, technical and cultural education opportunities complement our core curriculum classes.

- Consistency
- Monitoring progress
- Essential skills
- Student centered activities
- Core curriculum

### **Learning Environment**

Together, we structure our school to promote safety, acceptance, and learning. We reach out to all stakeholders, celebrating our diverse backgrounds and our shared accomplishments.

- Positive classroom environment
- Supportive home-school relations
- Campus culture
- Parent/community involvement
- Safe campus environment
- Cultural education for students and staff
- Staff work cooperatively within a Professional Learning Community
- A culture of learning for both students and staff

### **Assessment and Accountability**

Through common benchmarks and performance-based assessments, the school supplies feedback and consistently monitors student learning. All Stakeholders are accountable for the success of each student.

- Clear and focused mission
- Authentic assessments
- Benchmark assessments
- Common Assessments
- Monitor and Feedback

### **Success and Support for All**

As we establish and maintain high expectations for all, we also recognize and value the importance and the uniqueness of the individual student. We will foster C.L.A.S.S. (Character, Leadership, Academic, Scholarship, Service) in order to secure a valued commitment between the community and the school.

- High expectations for all students and staff
- Focus on student's individual needs
- Community outreach

### **Strong Leadership**

Our learning community will facilitate and develop strong leadership through our professional learning communities. Strong leadership is found in student, staff, and parents who hold themselves to high standards and give the necessary structure and tools to meet those expectations. Strong leadership also requires a common vision, equity and unwavering support for learning.

- Students
- Faculty
- Community
- Focused leadership

# Hawk Power Standards

## CITRUS HILL GRADUATES WILL DEMONSTRATE:

### COMMUNICATION AND COMPREHENSIVE SKILLS

**Reading:** Comprehend newspapers, magazines, journals, and texts

**Writing:** Write a *variety* of essays, job applications, and letters

**Speaking:** Give oral presentations to select groups

**Creative Expression:** Communicate meaning through visual and/or performance art

**Technology:** Demonstrate literacy through utilization of various media

### COMPUTATION SKILLS

**Number Sense:** Demonstrate basic mathematical computations

**Algebra:** Demonstrate basic algebraic functions and solve for unknowns

**Measurement and Geometry:** Differentiate units of measure, shapes, time, and money

**Statistics, analysis, and probability:** Collect, record, display on graphs, and interpret data

**Mathematical reasoning:** Demonstrate organization and solution to problems

### CRITICAL THINKING

**Recognition:** Find and identify the problem

**Hypothesis:** Propose and form educated opinions

**Experiment:** Design and perform an experiment to test hypotheses and collect data

**Analysis:** Evaluate data to provide evidence that leads to the solving of problems

**Synthesis:** Combine parts into a whole and make decisions based on data

### SOCIAL SKILLS AND CIVIC RESPONSIBILITY

**Historical:** Process knowledge of historical and current events

**Interpersonal:** Collaborate with others as a team, resolve conflicts, and develop relationships

**Diversity:** Develop and exhibit knowledge, respect, tolerance, and acceptance of all cultures

**Citizenship:** Participate and exhibit responsibility in a democratic society

**Ethics:** Demonstrate moral integrity and justice

### PHYSICAL AND EMOTIONAL WELLNESS

**Health:** Reflect healthy life choices and respond to health issues affecting wellness

**Fitness:** Demonstrate routines that lead to physical and emotional fitness

**Lifestyle:** Establish a pattern of living that reflects the quality of life

**Environment:** Recognize man's impact and his limits within the environment

# CITRUS HILL HIGH SCHOOL

18150 Wood Road  
Perris, California 92570  
(951) 490-0400

## School Administration

Mrs. Nereyda Gonzalez Principal	490-0400 ext. 32101
Dr. Charil Macareag Assistant Principal	490-0400 ext. 32153
Mrs. Tara Kim Assistant Principal	490-0400 ext. 32038
Mr. Matthew Elder Assistant Principal	490-0400 ext. 32135

## School Services

Mr. Rich Shearer Athletic Director	490-0400 ext. 32162
Mr. Kevin Johnston Activities Director	490-0400 ext. 32163

## Val Verde USD Administration

Mr. Michael McCormick Superintendent	940-6100
Mr. Darrin Watters Assistant Superintendent Business Services	940-6100 ext. 10601
Mr. Mark LeNoir Assistant Superintendent Curriculum & Instruction	940-6100 ext. 10401
Mrs. Christi Barrett Assistant Superintendent Human Resources	940-6100 ext. 10320

## Val Verde USD Board of Education

Marla Kirkland (President) mkirkland@valverde.edu
D. Shelly Yarbrough (Vice President) syarbrough@valverde.edu
Suzanne Stotlar (Clerk) sstotlar@valverde.edu
Michael M. Vargas (Member) mvargas@valverde.edu
Julio Gonzalez (Member) jgonzalez@valverde.edu

**Being a HAWK... (PBIS: School Wide Behavior Expectations Matrix)**



## **FLYING WITH THE HAWKS... (Activities & Athletics)**

It is the philosophy of Citrus Hill High School staff that students should grow to be well rounded individual who are involved in a variety of extra-curricular activities. Involvement will enhance your experience and education during your high school career. As the year unfolds clubs and organizations will be created to fulfill the interests of all students. Take an active role in establishing the organizations that will make "Hawks" the pride of Riverside County. Look for ways to get involved and for others that share your interest in various types of activities. Take advantage of what Citrus Hill High School has to offer.

### **Eligibility of Activities and Athletics:**

Any student wishing to participate in a school activity/athletic program must:

1. Maintain academic eligibility. They must maintain a 2.0 GPA ("C" average) and have passed four classes.
2. Attend 4 or more classes on the day of an event in order to participate. Only a doctor's note or administrative waiver can allow the student to participate.
3. Satisfactory attendance, citizenship and effort.
4. Purchase an ASB card since all awards, letters, and certificates are paid from ASB funds, any student that does not have a card will not receive any award.
5. Turn in a parent consent form, and for specific activity and athletic groups, proof of a physical, health insurance, and sign the CIF Code of Ethics.

For information about clubs, organizations, or how to get involved at Citrus Hill please contact the Activities Director Mr. Johnston. For information about a team sport please contact the Athletic Director Mr. Shearer. Both Mr. Johnston and Mr. Shearer have offices located in the main administration building.

**The Val Verde Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital status, physical or mental disability or any other unlawful consideration. The board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.**

### **Associated Student Body (ASB):**

#### **Student Government**

Student Government is an essential part of every high school. Every student has a voice in student affairs through a student representative. The student council has the responsibility to appropriate and administer student body funds; to approve date and plans for activities and place on the master calendar; to charter clubs and organization; to organize activities and spirit weeks; to direct all activities of the student body and to legislate new rules for students, clubs and organizations.

#### **Associated Student Body (ASB) Identification**

General costs of operating the school are met with school district funds; however, the expenses of the student body are paid for through student body funding. Some of the expenses of the student body include, but are not limited to, athletics, awards, assemblies, dances, spirit items, and support of various activities on campus and school improvement projects.

The ASB card enables you to save considerable money during the school year. The card allows FREE admission to non-play-off home football, volleyball, basketball and wrestling games and other athletic events. Discounts may include away athletic events, dances, some school sponsored events, spirit wear and a discount on the yearbook.

Student awards/certificates are funded primarily from monies generated through the sale of ASB cards. To receive an award or certificate from an activity/athletics, you must be a member of the Associated Student Body by purchasing an ASB card. The cost of an ASB card is \$20.00 during the registration process and \$25.00 throughout the rest of the school year.

## **General Rules for School Activities:**

1. Students will be asked to show a valid Citrus Hill High School ID/ASB card to enter a school dance, activity or sporting event.
2. Students who choose to leave before the function has ended will not be allowed to return and must leave the premises immediately.
3. All school/district policies are in effect during the event, including but not limited to the use of controlled substance, alcohol or tobacco products, possession of a weapon or fireworks, or any other serious violation of Education Code 48900. All school/district policies will apply to both students and guests of students.
4. If a student wishes to bring a guest who does not attend our school, the student must secure a guest pass from the Activities Office. The guest pass must be completed and submitted for approval to the Discipline Office at least five school days prior to the activity and before purchasing a ticket for the guest. The host or hostess must accompany the guest at all times, and the guest must conform to all school rules. Guest must have a current photo ID to enter the event. There is a limit of one (1) non-student guest per Citrus Hill student.
5. Students must serve all Discipline Intervention's, detentions and have attendance cleared prior to school activity in order to participate.
6. No guest pass will be issued to anyone 21 years of age or older, or for students younger than ninth grade.
7. Students must be picked up no later than fifteen minutes following the conclusion of any school activity.
8. Students must be in the event no later than half way through the event.
9. Students may not leave the event until 30 minutes before the end of the event unless removed by an Administrator or picked up by a parent or legal guardian.
10. Students must attend a minimum of four (4) full periods of school, not including Advisory, to attend events held on school nights (including, but not limited to Friday nights).
11. No type of dancing considered inappropriate allowed.
12. Tickets are non-transferable and are non-refundable.
13. Students on the No Activity List must obtain administrative approval to attend any event.
14. Students must be free of all debt to Val Verde Unified School District to attend selected events, including but not limited to Senior Activities, school trips, dances, graduation, and Prom.

## **Expectations for Participation of Activities:**

### **Academics**

Students need to be in good standing academically to participate in school activities (No F's in any class). Representing their school, families, and community during school sponsored events is a privilege, responsibility, and honor for students who have earned such an experience. Any event that requires students to gain signature approval of school staff or administrator, the student may be denied attendance/admittance based on academic standing (Administrators may review academic standing on a case by case basis, if necessary). This expectation goes for students who attend dances, club events, school events, conferences, awards, and field trips locally, in other cities, and even other states.

### **Attendance**

Students whose attendance has warranted the School Attendance Review Board (SARB) process to be implemented may be restricted from school activities such as athletics, dances and Senior events. Students who have had eight tardies in one semester will also have their school activities and athletics restricted.

### **Behavior**

Students or guests who are a serious behavior problem at an athletic event or an extracurricular activity (dance, play, concert, etc.), may be prohibited from attending other events for the remainder of the current school year. This means that those caught drinking, or under the influence of alcohol or a controlled substance, fighting, in possession of a weapon or fireworks, or any other serious violation of Education Code 48900, in addition to the immediate consequences (arrest, suspension and/or expulsion) may be banned from future school events during the year.

## **POLICIES AND PROCEDURES FOR GUESTS AT SCHOOL EVENTS**

Citrus Hill students wishing to bring a guest to school sponsored events must present a completed and approved guest pass when purchasing tickets. Tickets must be purchased before the end of lunch on the last day of ticket sales for guests. Events needing guest passes will be determined by the administration. All guest passes needing approval must be turned in the appropriate office no later than five (5) school days prior to the last day of ticket sales for guests. No Guest Pass will be approved for individuals 21 years of age and older or attending middle school.

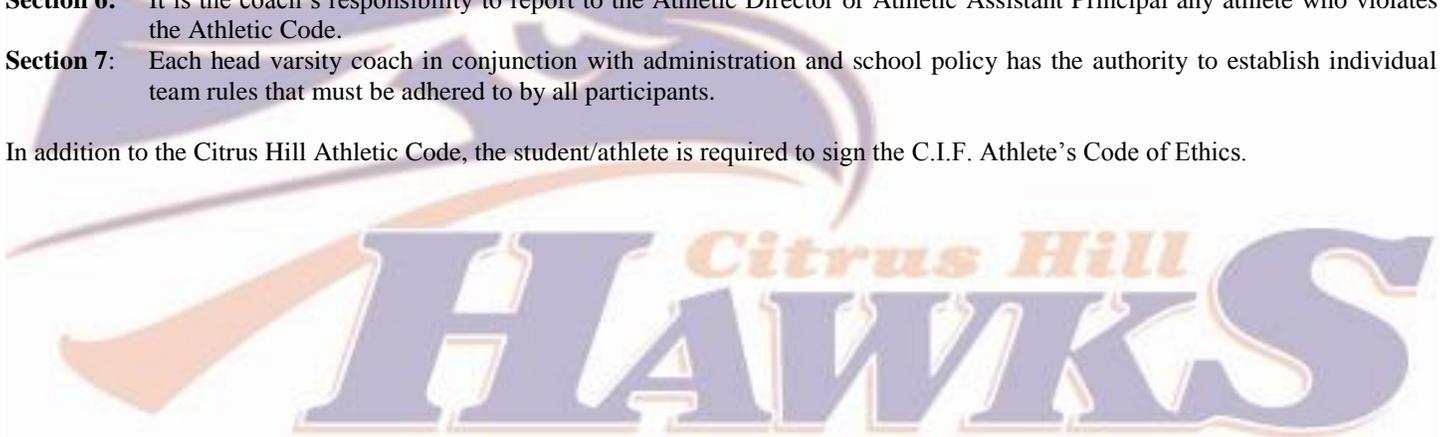
## Athletics:

Athletics play a large part in forming the extracurricular activities for many students starting with their freshman year. We offer the following sports for both boys and girls; baseball/softball, basketball, cross-country, football, golf, soccer, swimming, tennis, track, volleyball, and wrestling. For information about athletics, contact the athletic director at 490-0400 ext. 32162

### **Athletic Code:**

- Section 1:** CIF Citrus Hill Rules: 1) Must not be nineteen years of age prior to June 15<sup>th</sup>. 2) Has only eight semesters of high school eligibility. 3) Be scholastically eligible. Must have a 2.0 G.P.A. and pass four of your six classes. 4) Participate in no more than four seasons of the same sport after enrolling in the ninth grade. 5) Maintain amateur standing. 6) Not have participated in any tryout for a professional team. 7) Competition with an outside team during your high school season in the same sport is prohibited. 8) Participation in the varsity football team is prohibited until one's 15<sup>th</sup> birthday.
- Section 2:** An athlete may leave a sport for any reason during the first ten days of practice. Athlete informs the coach of his/her intention to leave that sport, and the athlete returns all equipment or gear issued to him/her.
- Section 3:** An athlete, who passes the ten day grace period, leaves a sport without the coach or Athletic Director's written permission or is removed from the team due to disciplinary reasons, will be suspended for the season from all other athletic events.
- Section 4:** Any athlete, who's conduct in the classroom, on campus or off campus damages the reputation of Citrus Hill High School may be suspended from participating in any athletic program.
- Section 5:** Only awards and insignias authorized by the Athletic Department may be worn on athletic jackets and sweaters. Failure to abide by this rule may be suspended from any athletic program.
- Section 6:** It is the coach's responsibility to report to the Athletic Director or Athletic Assistant Principal any athlete who violates the Athletic Code.
- Section 7:** Each head varsity coach in conjunction with administration and school policy has the authority to establish individual team rules that must be adhered to by all participants.

In addition to the Citrus Hill Athletic Code, the student/athlete is required to sign the C.I.F. Athlete's Code of Ethics.



## Services and Special Programs Offered...

### Services:

#### **Insurance**

While Citrus Hill High School is not in the insurance business, students are offered a choice of coverage for the school year. The school only makes available the forms. Parents must complete and return to school the completed forms if insurance is desired.

#### **Library**

The Citrus Hill High School Library/Media Center is open from 7:00-3:45 most student attendance days. Students may come in before school, after school, and at lunch. The library offers a variety of services in addition to library materials and textbooks. Additional resources include: magazines, computers, online services, and photocopying. All students must sign-in and show **current CHHS ID** during non-class times and present an official hall pass. The pass must be issued by the teacher they are assigned for that period. The pass must include, date, time, stated purpose of the visit, and when the student should return to class. Note a current **CHHS ID** with computer icon or indicator is required to validate computer and Internet access privileges. Computer use is restricted to school and research work only. Games, e-mail, chat rooms, streaming video, streaming audio, and inappropriate sites are prohibited. **Students must show their ID each time they use library computers.** Students may not access personal e-mail accounts at school. Documents must be saved on a flash drive, CD-ROMR or CD-ROMRW to transport documents to and from school. Students may use the facilities to **silently** read, conduct research, study, utilize computers for educational purposes, and checkout or return materials. Library books are checked out for a two-week period. Overdue notices will be delivered through the school automated phone calling system at the beginning of each week. Phone calls home will continue each week until materials are returned or student debt is cleared. Renewals will be granted upon request unless the book is on reserve. Book fees will be dropped and overdue fines may be waived when materials are returned. Overdue/lost or damaged book fees must be cleared before other materials can be checked out. Each student is responsible for any and all damages done to his/her assigned textbooks and library books. Replacement cost or partial damaged fees are charged for damaged books. All textbooks/library books must be returned directly to the library staff (there is no book drop) to verify that the book is deleted from the students account. All library accounts must be clear before leaving school for the year, which includes a student withdrawal at any time during the school year. Student's registration and/or transcripts/diploma will be withheld until all accounts are cleared. School officials may also deny participation in field trips, activities, sports, and other school events, until such time that satisfactory arrangements for the responsibility has been made. Refer to CHHS library flyer for detailed descriptions of services, rules and polices.

#### **Tutoring**

Tutoring is available in the Library; please check with your teachers, counselors, or the Library for dates and times. Tutoring is free and available for most subjects.

#### **Health Office (Medications and Prescriptions)**

General policy: NO STUDENT shall be given medication during school hours except upon written request from a California licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent or guardian. A new form is required for each prescription change. Students are not permitted to carry prescription or over the counter medication on a school campus. Permission request forms (Authorization for Medication Administration at Schools within Riverside County) can be obtained from the Health Office. Additional parental responsibilities are outlined on the back of the Authorization for Medication Administration at Schools within Riverside County form

#### **Physical Education:**

##### **Physical Education Uniforms**

P.E. students are expected to dress-out for activity every day in clothes other than what they wear to school. Clothing should consist of solid Navy, White and Grey colors. All items are to be plain with no writing or graphics on them. CHHS athletic or school activity shirts are acceptable. Tennis shoes must be worn at all times during class. Sandals, boots or other foot attire is not acceptable during P.E. A Citrus Hill P.E. T-shirt (\$10.00) and gym shorts (\$10.00) may be purchased from the student store. The intent of the uniform is to encourage students to wear clothes that allow free movement, are relatively inexpensive, and help promote school pride and unity.

## **Physical Education Department Padlocks**

Each student enrolled in Physical Education Class will be issued a school locker and padlock for his or her use during the semester. There is to be no sharing of lockers and the student is responsible for their padlock. If the padlock is lost the student will be responsible for purchasing a new padlock from the student store at a cost of \$5.00. Locks that are not issued by Citrus Hill High School are not to be used on school lockers and will be cut off if placed upon lockers.

**The district/school accepts no liability for lost or stolen personal or school property.**

## **Student Store**

Citrus Hill High School maintains a student store, which is located in room 814 on the west side of the GYM. It carries a variety of school supplies, snacks, and beverages. The student store is open during lunch.

## **Programs:**

### **Advancement Via Individual Determination (AVID)**

AVID is a program designed to support students of ethnic minority and/or economic need, recognizing these groups as the most underrepresented in the college and university student population. The program provides: Instruction in study and note-taking skills as well as monitoring of study habits and progress; Intensive instruction in grammar, vocabulary, reading and math skills; Tutoring from college-age tutors; A supportive environment in which to work out problems and receive encouragement; Extensive college admission, financial aid and scholarship counseling; College visits and career-focused guest speakers.

### **Regional Occupational Program (ROP)**

Citrus Hill High School offers several Regional Occupational Programs that includes Sports Therapy, First Responder, Retail Merchandizing, and Allied Health Careers classes. The following information is provided so that students can make appropriate decision regarding future participation in R.O.P.

Riverside County of Education provides ROP courses for job training to the residents of Riverside County. Several of these programs will be located at Citrus Hill. ROP students must be 16 years of age or have completed the tenth grade. High School students may register for classes at other high schools and other training and preparation sites for immediate employment after completion of training for entry-level positions. For more information contact the Riverside County Office of Education at 222-4400.

### **School Publications:**

**The Talon Times Newspaper** is a news-magazine, which deals with human interest and activities on the Citrus Hill High School campus with several publications throughout the school year.

**The Talon Yearbook** is distributed at the end of the school year, but must be purchased in advance, preferably in August, during registration for a discount. Sales are also held in October and December just prior to placing the final order. Save your receipt as it makes picking up your yearbook a lot easier.

## Progressive Discipline Plan...

A pupil may be suspended or expelled for the following acts which occur:

1. while the student is on the school grounds;
2. while the student is going to or coming from school;
3. during the lunch period whether the student is on or off the campus;
4. during, or while going to or coming from a school sponsored activity.

Procedural steps regarding referrals and consequences:

1. Teachers will instruct students on school-wide rules and expectations. Teachers will also instruct students on classroom rules, expectations, and procedures. Students and parents sign and return the acknowledgement that they have read and understand the Citrus Hill High School, Val Verde Unified School District's rules.
2. Teacher/Student classroom progression including low level referrals which include parent contact. If infraction is an education code violation then immediate office referral will be written.
3. Office referral with parent notification. Discipline office progression includes but is not limited to; OCI, administrative conference, parent conference, Advisory-Lunch Detention, Out of school suspension, transfer to alternative education, social skills intervention.

The prevailing philosophy at Citrus Hill High School is that students who conduct themselves according to rules of courtesy and common sense need few stated rules to guide this conduct. It is the responsibility of all staff at Citrus Hill High School to help students develop acceptable behavior patterns by creating a social climate within the school that is conducive to proper individual and group behavior. The school views the teaching of self-discipline as an essential part of the educational process. **Ed. Code 44049, 35291, 35291.5 & .7, 48900, 48900.2, .3, .4, & .7, 48901, 48902, 48904, 48909, 48915, 48980, 49330. P.C. 242, 245, 417.2, 417.4, 626.9, 626.10, 12020-12028.5, 12403.7, 12403.8, Title 5-Sec. 300, H&S 11375 b & e, B.P. 5112.2, 5131, 5131.1, 5131.4, 5131.5, 5131.6, 5131.63, 5131.7, 5136, 5137, 5144, 5144.1, 6184**

# CITRUS HILL HIGH SCHOOL

## SEQUENTIAL DISCIPLINE POLICY

### TARDINESS\*

TARDY 1-3	WARNING; Low Level (LL)
TARDY 4	1 PERIODS OCI
TARDY 5	1 PERIODS OCI, 2 LD
TARDY 6	2 PERIODS OCI, 3 LD
TARDY 7	3 PERIODS OCI, 4 LD
TARDY 8	4 PERIODS OCI, 5 DAYS LD
TARDY 9	1 DAY SUS AND 5 DAY LD
<b>*Exception 3<sup>rd</sup> or 5<sup>th</sup> Period Tardy</b>	<b>2 LD (Tardy immediately following Nutrition or Lunch)</b>

### TRUANCY

TRUANCY 1	1 LD, Possible Citation
TRUANCY 2	3 LD, Intervention Plan, Possible Citation
TRUANCY 3	5 LD, Parent Letter, NPL, Possible Citation
TRUANCY 4	1 FULL DAY OCI, NAL, Possible Citation
TRUANCY 5	1 DAY SUS, SARB, Possible Citation

### DISCIPLINARY PROGRESSION (non-suits, 1<sup>st</sup> period Truancy)

INCIDENT 1	1 LD
INCIDENT 2	3 LD
INCIDENT 3	5 LD, No Pass List
INCIDENT 4	1 FULL DAY OCI, No Activity List
INCIDENT 5	1 DAY SUS, Possible Citation

### OFFICE REFERRAL (OR)

OR 1 + 3 LL	2 DAYS 1 PERIOD OCI
OR 2 + 3 LL	2 DAYS 1 PERIOD OCI, 1 DAY LD
OR 3 + 3 LL	2 DAYS 1 PERIOD OCI, 2 DAY LD
OR 4 + 3 LL	2 DAY FULL OCI, 2 DAY LD
OR 5 + 3 LL	2 DAYS SUS

### DRESS CODE (Low Level Infraction)

INCIDENTS 1-4	OCI until compliance
INCIDENT 5	OFFICE REFERRAL

### ELECTRONIC DEVICES

FIRST OFFENSE	Device confiscated; held by teacher and returned at the end of the period
SECOND OFFENSE	Device confiscated; held in admin office; returned to student at end of the day
THIRD OFFENSE	Device confiscated; held in admin office; returned to parent only at end of the day

## EDUCATION CODE VIOLATIONS (48900-48927)

1-5 DAY SUSPENSION AND/OR POSSIBLE EXPULSION

A	FIGHTING**	3-5 SUS, SUSE, PC
B	WEAPONS	W-5 SUS, SUSE, C, PC
C	DRUGS	5 SUS, SUSE, PC
D	SELL DRUGS	5 SUSE, PC
F	VANDALISM	2-5 SUS, SUSE, RES, PC
G	THEFT	1-5 SUS, RES, PC
H	TOBACCO	2-5 SUS, PC
I	OBSCENITIES	1-5 SUS
J	DRUG PARAPHENALIA	3-5 SUS, SUSE, PC
K	DISRUPTION	1-5 SUS
L	RECEIVE STOLEN PROPERTY	1-5 SUS, RES, PC
M	IMITATION FIREARM	5 SUSE, PC
N	SEXUAL BATTERY	5 SUSE, PC
O	HARRASSED WITNESS	3-5 SUS
Q	HAZING	1-5 SUS, SUSE
R	BULLYING	1-5 SUS, SUSE
T	INFLICT PHYSICAL INJURY	3-5 SUS, SUSE, PC
2	SEXUAL HARRASMENT	1-5 SUS, SUSE
3	HATE VIOLENCE	3-5 SUS, SUSE, PC
4	HARRASSMENT	1-5 SUS, SUSE
7	TERRORIST THREATS	3-5 SUS, SUSE, PC

\* OCI (On Campus Intervention), LD (Lunch Detention), Tardy 10-18 Repeat Consequence.

\* Tardy 4-9 = TIER II Intervention., Tardy progression begins new each semester.

\*\* NO SELF DEFENSE POLICY. Any Pre-Fight Behavior can result in suspension and possible Police Citation.

\*\*\*TRUANCY: Students are considered truant if they are fifteen (15) or more minutes late to class w/o clearance from the attendance office.

LD = Lunch Detention

OCI = On Campus Intervention

SUS = Suspension

SUSE = Suspension Recommendation for Expulsion

SARB = Student Attendance Review Board

LL = Low Level Referral

OR = Office Referral

C = Confiscation

RES = Restitution

W = Warning

NAL = No Activity List, Remain on the list for 8 weeks

NPL = No Pass List, Remain on list for 8 weeks, Office must be called to have DSO escort student out of class

PC = Possible Citation from Law Enforcement

### Exception:

Deviant, dangerous, and illegal behavior will not be a part of the Progressive Discipline Plan. Discipline could lead to suspension, involuntary transfer to alternative program, or expulsion. Law enforcement agencies may be contacted which could lead to arrest.

## Student Conduct...

A pupil may be suspended or expelled for the following acts which occur:

1. while the student is on the school grounds;
2. while the student is going to or coming from school;
3. during the lunch period whether the student is on or off the campus;
4. during, or while going to or coming from a school sponsored activity.

The following are excerpts of **Education Code 48900** and violation will result in disciplinary action.

- A 1 Caused, attempted to cause, or threatened to cause physical injury to another person.
- A 2 Willfully used force or violence upon the person of another, except in self-defense.
- B Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- C Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind.
- D Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant (i.e., look alike).
- E Committed or attempted to commit robbery or extortion.
- F Caused or attempted to cause damage to school property or private property.
- G Stolen or attempted to steal school property or private property.
- H Possessed or used tobacco, or any product containing tobacco or nicotine products, including clove cigarettes, snuff and betel.
- I Committed an obscene act, or engaged in habitual profanity or vulgarity.
- J Possess, offered, arranged, or negotiated to sell any drug paraphernalia.
- K Disrupted school activities, or otherwise willfully defied the valid authority of a school official.
- L Knowingly received stolen school property.
- M Possessed an imitation firearm.
- N Committed or attempted to commit a sexual assault as defined in Sec. 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- O Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
- P Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- R Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- 2 Committed sexual harassment.
- 3 Caused, attempted to cause, or participated in an act of hate violence.

- 4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.
- 7 Terrorist threats against school officials or school property, or both

The prevailing philosophy at Citrus Hill High School is that students who conduct themselves according to rules of courtesy and common sense need few stated rules to guide this conduct. It is the responsibility of all staff at Citrus Hill High School to help students develop acceptable behavior patterns by creating a social climate within the school that is conducive to proper individual and group behavior. The school views the teaching of self-discipline as an essential part of the educational process. **Ed. Code 44049, 35291, 35291.5 & .7, 48900, 48900.2, .3, .4, & .7, 48901, 48902, 48904, 48909, 48915, 48980, 49330. P.C. 242, 245, 417.2, 417.4, 626.9, 626.10, 12020-12028.5, 12403.7, 12403.8, Title 5-Sec. 300, H&S 11375 b & e, B.P. 5112.2, 5131, 5131.1, 5131.4, 5131.5, 5131.6, 5131.63, 5131.7, 5136, 5137, 5144, 5144.1, 6184**

## **Nondiscrimination Statement...**

The Val Verde Unified School District is committed to equal opportunity for all individuals. District programs and activities shall be free from discrimination including discriminatory harassment, intimidation, or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on association with a person or group with one or more of these actual or perceived characteristics.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

**Assistant Superintendent – Human Resources\* or Director of Risk Management\***  
**Val Verde Unified School District – Human Resources\* or Risk Management\***  
**975 West Morgan Street, Perris CA 92571**  
**(951) 940-6100**

## **Dress Standards...**

All students are expected to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited.

Apparel, hats, headwear, jewelry, bandannas, insignias, colors, or paraphernalia that indicate an affiliation with a group or gang which may provoke others to act violently or be intimidated, may not be possessed or worn on campus or at school activities.

Clothing, apparel, and paraphernalia, which denote gang affiliation and are not appropriate for school will vary and may change year to year.

The Citrus Hill High School Administration will determine the nature of gang dress and paraphernalia in continued consultation with the Riverside County Sheriff Department and District Office personnel. The Val Verde Unified School District Board of Education may set further specifics for rules relative to the dress and appearance of students, which will be strictly enforced.

### **Students are expected to wear or display the following:**

1. Clothing that covers undergarments, the back and the entire midriff.
2. School and personal property (i.e. notebooks, folders, backpacks) that is free of graffiti.
3. Clothing and accessories worn in the manner in which they were designed to be worn.
4. Shoes must be worn at all times. Sandals must have heel straps. Flip-flops, backless shoes or house slippers are not acceptable.

### **Students may not wear, display or be in possession of:**

1. Spiked or studded jewelry of any kind, including ankle bands, bracelets, chokers, rings, gloves and belts.
2. Wallet, choker or any other form of chain. Long hanging belts are not permitted.
3. Overly brief or tight garments such as halter-tops, tube tops or muscle shirts, spaghetti straps, strapless, off the shoulder, fishnet, or see through garments. Bib overalls with straps unbuckled are not allowed. Oversized, sagged or baggy pants, and belt buckles lettered or numbered are not permitted. Oversized belts hanging from under apparel shall not be worn.
4. No hairnets or bandannas. Only approved hats may be worn. Hats shall not be altered and shall be worn with the bill facing forward and on straight. No hat or head coverings should be worn inside buildings.
5. Attire identifying students with other elementary, middle, or senior high schools is not allowed.
6. Clothing that is unsafe, lewd, indecent, vulgar, obscene or gang related, nor shall the clothing disrupt the educational process or the orderly operation of the school. Student dress shall not display emblems, lettering or pictures pertaining to gang, drug, tobacco, alcohol, sex, death, mutilation, violence or a gang's "silent code."
7. Sleepwear of any kind and using blankets as coats.
8. Any clothing considered by the administration/law enforcement agencies to be gang related is not to be worn.
9. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) with writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate gender, racial, ethnic or religious prejudice.
10. Hairstyles considered disruptive to the educational process shall not be worn. Hair may not be sprayed by any coloring that would drip when wet. Hair picks shall not be worn or displayed in any hairstyle.
11. Jeans/pants with holes above the knee/thigh area, showing bare skin, is not permitted on school grounds.

Clothing at all times must cover undergarments. For the females, a jacket or cover-up worn to conceal brief clothing that reveals bras or bare midriffs is not acceptable. Dresses, skirts and shorts must be long enough to cover buttocks and upper thigh when walking, sitting, bending or reaching.

In the interest of student safety, additional dress code stipulations will be established in various classroom settings. For instance, science labs and industrial technology classes may require closed-toe shoes, long pants, etc.

## **Dress Standard Definitions**

- The term "baggy pants" means the waistline of the pants, located at the hipbone of the student, when pulled and pinched will gather more than one inch of material.

- The term “sagged pants” means the waistline of the pants is located below the hipbone of the student. With the pants correctly worn the crotch of the pants will not hang away from the body.

Violation of the dress standards will result in either parent contact by school personnel, confiscation of the article, student placed in OCI, low level referral warning, loaned a shirt, shorts, sweats (in exchange for the violating article), or sent home to change clothes and correct the violation. When a student receives a loaner item, it is his/her responsibility to wash it before returning it to the discipline office. Once he/she has returned the washed item, then he/she can pick up the confiscated item. If the loaner item is not returned or is lost, then the student will be charged \$10 for its replacement. Repeated offenses will result in disciplinary action.

Students and parents should continue to use good judgment when choosing their school clothing.

Confiscated articles are not the responsibility of the school if they are lost or stolen. We request and encourage all parents to show an active interest in their student’s education by supporting the standards and policies of the Val Verde Unified School District and Citrus Hill High School. **EC 35183, 35294.1**, PC 186.22, BP 5132, 5136 AR 5132, 5136



**Dress Code Poster...**



## **Progressive Discipline Plan Continued...**

### **Altercation/Fighting**

Altercations, either physical or verbal, are disruptive to the educational process. All students involved are subject to disciplinary actions. Students involved in physical altercations will be suspended from school and a juvenile petition may be issued. (EC 32051, 48900, PC 242, 245, 415.1)

### **Automobiles, Motorcycles and Student Parking**

Students who drive automobiles or motorcycles to school may park only in designated marked stalls in the student parking lot. Parking permits must be affixed to the rear view mirror and must be visible to campus supervisors. Parking permit can be obtained during registration or from the Bookkeeper for \$5.00. Replacement stickers are \$5.00.

All posted vehicle codes will be strictly enforced. Vehicles without parking permits issued by CHHS, as well as those vehicles that are improperly parked are subject to Riverside Sheriff Department citation.

Students must possess a valid California Driver's License, current California Vehicle Registration, and proof of insurance when applying for a student-parking permit. Only vehicles that are "street legal" and have a valid California registration for operation on the highways may be parked on campus. The parking lot has limited supervision. Parking is done at the student's own risk. Students should keep vehicles locked. Val Verde Unified School District accepts no responsibility for damage to any vehicle or its contents. Students may not park in the staff or visitor designated parking areas.

Speed limit in the parking lot is 5 MPH.

Irresponsible or reckless driving on the part of any student or failure to comply with any of the above requirements will result in the suspension of parking and may also result in other corrective action appropriate to the offense. Cars are not to be used as lockers! Students may not access cars during class periods or passing periods and violators will be subject to disciplinary action.

Any vehicle entering the school-parking facilities maybe subject to search, when a suspicion by school administration, trained dogs or police officers indicates that the vehicle contains contraband or the evidence of a crime. Search may include the passenger compartment, engine compartment, trunk, and all containers, locked or unlocked in or upon the vehicle.

### **Bookkeeper's Office**

All student financial transactions are to be made at the Bookkeeper's Office. The Bookkeeper's office is open from 7:30 am to 3:30 pm. Students may not conduct business during class time or passing periods. Students must have their current student ID cards to purchase or make payments. The Bookkeeper accepts cash or ATM/Credit Cards with the MasterCard or Visa logos. Payments may be made over the phone with credit cards by calling (951) 490-0400 ext 32160 during business hours.

### **Bus Transportation**

Riding the school bus to and from school and while attending school activities is a privilege. Poor behavior on the bus or at the bus stop will result in disciplinary action. This may include removal from the bus for the remainder of the school year. BP 5131.

### **Celebrations**

Balloons, flowers, stuffed animals, gift bags/presents are prohibited on school grounds. Items will be held until the end of the day in the administration office.

### **Cellular Phones, Radios, MP3 Players, Gameboys, Etc.**

**Education Code (48901.5, & 51512)** allows school districts to prohibit or allow the possession of electronic devices on school grounds. The Val Verde Unified School District has determined that students are not to bring any electronic devices without written permission from the principal or an administrative designee. No recording of any conversation, conference or classroom presentation may be made without prior consent of all parties to include video or still cameras. Any student who uses or is possession of an electronic device on school grounds or at school activities will be subject to disciplinary measures listed below:

**First Offense:** Warning: Device will be taken away and held in office to be returned to the student at the end of the day.

**Second Offense:** Device will be held and ONLY picked up by the parent's guardian or parents. One full day of OCI will be issued once device is picked up.

**Third Offense:** Device will be held for the remainder of the school year.

If device is returned upon parental insistence, then each subsequent offense will result in a school suspension for defiance of authority. The parent must be willing to sign an acknowledgement.

Refusal to turn over an electronic device to a school official upon request is defiance of authority and will result in further disciplinary action. The parent claiming a confiscated item must be the parent of the student from whom the item was originally taken.

**Notice:** The Val Verde Unified School District or any individual school is not liable for damage or loss to these confiscated items. (VVUSD Discipline Guide)

## **Cheating Policy**

The cheating policy is applied to each class taken and is accumulative over the four years at Citrus Hill High School. Examples are cheat sheets, answers on hand, copied tests, copying from another student's test, giving away the answers, passing notes or answers during quizzes, or tests, using hand signals, texting, photographing, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another person and pass them off as one's own work).

### First Offense:

- Zero (0) on the assessment/assignment
- Teacher contact parent
- OCI one day and character essay
- Parent notified by administration

### Second Offense:

- Zero (0) on the assessment/assignment
- Teacher contact parent
- One to three day suspension
- "F" grade issued for course
- Parent notified by administration

## **Computer Use**

COMPUTER USE IS A PRIVILEGE, NOT A RIGHT! You must have a Network Use Agreement on file before being allowed to use a computer. A current student identification card with the computer use stamp must be displayed while using a computer at Citrus Hill High School. Failure to follow these rules will be grounds for denying computer privileges at school:

1. Students must be working on assigned class work.
2. Making changes to the computer desktop, attempting to or accessing someone else's files, putting anything in the trash that isn't yours, removing the mouse, etc. will constitute vandalism and is punishable with disciplinary action.
3. Loading of unauthorized software on a computer is a violation of licensing laws and is forbidden.
4. Report any suspected vandalism, which you observe to your teacher "immediately."
5. Students must have teacher permission before going onto the Internet.

## **Disaster Preparedness**

In the event of a major disaster, Citrus Hill High School students and staff have prepared and practiced emergency procedures. In an emergency situation, the school will use an established checkout procedure for releasing students. Students will only be released to parents, legal guardians, and other persons designated on the student's registration card as being able to remove the students from school. The school has emergency water, medical supplies and shelter to house our students. Registration cards should be updated as necessary to be certain all information and emergency numbers are correct.

## **Distribution of Non-School Materials**

Flyers, pamphlets, or any other materials shall not be passed out on any Val Verde School District site without the prior approval of the Superintendent of Schools. (EC 40041, 51520, 51521)

## **Food or Drink**

Students are not to bring outside food or drink on campus. All outside food must be consumed before entering school campus. Outside food/drink may be confiscated. Students are not to take any type of food or drink into classrooms. Food or drink must be consumed or discarded before entering class. Gum is not allowed on campus.

## **Gambling**

Gambling is illegal in public schools throughout the State of California; therefore, it is not allowed on our campus. Violators are subject to disciplinary action. Playing cards, dice, or any gambling item or game of chance will be confiscated.

## **Harassment, Threats, Intimidation, or Hazing**

Harassing, making threats, or intimidating any student or group of students is a suspendable offense. Students conspiring to engage in or causing a disruption, disorder, hazing and/or invading the rights of a student or group of students, will be **identification Card** subject to disciplinary action. These behaviors include, but are not limited to, cyber/social media networking. (EC 32051, 48900.4)

## **Identification Card**

Every student must have his/her I.D. card in their possession while on campus or while attending school functions. On occasion, students will be asked to show their I.D. card to a staff member. Failure to comply is defiance and disciplinary action will be taken. A \$3.00 fee is charged for replacement of school identification cards.

## **Laser Pointers**

No student shall possess a laser pointer on any school premises. No person shall direct the beam from a laser pointer directly or indirectly into the eye or eyes of another person, guide dog, signal dog or service dog. Nor shall any person direct the beam from a laser into a moving vehicle with the intent to harass or annoy the other person or occupants of the moving vehicle. PC 417.27 Students possessing a laser pen or pointer at school will be suspended; pointing a laser beam in the eyes of another person may result in a recommendation for expulsion from the Val Verde Unified School District.

## **Littering**

Littering of campus will be monitored. Any student found littering will be assigned to the campus beautification project (trash pick-up). A student who continues to litter will follow the progressive discipline plan. Students may be cited by the Riverside County Sheriff's office for littering.

## **Loitering**

Students are not to loiter on private or public property or on any of the city streets surrounding our campus during the school day. Students are not to loiter in the parking lot before or after school. Students are to park immediately in the morning and move directly on to the campus. Students are not to loiter on campus after school. Students may wait for their parents in front of the school. Appropriate disciplinary action will be taken for those students who choose to violate this policy.

## **Lost, Stolen or Damaged Articles**

Val Verde Unified School District or Citrus Hill High School assumes no responsibility for personal property lost, stolen or damaged on campus or at any school activity. When books are lost, the lost book must be paid for prior to a replacement being issued. Lost books and other obligations may be paid to the book keeper located in the administration building.

## **Magic Markers, "White-Out" Pens, Etching Tools, Spray Paint, Permanent Markers, Laser Pens etc.**

These items are not allowed at school and will be confiscated. Students bringing these items on campus are subject to disciplinary action, including suspension from school. Parents will be held liable for any damage committed by their student. (EC 48900, 48904, 48980)

## **Out-of-Bounds Areas**

The service road on the south-east side of campus, the entire PE area, which includes the football, baseball, softball, soccer fields, and tennis courts are out-of-bounds to students during lunch. The parking lots are out-of-bounds to students during the school day. Students are to remain in the quad area during lunch.

## **Searches and Use of Trained Dogs**

All persons entering this facility and school events or at any time while on school grounds maybe subject to search by school administrators using metal detectors. School administrators may conduct random searches in a classroom at any time. PE lockers and personal items such as backpacks, purses, and cars are subject to search by a school administrator who has reasonable grounds or suspicion. In an effort to keep the school free of drugs and firearms, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy.

The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district sponsored events. The use of breath analysis instruments may be used to determine if a student has been drinking alcohol if an administrator has a reasonable suspicion of use. (EC 35160, .1, 35294-35294.5, 49050-49051, 493320-49334, PC 626.9 & .10, BP 5145.12.)

## **Selling Non-School Items**

Students may not sell items (i.e. candy) at school unless they are participating in a school-approved fundraiser. Violators will be subject to disciplinary action.

## **Sexual Harassment**

The sexual harassment of any student by any other student or any district employee shall not be tolerated. Sexual harassment is a suspendable offense. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when this conduct meets specific criteria. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students or staff are encouraged to immediately report incidents of sexual harassment to the principal or assistant principals. Dan Whitfield has been designated by the Val Verde Unified School District as the person responsible for handling complaints of sexual harassment. Mr. Whitfield can be reached at (951) 940-6100. (EC 212.6, 230, 48980, 48900.2, and BP 5145.7)

## **Skateboards, Roller Blades/Shoe Skates, Bicycles, Razor/Scooters, and Motorized Vehicles**

Due to the insurance liability, roller blades and skates must be left at home. Bicycles, skateboards, and Razor/scooters should be properly locked up in the bicycle rack/cage and not ridden on campus.

VC 21212 requires all persons under the age of 18 to wear a helmet when operating a bicycle, skateboard, and Razor/Scooters. No motorized vehicles, motorcycles or motorbikes may be brought on campus, except to be parked in designated student parking areas.

## **Smoking/Tobacco Products**

The possession or use of tobacco products, matches, lighter, etc. are not allowed. Violation will be subject to disciplinary action, which may include suspension. (EC 48900, 48901, 48915, BP 5131.62).

## **Visitor Policy**

Citrus Hill High School is a closed campus to all but enrolled students, staff, and approved visitors. All visitors must sign in at the Main Office and failure to do so may lead to police intervention. A prior arrangement, with a request made at least 24 hours prior to visitation date, must be made with school administration through the Main Office for all visitors. Students may not bring relatives or friends to school as visitors. (PC 626.8, & .6)

# Uniform Complaint Procedure

The Val Verde Unified School District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (EC [35186](#)) Please contact the district office with any questions at 951-940-6100.

## 1. Instructional materials

- a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage. (cf. [6161.1](#) - Selection and Evaluation of Instructional Materials)

## 2. Teacher vacancy or misassignment

- a. A semester begins and a certificated teacher is not assigned to teach the class. Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (EC [33126](#))
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class. (cf. [4112.22](#) - Staff Teaching Students of Limited English Proficiency)
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (EC [35186](#)) (cf. [4112.2](#) - Certification) (cf. [4113](#) - Assignment)

## 3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition. (EC [17592.72](#)) Filing of Complaint. A complaint alleging any condition(s) specified above shall be filed with the principal or designee.

## Discipline Programs...

### Campus Beautification

When Campus Beautification is assigned to students, they must shadow the custodians and assist in the trash pickup and general cleaning up of different school areas. Alternatively, they may also be assigned to scrape gum off of the sidewalks.

### Detention (Lunch)

1. Students may be assigned detention as a consequence for not following school rules, regulations and procedures.
2. It is the student's responsibility to notify their parent/guardian that they have been assigned detention. Detention is located in the OCI room. If a student is late he/she will be considered a no show. Students who fail to serve their detention will be assigned further progressive discipline.

### Intervention Team/PBIS Committee

The primary responsibility of the school intervention team/PBIS committee is to lead the school's focused micro view on the specific students in need of intensive support. Students in need of intensive support most often struggle due to:

- Significant weaknesses in the foundational/social skills
- Chronic and excessive absenteeism
- Severe behavior and/or motivational concerns
- Combination of all these factors

The intervention team will support students and staff through PBIS (Positive Behavior Intervention Support) by developing and mainlining specific and strategic supports/interventions.

### Intervention Counselor

The Intervention Counselor will work collaboratively with educators, parents and/ or guardians, community members, and other support services professionals as part of the student support services team. The Intervention Counselor provides social emotional support, forms positive relationships with students, and promotes the college and career readiness goals of the district. Their proactive mission is to engage, support, and advocate for all students so they may become productive decision makers maximizing their potential and academic achievement.

### No Activity List

1. A student will be placed on the No Activity List for the following:
  - a. 4 cumulative office referrals (ORs)
  - b. 4 truanancies
  - c. 8 tardies (cumulative)
  - d. 2 suspensions
2. Students will remain on the No Activity List for eight (8) weeks.
3. Students placed on the no activity list may lose privileges, such as school dances, rallies, and other extracurricular activities.

### No Pass List

1. A student will be placed on the No Pass List for the following:
  - a. 4 truanancies
  - b. 8 tardies (cumulative)
  - c. 2 suspensions
2. Students will remain on the No Pass List for eight (8) weeks.
3. Students placed on the No Pass List will require an adult escort to be out of class for any reason.

### On Campus Intervention (OCI)

1. Students may be assigned to OCI as a consequence for not following school rules, regulations and procedures. They may be assigned to OCI for one or more periods.
2. Students will be allowed restroom and lunchtime privileges, under supervision, at a time not scheduled for other students.
3. Depending on the nature of the violation, campus beautification may be assigned in lieu of OCI.
4. Violation of OCI rules will result in out-of-school suspension.

## **School Attendance Review Board (SARB) & School Attendance Review Team (Site based)**

The purpose of the School Attendance Review Board is to divert students with attendance or school behavior problems from the Juvenile Justice System by providing guidance and coordinated community services. The Board is made up of representatives from the Department of Social Services, County Probation Department, Riverside Sheriff Department, Office of the District Attorney, Val Verde Unified School District Administration, and a community representative. The Board attempts to help the student and family solve problems by using community resources. If the Board is unable to solve problems at their level, the student and parent/guardian may be issued a citation and will be required to appear in court. (EC 48263)

## **Youth Accountability Team (Y.A.T.)**

The Val Verde Youth Accountability Team was formulated pursuant to Assembly Bill 1913, herein after referred to as YAT. This team consists of a Deputy District Attorney, Deputy Sheriff and two Deputy Probation Officers. YAT focuses on students whose conduct and academic performance place them at risk. Through the use of contracts and intense supervision these students are monitored for a period of three to six months, at which point they are expected to have completed the program. Teachers, counselors, parents and local law enforcement refer students to the program.



# Attendance Procedures...

## Attendance Office

(951) 490-0400 ext. 32104.

Office hours: 7:00 a.m. to 3:30 p.m.

The State attendance laws require regular school attendance and punctuality with both the school and parents having a responsibility for enforcing these laws. The State Compulsory Attendance Law, **Education Code 48200** requires each person between the ages of 6 and 18 attend the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. A student should not be absent from school without the parents' knowledge and consent. However, school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Only absences due to his or her illness; quarantine under the direction of a county or city health officer; for the purpose of having medical, dental, optometric, or chiropractic services rendered; for the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California or for the purpose of jury duty in the manner provided for by law, court appearance are considered excusable. The teacher of any class from which a pupil has an excused absence shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in the **EC 48205**.

Val Verde Unified School District Board Policy 5113 states, "Students missing more than 10% (unexcused) of a semester (90 days) may be subject to discipline action which may include removal from the course." Citrus Hill High School believes that excessive absences in a class (unexcused) are sufficient reason for a failing grade in that class as any student with more than 9 absences in any class during a semester may fail the course due to excessive absences. A goal every student at Citrus Hill should achieve is develop a positive lifelong work ethic.

## Absences

1. Periodically, the State Department of Education in Sacramento will audit the attendance records. Therefore, verification for each absence is needed for the report to the State. A satisfactory explanation from the parent or guardian of the student is required for any absence. The administration will determine whether absences are excused or unexcused. An explanation for the absence may be a phone call from the parent or guardian to the Attendance Office on each day the student is absent or a note from the parent or guardian to the Attendance Office on the day the student returns from an absence. Students are not allowed to pick up admits between or during classes. If the student returns to school after an absence without a phone call or note from the parent/guardian, the student will be considered truant. Students will have three days, including the day of return to clear the absence. If not cleared within the three-day time frame, a low level referral, detention, or OCI (On Campus Intervention) will be issued and teachers may not accept make-up work.
2. Teachers are not required to give make-up work for unexcused absences or truancy. Teachers will give make-up work for excused, personal excused, school activity, suspension, and OCI assignment. State law defines each category.
3. A student may not sign his/her own note or call unless he/she is 18 years of age and has a letter on file with the Assistant Principal from the parent/guardian verifying the student's age; furthermore, acknowledging that he/she is aware and accepts responsibility for managing his/her own school affairs.
4. For daily absences up to three days, homework may be obtained by calling Attendance Office.
5. Excused absences for more than three days will require doctor's verification to clear. Letterhead stationary from the physician will suffice.
6. When a student is reported absent by their parent/legal guardian and is seen on campus or at any school function throughout the day of the reported absence, the student will be considered truant for the periods out of class.
7. The absence of a student for the purpose of obtaining confidential medical services may be excused by school administration without the consent of parents. (**EC 46010.1**) Students will be required to meet with their counselor or administrator before leaving campus. A phone call and doctor's note will confirm and verify the student's appointment and attendance.

## Off-Campus Release

If it is necessary for a student to leave during the school day, the procedure below must be followed:

1. Before school, present a signed note from your parent/guardian at the Attendance Office window requesting an off-campus release. The note must contain a phone number to verify with parent/guardian the reason for leaving campus. If a student becomes ill or has an emergency, he/she must check out with the Attendance Office staff before leaving campus. If this

procedure is not followed, a low level referral, detention, or OCI will be assigned. Bringing a note after the fact will excuse the absence but not the penalty for failure to obtain an off-campus pass prior to departure!

**STUDENTS MUST NOT LEAVE CAMPUS FOR ANY REASON WITHOUT CHECKING OUT AT THE OFFICE FIRST.**

Parents - please make sure that the information on your child's emergency card filed in the attendance office is current.

2. If clearance is granted, a pupil release form will be given to the student. Upon the students return to school, the pupil release form may be used as an admit slip for the classes indicated.
3. If the student forgets his/her note, the parent must sign the student out of school at the Attendance Office or call before the student leaves campus. Be sure to check with Attendance Office personnel **BEFORE LEAVING CAMPUS**.
4. Students are **NOT** allowed to call parents from classrooms or cellphones to be picked up early. If a student feels ill or has an emergency, he/she must report to the Health Office where the student will be evaluated and a phone call home will be made if necessary.

## On-Campus Passes

1. Any student out of class is required to have an official pass. Students out of class without an official CITRUS HILL HIGH SCHOOL pass will receive a low level referral, be assigned detention, or placed in OCI.
2. Students will not be issued a pass to use the telephone during class time. Phone use is before school, nutrition, lunch or after school.
3. Students coming to the library must leave their pass at the circulation desk. Upon leaving the library they must have their pass signed and return to class. When in the library, students must observe all rules posted by the librarian.
4. No student will be allowed in any office without a pass or referral from his or her assigned teacher.
5. Students on the "NO PASS LIST" will not be allowed out of class for any reason without an adult escort.
6. Administration will conduct periodic sweeps of the campus during the school day. Any student out of class without an approved hall pass will be issued a detention or assigned to OCI.

## Extra/Co-Curricular Events

A student must be in attendance for a minimum of four (4) periods (180 minutes) during the school day in order to attend, practice or participate in a contest or activity. The only exceptions are a doctor's appointment (on doctor's letterhead stationary) or a school sponsored activity and proof must be submitted to the attendance office.

## Truant Policy

Students are truant if they are fifteen (15) or more minutes late to class without clearance from the attendance office. A student is also deemed truant when he/she is out of class without a valid pass, not in his/her assigned area, or loitering with a pass and not proceeding directly to his/her destination. If a student is deemed to be truant detention or OCI will be assigned. Habitual truancy will result in a school suspension.

## Tardy Policy

Citrus Hill High School will monitor and enforce tardiness by conducting "lock-outs" every period. Students not in their assigned classrooms or activity area at the completion of the bell are considered tardy. Students are to immediately report to the attendance window and obtain a tardy ticket. The tardy ticket will print out the appropriate consequences which will be served immediately. The tardy policy is designed to help students develop a lifelong skill of punctuality. The tardy program is a progressive program providing communication by mail and phone between the home and school throughout the process. The tardy program is cumulative and begins new each semester.

### Periods 2-7

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Warning
3 <sup>rd</sup> Tardy	Warning
4 <sup>th</sup> Tardy	1 period of OCI
5 <sup>th</sup> Tardy	1 period of OCI & 2 LD
6 <sup>th</sup> Tardy	2 periods of OCI & 3 LD
7 <sup>th</sup> Tardy	3 periods of OCI & 4 LD
8 <sup>th</sup> Tardy	4 periods of OCI & 5 LD
9 <sup>th</sup> Tardy	1 day SUS & 5 LD

### Period 1

1 <sup>st</sup> Tardy	Teacher Warning, LL
2 <sup>nd</sup> Tardy	Teacher Warning, LL
3 <sup>rd</sup> Tardy	Teacher Warning, LL
4 <sup>th</sup> Tardy	OR + 3 LL, Parent Contact

**\*Exception** 3<sup>rd</sup> or 5<sup>th</sup> Period Tardy 2LD (Tardy Immediately Following Nutrition or Lunch)

- OCI: On Campus Intervention
- LD: Advisory Lunch Detention
- LL: Low Level Referral
- NPL: No Pass List
- NAL: No Activity List
- OR: Office Referral
- SUS: Suspension
- PC: Possible Citation

\*Students who go through progression twice will follow Tier II progression for attendance.

Habitual violations and further tardies may result in referral to the School Attendance Review Board (SARB) and/or the Youth Accountability Team (YAT), which may include contacting the district attorney's office, or placement in an alternative school setting.  
EC 46010, 46010.1, 46010.5, 48205, 46014, BP 5111, 5112, 5113





## CLASSROOM INTERRUPTION POLICY CHANGE

Instructional time and its protection, is a high priority at Citrus Hill High School. Therefore in an effort to minimize classroom interruptions, **we will no longer deliver non-emergency messages or items to students during class.** Parents/guardians may leave items with the attendance office and it is the responsibility of the students to come to the attendance office and look for their delivery during **nutrition break, lunch, or after school.** Remind your student to check that they have everything necessary for the day before leaving home such as: backpacks, homework, lunches, snacks, athletic equipment, band instruments, permission slips, jackets, etc.

### **Citrus Hill Student Delivery & Message Protocol**

- Be sure that the student's name is on the item being dropped off. All items are dropped off ***at your own risk.*** Please understand that the staff is not responsible for items left for a student.
- Instruct and remind your student, to check in the attendance office if he/she is missing his/her backpack, homework, lunch, band instrument, etc. If your student does not check the attendance office, he/she may not get his/her items. Students will not be permitted to check the attendance office for items during class or passing periods. Students may only look for their delivery during **nutrition break, lunch, or after school.**

## **Guidance and Counseling Services**

### **Phone 490-0400**

The Citrus Hill High School Main Office is open from 7:00 a.m. to 4:00 p.m. Appointments with guidance counselors can be made between the hours of 7:30 a.m. and 3:30 p.m. Each student is assigned a counselor according to the student's last name. To make an appointment to see a counselor or for questions of the Guidance Office, please contact the Guidance Technician.

Mrs. Gloria Smith	Counselor	ext. 32143
Ms. Kathy Nachtrieb	Head Counselor	ext. 32144
Ms. Kim Tharpe	Counselor	ext. 32037
Ms. Esperanza Solis	Counselor	ext. 32141
Mrs. Selina Saludes	Intervention Counselor	ext. 32154
Mrs. Denise Holst	Guidance Technician	ext. 32152
Mrs. Ericka McMahon	Guidance Technician	ext. 32142
Ms. Crystal Valdez	Special Ed Clerk	ext. 32151
Mrs. Karla King	Career Center Guidance Technician	ext. 32112

The Citrus Hill guidance counselors are committed to meeting with each student, grades 9 to 12, at least once a year. During this guidance appointment the counselor, the student and the parent/guardian will discuss high school graduation requirements, high school exit exam, career paths and college preparatory (A-G) requirements.

It is vitally important that each freshman meet with his or her counselor during their freshman year, even if the parent/guardian cannot participate in the conference.

In addition to the freshman guidance program, counselors are equipped to help students with conflict resolution, crisis counseling, referral services, financial aid and scholarships, and career and college planning. Students can make their own appointments to meet with their counselor during lunch or before or after the school day.

### **College & Career Center/Work Experience**

The Citrus Hill College and Career Center is located across from the gymnasium in rooms 601 and 602. There are computers, videos, DVD's, and booklets on jobs, careers, schools, training and much more. The Center is open from 7:30 a.m. to 4:00 p.m. on school days and can be reached by calling 490-0400.

### **Change of Address/Telephone**

If you move or change your address or telephone number, please report these changes to the Guidance and Attendance offices. It is extremely important that you do this so that records may be kept up to date and the school will be able to contact parents in case of an emergency.

### **Grade Point Average (GPA) and Academic Honors**

Citrus Hill is on a 4.0 grading scale: A=4, B=3, C=2, D=1, F=0. However, classes designated as "Honors" or "Advanced Placement" are taken in the sophomore, junior, or senior year are weighted for GPA calculation as follows: A=5, B=4, C=3, D=1, F=0. Students are eligible for honor roll recognition at the end of each semester. In order to be eligible for honors at graduation, students must have completed seven semesters of high school.

### **Graduation Requirements**

Citrus Hill High School graduation requirements, in conjunction with the Val Verde Unified School District, are designed to be completed within a four year (or less) period of time. Students not meeting all graduation requirements in this timeframe, or reaching the age of 18 without graduating, should seek alternatives to meeting their educational goals through the California High School Equivalency Certification (formerly known as the Graduate Equivalent Diploma) or adult school diploma program. A student must earn a minimum of 220 credits to graduate from Citrus Hill High School. Credits earned must include the following:

#### **Required Classes**

English	40 credits
Foundations	5 credits
World History	10 credits
U. S. History	10 credits

U. S. Government	5 credits
Economics	5 credits
Life Science	10 credits
Physical Science	10 credits
Science Elective	10 credits
Mathematics	20 credits (Students must successfully complete Algebra 1)
Physical Education	20 credits
Fine Arts or Foreign Language	10 credits
Health	5 credits

Electives 60 credits

**Total Credits 220 credits**

### Program Change Policy

Student requested program changes may be adjusted for the following reasons only:

1. For an incorrect academic placement or a teacher-initiated request for a level change.

Summer school classes passed.

1. Pre-requisites not met or failed previous class.
2. Placement in: Special Programs
3. School initiated - closing, adding or balancing classes.

Student requested program changes WILL NOT be adjusted for the following reasons:

1. To change from one elective to another.
2. To change from one teacher to another teacher in the same subject.
3. To change to the same teacher in the same subject but to another period.

- Students must attend all assigned classes until a new schedule is issued.
- Parent signature may be required on all student requested course changes.

### Progress/Report Cards

Progress/Report cards are issued and mailed home at the end of every six-week grading period. Credits are earned at the end of the first semester and second semester grading periods.

### Proficiency Requirements

Students must demonstrate minimum proficiency in English Language Art and mathematics to receive a diploma. Students who are not making satisfactory progress toward proficiency will be required to take support classes. Proficiency is determined through the California High School Exit Exam.

### Transcripts

Students may request transcripts from the registrar's office. This requires a 48-hour notice, and all charges must be cleared before transcripts are made.

### Withdrawal from School

A withdrawal from school is only granted by parent/guardian notification, through the Guidance Office. A checkout sheet with instructions will then be given to the student to present to each of his/her teachers during the normal course of the student's last day. The checkout sheet is to be returned to the Guidance Office for final clearance and issuance of an official school transfer. Before the transfer slip is issued or records can be forwarded to the new school, all textbooks must be returned and all fees paid.

### Valedictorian, Salutatorian, and Class Rank Policy

In order to establish class rank for seniors, GPA will be based on course grades for the first seven semesters. All high school classes in which grades are granted will be included. Courses that are weighted (given extra grade points) will be determined by using established policies and current state laws. These classes, which must be taken in the last two years of high school, include AP classes and honors classes that are transferable to the University of California and which appear on the high school transcript. College courses taken during the high school years are not included in the GPA calculation.

Grade point averages will be calculated to the nearest hundredth decimal point. All seniors with a cumulative GPA above 4.0 are recognized as Valedictorians and no Salutatorian will be named. In the event no students achieve above a 4.0 GPA, then the student with the highest cumulative GPA will be the Valedictorian and the next highest GPA will be the Salutatorian. Beginning with the Class of 2011 all potential valedictorians or salutatorians must pass the core subjects California Standards Tests (CST) offered annually each spring in the ninth, tenth and eleventh grade at proficient or above, to be eligible for valedictorian or salutatorian.

### **Commencement Speaker Selection**

Any Student(s) who is deemed a valedictorian has the opportunity to submit a prepared written speech for consideration to deliver the valedictory at graduation. Students will be asked to present their speeches before a panel of judges. The panel will make selection of the final speaker(s).

### **Senior Year Activities**

Senior year is an exciting time in a student's life with many fun activities and events planned to celebrate the seniors' accomplishment. However, participation in the activities and events is a privilege. Seniors and their parent/guardians will be required to sign a minimum of two behavior contracts during the year. Seniors who fail to sign the contracts or violate the terms of the contract will be denied participation in selected or all Senior activities, including but not limited to Prom, Senior Trip(s), Graduation and Grad Nite.



# Writing Style Guide...

While at Citrus Hill High School, you will be writing in all content areas. Many of your projects will require you to combine research from outside sources with your own thoughts, observations and reflections. When using ideas and information from outside sources you must give appropriate credit. This Style Sheet is compiled from the *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> edition. Refer to this Style Sheet as you prepare your papers. If further information is needed, refer to the primary sources listed above.

Writers-students and professionals alike-occasionally misuse sources by failing to acknowledge them properly. The word *plagiarism*, which derives from the Latin word for “kidnapping” refers to the unacknowledged use of another’s words, ideas, or information. Students sometimes get into trouble because they mistakenly assume that plagiarizing occurs only when another writer’s exact words are used without acknowledgment. Keep in mind, however, that depending on your topic and audience, you may need to indicate the source of any ideas or information you have taken note of in your research for a paper, even if you have paraphrased or summarized another’s words rather than copied down direct quotations (Axelrod and Cooper 550).

## PARAPHRASING AND SUMMARIZING

When paraphrasing or summarizing what others have written, credit must be given. “Even when you use your own words to present someone else’s information, you generally must acknowledge the fact that you borrowed the information. The only information that does not require acknowledgment is common knowledge and well-known quotation” (Axelrod and Cooper 556).

Writers should acknowledge sources for two reasons: to give credit to those sources, and to enable readers to consult the source for further information. The following information should be included when documenting sources: (1) name of author, (2) title of publication, (3) publication source, date and page. Most documentation styles combine some kind of citation in the text with a separate list of references keyed to the textual citation (Axelrod and Cooper 557).

At Citrus Hill High School, Parenthetical citations keyed to a Works Cited page should be used.

There are two ways to arrange direct quotes. If a quotation is four lines or less, incorporate into your text (see first paragraph above). When the quotation is five lines or more, BLOCK STYLE is to be used. Quotation marks are not used in BLOCK STYLE. All lines of this style quote are indented 10 spaces (see example in paragraph above).

## PARENTHETICAL CITATIONS

Parentheticals are to be kept as brief as possible. The source is to be identified by author, and, if necessary, by title. Abbreviations should not be used.

Use author-page citation (1) after the referenced material (2) in parenthesis (3) before the final period.

### EXAMPLES:

#### One Author:

“Andrew Ingram stuffed his pipe with certain deliberateness” (Uris 291).

#### Two or More Authors:

To cite a source by two or more authors, use all of the authors’ last names; for works with more than three authors, the citation and the entry in the works-cited list give the first author’s name followed by the “et al” (Axelrod and Cooper 558).

#### Two or more Works by Same Author:

To cite one or two or more works by the same author(s), use the author’s last name, a sort ended version of the title, and the page.

When old paint becomes transparent, it sometimes shows that artist’s original plans: “a tree will show through a woman’s dress” (Hellman, *Pentimento* 1).

#### Secondary Sources:

To quote material taken not from the original but from a secondary source that quotes the original, give the secondary source in the works-cited list, and cite both the original and secondary sources in the text.

E.M. Forster says “the collapse of all civilization, so realistic for us, sounded in [Matthew Arnold’s] ears like a distant and harmonious cataract” (qtd. In Trilling 11).

#### Use of Author’s Name:

If you put the author’s name in a sentence in your paper, you do not repeat the author’s name in the parenthetical citation that follows. You merely put a page number in the parenthesis.

As Leon Uris explained in his novel *Trinity*, “Andrew Ingram stuffed his pipe with certain deliberateness” (291).

**No Author:**

When there is no author listed (often this is seen in encyclopedias, other multi-volume books, and periodicals), the parenthetical citation lists the title, or a shortened version of the title, followed by a page number (if available).

“Shakespeare’s last plays combine romance, comedy, and tragedy”  
 (“Shakespeare”690).

**PAPER PROCEDURES:**

**Margins:** Should be one inch around the entire page.

\*Updated Word programs do this automatically. There is no need to move the margin settings manually, if using an updated Word program.

**Font:** Regular standard type (Times New Roman, Helvetica, Courier-sample computer fonts), black ink only, no larger than 12 point font, no smaller than 10. Typing should be double-spaced.

**Heading:** Should be double-spaced, in the top left corner

**Title:** Each paper needs to have a title. Writers should skip one line after the heading, and then write the title in the center of the page. The body of the paper begins on the next line. Do not skip a line. Do not make a separate title page.

**Paragraphs:** Do not skip lines between paragraphs. Indent one-half inch (or 5 spaces).

**Pagination:** The page number appears in the top **right** corner with the author’s last name. Beginning on page 1, ending on the Works Cited page, and should be ½” from the top.

Sample:

Martin 3

**Title Page-**There is no title page. The body begins directly after the heading on the first page.

**EXAMPLE**

**Martha Martin**

**Ms. Doe**

**English 2, Period 2**

**12 June 2009**



**Martin 1**

**TITLE**

Writing begins on this line. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WORKS CITED**

The Work Cited page identifies all of the sources used in your paper.

### **SPECIFICATIONS**

- Double Space
- Indent every line AFTER the first line ½ inch
- Alphabetize by the author's last name
- If you cannot find the information, cite what is available except for the following
  - Write N.p. for no publisher given.
  - When sites omit a date of publication, write n.d. for no date.
  - For online journals that appear only online (no print version) or on databases that do not provide pagination, write n. pag. for no pagination.

### **Basic Book Entry**

Author(s). *Title of Book*. Place (city) of Publication: Publisher, copyright. Print.

Berlage, Gai Ingham. *Women in Baseball: The Forgotten History*. Westport: Greenwood, 1994. Print.

Freedman, Richard R. *What Do Unions Do?* New York: Basic, 1984. Print

Tatar, Maria. *Off with Their Heads!: Fairy Tales and the Culture of Childhood*. Princeton: Princeton UP, 1992. Print.

### **Two or More Books by the Same Author**

Borroff, Marie. *Language and the Past: Verbal Artistry in Frost, Stevens, and Moore*. Chicago: U of Chicago P, 1979. Print.

---, trans. *Sir Gawain and the Green Knight*. New York: Norton, 1967. Print.

---, ed. *Wallace Stevens: A Collection of Critical Essays*. Englewood Cliffs: Prentice, 1963. Print.

### **Book by Two or More Authors** (more than 3 authors, name only the first and add et. al. ("and others"))

Jackobson, Roman, and Linda R. Waugh. *The Sound Shape of Language*. Bloomington: Indiana UP, 1979. Print.

Nunn, John, et al. *Nunn's Chess Openings*. London: Gambit; London: Everyman Chess, 1999. Print.

### **Book by Corporate Author**

American Medical Association. *The American Medical Association Encyclopedia of Medicine*. New York: Random, 1989. Print.

### **Selection from an Anthology or a Compilation**

Whitman, Walt. "Song of Myself." Baym, Nina, ed. *The Norton Anthology of American*

*Literature*. New York: Norton, 1989. Print.

### **Multivolume Work**

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2

vols. Hamden: Garland, 1993. Print.

If you use only one volume of a multivolume work, state the number in the bibliographic entry (Vol. 2) and give publication information for that volume alone.

### **Article in a Reference Book**

“Azimuthal Equidistant Projection.” *Merriam-Webster’s Collegiate Dictionary*. 10<sup>th</sup> ed.

1993. Print.

Turner, Robert L. “Boston.” *The World Book Encyclopedia*. 2005 ed. Print.

### **Introduction, Preface, Foreword, or an Afterword**

Borges, Jorge Luis. Foreword. *Selected Poems, 1923-1967*. By Borges. Ed. Norman

Thomas DiGiovanni. New York: Delta-Dell, 1973. xv-xvi. Print.

### **Government Publication**

California. Dept. Of Industrial Relations. United States. Cong. House. *Cong. Rec.*

7 Feb. 1973: 3831-51. Print.

### **Article in Periodicals**

Scotto, Peter. “Censorship, Reading, and Interpretation: A Case Study from the Soviet

Union.” *PMLA* 109 (1994): 61-70. Print.

### **Article in a Magazine**

Bazell, Robert “Science and Society: Growth Industry.” *New Republic* 15 Mar. 1993: 13-14.

Print.

### **Article in a Newspaper**

Feder, Barnaby J. “For Job Seekers, A Toll-Free Gift of Expert Advice.” *New York Times* 30

Dec. 1993, late ed.: D1+ Daily. Print.

Manegold, Catherine S. “Becoming a Land of the Smoke-Free, Ban by Ban.” *New York Times*

22 Mar. 1994, late ed.: A1+. Print.

## Editorial

Zuckerman, Mortimer B. "Welcome to Communicopia." Editorial. *US News and World Report*  
Nov. 1993: 116. Print.

## Letter to the Editor

Ozick, Cynthia. Letter. *Partisan Review* 57 (1990): 493-94. Print.

Safer, Morley. Letter. *New York Times* 31 Oct. 1993, late ed., sec. 2:4. Print.

## Internet sites

**Author, editor, translator, director... Title of the work (italicized if the work is independent; and quotation marks if the work is part of a larger work.)**

**Title of web site. Version or edition. Publisher or sponsor of the site; if not available, use *N.p.* Date of publication (day, month, and year, as available); if nothing is available, use *n.d.* Web. Date of Access. <URL only when your instructor requires it, or if it would be impossible to find without it>.**

"Fresco Painting." Encyclopedia Britannica Online. Encyclopedia Britannica. 2002. Web.  
8 May 2006.

Liu, Alan, ed. Home page. *Voice of the Shuttle*. Dept. of English, U of California, Santa  
Barbara, n.d. Web. 15 May 2008.

"This Day in Technology History: August 20." History Channel.com. History Channel.  
2002. Web. 14 May 2006. <<http://historychannel.com/tdih/tdih.jsp?category=technology>>.

## Online Database Subscription Service

Hanson, Victor Davis. "What Would Patton Say About the War in Iraq?" USA Today.  
Mar. 2005: 14-16. *Student Research Center*. Web. 20 Nov. 2006

"George S. Patton (1885-1945)." *DISCovering Biography*. Online Edition. Detroit: Gale, 2003.  
*Student Resource Center Gold*. Web. 18 March 2009.

## Online images

**Artist if available. Description of or title of image. Date of image. Title of database or web site. Web. Date of access.**

Evans, Walker. *Penny Picture Display*. 1936. Museum of Mod. Art, New York. Web.  
30 May 2002.

### **CD-ROM or DVD-ROM**

Angier, Natalie. *Chemists Learn Why Vegetables Are Good for You*. *New York Times* 13

Apr. 1993. late ed.; C1. CD-ROM. New York Times Ondisc. UMI-Proquest. Oct. 1993.

### **Television or Radio Program**

*Elektra*. By Richard Strauss. Pref. Eva Marton and Leonie Rysanek. Cond. Leonard Slatkin.

Lyric Opera of Chicago. Nuveen-Lyric Opera of Chicago Radio Network. WFMT,  
Chicago, 5 June 1993. Radio.

*Into the Woods*. By Stephen Sondheim. Dir. James Lapine. Perf, Bernadeete Peters and Joanna

Gleason. American Playhouse. PBS. WNET, New York, 3 Mar. 1991. Television.

### **Film or Video Recording**

*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore,  
and Thomas Mitchell. RKO, 1946. Film.

*Iron Man*. Screenplay by Mark Fergus ... et al. Dir. Jon Favreau. Paramount, 2008. DVD.

### **Interview**

Updike, John. Interview by Scott Simon. *Weekend Edition*. Natl. Public Radio. WBUR,  
Boston. 2 Apr. 1997. Radio.

Boggs, Edwin K. Personal Interview. 20 Nov. 2006.

### **E-Mail**

Bruckman, Amy S. "RE: MOOSE Crossing Proposal." Message to Moe Medina. 20 Dec.

1994. E-mail.

### **Works Cited**

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009. Print.

**Recommended online resource:**

Purdue OWL. "Using Modern Language Association (MLA) Format." *The Online Writing Lab at Purdue*. 1995-2009. Purdue University Writing Lab. 25 Feb. 2009. Web. 18 March 2009.





# CITRUS HILL HIGH SCHOOL BELL SCHEDULES 2015-2016

## Regular Day Schedule

	start	end
1st Period	7:30	8:27
Advisory	8:27	8:47
2nd Period	8:53	9:50
Nutrition	9:50	10:00
3rd Period	10:06	11:03
4th Period	11:09	12:06
Lunch	12:06	12:41
5th Period	12:47	1:44
6th Period	1:50	2:47
7th Period	2:53	3:50

## Late Start Schedule

	start	end
Teacher Collaboration	7:30	8:54
1st Period	9:00	9:47
2nd Period	9:53	10:40
3rd Period	10:46	11:33
4th Period	11:39	12:26
Lunch	12:26	1:01
5th Period	1:07	1:54
6th Period	2:00	2:47
7th Period	2:53	3:50

## Rally Schedule

	start	end
1st Period	7:30	8:18
2nd Period	8:24	9:12
3rd Period	9:18	10:07
4th Period	10:13	11:01
Rally	11:01	12:20
Lunch	12:20	12:59
5th Period	1:05	1:53
6th Period	1:59	2:47
7th Period	2:53	3:50

## Early Release Schedule

	start	end
period 1	7:30	8:15
period 2	8:21	9:06
period 3	9:12	9:57
period 4	10:03	10:48
period 5	10:54	11:39
period 6	11:45	12:30
period 7	12:36	1:11
DATES: Sept 16 (Back to School Night); Sep 30 (Core Day); Oct 14 (PSAT/SAT); Feb 24 (Core Day)		

## SBAC Schedule

	start	end
SBAC Testing	7:30	10:24
Lunch	10:24	10:54
1 <sup>st</sup> Period	11:00	11:32
2 <sup>nd</sup> Period	11:38	12:10
3 <sup>rd</sup> Period	12:16	12:48
4 <sup>th</sup> Period	12:54	1:31
5 <sup>th</sup> Period	1:37	2:09
6 <sup>th</sup> Period	2:15	2:47
7 <sup>th</sup> Period	2:53	3:50

DATES: Apr 13-14 & Apr 20-21

## 3-Block Schedule

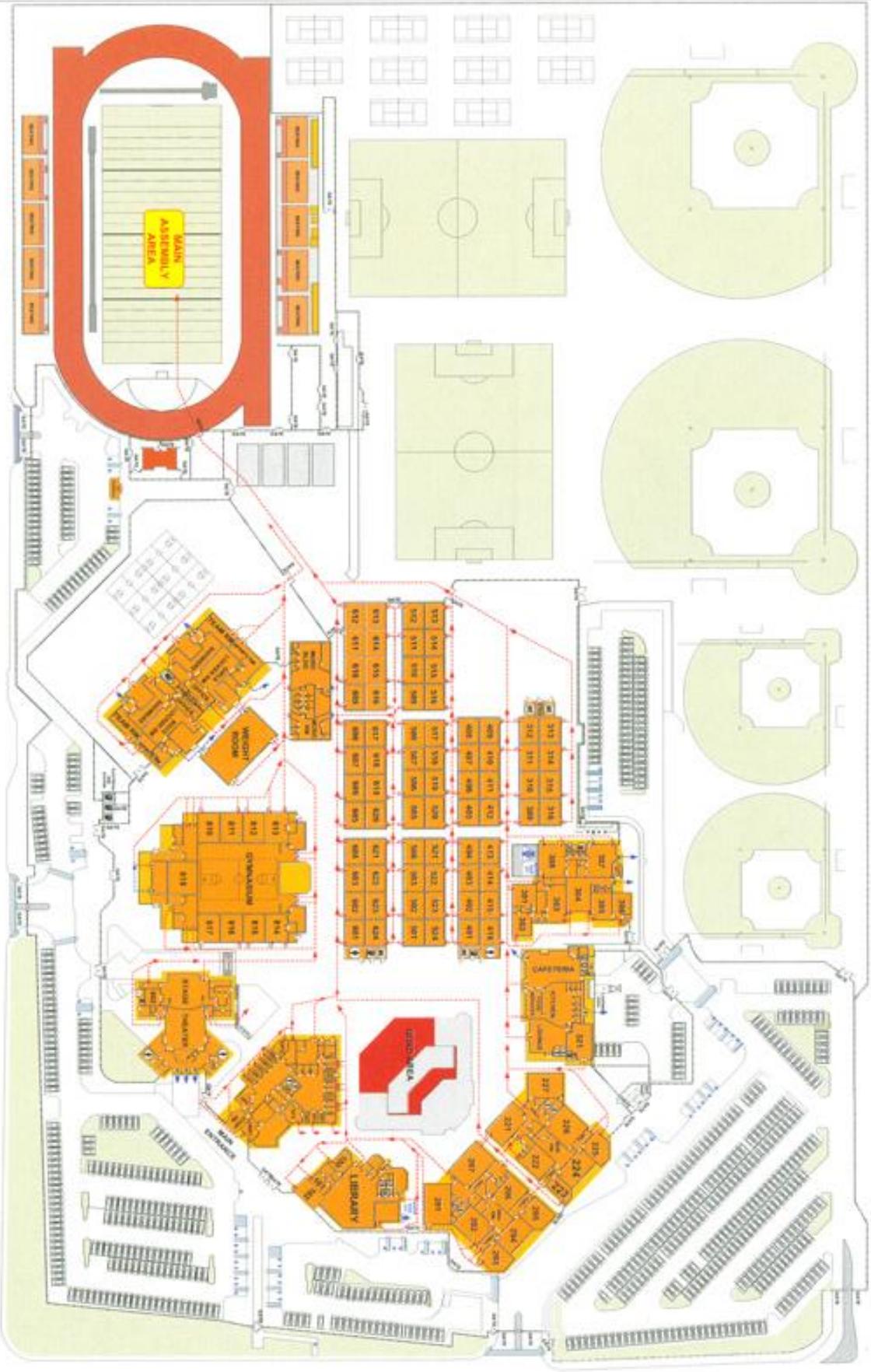
	start	end
Block A	7:30	9:00
Block B	9:10	10:40
Block C	10:50	12:20
DATES: Oct 29-30 (1 <sup>st</sup> Semester Mid-Terms); Mar 23-24 (2 <sup>nd</sup> Semester Mid-Terms)		

## 2-Block Schedule

	start	end
Block A	7:30	9:40
Lunch	9:40	9:50
Block B	9:56	12:06
DATES: Dec 16-18 (1 <sup>st</sup> Semester Finals); May 25-27 (2 <sup>nd</sup> Semester Finals)		

\* All dates and times are  
subject to change;  
Printed: 6/23/15





# CITRUS HILL HIGH SCHOOL EMERGENCY SITE MAP

2008/2018  
VAL VERDE UNITED SCHOOL  
DISTRICT

- CHEMICALS
- ELEVATOR
- FIRE HYDRANT
- ELECTRICAL
- ALARM PANEL
- GAS SHUT OFF
- WATER SHUT OFF
- REST ROOM

