

# ED JONES EDUCATIONAL CENTER CHAPARRAL AND VISTA HIGH SCHOOLS STATEMENT OF UNDERSTANDING

Ed Jones Educational Center places a high value on academic success. Running an orderly campus is one of the cornerstones of that success. The purpose of this statement of understanding is to outline some of the Ed Jones Educational Center Policies and Procedures that promote an orderly campus. Please take time to read and sign these abbreviated policies and be sure to read the complete policies in the Parent-Student Handbook (available online at <http://ej.bonita.k12.ca.us>)

## ATTENDANCE

Regular attendance is necessary for all who wish to earn credits and be successful. Excessive absences and tardies seriously impair a student's education, for which the school administration is obligated, by the state, to institute corrective action.

To clear an absence: 1) The parent or legal guardian must write and sign a note or 2) The parent or legal guardian may call the Attendance Office, at 909-971-8240 x 4040. It is the student's responsibility to clear all day absences **within 3 days**; failure to do so will result in a **truancy and subsequent disciplinary action**.

## **TARDIES (LATE)**

Students will be considered tardy if they are not in their seats when the tardy bell rings (and if they enter up to 20 minutes after the tardy bell rings.) Tardies to any period during the school day may result in a **detention. Students who are chronically tardy will be subject to further progressive administrative disciplinary action.**

## **TRUANCY**

Students are considered truant when they are absent from class or school without the consent of school authorities or prior notification by a parent or guardian to the school. Students are **considered truant** if they do not clear their all-day absence **within three days**. Students **truant from class** or school will be assigned **detentions** to make up the missed class time. Habitual truants will be referred to the School Attendance Review Board and may be subject to a truancy citation. An unexcused absence greater than 20 minutes is considered a truancy. Anyone out of class without a pass will be considered truant

## **Success Through Productivity**

Our schoolwide Success through Productivity Plan has been put in place to support students by encouraging them to come to school and do their best in every class, every day. Success in almost anything can be attributed to being a present participant. Our Success through Productivity Plan rewards those students for doing what they need to do. To earn your credits you need to be in school, be an active participant and do the work. If you are not in class and participating you will not earn your points and you will not be able to earn your credits.

## **OFF-CAMPUS PASS (EMERGENCY PERMIT)**

If a student must leave campus during school hours, a note or phone call is required **prior to the student leaving** that day from the parent or legal guardian to the attendance office, **909-971-8240 x 4040**. If a student leaves campus without obtaining an Off Campus Pass (Emergency Permit), **the student will be subject to progressive administrative disciplinary action.**

## ACADEMIC ACHIEVEMENT

The Education Center's high school variable credit system permits students to earn credits at an accelerated pace with the goal of catching up on credits while also earning grade-level credits towards graduation. Students are **required** to earn a **minimum of five credits** every three weeks (one in each class) and **expected** to exceed that number in order to make up credits to be able to graduate on time. Students who perform below the required minimum number of credits are subject to placement in 6<sup>th</sup> period intervention class or the "Alternative Learning Center" (ALC) until the student shows significant improvement.

## STUDENT DISCIPLINE AND INTERVENTION

All students are expected to be kind and courteous to their schoolmates; refrain from fighting, **threats**, harassment, and profanity; be respectful and obedient to school personnel; and be diligent in their studies. Progressive discipline steps are applied when students misbehave, and include but are not limited to:

Warning; Parent/Guardian contact; Detention (lunchtime school beautification or after school); Class suspension; In-School Suspension; At-Home Suspension; Parent conference with all teachers and student; Behavior Contract; Alternative Learning Center Placement; Administrative Disciplinary Hearing Panel for change of placement or expulsion.

## **ALTERNATIVE LEARNING CENTER (ALC)**

The ALC intervention program is a self-contained classroom to temporarily place students who are not succeeding

in our regular program either because of low credit production or behavior issues. The purpose of placement in ALC is to give students another opportunity to get back on track but in a more structured setting. Students will have an altered school bell schedule, including an earlier start time, and a separate lunch. It is our goal that students will be successful in this program and quickly transition back to the school at large.

**Regular day schedule: The school day begins at 7:50 and ends at 2:20, with lunch at 11:37.**

## **ELECTRONIC DEVICES**

**CELL PHONES, I-PODS, MP3 PLAYERS, and other electronic devices** are permitted for use before school, lunch, and after school only; otherwise should be kept out of sight. **Headphones and earbuds** allowed only in the classroom with teacher's permission.

Cell phones are not permitted to be used in classrooms at Chaparral or Vista High Schools. Teachers may warn students and/or ask the student to give up their phone. If the student refuses to comply they will be sent to the office where there will be consequences determined by a progressive discipline policy.

Students should go through the nurse to make contact. Any student in violation of this policy or using such devices inappropriately will have them **confiscated**, assigned appropriate **consequences**, and returned only to a parent/guardian. Continued violation of this rule will result in further disciplinary action. **The school is not responsible for any lost, stolen or misplaced items brought to school. (Ed. Code 48901.5)**

## **NO GUM OR SUNFLOWER SEEDS**

In order to keep a clean campus, gum and sunflower seeds are not permitted.

## **ACADEMIC INTEGRITY**

Students are expected to display academic integrity at all times. This includes not copying or sharing work.

## **VISITING OTHER SCHOOLS**

All students must stay away from all other school campuses, even if it is to visit other students or teachers. Students may attend athletic events and can apply to attend school dances.

## **MARKERS AND SPRAY PAINT**

Students are not allowed to bring markers (ink or paint) or spray paint cans on campus. This helps to ensure against graffiti or tagging. A student and parent/guardian will be held financially responsible (labor and equipment) if a student is found to have vandalized or defaced school property—including textbooks, which typically cost at least \$75.00.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Sexual harassment from any student will not be tolerated. Sexual harassment is a serious infraction that may result in suspension or expulsion of a student.

## **TOBACCO**

The Ed Jones Educational Center is a tobacco-free facility. Tobacco is prohibited and disciplinary action will result for students in possession or use of cigarettes, smokeless tobacco, or tobacco in any form.

## **DRUGS AND ALCOHOL**

Use, being under the influence, possession, and selling/furnishing of drugs (including prescription and look-a-likes) and alcohol are prohibited. Refer to the "Reasons for suspension and expulsion: Ed Code 48900 and 48915" found in this packet for offenses related to controlled substances, alcoholic beverages, or intoxicants.

## **THREATS/ HARASSMENT**

Threats are not tolerated any time on campus. Students, who make threats of any kind, including the use of electronic media outlets such as "Twitter" or "Facebook" to threaten or harass other students, will receive disciplinary action. Threats against teachers and/or administrator are in violation of federal law.

**DISTRICT HOT LINE: (909) 394-9393** – Please inform us of rumors or potentially dangerous situations that may impact our school.

## WEAPONS AND VIOLENT ACTS

Students possessing, exhibiting or threatening others with a weapon (or replica) are subject to suspension and expulsion in accordance with the law. **If a student participates in a fight in anyway, that student will be recommended for an administrative disciplinary hearing.** This includes retaliation by any student. Students encouraging another student to fight-- **including being present at a fight--** are considered to be “aiding and abetting” and will be disciplined accordingly. Refer to the “Reasons for suspension and expulsion: Ed Code 48900 and 48915” found in this packet for offenses related to weapons and violent acts.

## Dress for Success

The Bonita Unified School District and Chaparral & Vista High Schools believe appropriate student dress contributes to a productive learning environment. The standards for dress and grooming strongly emphasize to students that our school is a place of business with high expectations and is concerned about providing and maintaining a safe and effective learning environment that promotes student achievement. Students whose clothing violates dress code guidelines will be provided an opportunity to wear “loaner” clothing to be returned at the end of the day. Students who abuse the loaner privilege will have further consequences. **Students out of dress code will not be permitted to attend classes until they correct the violation.** If necessary, parents/guardians will be contacted and expected to provide appropriate clothing. *Final interpretation of the school dress code is at the discretion of the school administration.*

“PERMITTED”	“WHAT NOT TO WEAR”
<ul style="list-style-type: none"> <li>• Proper fitting tops</li> <li>• Pants or shorts worn at the waist without a belt</li> <li>• Socks worn below mid-calf</li> <li>• Bib overalls with both straps buckled</li> <li>• Shorts extending to the knee and above the calf</li> </ul>	<ul style="list-style-type: none"> <li>• Oversized shirts reaching below wrists</li> <li>• Creases in sleeves or down the front of the shirt</li> <li>• Muscle shirts or shirts that reveal the rib cage</li> <li>• Pants or shorts that do not cover the buttocks/undergarments (sagging) and/or that can't stay up without a belt (oversized/baggy)</li> <li>• Socks that meet the shorts</li> <li>• Shorts that extend past the knee and cover the calf</li> </ul>
<ul style="list-style-type: none"> <li>• Modest dresses, skirts, shorts or tops</li> <li>• Skirts and shorts longer than bottom of fingertips with modest inseams</li> <li>• Leggings thick enough to be considered pants or with a shirt that covers to mid-thigh</li> </ul>	<ul style="list-style-type: none"> <li>• Visible undergarments</li> <li>• See-through or fishnet fabrics</li> <li>• Strapless tube tops or low-cut tops</li> <li>• Shirts with straps less than 1-inch in width</li> <li>• Shirts that reveal breast, rib cage, or reveal the stomach when arms are raised</li> <li>• Lacy, lingerie-style tops</li> <li>• Pants, shorts, dresses or skirts (with or without slits) that reveal buttocks/undergarments (shorts must have a minimum 3" inseam AND cover the buttocks)</li> <li>• Leggings that are thin/sheer (must be worn with a shirt to cover to mid-thigh)</li> </ul>
<ul style="list-style-type: none"> <li>• Hair bands</li> <li>• Leather or plastic belts</li> <li>• Plain belt buckles</li> </ul>	<ul style="list-style-type: none"> <li>• Bandanas or “do rags”, combs worn in hair, hair nets</li> <li>• Belts or wristbands with protruding metal</li> <li>• Buckles with letters</li> </ul>
<ul style="list-style-type: none"> <li>• Clothes with designer/company logos and graphics</li> <li>• Professional sports and college team wear: sport hats, jerseys, logos</li> </ul>	<ul style="list-style-type: none"> <li>• Any clothing that depicts violence/weapons, profanity, alcohol, tobacco, drugs, or gambling</li> <li>• Any clothing that depicts cultural/religious/sexual prejudice, or is sexually suggestive in graphics, pictures, or words</li> <li>• Gang-style clothing (i.e. all one color: belts, hats, footwear, jackets, headgear, wallet chains, shoe strings)</li> </ul>
<ul style="list-style-type: none"> <li>• Sneakers, leather shoes, boots, flip flops, open-toed sandals, backless shoes, shoes with hard soles</li> </ul>	<ul style="list-style-type: none"> <li>• Bedroom house slippers/shoes designed to be only worn indoors (no fuzzy or cloth soles)</li> <li>• Steel-toed shoes or boots</li> </ul>
<ul style="list-style-type: none"> <li>• Earrings</li> <li>• Bracelets</li> </ul>	<ul style="list-style-type: none"> <li>• Backpacks or oversized purses/tote bags</li> <li>• Sun glasses worn indoors</li> </ul>

<ul style="list-style-type: none"> <li>• Watches</li> </ul>	<ul style="list-style-type: none"> <li>• Gloves</li> </ul>
<ul style="list-style-type: none"> <li>• Jogging outfits, sweats, flannel shirts</li> <li>• Uniforms</li> </ul>	<ul style="list-style-type: none"> <li>• Pajamas or flannel pants or tops designed as sleep or loungewear</li> </ul>
<ul style="list-style-type: none"> <li>• Hats and beanies</li> <li>• Medically/religiously required head coverings as approved by school administration</li> </ul>	<ul style="list-style-type: none"> <li>• Hoods are not permitted on campus at any time.</li> <li>• Logos on hats must meet the same guidelines as other clothing (see above). Hats must be removed at teacher request/discretion</li> </ul>

The Board accepts the obligation to enforce reasonable standards which provides, “A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress **may be sent home to be properly prepared** for school, or shall be required to prepare himself for the school room before entering.”

**BONITA UNIFIED SCHOOL DISTRICT, ED JONES EDUCATIONAL CENTER  
STUDENT STATEMENT OF UNDERSTANDING/DISCIPLINE PLAN AGREEMENT**

By signing below, I (parent/guardian) indicate that I and my child have read and understand the California Education Code with respect to suspension and expulsion, which is shown below. *Final interpretation of the school code is at the discretion of the school administration.*

**California Education Code 48900: A student is subject to suspension or expulsion if he/she has:**

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (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 products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

**California Education Code 48915: A student is subject to expulsion for any of the following acts:**

- (A1-A) Causing serious physical injury to another person, except in self-defense.
- (A1-B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (A1-C) Unlawful possession of any controlled substance.
- (A1-D) Robbery or extortion.
- (A1-E) Assault or battery upon any school employee.
- (C1) Possessing, selling, or otherwise furnishing a firearm.
- (C2) Brandishing a knife at another person.

- (C3) Unlawfully selling a controlled substance.
- (C4) Committing or attempting to commit sexual assault or sexual battery.
- (C5) Possession of an explosive.

We affirm that we have read and understand the “Statement of Understanding” as well as the policies set forth in the Student Handbook available on-line at [bonita.k12.ca.us](http://bonita.k12.ca.us). We understand that the minimum number of credits required to complete every three weeks is five.

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Student Name (Print)

Date

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Student Signature

Parent/Guardian Signature