

The Ed Jones Educational Center

Where fresh starts become success stories!

Chaparral High School

Vista School

2012—2013

This handbook is designed for students and parents with important information that includes school policies, rules and regulations.

Student Goals Are!

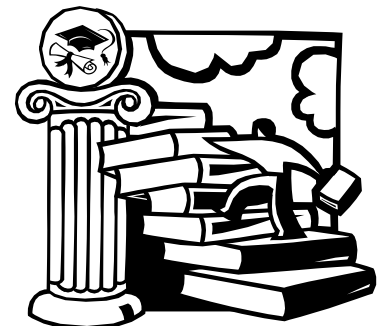
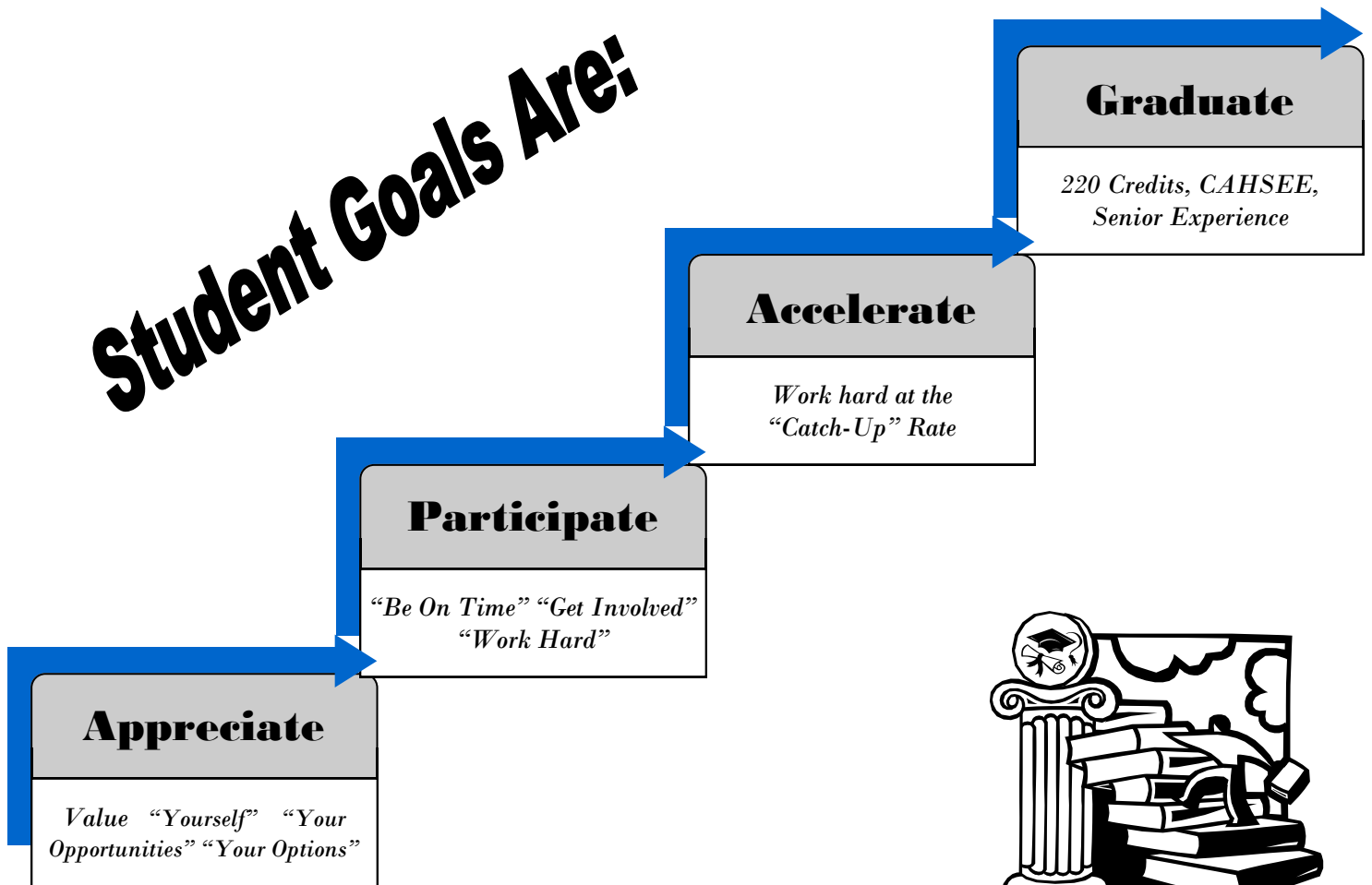


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EXPECTED SCHOOL-WIDE LEARNING RESULTS

We expect our graduates to be:

1. **Collaborative Workers** who explore and tolerate the significance of personal experiences, events or conditions in relation to self and others
2. **Complex, Critical Thinkers** who:
 - Analyze, synthesize and interpret concepts
 - Evaluate reasoning
 - Apply introspective skills in setting achievable goals
 - Solve problems based on sound reasoning
 - Construct, judge, and defend a position or an argument
3. **Goal-oriented, Self-directed, Responsible, Quality Producers** who:
 - Demonstrate punctuality and dependability
 - Communicate effectively
 - Develop intellectual, artistic, practical and physical skills
4. **Technologically Skilled People** who:
 - Demonstrate competence in advanced technological equipment
 - Integrate technology in all aspects of their lives
5. **Community Contributors** who:
 - Assist other students and staff on campus
 - Volunteer outside the school site
 - Respect the community and surrounding areas

MISSION STATEMENTS

Chaparral High School

The mission of Chaparral High School is to provide an alternative educational format that offers a safe, nurturing, and supportive environment. Students are given the opportunity to experience self-paced academic success with a rigorous and challenging curriculum, and as high school graduates, find their place as productive citizens prepared to fulfill their dreams.

Vista School

The mission of Vista School is to provide an alternative educational format to students in order to achieve their academic goals and obtain a high school diploma. Vista School gives each student the opportunity to succeed, to recognize and cultivate their unique talents and abilities, and to develop the skills needed for success in school and life.

ED JONES EDUCATIONAL CENTER CALENDAR 2012-2013

Month/Date	Day	Event	Month/Date	Day	Event
Aug 20	Mon	First Day of School	Feb 11	Mon	Holiday Lincoln's Birthday– NO SCHOOL
Aug 31	Fri	MINIMUM DAY	Feb 18	Mon	Holiday President's Day– NO SCHOOL
Sep 3	Mon	Holiday Labor Day- NO SCHOOL	Feb 25	Mon	COMPACT DAY
Sep 4	Tue	Back To School Night 6-8pm	Mar 8	Fri	Staff Dev & Prom– NO SCHOOL
Sep 24	Mon	COMPACT DAY	Mar 12-13	T-W	CAHSEE Testing (10th, 11th, 12th grades)
Oct 2-3	T-W	CAHSEE Testing (12th grade)	Mar 15	Fri	3rd Quarter Ends
Oct 5	Fri	Staff Dev.- NO SCHOOL	Mar 25	Mon	COMPACT DAY
Oct 19	Fri	1st Quarter Ends	Apr 1-5	T-W	Spring Break– NO SCHOOL
Oct 22-25	M-TH	Red Ribbon Week	Apr 15	Mon	COMPACT DAY
Oct 22	Mon	COMPACT DAY	Apr 16-17	T-W	California Standards Testing VISTA
Oct 25	Thu	Parent Conferences- MINIMUM DAY	Apr 18	Thu	Open House 6-8pm
Oct 26	Fri	Student Free Day- NO SCHOOL	Apr 19	Fri	MINIMUM DAY
Nov 5	Mon	COMPACT DAY	Apr 22-25	M-TH	California Standards Testing Opportunity
Nov 6-7	T-W	CAHSEE Testing (11th & 12th grades)	Apr 30-May 2		California Standards Testing Chaparral
Nov 12	Mon	Holiday Veteran's Day- NO SCHOOL	May 20	Mon	COMPACT DAY
Nov 16	Fri	Thanksgiving Feast & Olympics	May 27	Mon	Holiday Memorial Day– NO SCHOOL
Nov 19-23	M-F	Local Recess- NO SCHOOL	Jun 4	Tues	Chaparral released at 10:00am
Dec 10	Mon	COMPACT DAY			Vista Opportunity released at 11:20pm
Dec 20-21	TH-F	MINIMUM DAY/ End of 1st Semester			GRADUATION 6:00pm
Dec 24-Jan 4		Winter Break- NO SCHOOL	Jun 5	Wed	MINIMUM DAY
Jan 14	Mon	COMPACT DAY	Jun 6	Thu	Last Day of School– MINIMUM DAY
Jan 21	Mon	Holiday Martin Luther King Jr. Birthday- NO SCHOOL			

THE ED JONES EDUCATIONAL CENTER PROGRAMS

Chaparral High School

A Continuation High School for students at least 16 years of age. Students are required to attend and make a minimum of 15 credits every nine weeks. Students who are deficient in credits may attend classes for six periods per day. Chaparral hours are from 8:00 a.m. to 2:30 p.m. daily.

Vista School—houses numerous programs to fit a variety of students needs.

The programs are:

9th and 10th Grade Opportunity Program

Designed for students who are having difficulty in areas of academics or behavior. They attend the program for 5 1/2 hours a day (7:50 a.m. to 1:20 p.m.) and receive instruction in English, Algebra, Social Studies, Science, and Physical Education. The program is limited to two classes of 20 students each. The program structure is a modified self-contained classroom.

Independent Study

Designed for 10th, 11th and 12th graders who have a minimum of 8th grade reading and math skill level. Students must have passed the California High School Exit Exam (CAHSEE) and Algebra I in order to be recommended for Independent Study. Independent Study is an optional program in which no pupil may be required to participate. Independent Study is transitioning to a program that accesses on-line learning for its curriculum. A computer lab will now house the program, and students will be required to put in lab hours a few days a week under the direction and support of their supervising teacher who is an experienced instructor for the web-based curriculum called Odyssey-ware.. The teacher will now be able to see how much time students are logged in online at home and can provide immediate feedback and instruction throughout the week via email.

Home School

Home School students come to school with their parents once every other week to receive the District's approved curriculum and direction from a certificated teacher. Daily instruction is provided by the parent. We are currently partnering with District Administration to research and investigate existing virtual academies in order to launch a pilot a program that will provide online teachers and curriculum that best suit the needs of our educational community. Having a home school program that gives the parents access to an instructor 24/7 online in addition to our on-site teacher will ensure the kind of support that is vital to the academic success of the student.

Students who attend Chaparral High School or Vista School must earn 220 credits, pass the CAHSEE (California High School Exit Exam) and complete the Senior Experience to receive a high school diploma.

CHAPARRAL HIGH SCHOOL

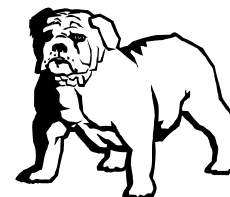
Home of the Bulldogs

SUPPORT STAFF

Mo Williams	Principal
Debi VandeLune	Student Service Coordinator
Joseph Hanson	Student Discipline
	Secretary
Sherrie Hicks	Clerk III
Christina Prestella	Health Clerk
Vivian Anderson	Nurse
Sherry Bramblett	Psychologist
Cathy LoGerfo	Speech Therapist
Margaret McDonald	Instructional Aide
Casey Ravenkamp	Instructional Aide
Daniel Cameron	Custodian
Gina Torres	Campus Supervisor

TEACHING STAFF

Laurie Brandler	ROP- Hospitality, Leadership
Don Cartwright	Intro to Algebra, Algebra, Geometry
Mark Chiappelli	World History, Alternative Learning Center
Cristina Cortez	Intervention, CAHSEE Prep, Credit Recovery
Beth Tatone	English 12, RSP English
Paula Dreyfuss	Economics, Journalism, English
Lisa Hartman	US History, Science
Tracy Ngo	English 11
Coby Martinez	Star Players, Art, Guitar
Zachary Gross	RSP/ Government
Jannet Valdez	ROP Computers, Business
Pam Wittkop	English Int., Credit Recovery
David Wommack	Math Lab



PHILOSOPHY

Chaparral Continuation High School provides an alternate educational program which meets the needs of a specific student population within the Bonita Unified School District. The school offers new opportunities for success to those students who have unresolved attendance problems and to students who have experienced credit failures and/or deficiencies.

Recognizing the individual uniqueness of each student, Chaparral offers a strong individualized academic program which is both flexible and multi-faceted. Students are allowed to work at appropriate academic levels as they pursue their high school education. In order to ensure and encourage immediate success, students are awarded variable credits.

A positive school environment is maintained and continuous efforts are made to focus on social interaction and self-confidence building skills. Activities, assemblies, counseling services, and positive staff-student relationships also promote and encourage student success.

CHAPARRAL HIGH BELL SCHEDULES

<u>Regular Day Bell Schedule</u>		<u>Compact & Minimum Day Bell Schedule</u>	
1st Period	8:00—8:55 a.m.	1st Period	8:00—8:35 a.m.
2nd Period	9:00—9:55 a.m.	2nd Period	8:40—9:15 a.m.
3rd Period	10:00—10:55 a.m.	3rd Period	9:20—9:55 a.m.
Break	10:55-11:30 a.m.	Break	9:55-10:10 a.m.
4th Home Room	11:35—12:30 p.m.	4th Home Room	10:15—10:50 a.m.
5th Period	12:35—1:30 p.m.	5th Period	10:55—11:30 a.m.
6th Period	1:35—2:30 p.m.	6th Period	11:35-12:10 p.m.

STUDENT RECOGNITION PROGRAMS And AWARDS/REWARDS

- Student of the Month
- Perfect Attendance
- Credit Club
- Perseverance Awards
- Top Credit Earners
- Gold Card
- Bulldog Bucks
- Student Store Script
- Credit Madness Club
- Accelerated Reader Rewards

CREDITS

Chaparral offers a variable credit program. Variable credit is granted for completion of class work at Chaparral High School. State guidelines provide that one credit is equivalent to twelve hours of work. Students will receive credits when they demonstrate proficiency on classroom assessments. With individualized homework and independent credit opportunities, credits can be earned at an accelerated rate.

All students must earn a minimum of 15 credits every 9 weeks just to stay on track of a traditional high school. That comes out to one credit in each class every 3 weeks. Students who are behind in credits will need to accelerate that pace. Credits are awarded to students who have 1) passed an assessment demonstrating proficiency in that subject area and 2) had their completed work evaluated by their teacher who also provided feedback.

Students can accelerate by earning twenty-five or more credits per quarter. Students earning 20 or more credits in the quarter are recognized in the Credit Madness Club.

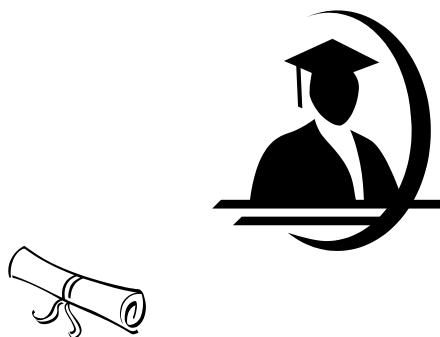
Students are expected to meet the following standards:

1. Students must meet California Content Standards for each credit as established by each teacher.
2. Students must be in attendance a minimum of 20 class periods every week.
3. Students must pass an assessment of the standards for each credit at 70% or higher.
4. All course work will receive letter grades of "A" through "C". Students do not receive "D" or "F" grades--students will not receive grades or credit for work until it satisfies the standard expectation of a minimum of "C" quality work.

Students 18 years of age and older who do not meet the minimum credit and/or attendance standards will be placed on a special contract. Violation of the contract may result in the student being referred to Adult Education/Community College or other High School Program.

CREDIT GRADUATION REQUIREMENTS

<u>Subject</u>	<u>Credits</u>
English	40
Social Science	
World History	10
U.S. History	10
Am Government	5
Economics	5
Mathematics	
Algebra 1	10
Other Math	10
Science	
Life	10
Physical	10
Vocational Education	10
Fine Arts	10
Physical Education	20
Electives	<u>70</u>
Total:	220



All students must pass both math and English sections of the California High School Exit Exam in order to receive a high school diploma.

Seniors must successfully complete the Senior Experience prior to graduation.

Students receiving a diploma from Chaparral High School must complete 10 credits in residence in the District.

VISTA SCHOOL

SUPPORT STAFF

Mo Williams	Principal
Debi Vande Lune	Student Service Coordinator
Joseph Hanson	Student Discipline
	Secretary
Bea Ingram	Instructional Aide

TEACHING STAFF

Lou Berthelson	Opportunity Class
David Wommack	Opportunity Class
Jannet Valdez	Independent Study
Christy Wilkerson	Home Hospital

VISTA HIGH SCHOOL INDEPENDENT STUDY

GENERAL INFORMATION

Independent Study is a homework program requiring an appointment with an instructor and the successful completion of two credits of high school course work each week. It is an optional educational alternative in which no pupil may be required to participate. Independent Study may not be the only educational choice given to students.

WHO IS ELIGIBLE?

Any high school student who is not 19 years of age by December 31st and is currently enrolled in the Bonita Unified School District may request Independent Study. Students who are continuously enrolled may remain in Independent Study until the age of 21 as long as they meet their weekly appointment and earn two credits a week.

LIMITATIONS

Independent Study offers all courses that meet the graduation requirements for the comprehensive high school, but with fewer elective options.

Certain courses do not lend themselves to Independent Study, such as high mathematics, lab sciences, foreign language and computer/ office occupations.

Students must be able to complete assignments on their own. Many students enter to accelerate in earning credits. However, a student's reading must be at a proficiency level sufficient to keep up with the quantity of assignments.

GRADES

All course work will receive letter grades of "A" through "C". Students do not receive "D" or "F" grades--students will not receive grades or credit for work until it satisfies the standard expectation of a minimum of "C" quality work.

ENROLLMENT

There are steps to Independent Study enrollment:

1. Referral: Students in Bonita Unified School District must be referred by their school counselor and presented to the Intake Committee.
2. Meeting: Parent/Guardian and student must attend a Parent/Student Informational Meeting which is held on campus on designated evenings.
3. Enrolling: After attending the Parent/Student Informational meeting, the student meets with the School Counselor who determines the likelihood of student success and accepts or rejects the referral.

CONCURRENT ENROLLMENT

A student may be enrolled concurrently in work experience, ROP, the Pomona Fairplex Career Technical Education Center program (CTEC), other adult education schools, and/or community college classes. Students are encouraged to enroll and attend San Antonio ROP classes in order to satisfy their vocational education credits.

INDEPENDENT STUDY

A computer lab will now house the program, and students will be required to put in lab hours a few days a week under the direction and support of their supervising teacher who is an experienced on-line web-based instructor. The teacher will now be able to see how much time students are logged in online at home and can provide immediate feedback and instruction throughout the week via email.

VISTA OPPORTUNITY SCHOOL

10th Grade

PURPOSE

The Opportunity Program is to provide an alternative educational setting that will enable at risk students to learn the necessary skills to become successful in the regular educational program and to prepare them to pass the California High School Exit Exam during their high school career.

PHILOSOPHY

The Opportunity Program provides a supportive environment, appropriate grade-level curriculum, varied instructional strategies, counseling and tutorial assistance. Students in the program participate in a comprehensive standards based curriculum to develop and build academic organizational skills, self-confidence, and personal growth.

PLACEMENT

Students who struggle in school academically, emotionally, psychologically and/or socially may be referred to the Opportunity Program by the Student Study Team (SST), Administrative Hearing Panel, administrators or parents. Students will be placed in this program who have received interventions that include all-teachers meetings, the SST process, Student Attendance Review Team (SART) or Student Attendance Review Board (SARB), and/or placed on behavior contract and have not been successful.

A required conference must be scheduled with each student, parent, appropriate school staff, and the administrator of the Opportunity Program .

BELL SCHEDULE

STUDENTS MUST BE IN THEIR CLASSROOM WHEN THE TARDY BELL RINGS.

<u>Regular Day</u>		<u>Compact & Minimum Day</u>	
1st Session	7:50-9:05 a.m.	1st Session	7:50-9:00 a.m.
Break	9:05-9:10 a.m.	Break	9:00-9:10 a.m.
2nd session	9:10-10:00 a.m.	2nd session	9:15-10:20 a.m.
Break	10:00-10:10 a.m.	Break	10:20-10:35 a.m.
3rd session	10:10-11:40 a.m.	3rd session	10:40-11:20 a.m.
LUNCH	11:40-12:15 p.m.	Extra Period	11:25-12:00p.m.. (Optional)
3rd Session	12:20-1:20 p.m.		
Extra Period	1:25-2:20 p.m.. (Optional for students)		

DISCIPLINE

Students are expected to follow all rules and regulations as set forth in this handbook and those established by the classroom teacher. Violation of the rules and regulations will result in disciplinary action.

PROGRAM

Subject areas include 10th grade English, Algebra, Social Studies, Science and Physical Education. Students will have the opportunity to earn make-up credits, including an afternoon session.

Study Skills and self-esteem components are an essential part of the entire curricular day.

ASSESSMENT

Student behavior and academic achievement will be monitored closely throughout the participation in the Opportunity Program. Progress reports will be provided at the end of the 1st and 3rd quarters, and report cards will be issued at the end of the 1st and 2nd semesters.

GRADES

All course work will receive letter grades of "A" through "C". Students do not receive "D" or "F" grades--students will not receive grades or credit for work until it satisfies the standard expectation of a minimum of "C" quality work.

VISTA K-8 HOME SCHOOL

GENERAL INFORMATION

With the success of Chaparral High School's use of the on-line web-based curriculum *Odyssey-ware*, we are setting our eyes on taking Home School program to the next level by accessing on-line learning and creating a virtual academy. State regulations for independent study home school require that attendance records and grade transcripts be supported by activity records and samples of student work. Supervising teachers need to be able to personally determine and verify that students have completed five days worth of educational activities for each week the student receives credit. The school is funded on this requirement.

In order to meet this requirement, you as a home teacher need to do these things:

- Plan with the supervising teacher what and how you want to teach, then provide instruction and assistance.
- Provide the resource teacher with a weekly record of all educational activities and keep all completed work for the resource teacher to verify at your regular meetings.
- Provide a minimum of four hours of instruction per day.
- Call if you need additional help or supplies.

Home School is an optional educational alternative in which no pupil may be required to participate. Home School may not be the only educational choice given to students. Students are invited and encouraged to participate in various other educational programs offered by the Bonita Unified School District.

RECORD KEEPING

The majority of state-required record keeping is done by the supervising teacher. They will complete the master contract, determine that five days of work was completed for each week enrolled, and complete the attendance card accordingly. They will document the week's activities on a log form and attach work samples.

Throughout the year home teachers and resource teachers work together to update student transcripts kept in the cumulative file to show student accomplishment and achievement. These evaluations are based on progress in daily work, chapter and unit tests, and completed projects and reports. This evaluation comprises of quarterly, tri-semester and semester report cards.

WHAT THE PROGRAM OFFERS

- On-line and textbook curriculum and support.
- Credentialed teachers who will meet with parents regularly to assist in all aspects of home schooling.
- Maintenance of individual student progress files; complete administrative record keeping of attendance and official transcripts in student's cumulative files to satisfy state requirements.
- An opportunity for you to be flexible in presenting the required curriculum in order to best meet the needs of your student.

WORKING WITH THE HOME TEACHER

The resource teacher is an experienced professional whose role is to provide a variety of ways to help the parent and student achieve established educational goals.

The resource teacher will:

- Meet with the parent and student at the school site on a regular basis.
- Provide texts, supplies, and other materials as requested.
- Help plan curriculum and lessons and teach methods of instruction as needed.
- Review weekly records and all assignments completed by the student.
- Prepare attendance records, official transcripts and student work portfolios as required by state regulations.

STUDENT SERVICES

ATTENDANCE Ext. 4040

Regular attendance is necessary for all who wish to earn credits and be successful. A student's education will be seriously impaired by absences and tardiness. Punctuality and regular attendance are essential to success in school work as well as on the job.

ABSENCES

1. There are no longer any excused absences from school. Absences due to illness, death in the immediate family, medical appointment, or attendance at a religious retreat will still be monitored; however, they will not generate any ADA for the district.
2. PREPLANNED ABSENCES (family business, travel, etc.): parents/ guardians must notify the administration five (5) days prior to the start of a student being absent. Student may enroll in independent study to keep up his/her class work while being away from school if they will be gone for more than five (5) days.
3. A student is truant when he/she is absent from classes or school without the knowledge of a parent or guardian or consent of school authorities. **(If a student comes to school and then leaves school without obtaining an Off-Campus Permit, the student will be marked as being truant. All truants must be made up during 6th period or student will receive disciplinary action.**

REPORTING ABSENCES

To report an absence, please call the attendance office: (909) 971-8240 ext 4040. Reporting your student's absence immediately is crucial.

READMIT AFTER ABSENCE

1. When a student is absent from school, he/she will need to present to the attendance clerk a verified reason (parent note or phone call) as to the nature of the absence.
2. In the case of absence because of illness, the note or phone call should be specific as to the nature of the illness. After 3 days of absence due to illness, a doctor's note is required.
3. An absence that is not cleared within three days will be marked as a truancy. The absence will have to be made up in the after school detention class held from 1:35 p.m. to 2:30 p.m.
4. After suspension, parent/student meeting with the principal and counselor is mandatory.

TARDY/TRUANT/WANDERING

Tardiness and truancy are violations of Section 48900 of the California Education Code and represent defiance of the authority of school officials. Tardiness, truancy and defiance disrupt school activities and instruction, have a negative effect on instruction, and result in the loss of valuable time and resources. Students will be directed to arrive to class on time and attend each class on a daily basis.

Students who are late to class due to circumstances created by school personnel must validate such a tardy with a note from the person responsible for the tardiness.

Students are not to leave class without a written pass. Information on the pass will include time of departure, date, destination, and teacher's signature. Students out of class without teacher approval will be considered truant.

TARDINESS

Students shall be considered tardy when entrance to class is made after the tardy bell, you must check in with the attendance office when tardy to first period.

STUDENT SERVICES continued

CAMPUS BOUNDARIES

The Ed Jones Educational Center is a closed campus. Students are mandated/required to stay in -bounds (within the fenced in area of the school) during school hours. Students will receive disciplinary action when they are found to be out of bounds. **Students jumping over any fence for any reason will be suspended.**

TRUANCY ORDINANCES

Cities of La Verne and San Dimas

It is unlawful for any minor under the age of eighteen years, who is subject to compulsory education or to compulsory continuation education to loiter, idle, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the hours of 8:30 a.m. and 1:30 p.m. on days when school is in session.

When a person under the age of 18 years is charged with a violation of the ordinance, and a peace officer issues a notice to appear in Superior Court to that minor, the amount of the fine imposed shall be set by the court.

A SAFE AND PEACEFUL ENVIRONMENT

The Board of Education desires students to be free from fear and danger presented by firearms and other weapons. Therefore, the Board prohibits students from possessing weapons, replicas of weapons, or dangerous objects of any kind in school buildings, on school grounds or buses, or at any school-related or school-sponsored activities away from school.

STUDENT ACTIVITIES

Students involved in student activities learn sportsmanship, teamwork, self-discipline, self-confidence, and develop higher levels of self-esteem.

An active student body helps to develop pride in one's school and community. School spirit increases as more and more students become involved in the student activity program.

All students are encouraged to get involved and be active in some way with our program.

CHARGES

If a student owes for a book(s), material used or broken, or a fine of any kind, a record will be on file in the office. All student charges must be cleared or report cards and/or diploma will be held.

CHANGE OF ADDRESS

If at any time during the school year it becomes necessary for parents to change their home/ mailing address or telephone number, please report this change immediately to the office. This information is needed so that your school record can be kept up to date.

HEALTH OFFICE Ext. 4020

The health office is located by the boys/girls restrooms. If you become ill at school, you must obtain an Off Campus Pass from this office in order to go home. **Please do not use a cell phone to call parents prior to seeing the health clerk.**

LOST AND FOUND

When a student either loses or finds an article, he/she should report it immediately to the office. This will assist the prompt return of the article to the owner.

SCHOOL SERVICES

COMMUNICATION BETWEEN PARENTS AND SCHOOL

Any parent with a question should call the school and make an appointment with the person involved. Parents are welcome to visit the school, but for the sake of making the best use of teachers' and parents' time, it is advisable to make an appointment.

All parents/guardians are required to sign in at the office before going to any classroom.

Weekly newsletters will be emailed home from the principal's office. Automated phone calls will be made to keep parents informed as needed. This communication should help to keep you up to date with activities and events.

On the district web site (www.bonita.k12.ca.us) you will find the Ed Jones Educational Center web site (www.bonita.k12.ca.us/ej). On it are web pages for Chaparral High School and Vista School. Under the staff section you will find the teachers' web page with an email address that you can use to contact your student's teachers. We encourage parents to contact teachers via email. If you have any questions you may email the principal at williams@bonita.k12.ca.us or call (909)971-8240 ext.4050.

SCHOOL TELEPHONES

The school telephones are primarily for the transaction of school business. Requests to call teachers or students to the telephone during class periods will be granted only in cases of emergency. Phone calls are not to be made during class time.

SCHOOL SAFETY PLAN

The site has a comprehensive safety plan on site available upon request. The school holds periodic safety drills during the year. Fire drill, lock-down procedure and earthquake drill.

ACCIDENTS

All accidents occurring at the Ed Jones Educational Center must be reported immediately to the appropriate office.

GOT MILK?

Picnic tables are located on campus for student use during breakfast, break and lunch. Full meals and a la carte items may be purchased from Central Kitchen (which is adjacent to the Ed Jones Educational Center). Free and reduced breakfast and lunch are available to students who qualify. Applications can be processed at the Central Kitchen. In order to have first-rate service, students are asked to cooperate in making the line move smoothly and efficiently.

STUDENT PARKING

Students are to park their cars on Monte Vista Street west of the school. Students are not to park in the lot behind the District office. Students must enter and leave campus through the main gate during school hours. Students may not drive through the district bus parking lot.

No motor vehicle or motorcycle is to be driven on school grounds without permission from the principal's office. Student cars are not to be driven during school hours unless the student has a permit to leave the campus. Student cars should be kept locked at all times. These rules also apply to motorcycles and other motor driven vehicles.

The school is not responsible for stolen or damaged vehicles or electronics, and other accessories stolen while the car is parked at school.

The parking lot is out of bounds during the school day. Students arriving by car must leave the lot and enter the campus immediately upon arrival. No student may return to his/her car during the school day without administrative permission. No student will loiter in his or her vehicle. Students must leave campus immediately after their last class.

Handicap parking is available for individuals displaying the California DISABLED sign in their front window. All other cars will be towed away at owner's expense.

SCHOOL SERVICES continued

WORK PERMITS

According to California State Law, no student under 18 years of age is permitted to work without a permit. This permit may be obtained from the Career Center behind the District office.

If, at any time, the work which a student is doing outside of school interferes with the student's health, **school attendance**, or school work, the permit may be revoked. If a student does not make weekly eligibility (15 hours of attendance for Chaparral or misses his/her appointment in Vista) the work permit will be pulled until the student makes eligibility.

Anyone, regardless of age, must have a work permit to receive work experience credits.

STUDENT INSURANCE

Optional student insurance is available at nominal cost. The school acts as a distributor in supplying the insurance information and forms, but assumes no liability, either for the injury, or the subsequent negotiations with the insurance company. Information on student insurance is available in the office.

COUNSELING

The role of the school counselor is to provide students with information and guidance that will assist them in making appropriate education and career plans. Although the counselor will probably schedule a conference with you some time during the school year, you may initiate a request for additional conferences by filling out a "REQUEST TO SEE COUNSELOR" form in the office. You may email the school counselor Ms. Vande Lune at vandelune@bonita.k12.ca.us.

AB1802 Counseling will be scheduled during the school year. Parents will be contacted for an appointment.

TEXTBOOKS

Each student may be issued textbooks by his or her teacher in individual classes.

Student Textbook Regulations:

1. Students are responsible for their textbook.
2. Students should note any unusual marks or damages on the textbook card.
3. Students will be required to sign-out textbooks with their teachers.
4. Fines will be assessed for damage or excessive wear of books.
5. Students must pay for lost books.
6. Failure to pay for lost or damaged books or school property may result in the withholding of grades or diplomas.

TRANSPORTATION

BUSES

District bus transportation is available for Chaparral and Vista students in the mornings only. Students must board the bus at either Bonita or San Dimas High School. Buses will depart at 7:25 a.m. from the loading zone. No bus transportation is provided after school. Students must purchase a District Bus Pass to ride the bus.

Riding the bus is a privilege. Students must adhere to all school rules while taking advantage of the bus service. Students who violate the rules will receive a warning from the driver. Upon a second violation of the rules, the student will receive a bus ticket from the bus driver. Receipt of a bus ticket may result in revocation of bus riding privileges. Serious violations on the bus or at the bus stop may result in suspension from school or other disciplinary measures.

TRANSPORTATION continued

BIKES

Bikes may not be ridden at any time on campus or used in such a way as to interfere with instructional programs. Bikes are to be secured in the designated bike rack by the school office ramp. The Bonita Unified School District, the Ed Jones Educational Center and/or any of its components are not responsible for lost, stolen, or damaged bikes.

HELMET LAW

The bicycle helmet law includes skateboards, roller skating, and scooters. “A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet.”

SKATEBOARDS

Skateboards may not be ridden at any time on campus. Skateboards may be stored in the office while students are in class.

INTERVENTIONS

A KEY TO SUCCESS

- Know and follow the rules and regulations of the school.
- Be on time to school and to each class.
- Do not leave school early.
- Work regularly (daily) to succeed.
- How much you succeed depends on you.
- Ask for assistance.
- The Ed Jones Educational Center staff is here to help you succeed.

LOOK UP TO YOURSELF!

ACADEMIC ACHIEVEMENT

- Students that are not progressing academically, or have not passed the CAHSEE or algebra will receive assistance in the intervention classes during the regular school day.
- Student Study Teams (SSTs), Individual Educational Programs (IEPs), Alternative Learning Center (ALC) Contract meetings, and parent teacher conferences can be easily arranged during the 6th period (1:30 p.m.).
- Teachers are available to work with individual students during 6th period.
- Detention will be held during and after 6th period (1:35-2:30 p.m. or 2:35-3:30 p.m.).

MAKE-UP CREDITS

Make-up classes in the core content areas are embedded in the daily schedule of class offerings. Odyssey on-line courses are available as well as traditional textbook driven courses.

- Credit Recovery course is available at 6th period (1:35-2:30 p.m.) for students who desire to earn make-up credits, have been non-productive during the previous grading period, or are unwilling to produce credits in a timely manner. There is usually a waiting list for 6th period, so sign up early if you want to accelerate the number of credits you earn.

INTERVENTIONS continued

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, a shortened four-period day, 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 7:45 and ends at 12:15, with lunch at 10:15.

Minimum/Compact day schedule: The school day begins at 7:45 and ends at 10:30, with a break at 8:50.



BEHAVIOR AND DISCIPLINE

ACADEMIC INTEGRITY

Cheating and/or intellectual theft will not be tolerated. Administration Regulation #5114 recommends suspension or even expulsion for some types of cheating. Cheating is defined as plagiarism (including copying homework, cut and paste), sneaking test answers, purposely making improper marks during correction of own work, and/or stealing teacher materials (including test keys, teacher editions, etc.). Teachers and/or administrator may deal with cheaters in any of the following ways:

1. Destroy any plagiarized materials
2. Refuse credit for assignment or test and/or repeat assignment for no credit
3. Suspend from class in which cheating occurred
4. Notify parent
5. Refuse to recommend for leadership
6. Assign disciplinary action
7. Drop from Independent Study

Students will be assigned detention for attendance problems, discipline issues or other reasons that call for detention as a consequence. Failure to serve will result in progressive discipline steps.

PERSONAL ITEMS/ELECTRONIC MEDIA DEVICES

Electronic media devices such as **I-PODS, MP3 PLAYERS, and other entertainment electronic devices are NOT PERMITTED on campus. Headphones are not permitted.** Any student found to be in possession of any such device will have it **confiscated**, assigned a **detention** and returned only to a parent/guardian. Students are not permitted to use their cell phone to contact a parent due to illness. Students should go through the nurse to make contact. Cell phones are permitted for use before school, after school, or during lunch only; otherwise cell phones should be kept out of sight. **The school is not responsible for any lost, stolen or misplaced items brought to school. (Ed. Code 48901.5) While waiting in the office students are not permitted to use their cell phones. If a student is in the office for disciplinary reasons and using his/her cell phone, it will be confiscated for parent pick up.**

NO GUM OR SUNFLOWER SEEDS

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

STUDENT CONDUCT

All students are expected to be kind and courteous to their schoolmates, refrain from fighting and use of profanity, be respectful and obedient to school personnel, and be diligent in their studies.

THREATS/HARASSMENT

Threats or bullying are not tolerated at any time on the 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. Threats against teachers and/or administrator are in violation of federal law.

BEHAVIOR AND DISCIPLINE continued

CYBERBULLYING

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, including images on the internet, social networking sites, or other digital technologies using a cell phone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's account, modifying content contained within that account, or assuming that person's identity in order to damage that person's reputation. **Students who engage in any acts of cyberbullying will receive disciplinary action.**

WEAPONS AND VIOLENT ACTS

Students possessing, exhibiting or threatening others with a weapon are subject to suspension and expulsion in accordance with law. In addition, students may be suspended if they threaten others or disrupt school activities by exhibiting a replica of a weapon.

Weapons and dangerous objects include, but are not limited to:

- Firearms: pistols, revolvers, shotguns, rifles, "zip guns", "stun guns", tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion.
- Cutting and puncturing devices: dirks, daggers, ice picks, knives, or razors with an unguarded blade.
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices.
- Any instrument that expels a metallic or rubber projectile, such as BB for a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun.

Violent Act — If a student participates in a fight in any way, 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.

REPORTING INFORMATION

We encourage you to use this number to inform us of rumors or potentially dangerous situations that may impact our schools. District Hotline (909) 394-9393

PROTECTION OF PROPERTY

Because property is reported missing from time to time, the following suggestions are made in your interest:

1. Mark each item of personal property with another identification mark so that you can establish ownership at the time in the event your name is eradicated.
2. Do not leave your books or other property in the restrooms or any other public place. Students are financially responsible for any lost, stolen or damaged school property.

THEFT

If a theft occurs, report it to the principal's office immediately. Make sure to include: owner's name, description of article stolen, date reported, date stolen, time stolen, and witnesses or suspects. **Theft report forms are available in the principal's office.**

MARKERS AND SPRAY PAINT

Students are not allowed to bring markers (ink or paint) or spray paint cans on campus. If a student is caught with a marker or spray paint can and has no prior authority to have it on campus, the student will receive disciplinary action for the first offense. Subsequent offenses will result in off-campus suspension. If a student is caught using a marker or spray paint in the act of defacing school property, the student and/or parent/guardian will be held financially responsible (labor and equipment) for the removal of the marker or spray paint.

BEHAVIOR AND DISCIPLINE continued

SMOKING POLICY

Tobacco is prohibited on or near the Ed Jones Educational Center. Possession or use of cigarettes, smokeless tobacco or tobacco in any form will be confiscated and result in disciplinary action. **The Ed Jones Educational Center is a TOBACCO-FREE Facility.**

SELLING

The sale of merchandise on campus not approved by the principal is prohibited. Door to door selling is restricted. If students have permission to sell door to door, they must sell in teams of 2 or more.

RESTROOMS

Restrooms are to be used only for their intended purpose. Loitering, using cell phones or meeting in the restrooms is not permitted. Every student is responsible in seeing that the restrooms are not damaged. Please report immediately any damage or graffiti to the main office.

VISITING OTHER SCHOOLS

ALL STUDENTS MUST STAY AWAY FROM ALL OTHER SCHOOL CAMPUSES. YOU ARE NOT ALLOWED TO VISIT OTHER STUDENTS OR TEACHERS ON OTHER CAMPUSES AT ANYTIME.

In the past, some students have made arrangements to visit a teacher on another campus and may have received approval from that teacher for the visit. Under no circumstances is it acceptable to make these arrangements with other teachers.

If you are found on another school campus, no excuse will be acceptable. Disciplinary action, including suspension, may result. Your name may be taken and included in a police report.

PLEASE NOTE: **VISITORS WITHOUT A PERMIT ARE LOITERERS.**



BEHAVIOR AND DISCIPLINE continued

DRESS CODE STANDARDS FOR ALL STUDENTS

- A. Clothing, jewelry and/or accessories, which may provoke others to acts of violence, may be disruptive to the educational environment, or may be used as weapons, including, but not limited to professional sports attire, gloves, hair nets, shoestrings, wristbands, belts, belt buckles, lanyards, chains, do rags, combs worn in hair, and any **gang-identified** or unsafe items are prohibited.
- B. Clothing, hats, and jewelry shall be free of writing, pictures, and any other insignia or indications which are profane, obscene, **sexually suggestive**, (i.e. SKIN), or which advocate racial, ethnic, sexual or religious prejudice, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity.
- C. **Hoods and beanies are not permitted.** Hats or medically/religiously-required hats, as approved by the school principal are allowed. Logos on hats must meet the same guidelines as logos on other clothing (see above). **All hats must be removed at a staff member's discretion.**
- D. Footwear must be worn at all times. Students must wear footwear that is safe and appropriate for the learning environment. Students may wear backless shoes; however footwear commonly considered as **bedroom house shoes/slippers** is prohibited. Steel-toed footwear is prohibited.
- E. **Oversized clothing**, gang associated clothing, including oversized T-shirts with creased sleeves or creased down the front (length past wrist), oversized and/or sagged pants are prohibited. Shirts worn inside out with tag showing are not permitted. Pants must fit and be worn at the waist without a belt. Pajama style pants and flannel pants are not allowed. Pants and shorts must fit and be worn at the waist without a belt. Multi-layers of shorts covered by oversized pants is prohibited. Pajama style pants and flannel pants are not allowed.
- F. **Gang-associated attire is not permitted.** This may include, but is not limited to: belts, hats, footwear, jackets, dark/sun glasses (not medically prescribed and worn in-doors), bandanas and/or headgear are prohibited.
- G. **Shorts** should extend no longer than the bottom of the knee or top of the calf. Socks should extend no higher than the bottom of the calf. (Shorts extending past the knee, meeting socks pulled up to the shorts is not permitted.)
- H. Clothing shall not be **excessively revealing** and must be sufficient to conceal **undergarments and stomach at all times.** Examples of clothing that may be inappropriate include, but are not limited to: short skirts (above the fingertips), short shorts (inseams less than 4”), low-rise pants with high-rise underwear, see-through or fishnet fabrics, halter tops, muscle shirts, tank tops (with straps of less than one inch), tube tops, pajamas, off-the-shoulder, strapless or low **cut tops**, and bare midriffs are prohibited. Revealing lacy lingerie style tops are not permitted. Layering clothing does **not** exempt them from these rules.
- I. Other clothing or accessories, including body markings/piercing, determined by the school administration to be a deterrent to safety or to detract from the educational process, are prohibited. Students will be required to cover inappropriate body markings/tattoos.

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.”

All staff members shall enforce this policy.



Dress for Success

Ed Jones Educational Center places a high emphasis on academic success. Since clothing can distract from that success, we have adopted a dress code that allows for personal style without making others feel uncomfortable or unsafe. Clothing, jewelry, or accessories that may provoke acts of violence, may be disruptive to the educational environment, or may be used as weapons are prohibited. As your student dresses for school each day, here are some guidelines that will keep them in dress code:

Allowed	"WHAT NOT TO WEAR"
Proper fitting tops Pants or shorts worn at waist without a belt Socks worn below the middle calf Bib overalls with both straps buckled Shorts extending to the knee and above the calf	Oversized shirts reaching below wrists, creased sleeves or down the front. Shirts worn inside out with tag showing. Muscle shirts. Pants or shorts that do not cover the buttocks/undergarments (sagging), pants that can't stay up without a belt (oversized/baggy pants). Socks that meet the shorts. Shorts that extend past the knee and cover the calf
Modest dresses, skirts, shorts or tops. When layering, one shirt must have a strap that is at least 1 inch wide. Skirts, shorts longer than bottom of fingertips with modest inseams	Visible under garments (including sports bra), see-through or fishnet fabrics, off-the-shoulder clothing, low cut tops, halter tops, tube tops, spaghetti straps, shirts that reveal breast or stomach, revealing lacy lingerie-style tops. Pants, shorts, dresses or skirts (with or without slits) that reveal buttocks/undergarments
Hair bands, leather or plastic belts, plain belt buckles	Bandanas, belts and wristbands with protruding metal, buckles with letters, chains, do rags, combs worn in hair, hair nets
Clothes with designer/company logos and graphics, college logos	Clothing that depicts violence/weapons, profanity, sexually suggestive (i.e. SKIN), alcohol, tobacco, drugs, professional sports logos, cultural/religious/sexual prejudice, gambling. Gang-style clothing (i.e. all one color), belts, hats, footwear, jackets, headgear, wallet chains, shoe strings
Sneakers, leather shoes, boots, flip flops, open toed sandals, backless shoes	Bedroom house slippers/shoes that are designed to be only worn inside (no fuzzy or cloth soles). Steel toed shoes or boots
Earrings, bracelets, watches	Sun glasses worn indoors, oversized or excessive jewelry, lanyards, gloves, wristbands, oversized purses/tote bags, backpacks
Jogging outfits, sweats, uniforms, flannel shirts	Pajamas, flannel pants or tops that are designed as sleep or loungewear
Solid colored hats without lettering; Medically/religiously required hats as approved by school principal	Hoods or beanies. Any headwear with professional sports logos. Logos on hats must meet the same guidelines as other clothing (see above). Hats must be removed at teacher request/discretion
Small purses or bags large enough to fit personal necessity items. Laptop bags must be preapproved by the administration.	Back Packs, large or oversized purses, rolling suit cases

Final interpretation of the school dress code is at the discretion of the school administration.

Students out of dress code will not be permitted to attend classes until they correct the violation.

By following the guidelines above, you will ensure that your child avoids the following consequences:

- 1st offense: Warning; parents called to bring a change of clothes
- 2nd offense: Lunch detention; parents called to bring a change of clothes
- 3rd offense: In-School Suspension; parents called to bring a change of clothes
- 4th offense: At home Suspension based on progressive discipline plan

BEHAVIOR AND DISCIPLINE continued

CODE OF DISCIPLINE

The following procedures are general guidelines not designed to cover extreme types of behavior. Some discipline will be left to the discretion of the teacher and/or administrator, however major infractions will include parent contact.

The Ed Jones Educational Center believes in and follows a progressive discipline approach.

Community service hours may be assigned in lieu of or in combination with any suspension at the discretion of the school administration.

DISCIPLINE CODE

Ed Code 48915 Expulsions; particular circumstances

- (a) Except as provided in subdivision (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
 - (1) Causing serious physical injury to another person, except in self-defense.
 - (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
 - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than 28.5 grams of marijuana, other than concentrated cannabis.
 - (4) Robbery or extortion.
 - (5) Assault of battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or of administrative panel pursuant to subdivision (d) of Section 48918, the governing board may order a pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds.
 - (1) Possessing, selling, or otherwise furnishing a firearm. The subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive; a destructive device.

Ed Code 48912.5 provides for long-term suspension from the Continuation High School for a period not longer than the remainder of the semester if any acts enumerated in Section 48900 occurred.

CODE OF DISCIPLINE CHART

The following procedures are general guidelines not designed to cover extreme types of behavior. Some discipline will be left to the discretion of the teacher and/or administrator. Serious infractions of the rules and regulations will include parent contact. The Ed Jones Educational Center believes in and follows a progressive discipline approach. Please note that the term "suspension" refers to either an "in-school" suspension or an "at-home" suspension, depending on the circumstance and will be assigned at the discretion of the school administration. More serious offenses will result in at home suspensions.

ACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Battery/Fighting/Assault/Threats/ Hate Violence (incl. racial, sexual, ethnic, religious slurs) 48900-A/48900.3	1-5 Day Suspension (Police report optional) Possible expulsion or suspension for remainder of semester (48912.5)	3-5 Day Suspension Possible expulsion Police report	5 Day Suspension Recommend expulsion Police report
AIDS or ABETS infliction or attempted infliction of physical injury 48900-S	1-5 Day Suspension (Police report optional) Possible expulsion or suspension for remainder of semester (48912.5)	5 Day Suspension Possible expulsion	
Threats against Witness 48900-0	1-5 Day Suspension Police report optional	3-5 Day Suspension Possible expulsion	5 Day Suspension Recommend expulsion
Threats/Assault/Battery on School Personnel 48900.7/P.C. 241.2	5 Day Suspension Police report Possible expulsion or suspension for remainder of semester (48912.5)	5 Day Suspension Police report Recommend expulsion	
Harassment/Threats, Terrorists Threats, Gang Act, Intimidation 48900.4	1-3 Day Suspension	3-5 Day Suspension Possible Admin Hearing	5 Day Suspension Recommend expulsion
Extortion/Robbery 48900.E/48915	5 Day Suspension Police report Recommend expulsion		
Vandalism/Theft/Arson 48900-G, F	1-5 Day Suspension Restitution based on damage or value Police report optional	3-5 Day Suspension Possible expulsion Possible police report Restitution	5 Day Suspension Possible expulsion Possible police report Restitution
Knowingly receiving stolen property 48900-L	Counseling/Detention 1-5 Day Suspension Restitution Police report optional	1-5 Day Suspension Police report Possible referral to Admin Hearing	3-5 Day Suspension Police report Recommend Admin Hearing
Possession of Replica Firearm 48900-M	5 Day Suspension Possible expulsion Police report	5 Day Suspension Recommend expulsion Police report	
Possession of sold, furnished weapon or dangerous object 48900-B	5 Day Suspension Possible expulsion Police report	5 Day Suspension Recommend expulsion Police report	
Brandishing a Knife 48915-C	5 Day Suspension Possible expulsion Police report		
Possession of Matches/Lighter 48900-B	Detention/Confiscation Police report	1-5 Day Suspension Confiscation Police report	1-5 Day Suspension Confiscation Police report
Possession of Firecrackers or other Explosives 48900-B	3-5 Day Suspension Possible expulsion Police report	5 Day Suspension Recommend expulsion Police report	
Unauthorized use of cell phone or possession of electronic media device	Detention Confiscate	1-3 Day Suspension Confiscate	3-5 Day Suspension Confiscate

CODE OF DISCIPLINE CHART continued

ACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Possession or use of tobacco products 48900-H	1 Day Suspension Referral to DTC for counseling	3-5 Day Suspension	5 Day Suspension
Possession or use of any controlled substance, alcoholic beverage, or intoxicant of any kind 48900-C	5 Day Suspension Possible Admin Hearing Police Report Referral to DTC for counseling	5 Day Suspension Recommend expulsion Police report	
Possession of drug Paraphernalia 48900-J	3 Day Suspension Possible Admin Hearing Police report	5 Day Suspension Recommend Admin Hearing Police report	5 Day Suspension Possible expulsion hearing Police report
Sale or distribution of drugs or con- trolled substances 48900-C, D	5 Day Suspension Recommend expulsion Police report		
Offered, arranged, negotiated or sold Soma 18900-P	5 Day Suspension Police report Recommend expulsion	5 Day Suspension Police report Recommend expulsion	
Profanity, vulgarity 48900-I	Counseling/detention or 1-3 Day Suspension	1-3 Day Suspension	3-5 Day Suspension
Profanity, vulgarity, directed at staff member 48900-I, K	2 Day Suspension	3-5 Day Suspension Possible Admin Hearing	5 Day Suspension Recommend Admin Hearing
Obscene acts 48900-I	1-5 Day Suspension Possible expulsion	3-5 Day Suspension Possible expulsion	5 Day Suspension Recommend Expulsion
Sexual harassment 48900.2	Counseling and/or 1-5 Day Suspension	2-5 Day Suspension Possible Admin Hearing	3-5 Day Suspension Administrative Hearing
Sexual Assault/Battery 48900-N	5 Day Suspension Recommend expulsion Police report		
Disruption of Educational Program or Activity/Defiance 48900-K	Counseling/Detention 1-5 Day Suspension	1-5 Day Suspension	3-5 Day Suspension Possible referral to Admin Hearing
Off Campus without Permission 48900-K	Detention	1-3 Day Suspension	3-5 Day Suspension
Out of Bounds 48900-K	Counseling/Warning/Detention	Detention	1-5 Day Suspension
Cheating/Intellectual Theft 48900-K	No credit on assignment U in Citizenship Parent Notification Class Suspension Drop from Independent Study	No credit on assignment U in Citizenship Parent Notification 1-3 Day Suspension	No credit on assignment U in Citizenship Parent Notification 1-3 Day Suspension
Knowing received stolen school/ private property i.e. electronic files/databases	Counseling/Detention 1-5 Day suspension	3-5 Day Suspension Possible referral to Admin Hearing	
Misuse of Technology Computers 48900-K	1-5 Day Suspension Removal of computer privileges Drop from class	1-5 Day Suspension	3-5 Day Suspension
Dress Code Violation 48900-K	Warning, change of clothing or sent home	Detention	1-5 Day Suspension
Hazing—engaged in or attempted to engage in 48900-Q	1-5 Day Suspension	5 Day Suspension Possible expulsion	

THROUGH HIGH SCHOOL AND BEYOND...

GENERAL EDUCATION DEVELOPMENT (G.E.D.)

This national examination certifies that those who pass the test have the skills of a high school graduate and it verifies the equivalency of a high school diploma. The G.E.D. preparation class improves student skills and familiarizes the student with the requirements for the test.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

Passing the CHSPE does not exempt the student from attending school unless he/she is 16 or over and has verified parental permission to leave early. Many students who pass CHSPE continue to attend school and work towards a high school diploma.

WHEN TO GO TO COLLEGE . . .

With Mount San Antonio College, Citrus College, California Polytechnic State University Pomona, and the Claremont Colleges in our immediate area, the statement is not only when but where.

A HIGH SCHOOL DIPLOMA IS YOUR TICKET TO COLLEGE.

NOTE: The California Department of Veterans Affairs (CDVA) administers a college fee waiver program for children and dependents of service connected disabled or service related deceased veterans. The waiver of fees is only applicable at California community colleges, California State University campuses and the University of California. For more information about the state waiver of fees and other benefits, contact the Los Angeles Veterans Service Office, West Covina Branch, (818) 813-3402.

SCHOLARSHIPS

There are many opportunities for hardworking students graduating from high school to receive financial help to continue their education. This help may be granted for the purpose of attending a four-year college, a junior college or a trade or business school.

It is important that each student be acquainted with scholarships which are available and with the application procedures. Scholarships are awarded by colleges and universities, by business and professional organizations, by the California State Scholarship Commission, and by the National Merit Scholarship Program, usually on the basis of a student's high school record, his financial need for assistance and his rating on competitive examinations.

In addition to maintaining high academic and citizenship standards during high school, a student should also demonstrate qualities of leadership through participation in student activities and student government. More complete information is available from the school counselor.

CAREER OPPORTUNITIES AND INFORMATION

In addition through the San Antonio Regional Occupational Program (ROP), Chaparral High and VISTA School students learn entry-level job skills, earn high school credits and develop attitudes and knowledge which are important in the world of work. Numerous classes are held at job sites, hospitals, vocational centers and on high school campuses. Information and registration forms are available in the counseling office.

MT. SAN ANTONIO COLLEGE (MSAC)—BONITA UNIFIED SCHOOL DISTRICT'S ADULT EDUCATION PROGRAM

Through the combined association of MSAC and the Bonita Unified School District, numerous programs are available for individuals who are interested in pursuing a high school diploma.

The following programs are being offered:

- G.E.D. Program prepares students to pass the test to receive the General Education Diploma Equivalency Certificate.
- High School Referral Program permits students currently enrolled in area high schools to make-up credits for graduation.
- Literacy Program and improvement in reading, writing, math, typing and computer are available in the Adult Basic Education Program.

For additional information, please call the Adult Education Center (909) 594-5611 ext. 4937.

Ed Jones Education Center 2012 - 2013

