



Student Handbook 2026-2027

San Dimas High School places a high value on academic success. The purpose of this handbook is to promote an orderly campus that provides that success. The most current edition of this handbook is available online at SanDimasHigh.com.

Bonita Unified School District

Board of Education

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Bonita Unified School District

115 W. Allen Avenue

San Dimas, CA 91773



SAN DIMAS HIGH SCHOOL ADMINISTRATION

Omar Mayen- Principal

**Kate Jackson- Assistant Principal
Students A-G**

**Joel Ravelo- Assistant Principal
Students H-N**

**Dr. Brianna Nix- Assistant Principal
Students O- Z**

**San Dimas High School
800 West Covina Blvd
San Dimas, CA 91773**

(909) 971- 8230

**School Colors:
Blue and Gold**

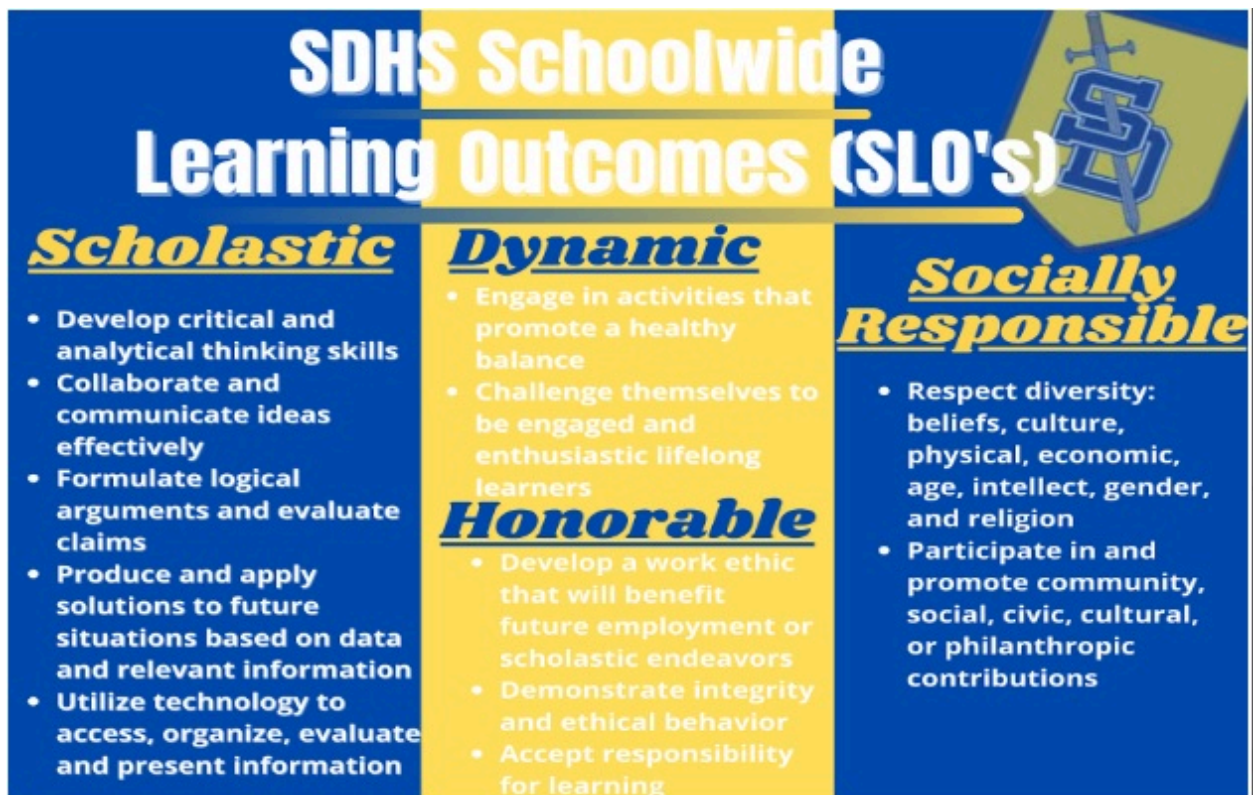
**School Mascot:
Saints**

Vision Statement

Our vision is to be an inclusive and caring community of inspired, well-rounded, educated learners, that will pursue their purpose.

Mission Statement

Our Mission at San Dimas High School is to educate, empower, and encourage all students to be caring, contributing citizens who thrive in an evolving world.



The graphic is a 3x3 grid with a blue and yellow color scheme. The top row contains the title 'SDHS Schoolwide Learning Outcomes (SLO's)' in white and yellow text, and a shield logo with a blue 'S' and 'D' on the right. The middle row contains three category headers: 'Scholastic' (blue background), 'Dynamic' (yellow background), and 'Socially Responsible' (blue background). The bottom row contains three columns of bullet points corresponding to each category. The 'Dynamic' column also includes a sub-header 'Honorable' in blue text.

SDHS Schoolwide Learning Outcomes (SLO's)		
<u>Scholastic</u>	<u>Dynamic</u>	<u>Socially Responsible</u>
• Develop critical and analytical thinking skills • Collaborate and communicate ideas effectively • Formulate logical arguments and evaluate claims • Produce and apply solutions to future situations based on data and relevant information • Utilize technology to access, organize, evaluate and present information	• Engage in activities that promote a healthy balance • Challenge themselves to be engaged and enthusiastic lifelong learners <u>Honorable</u> • Develop a work ethic that will benefit future employment or scholastic endeavors • Demonstrate integrity and ethical behavior • Accept responsibility for learning	• Respect diversity: beliefs, culture, physical, economic, age, intellect, gender, and religion • Participate in and promote community, social, civic, cultural, or philanthropic contributions

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PARENT - SCHOOL COMMUNICATION

A Parent Newsletter is emailed home and posted on the website every other month. All school activities and schedules are posted on the School Calendar located on SanDimasHigh.com.

The Bulletin is a list of announcements read over the school intercom (except during special events) to inform the student body of pertinent information about academic and extracurricular programs. The Bulletin can be delivered to any email address at the request of a parent or community member. To subscribe to the Bulletin, please contact the school.

Parents are encouraged to visit the school, especially your child's classrooms when school resumes. It is advisable to make an appointment. To visit a classroom, please contact the teacher at least 24 hours before you plan to visit. A visit can be arranged by calling our receptionist at (909) 971-8230 extension 0.

SCHOOL AND DISTRICT WEBSITE

The San Dimas High School website is located at SanDimasHigh.com The Bonita Unified School District website is located at do.bonita.k12.ca.us

The Bonita Unified School District is an equal opportunity employer and does not discriminate based on any class protected by law.



*Parent Important Dates
2026 - 2027*

AUGUST

5	Makeup picture day – Seniors only
10	Senior & Junior Check-in - 8:30 am / 12 pm
10	Freshman Orientation 8:30 am - Gym
11	Sophomore & Freshman Check-in - 8:30 am
17	First Day of School
17	Senior Sunrise - 5:30 am
21	Collaboration Day - 2:25 pm
24	Back to School Night - 6:00 pm
24	PTSA - 6:30 pm - MC
28	Minimum Day - 12:59 pm

SEPTEMBER

2	Collaboration Day - 2:25 pm
7	No School (Labor Day)
11	Smudge Pot Rally - Rally Schedule
11	Smudge Pot Game - 7:00 pm - MT. SAC
14	PTSA - 6:30 pm - MC
16	Collaboration Day - 2:25 pm
17	English Learners Advisory Committee - 6pm
17	Fire Drill (Special Schedule/No 5th)
25	Renaissance Event - Renaissance Schedule
29	Makeup Picture Day - Gym Upper Court

OCTOBER

2	No School for students (Staff Development)
5-9	College Week
7	Collaboration Day - 2:25 pm
7	UC/CSU Application/Financial Aid Night
8	Parent Athlete meeting - 6:30 pm. MC
9	1st Quarter Ends
12	PTSA - 6:30 pm - MC
14	Choir Fall Show - 5:00 pm & 7:00 pm - BCA
15	Great Shakeout (Earthquake Drill 10:16am)
19-23	Homecoming Week

21-25	Fall Play Performance - Cloud9
21	Collaboration Day - 2:25 pm
22	Homecoming Rally - Rally Schedule
23	Minimum Day 12:59 pm
23	Homecoming Parade - 3:30 pm
24	Homecoming Dance - 7 pm
29	Minimum Day (Conferences) 12:59 pm
30	No School

NOVEMBER

4	Collaboration Day - 2:25 pm
12	National Signing Day (Div 1 & 2 all sports)
9	PTSA - 6:30 pm - MC
11	No School (Veterans' Day)
13	Rally Schedule
17	Career/Wellness Day
17	Class of 2027 Group Photo
18	Collaboration Day - 2:25 pm
23-27	No School (Thanksgiving Break)

DECEMBER

2	Collaboration Day - 2:25 pm
2	Choir Winter Show - 5:00pm & 7:00pm BCA
14	PTSA - 6:30 pm - MC
15	English department pull out day
16	Collaboration Day - 2:25 pm
17	Finals Schedule (Periods 0,1,2,3) - 12:55 pm
18	Finals Schedule (Periods 4,6,7) - 12:55 pm
18	1st Semester Ends / 2nd Quarter Ends
21-31	Winter Break Begins - No School

JANUARY

4	2nd Semester Begins / 3rd Quarter Begins
6	Collaboration Day - 2:25 pm
11	PTSA - 6:30 pm - MC
15	Winter Rally - Rally Schedule
18	No School (Martin Luther King)

20	Collaboration Day - 2:25 pm
20	College Night - 6:00pm
22	Elective Rush - Upper Gym
26	Makeup picture day #2 - Upper Gym
27-31	Drama Musical BCA

FEBRUARY

3	Collaboration Day - 2:25 pm
4	Scholarship Lunch - 12:30 pm - MC
5	National Signing Day (Div 1 & 2 all sports)
8	No School (Lincoln's 8-Day)
15	No School (Presidents' Day)
17	Collaboration Day - 2:25 pm
17-19	Pre-Registration for Fresh, Soph, Jun
18	English Learners Advisory Committee - 6pm

MARCH

3	Collaboration Day - 2:25 pm
3	Future Saints/Open House Night- 5:15 pm
3	PTSA - 6:30 pm (@Future Saints Night)
4	Minimum day 12:59 pm
5	No School
8	PTSA - 6:30 pm - MC
11	Choir Spring show - 5:00pm & 7:00pm BCA
12	Spring Rally - Rally Schedule
17	Collaboration Day - 2:25 pm
19	3rd Quarter Ends
22	4th Quarter Begins
23-27	Sainted Players Performance BCA
29-31	Spring Break

APRIL

1-2	Spring Break
12-15	State Testing - Block Schedule
12	PTSA - 6:30 pm - MC
16	Collaboration Day - 2:25pm
16	CLASH - 5:30 pm - Gym

19-22	State Testing
28	Collaboration Day - 2:25pm
30	National Decision Day - CLOSED CAMPUS
30	Dance Show BCA

MAY

3-7	AP Exams
8	PTSA Car Show
10-14	AP Exams
10	PTSA - 6:30 pm - MC
13	English Learners Advisory Committee - 6pm
14	Choir Spring Show-5:00 pm & 7:00 pm-BCA
18	Renaissance Event - Renaissance Schedule
18	Distinguished Senior Awards Night -6:30 pm
19-20	SDCP Presentations
19	Minimum Day 12:59 pm
20-21	Drama Variety Show (Cloud 9)
20	Minimum Day 12:59 pm
21	Senior Walk - 9:30 am
21	Minimum Day - 12:59 pm
26	SENIORS finals (Per 1, 2, 3) Normal schedule
27	SENIORS finals (Per 4, 6, 7) Normal schedule
27	2nd Semester Ends for seniors
27	Senior Sunset - 7 pm
28	Senior check out - Front steps
29	SD Rocks BCA - 2 pm & 7 pm
31	No School (Memorial Day)

JUNE

1	Graduation Practice & Picture - 8 am
1	Graduation - 7 pm
2	Grad Night 2026 (TENTATIVE)
2	Finals Schedule (Periods 0,1,2,3) - 12:55 pm
3	Finals Schedule (Periods 0,4,6,7) - 12:55 pm
3	Last Day of School 2nd Semester Ends / 4 Quarter Ends
7	Summer School Begins

Academic Success

Academic Policy

San Dimas High School students are expected to maintain a high standard of learning at all times. With this, we would like to remind all students that attendance is mandatory and grades will reflect the work done in classes.

Grading: Grades will be determined by teachers as outlined in their course syllabus, including writing assignments, projects, and assessments. Students must actively engage in classroom activities and must communicate with the teacher regarding any questions or concerns they have.

Student Progress Reports

Students receive a progress report every quarter and can review their grades through the student portal on Aeries.

Transcript Requests

Students may request a transcript using the service Parchment that may be accessed through the school website under “Academics.” There is a fee associated with the request. For more details, please visit the transcript request page on the school website.

Student Service Coordinators (Counselors)

A Student Service Coordinator (SSC) serves the student body with assistance in educational and career planning. SSCs are also available to students who may need counseling in social or emotional issues that arise during the school year. SSCs are available in case of an emergency at any time; however, for general help students will need to make an appointment. To make an appointment, students should complete a “Request to Meet with an SSC” form that is available in the administration building. Parents may also call or make an appointment to meet with their child’s SSC.

Last Names	Counselor	Email
A-Gi	Marianne Brennecke	brennecke@bonita.k12.ca.us
Go-N	Maria Bravo	bravo@bonita.k12.ca.us
O-Z	Courtnei O’Connell	coconnell@bonita.k12.ca.us

Course Changes

Students may email their counselor to schedule an appointment to discuss changes to their schedule. Please note, teacher change requests are not permitted.

Homework Policy

Each teacher will issue a course syllabus that clearly outlines homework expectations for the particular class. When a student repeatedly fails to do their homework, parents/guardians will be notified by the teacher. Parents should know the homework their children are responsible for completing. Parents are encouraged to provide time for their child to complete their homework and to check-up on their progress, but are requested to allow their children to practice independently. Information on assignments is available on the Aeries.net Grade book located online through SanDimasHigh.com

Academic Integrity Policy - Bonita Unified School District

Education is a partnership between students, teachers, parents, and staff. The goals of our school community depend on the acceptance of responsibility for conduct in both social and academic endeavors. Every faculty member and student belongs to a community of scholars where academic integrity and the pursuit of excellence are fundamental commitments. Students are participating in distance learning not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work but also build character. This pursuit is characterized by individual responsibility for personal learning as well as by giving credit to sources of information.

- [For access to our complete Academic Policy, please use this link.](#)

Citizenship Grades

“O” Outstanding - Will be assigned to those who exhibit positive behavior daily.

These students go the extra mile to help establish a positive and cooperative classroom environment. These students always demonstrate and follow all classroom expectations, school rules, and policies.

“S” Satisfactory - Will be assigned to those who routinely exhibit positive behavior and cooperate fully with all students and teachers. The majority of students generally receive satisfactory citizenship.

“N” Needs improvement - Will be assigned to those who exhibit inappropriate conduct/ behavior in the classroom in one or more areas.

5 to 6-period tardies (including 1st period) 3-period truanies (including 1st period) 3 or more documented teacher interventions w/ 1 parent contact 2 5TH period tardies 1 5th period truancy Two or more office referrals

“U” Unsatisfactory - Will be assigned to those who exhibit on-going patterns of inappropriate behavior. An unsatisfactory grade may also be given to a student who exhibits extreme behavior on occasion which may be disruptive, hurtful, disrespectful, dangerous, and/or threatening in nature. The following may result in a “U” citizenship grade:

- 7 or more period tardies (including 1st period)
- 4 or more period truancies (including 1st and 5th)
- 5 or more documented teacher interventions w/ at least 2 parent contacts
- 3 5TH PERIOD tardies
- 2 or more 5th-period truancies
- 3 or more office referrals

Field Trips

San Dimas High School believes that field trips provide an extra-curricular opportunity for students to further explore an area of study. Many academic departments run field trips throughout the year. All students must obtain parent permission on a “Permission to Participate in School Activity” form. Teachers will provide make-up assignments for students cleared to attend field trips. Donations are sometimes requested for a field trip, however, no student will be denied participation due to not donating.

Before going on the field trip, students must get their homework assignments for the classes they will miss. Students are responsible for all work assigned and must turn in homework the next school day to receive credit. Students may choose not to go on a field trip. The advisor sponsoring the field trip also has the option of not allowing a student to go if behavior and/or attendance are a concern. A teacher with a concern about a student’s participation will contact the advisor and work out a mutually agreeable solution.

San Dimas Connection Project

The SDCP is a portfolio-based project that provides all SDHS students with opportunities to examine their skills and abilities and to articulate their plans for the future as it relates to the School Wide Learning Objectives(SLOWs). The SDCP components include a Personal Story, Best Work samples from each school year, Community Volunteer Service completed each year, a High School and Beyond Plan, and the Senior Presentation. The Bonita Unified School District (BUSD) Board of Education determines the culminating project as a mandatory non-credit graduation requirement. Thus, students must complete and pass all components of the SDCP to be eligible for a diploma in the BUSD. Please note, four years of participation in AVID

(Advancement Via Individual Determination) will fulfill the senior SDCP graduation requirement. See the SDCP Handbook on SanDimasHigh.com

Sex Education

California Education Code 51938 states that a school will “notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and on pupil health behaviors and risks planned for the coming year.”

The following courses include or may include one or more class sessions and materials in which the human reproductive organs as well as HIV/AIDS education may be discussed and/or detailed. Also, instruction and/or films may be shown regarding the prevention of sexually transmitted diseases and/or HIV/AIDS:

- Anatomy
- Biology
- Physical Education
- Single Survival
- AP Human Geography
- Human Geography
- AVID 9

A parent/guardian of a student enrolled in one of these classes who wishes to deny this information to his/her student should submit a written request to the school principal asking that the student be excused from these lessons. Such requests will be valid for the academic school year during which it is received and may be withdrawn by the parent at any time. Alternative instruction may be provided to the students that are not participating in these class sessions. Parents and guardians that wish for their student(s) to receive all of the above-listed instructions do not need to take action.

If a parent or guardian wishes to review the class materials before making a decision, an appointment must be made with the school administration. Please contact the school at (909) 971-8230 Ext. 3033 to make an appointment with an assistant principal.

Email Policy

All Bonita Unified Students receive a district email address to utilize for academic purposes only. Students are responsible for the contents of their emails and should report any inappropriate emails to their administrator immediately. Students should protect their passwords and not share them at any time. When emailing a staff member, please give one workday for the staff member to reply. The administration has the right to monitor emails and any virtual meeting.

Here is some helpful information regarding student email accounts:

- USER NAME is First Name, last initial and last 4 of 9-digit permanent ID then @busd.school
 - EX: Sara Smith, ID 012345678 saras5678@busd.school
- Password for students is their 8-digit birthdate
 - EX: July 5, 2002, would be 07052002.

Online/Internet Services: User Obligations and Responsibilities

Any person using District equipment or using the District network (hereto referred to as “User”) are expected to follow the items below:

1. The User shall keep personal account numbers and passwords private and shall use only the account they have been assigned.
2. Users shall use the District's system safely, responsibly, and solely for assigned educational purposes.
3. Users shall not use the system to engage in commercial or other for-profit activities.
4. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board Policy or administrative regulations.
5. Users shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is a matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
6. Users shall not use the system to threaten, bully, intimidate, harass, ridicule, or otherwise cause a disruption to the educational environment for other students or staff. (See Ed Code 48900.2, 48900.4, 48900k)
7. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for re projects should be given proper credit as with any other printed source of information.
8. Users shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking." AR 6163.4, Exhibit 1 Revised: July 2016
9. Users shall not attempt to interfere with other users' ability to send or receive an email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.

10. Users shall report any security problems or misuse of the system to the teacher or principal.
11. Unless otherwise instructed by school personnel, users shall not disclose, use, or disseminate personal identification information about themselves or others when using email or other forms of direct electronic communication. Users also shall be strongly cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes names, addresses, telephone numbers, Social Security numbers, or other personally identifiable information.
12. Users shall not use encryption to intentionally hide electronic activity while using a District-owned device or while using the District network.

Possible Consequences for Misuse

The District reserves the right to monitor the use of the district's systems for improper use without advance notice or consent. Users shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District to ensure proper use. Whenever a user is found to have violated Board policy, administrative regulation, or the District's Acceptable Use Agreement, a user may have increased supervision of their district technology use and their privileges may be limited and/or canceled. Inappropriate use may also result in disciplinary action and/or legal action following the law and Board policy.

Career Center Ext. 3065

The SDHS Career Center is located in the Media Center. The Career Center has a variety of resources available to students. The Career Center is open daily, during the break, and lunch. Students may also arrange appointments during the school day with Career Center staff provided a teacher approves the appointment. Please call (909) 971-8230 Ext. 3065 with questions.

The Career Center can aid students with the following:

- Work Permit and Work Experience Applications
- ROP Class Registration
- Career information, career interest testing, and job applications
- College catalogs and information
- Scholarship applications and financial aid information
- Meetings with College Representatives and Military Recruiters
- College Night and Career Day events run by SDHS and BUSD

Library Media Center Ext. 3092

The SDHS Library Media Center is open daily from 8:00 am - 4:30 pm with some exceptions during testing and campus events. Please note it is closed daily during 6th

period. The computers and book collections are available for study sessions. The Library Media Center is operated under the direction of the Media Center Assistant and Administration. Questions regarding the Library Media Center can be answered by calling (909) 971-8230 Ext 3091.

To make the most of the Media Center, students are asked to do the following:

- Work quietly while in the Library Media Center.
- Be accompanied by a teacher or have a hall pass signed by their teacher allowing the student to be in the media center during class periods.
- Use a current student ID to check out any material.
- Reimburse the school for lost or damaged materials checked out to them. Students who have an unpaid fee for lost or damaged library books or who have an overdue book will not be permitted to check out library materials.

Textbooks

In accordance with the Williams Act, all students will be issued books for courses in which books are required. Textbooks will be distributed through the Library Media Center; classroom teachers may issue required novels in their class or have the Library Media Center distribute the novels. Students are expected to adhere to the following textbook regulations:

- Advise the Media Center Assistant of any unusual marks or damage to a book before issuance to prevent the student from being charged for the damage.
- Sign their name and teacher's name in ink in the proper place on the inside cover of an issued textbook.
- Pay a fine for excessive wear or damage to a book that was created while in a student's possession.
- Be responsible to keep track of their books; a lost book will result in a replacement fee.
- Take care of all fines as soon as possible in the Finance Office.

Registrar Ext. 3050

The SDHS Registrar is responsible for enrolling and releasing students from San Dimas High School. The registrar is also responsible for maintaining the academic records of SDHS. Students and parents should contact the registrar immediately regarding a change in residency, a change in phone numbers, a change in a student's legal guardian, a student name change, or with requests to transfer schools. Any registration questions, updating contact information, or academic transcripts can be directed to our Registrar at (909) 971-8230, extension 3050.

Transcripts: SDHS alumni and current students can request a copy of their transcripts through the Registrar's page on Sandimashigh.com using an electronic transcript service for a \$5.00 fee.

Transfer Procedures

If a student is leaving San Dimas High, a parent or guardian should contact SDHS to initiate the checkout process. A check out form is provided to the student. In this form, a student will collect current grade information from all of his or her teachers and a release from the Media Center and Finance Office in regards to outstanding materials or fees owed to the school. All school materials and fees must be turned in before the transfer can be completed.

Inter/Intra District Permits

Inter-district forms need to be collected from the school of residency and are submitted to the district office. The forms will be reviewed at the district level and then forwarded to the school site. When the form is received from the district, our registrar will contact the parent for information regarding the child's grades, attendance, and discipline. Intra-district paperwork can be picked up and returned to the home school. Completed paperwork will be forwarded to the school of choice for approval.

CAMPUS CULTURE

Student Identification Cards

Students will take their ID pictures during registration in August. The photo will be used in the yearbook as well. All students are expected to utilize MINGA for their official school ID or have an ID card each day class is in session. The school ID serves as identification for students who belong on campus, for book checkouts, Finance Office payments, and discipline. The Minga ID, or a separate school-issued ID, may also include permission for Internet use, lunch pass, open period, or CTE classes. The Minga ID should be presented when asked for by any staff member. Students may also utilize the features of the MINGA app on their BUSD issued chromebook if they do not have access to a smartphone.

ASB Ext. 3902

The Associated Student Body (ASB) of San Dimas High School oversees all extracurricular and co-curricular activities on campus. Under the direction of the ASB Director, the ASB Leadership Class runs assemblies, sporting events, lunchtime and after-school activities, and fundraisers for the betterment of campus life. All students are encouraged to participate in activities and volunteer to participate in events. The ASB Director can be reached at (909) 971-8230 extension 3302.

VIP Card: One of the first ways a student can support the activities on campus is by purchasing a VIP Card. The funds from the sale of VIP cards are put directly back into the school and the enrichment of campus life. An VIP card entitles the holder to

discounted rates at many school dances and functions, including free admission to all Valle Vista League football, basketball, and wrestling competitions. VIP monies fund the cost of all athletic programs on campus including the cost of officials and some equipment, uniforms, and awards. Upon the purchase of a VIP Card, students are issued a school ID with “VIP” imprinted on their Minga ID card. Students will be asked to present this card as proof of purchase at any sporting or school event before a discount or free admission can be granted.

Link Crew

Link Crew is an organization on campus built to pair our freshmen students with a peer mentor (Link Crew Leader). All freshmen are assigned a leader. Leaders are available to assist freshmen and can be contacted by emailing C.perez@bonita.k12.ca.us or brennecke@bonita.k12.ca.us

Dances: SDHS students are supported both academically and socially. With this in mind, there are many school dances during the school year. A student must be in good standing with the school to attend a school dance. ‘**Good standing**’ is defined as any student who has no **pending** Saturday Schools, detentions, or suspensions when tickets are purchased. A student in good standing has also paid all fines and fees owed to the school. Good standing also includes no ‘D’ or ‘F’ grades on Aeries at the time of purchase. In addition, good standing includes **positive attendance** defined in the attendance section. Students not in good standing, may be placed on the No Dance List.

Dance Court

To be nominated for a dance court, students must have purchased an ASB card. Students who are on suspension from school during the days leading up to the dance will not be allowed to attend. Refunds for ticket costs will not be issued to students who lose their dance attendance privilege due to disciplinary actions. [Dance Contract](#)

Refunds: No refunds for any reason even if the SDHS student can no longer attend.

Dance Court Eligibility: When a student has a minimum GPA of 2.0 on their most recent grade report, has no more than one day of suspension during the current school year, and is on track for graduation as determined by credits completed and San Dimas Connection Project status, they are eligible for dance court. A student may only sit on one court per school year. The ASB will run a selection process to choose members of dance courts.

Dance Guests: Students may bring guests who are non-students if they are currently enrolled in 9th, 10th, 11th, or 12th grade. Graduates may also be invited if they are 18,

19, or 20 years old at the time of the dance. Guests may not be middle school students. The guest must stay with the SDHS student at ALL TIMES. All guests must have completed a guest pass and must have submitted it to the school administration for approval before ticket purchase. Once SDHS student ticket is purchased AND guest pass is approved, then a guest ticket may be purchased. No refunds if the SDHS student can no longer attend.

Students are responsible to provide a clear copy of the guest's photo ID with the guest pass application; faxes and emails to school staff are not acceptable. Ticket sales that include a guest pass will conclude one day earlier than regular ticket sales. See the guest pass in the finance office for details.

*SDHS 12th/11th grade students may invite underclassmen (9th/10th), but parent/guardian permission must be obtained for the underclassmen.

Dance Dress Code and Behavior: Appropriate dress and behavior should be demonstrated at all SDHS activities. Students found to be wearing overly suggestive or disruptive apparel may be refused dance admission with no refund. Students dancing or behaving provocatively or suggestively risk removal from the dance. Details of dance dress and behavior are on the back of all dance ticket applications and guest passes. Students may be required to take a breathalyzer test at any time before, during, or after a dance. Students are also subject to search and seizure upon entry.

Student Store/Webstore Access

The student store is open during the school day at Break, Lunch and Afterschool. The Webstore is also accessible by following the directions below:

SDHS has a web store where you can purchase many of these items. The webstore will be open the Wednesday before registration and you can purchase all items at your convenience 24 hours a day online. Go to bit.ly/SDHSstudentstore and find the Web Store link. Instructions on how to establish an account for students and/or parents are provided online (You will need to know your student's school ID number). Once paid, students will bring the printed/screenshot/email receipt with them to check in and pick up the paid items.

Finance Office Ext. 3060

The Finance Office is located in the administration building and is open every school day. Students or parents may come into the Finance Office during break, lunch, before or after school. The office, under the direction of the ASB Director and Administration, sells school supplies, PE clothes, yearbooks, and ASB cards as well as providing information regarding dances, school activities, and student medical

insurance (see the insurance section under school policies for details). The Finance office also collects donations, fundraiser money, and fees for lost or damaged school materials.

The Finance Office accepts cash, money orders, personal checks, Visa, and MasterCard for any service or fee charged to a student's account. Personal checks that are returned for insufficient funds (NSF) will result in a \$15 NSF charge placed on a student's account. The finance office will no longer accept personal checks after the second NSF incident. **After May 1st of the current academic year, the Finance Office cannot accept personal checks.**

Many parents find the online web store very useful for purchasing items sold at SDHS. The web store is available 24 hours a day and charges 3% of the total sale. The online store accepts MasterCard and Visa payments. Questions regarding the Finance Office can be directed to our Finance Clerk at (909) 971-8230 Ext. 3060.

Student Account Charges

Every student is entitled to public education at no cost to them; however, if items are lost, stolen, or damaged, a fee will be issued. Students who are issued textbooks and/or library books and then lose or damage the books will be assessed a replacement fee in the form of a charge card. Club advisors and coaches also issue charge cards for damage or non-return of school-issued uniforms, equipment, club funds, fundraiser materials, and other school property. Students will be denied participation in extra-curricular and co-curricular activities to remind students of their pending debt. Participation in activities will resume as soon as the debt is paid or the materials are returned in good condition.

Athletics Ext. 3106

San Dimas High School is proud of its rich athletic history. Today, SDHS offers sports teams for boys and girls in 14 different sports. Interscholastic CIF competitions are held throughout the year; SDHS is a member of the Valle Vista League. Listed below are the sports and the seasons in which the teams compete.

Athletic Eligibility: As with all San Dimas activities, the student members of our athletic teams represent San Dimas High School and the student body. As a school representative, all athletes are to display good sportsmanship and exemplary behavior on and off the competitive field. To be eligible for a team, students must be 'cleared' through the athletic department. Athletic clearance includes a physician-completed physical, a current GPA of 2.0 or higher on the most recent grade report, a 2.0 on any grade report during the competitive season, and no encumbrance to the school (monetary or material).

Questions regarding any sports program on campus should be directed to our Athletic Directors (A.D.). They can be reached at (909) 971-8230. Ext. 3106. These are the tentative sports we will offer:

Baseball Cheer/Stunt Cross Country Football	Boys and Girls Basketball Boys and Girls Soccer Boys and Girls Tennis Boys and Girls Water Polo Boys and Girls Wrestling Boys and Girls Volleyball	Golf Softball Swimming Track and Field
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Work Permits

According to California State Law, no student under 18 years of age may work without a permit. The permit can be obtained through the Career Center. If at any time, the work that a student is doing outside of school interferes with his or her health, school attendance, or schoolwork, his or her permit may be revoked. Any student, regardless of age, must maintain a 2.0-grade point or their work permit will be revoked.

To be eligible to be issued a Work Permit from Bonita Unified School District, a student must:

1. Have no more than 5 unexcused periods or all-day absences in the previous 9 week grading period.
2. Be within 10 credits of the graduation expectations for the grade level in which the student is enrolled.

During the school year, student records will be inspected to ensure eligibility before the Work Permit is issued. Work Permits may be revoked during the school year if the student's performance falls below the criteria listed above. Work permits can be obtained by contacting the front office. To obtain a work permit during the summer, students must visit the district webpage to download the application [Work Permit Application](#) Students will receive a digital copy of their permit once it is approved.

Deliveries and Visitors for Students

To ensure minimal instructional disruptions, students may not receive visitors or deliveries of any kind during the academic school day. The administration office will not hold money, lunches, homework, sports equipment, birthday grams, or any other delivery for a student to pick up at a later time. However, deliveries are allowed to be left on the table near reception (at your own risk) during break and lunchtime for students who need something delivered. Students are not allowed to wait on the front steps or meet their delivery in the parking lot.

Off-Campus Lunch Passes

The governing board of the Bonita Unified School District, pursuant to section 44808.5 of the Education Code, has decided to permit qualified pupils enrolled at San Dimas High School to leave the school grounds during the lunch period. The Off-Campus Lunch Pass is considered a privilege and can be revoked at any time due to academic, attendance, or behavioral issues. Section 44808.5 of the Education Code further states: “Neither the school district nor any of its officers or employees thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.”

Off-Campus Lunch Policy

- Eligible juniors and seniors will be issued an off-campus lunch pass only upon the receipt of a completed and signed authorization form.
- Issuance of off-campus lunch pass is dependent upon maintaining a 2.0 or higher GPA, no 5th period enrollment for the quarter, as well as good behavior, and positive attendance.
- Lunch passes will be re-evaluated at the beginning of each quarter.
- Students exercising this privilege should exit for lunch through the gate between the office and the R building.
- Students will be checked at the assigned exit by a campus supervisor and must have a valid lunch pass on Minga.
- Students are expected to show their ID cards (Minga) with their lunch pass when requested.
- Students will responsibly drive vehicles and will be held accountable for accidents or damages resulting from the use of such vehicles.
 - Students may not drive minor students
- If a student does not return to school at all, it will result in truancy and a Saturday School date. The student (if 18 years of age) or the parent must call the school that same day, before 3:30 PM
- Students may lose their “Off-Campus” privilege for the following reasons:
 - Disrespect to school staff.
 - Passing Minga to another student.
 - Transporting unauthorized students.
 - Visiting other schools or interfering in any way with community activities.
 - Failing to return punctually and regularly from lunch to 6th-period class.
 - Poor attendance
 - Failure to attend Saturday School
 - Issuance of a Suspension

- Students who lose their off-campus privilege may re-apply at the beginning of any quarter.
- Requirements will be re-evaluated at the end of each quarter. Students that do not meet the academic, attendance, and behavioral requirements will have their privilege revoked for the following quarter.

Extended Lunch Opportunity

The work completed by students each quarter determines if they will be included in a study period or an extended lunch period for the following quarter. Students that have not yet earned an extended lunch will be enrolled in a study period (period 5). This will give students a quiet place during the school day to complete homework, classwork, and/or get help from tutors. Only junior or senior students who qualify for an extended lunch period may receive an off-campus lunch pass if parent/guardian completes the application.

<https://www.sandimashigh.com/Forms/Off-Campus-Lunch-Pass-/index.html>

Students earn their extended lunch for the first quarter based on their work in the 4th quarter of last year. The work completed by students in each subsequent quarter determines if they will be included in a study period or an extended lunch period for the following quarter. No ninth grade students will be allowed to have the extended lunch opportunity for the first semester.

Seniors that receive a failing grade on the San Dimas Connection Project (SDCP) during any quarter will be added to the study period for the following quarter. Seniors that do not turn in an SDCP Portfolio by the due date will be added to the study period until the portfolio is complete.

The first week of quarters 2, 3, and 4 will be a transition period as grades are posted and students are assigned to study period/extended lunch. All students will have extended lunch during this transition period.

Extended Lunch Requirements

Students can earn an extended lunch by meeting all of the following requirements:

- No enrollment in Study Period (5th period)
- Academics: 2.0 unweighted GPA with no grade lower than “C”
- 2.5 unweighted GPA for any grade of “D.” No grade of “F” (including SDCP)
- Citizenship: No U’s in Citizenship, No Suspensions or Class Suspensions. Tardies and Truancies are included in Citizenship Marks
- Proficiency: (April/May tests affect Q1) Met or Exceeded on Math and English SBAC (CAASPP) or 5% growth in both (8th-grade scores are baseline).

- Students with IEP or 504 plans must complete all of the same tasks in accordance with any modifications in that plan.
- Attendance: Maintain positive attendance defined in the attendance section the previous quarter (no excessive absences or tardies). Must maintain 90% above for absences.

If a student does not take the CAASPP test they will be enrolled in an intervention class for the first quarter of the next school year

Telephone Use

School telephones are primarily for the transaction of the school business. Requests to call teachers or students to a telephone during instructional time will be granted only in cases of emergency. Students needing to place a phone call to a parent will be granted permission during break or lunch if the situation is urgent and there is a phone available for use at the time of the request. Students may also use a cell phone provided they abide by the policy regarding cell phones detailed in the cell phone policy on page 43.

Food Deliveries

While we encourage students to bring their lunch or purchase lunch from the cafeteria, we understand that some families may choose for students to purchase food and have it delivered by a food delivery service. To ensure student and staff safety, please adhere to the following guidelines:

1. Food must be ordered during passing periods. Students may not order food in class.
2. Students will not be allowed to leave class (including the 5th period) to pick up food orders.
 - a. If a student has a 5th-period class, they must schedule their food to be delivered after 5th period.
 - b. The front office will NOT hold food orders.
3. Students must pick up their food at the front gate nearest the R building. **FOOD DELIVERIES TO THE OFFICE ARE PROHIBITED.**
 - a. Students who attempt to have their food delivered through the staff lot gates will be considered out of bounds and will receive consequences.
4. Food deliveries must arrive no later than approximately 15 minutes before the end of lunch.
 - a. Regular schedule 12:59 Lunch ends @ 1:29 b. Collaboration Day 12:09 Lunch ends @ 12:39. All food deliveries are subject to .

Restrooms

Restrooms are to be used only for their intended purpose. Restrooms are not lunch areas or meeting halls. To use the restroom during class time, all students should request a hall pass from their teacher before leaving the class. Loitering in or around

the restrooms is strictly prohibited. Cell phone or camera equipment used in a restroom or locker room is also strictly prohibited. Students found to be using this equipment in a restroom or locker room will have the electronics confiscated. The equipment will be returned under the guidelines of the electronic devices policy found in the Behavior and Discipline section and additional discipline may apply.

Transportation

The San Dimas Law Enforcement Report indicates that currently, conditions do not exist in any part of the community that would eliminate any particular route to school as a safe route based on an identified crime problem. However, certain procedures must be followed to ensure safe ingress and egress to and from school for students, staff, and parents. Those procedures are:

- Students walking to school are not to walk along the railroad tracks and are not to cross the tracks other than at marked, controlled street crossings.
- Pedestrians entering the school are not to cross Covina Blvd. except in the crosswalks at the freeway entrances, Saints' Court, and/or Lone Hill Avenue.
- Vehicles dropping off or picking up students are to use the student drop off/pick up lane accessed from Saints' Court via the third entrance south of Covina Blvd or drop off along the sidewalk on the south side of Covina Blvd east of the bus lane.

Cars

- Student parking is allowed in specific areas of the parking lot with a permit.
- Students must have a valid CA Drivers License in order to obtain a permit. Drivers permits are NOT accepted.
- Permit applications are available in the office for a fee.
- Vehicles that are parked illegally or without a permit are subject to a citation from the Sheriff's Department and/or towing at the owner's expense.
- Students who drive unsafely while in the parking lot are subject to loss of parking privilege without refund, citation from the Sheriff's Department, and/or towing at the owner's expense.

Bicycles

- Bikes are to be secured in the designated area in front of the school.
- Bikes may not be ridden at any time on campus or used in such a way as to interfere with the instructional program.
- The Bonita Unified School District and San Dimas High School are not responsible for lost, stolen, or damaged bicycles.
- Students must wear protective helmets while riding bicycles to and from school. Students found riding bicycles in the parking lot without a helmet or found riding in restricted areas will be subject to disciplinary action.

E-Bikes/E-Scooters

- E-bikes on campus or through parking lots. Walk your bike while on school grounds.
- Helmets are required when riding to and from school.
- No weaving in or out of traffic—ride safely and follow all traffic laws.
- E-bikes must have functioning pedals to be legally operated.

Additionally, local law enforcement will be enforcing California e-bike laws, including citations for illegal or modified e-bikes that do not meet safety requirements.

All e-bikes and e-scooters must be registered with the San Dimas High School office with Mr. Hollingquest.

Skates, Skateboards, Rollerblades

Skates, skateboards and rollerblades are prohibited on campus and may not be ridden at any time including in the parking lot. Students should leave these items at home.

- Non-motorized scooters or skateboards can be appropriately locked in the skateboard rack at the student's risk.

Bonita Unified School District and San Dimas High School are not responsible for lost, stolen, or damaged skateboards.

Buses

- Information on applications for bus passes and fees is sent out before the beginning of the school year and before the beginning of the second semester. Contact the Transportation Department at the District Office for questions concerning the fee schedule. The phone number of the Transportation Dept. is (909) 971-8200 Ext 5261.
- Students must adhere to all school rules while riding the bus.
- Students who violate the rules will receive a warning from the driver. Receipt of a bus ticket may result in the revocation of bus riding privileges.
- Serious violations on the bus or at the bus stop may result in suspension from the bus, from school, or other disciplinary measures.
- The bus riding rules follow:
 1. Arrive at least five minutes before the scheduled departure time, but never more than 10 minutes early.
 2. Wait in a safe place, a reasonable distance from the street.
 3. At the bus stop and while riding the bus, observe the same rules that apply at school. (No smoking, fighting, profanity, defacing property, throwing objects, etc.)

4. Line up in an orderly manner as the bus approaches. Have your bus pass ready to present to the driver. Be ready to surrender the pass, if requested to do so.
5. Students who lose their bus pass can have it replaced for \$5.00. Contact the District Transportation Dept. for details. (909) 971-8200 Ext 5261.
6. Wait until the bus has come to a complete stop and the driver has opened the door before attempting to board or leave the bus.
7. Be courteous and follow all directions given by the driver.
8. Sit where the driver directs. Remain seated at all times until disembarking. Always face forward with both feet on the floor.
9. Do not shout, make loud noises, or cause disturbances or distractions that will divert the driver's attention while the bus is in motion; it is a safety hazard.
10. Keep the center aisle clear of feet and objects at all times.
11. Food, drink, glass containers, animals, and insects may not be taken on the bus. Sack lunches may be taken on the bus but must not be opened while aboard.
12. Do not tamper with the bus controls, the emergency exit doors, or make unauthorized exits from the bus.
13. Follow the driver's instructions when crossing the street.
14. Go directly home after leaving the bus from the ride home after school.

Visitors

Parents, guardians, and other adults are encouraged to visit the school. We request that you contact the campus before your visit so that proper arrangements can be made. These arrangements must be made 24 hours in advance. They can be made with a teacher who will then inform the administration that an adult visitor will be coming to campus. Effective September 15, 2017, SDHS implemented the use of the new Raptor Visitor Management System, to allow us to track visitors, contractors, and volunteers on campus, and provide for a safer environment for our students and staff. Upon entering SDHS, visitors are asked to present a valid state-issued ID, which is scanned into the system. The Raptor system checks to ensure that registered sexual offenders are not allowed entrance to campus. The Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders.

Once an entry is approved, the Raptor system issues a badge that identifies the visitor, date of visit, and purpose of visit. California Penal Code 653g states that visitors to campus without a permit are loiterers. "Every person who loiters about any school or public place at or near which children attend or normally congregate is a vagrant, and is punishable by a fine not exceeding \$500 or by imprisonment in the county jail for no longer than 6 months or by both fine and imprisonment."

Visiting Other Schools (Prohibited)

Students are not allowed to visit other students or teachers on any other campus at any time and must remain off other school campuses during normal school hours. 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 those arrangements with other teachers. If you show up on another school campus, no excuse will be accepted. Disciplinary action, including suspension, may result.

PLEASE NOTE: Visitors without a permit are loiterers. Penal Code, State of California, 653g: “Every person who loiters about any school or public place at or near which children attend or normally congregate IS A VAGRANT, and is punishable by a fine of not exceeding five hundred dollars or by imprisonment in the county jail, not exceeding six months or by both such fine and imprisonment.”

SDHS Awards and Recognition

- **Renaissance (Academic Awards Celebration)**

The Renaissance program at SDHS provides meaningful incentives to students who reach specific levels of academic excellence. It is designed to motivate and encourage all students by rewarding academic excellence. The Renaissance program aims to create and maintain a culture in which academic achievement has the same prestige as athletic and artistic achievement. We provide tangible and visible incentives to students who achieve high levels of academic success and positive attendance for the previous spring and fall semesters.

- Renaissance Program
 - 3.5 GPA Awards
 - Perfect Attendance
 - Junior Honor Guard
- Star Awards (Grades 9,10,11)
 - Scholars 3.5+
 - Participation in at least one sport (JV or V) or advanced art discipline

- **Senior Awards**

- Gold Stole Award: Students who earn a weighted GPA of 4.0 or higher for all four years (7 semesters + a quarter) at SDHS are awarded a gold stole to wear at graduation.
- Golden Tassel: Students who earn a weighted GPA of 4.0 for their senior year (three quarters), are awarded a gold tassel to wear at graduation.

- Distinguished Scholar Award: This title is bestowed upon top senior students who are in the running for valedictorian and salutatorian.
- Artist and Athlete Scholar Awards: Students who participate in 1 or more sport or advanced art discipline during their senior year AND earn at least a 3.5 GPA or above

Graduation Requirements

To graduate from SDHS, a student must complete a minimum of 220-semester credits of coursework. There are eight areas of study where students are required to take courses. Within these 220 credits, a student must complete specified, subject-specific courses, which include the following:

Subject Requirement A-G	SDHS Graduation Requirements	Credits	UC/CSU Requirements for Freshman Admission 'C-' or better
A - Social Studies/History	3 Years World History, US History, US Government/Economics	30	2 Years World History & US History
B - English	4 Years English I, II, III, and IV	40	4 Years
C - Math	2 Years Integrated Math I and Other Math Course	20	3 Years Required, 4 years Recommended Integrated Math I, II, & III
D - Science	2 Years Physical Science and Biological Science	20	2 Years Required, 3 Years Recommended

E - Language Other Than English	N/A	0	2 Years Required in the same language, 3 Years Recommended Or waiver exam
F - Visual/Performing Arts	1 Year	10	1 Year
G - College Preparatory Course	N/A	0	1 Year
Physical Education	2 Years Physical Education or Sports P.E.	20	N/A
Career Technical Education	10 Credits	10	N/A
Electives	70 Credits A maximum of 20 elective service credits (i.e. Teacher Assistant, Office Aide, etc.)	70	N/A
<i>Completion of the SDCP</i>			

Please be aware that 4-year college and university admission requirements often differ from the prescribed coursework for graduation from San Dimas High School. Students are strongly encouraged to pursue an academic path that prepares them for college admission requirements.

Listed below are the requirements to apply for a UC and earn the distinction of an A-G completer:

<u>Subject Requirement</u>	<u>Years Required</u>	
Social Studies/History	2	
English	4	
Mathematics	3	4 recommended
Science	2	3 recommended
Language Other Than English	2	3 recommended
Visual-Performing Arts	10	
College Preparatory Electives	10	

<u>Subject Requirement</u>	<u>Credits</u>	<u>Required Courses (if applicable)</u>
Social Studies/History	10 10 5 5	World History United States History United States Government Economics
English	40	English I, II, III, and IV
Mathematics	10 10	Integrated Math 1 Other Math Course
Science	10 10	Physical Science Biological Science
Visual-Performing Arts	10	
Physical Education	20	P.E. or Sports P.E.
Vocational Education	10	
Electives	70	A maximum of 20 elective service credits (i.e. Teacher Assistant, Office Aide, etc.)
Total	220	

High School Credit for College Courses

To earn high school credit for a class taken at an accredited college or university, students ***must first see*** their Counselor to complete a Petition to Enroll in a Community College Course for Transfer/Non-Transfer of Course Credit. There are certain criteria/requirements that a student must meet to be eligible. (BP 6172.1)

Online and Correspondence Courses

Online courses are offered by a wide range of schools and agencies. They are an option students can choose if a course is NOT offered in one of our schools, or to make up a course that was taken unsuccessfully and does not reasonably fit in their schedule. Students interested in taking online courses for original or make-up credit should see their Counselor **before** making a commitment to any program. Prior to taking an online course or correspondence course, students must follow the approval process outlined in BUSD's Board Policy and Regulations (BP 6172.1). The Counselor can provide interested students with the forms needed to apply for credit for the online/correspondence course. The principal/designee will review the course to determine if it is offered through an accredited program, if the course offers the academic rigor found in traditional Bonita Unified School District high school courses, and if the criteria/requirements to take the course are met. Credit may not be granted for the completion of an online course without prior approval.

Graduation Regalia Policy

1. Students will purchase or rent a cap/gown from Jostens. These items are ordered in the fall of senior year. It is the student/guardian's responsibility to order their cap and gown. Jostens will be on campus to assist parents and students in ordering these items. Students can also borrow a cap and gown from a recent graduate.
 - a. Students MAY NOT decorate their caps.
2. Graduates are allowed to wear the following items at graduation:
 - a. White stoles purchased from student store
 - b. Pins for service in a club at San Dimas High School.
 - c. Cords and stoles earned for completing ***specific programs or requirements*** at San Dimas High School or national honor societies.
 - d. Medals received from San Dimas High School.
 - e. Armed Forces Stoles for those enlisted to serve our country.
 - f. Stoles that represent the students' traditional tribal regalia or recognized objects of religious or cultural significance
 - g. One lei is permitted, multiple leis will be confiscated. Graduates may wear multiple leis after the ceremony.
*Money leis are NOT permitted during the ceremony and will be confiscated. Graduates may wear them after the ceremony.
3. During the Graduation Ceremony
 - a. No phones are allowed during the ceremony, leave them with family members
 - b. No sunglasses, no hats, no beanies, no toys, beachballs, weapons, food or drinks are permitted



All other items are subject to prior administrator approval.

Student Support

Mental Health

BUSD and SDHS are committed to providing extended resources for our students. Students needing counseling are encouraged to reach out to the dedicated professionals listed below.

Mental Health Counselor
Mental Health Counselor
Foster Youth/Homeless Liaison
Psychologist - Special Ed
Psychologist - Special Ed
Counselor /students A-Gi
Counselor /students Go-N
Counselor /students O-Z

Diana Zuniga -
Alex Korhely-Day-
Crystal Alvarenga -
Karen Romo -
Rubie Ruvalcaba
Marianne Brennecke -
Maria Bravo -
Courtnei O'Connell -

zuniga@bonita.k12.ca.us
Day@bonita.k12.ca.us
alvarenga@bonita.k12.ca.us
romo@bonita.k12.ca.us
ruvalcaba@bonita.k12.ca.us
brennecke@bonita.k12.ca.us
bravo@bonita.k12.ca.us
coconnell@bonita.k12.ca.us

Additional resources are available for students through this link:

<https://sites.google.com/bonita.k12.ca.us/bonitausdwellnessresources>

Multi-Tiered Interventions

San Dimas High School has high expectations in regards to the behavior of students. Students are expected to arrive at classes on time, stay attentive, be on task during class instruction, and work diligently towards graduation. In instances where misbehavior occurs, San Dimas will apply a progressive discipline policy to change behavior and encourage students to make better choices in the future.

Each teacher publishes classroom behavior guidelines in their classes. School-wide rules of conduct are listed in the PBIS behavior matrix on the next page.

PBIS (Positive Behavior Interventions and Supports)

PBIS aids teachers and administrators in teaching, modeling, and reinforcing PBIS in the classroom, hallway, Quad/Common Areas, Office, restroom, during assemblies, etc. The purpose of a PBIS behavior matrix is to identify and display positive behaviors that meet behavioral expectations across all school contexts and settings.

PBIS exists under the umbrella of Multi-tiered Systems of Support (MTSS) and operates on a continuum of school-wide instructional and positive behavior support. The three tiers are:

Primary Prevention

- Universal- All students
- School-wide
- Culturally Relevant

Secondary Prevention

- Under-resourced (“At Risk”) Students
- Classroom and Small Group Strategies

Tertiary Prevention

- High-Risk Students
- Individualized Intervention

Progressive discipline consequences are issued when a student violates the code of conduct. Those consequences may include teacher-student conferences, Behavior Reflection Intervention assignment, parent contact, a disciplinary referral, suspension from class, a referral to the student study team (SST) for review of the educational program placement, an administrative hearing to consider involuntary transfers and/or expulsion.

 SDHS Code of Conduct	Classroom	Public areas (Hallways, quad, etc.)	Restrooms	Office	School Events and Activities
Respect	• Use Appropriate language • Actively listen and respect the opinions of others • Honor diversity • Get permission before using personal technology (phones, earbuds, etc.)	• Use Appropriate language • Be respectful of your surroundings and others' personal space • Leave up banners and posters • Listen to and follow adult requests • Be aware if using earbuds (use only one in public spaces)	• Flush the toilets • Use the restroom for its intended purpose • Respect privacy • One person per stall • Wash your hands and put trash in trash can	• Use Appropriate language and low volume • Listen to and follow adult requests • Wait patiently and use good manners • Keep your phone out of sight • Respect visitors and the privacy of others	• Show school spirit, stand and participate during the Alma Mater • Represent your school positively • Respect visiting teams • Respect other people's property • Give speakers your full attention
Responsibility	• Clean up after yourself • Treat others the way you want to be treated • Use materials for their intended use • Produce your own quality work	• Use hall passes • Clean up after yourself • While on campus, walk Scooters, bikes and Skateboards and lock them in the appropriate area • Dress in school appropriate attire • See something say something	• Clean up after yourself • One person to a stall • Keep electronics out of sight • Use restroom pass	• Enter and exit with purpose • Behave in a professional manner w/ staff & guests • Knock and wait patiently for approval to enter individual offices	• Represent your school in a positive manner • Dress in event appropriate attire • Follow event guidelines • Clean up after yourself • See something say something
Ready to Learn	• Arrive on time and stay on task • Come prepared • Ask for help • Use technology wisely	• Use low volume while classes are in session • Remain in designated areas • Make good choices	• Go during break or passing period • Be brief / don't loiter	• Follow Office rules and etiquette • Use inside voice • Keep electronics off and out of sight	• Represent your school in a positive manner • Show School Spirit • Support each other

Community Resources

There are additional community resources available for students and families of Bonita Unified. For a list of community resources, please use this link:
<http://do.bonita.k12.ca.us/Resources/Support-Resources/index.html>.

Health and Safety

Internet Contracts (Pursuant to Board Policy 5131)

All students who intend to use the computers and Internet services provided by San Dimas High School are required to complete an Internet Terms of Use Contract. These forms are first made available during student registration and can be obtained from the administration office throughout the school year. The terms of this contract are to be followed by all students any time they use campus computers including use before, during, and after the school day. If a student chooses not to follow the rules in the contract they can lose their school computer privileges, be referred to counseling, be suspended from school, and/or be removed from computer classes with failing marks on computer-based assignments.

Technology

Students may contact the BUSD Computer Information Services team regarding technology issues with district-issued technology. The CIS Team can be contacted by calling (909) 971-8200 extension 8880 on Monday - Friday from 7:30 am - 4:00 pm PST.

Fire, Lockdown, and Disaster Drills

State law dictates that fire, lockdown, and disaster drills are completed during the school year. Teachers and staff members are well advised of the school safety plan and will instruct students on what to do in the event of an emergency. Students are required to follow the directions of staff members quickly, quietly, and exactly.

Emergency Information

Parents are required to update student information regularly through Aeries. Parents are sent this information at the beginning of each school year through InfoSnap. Parents may contact the school for help updating their Aeries information.

Health Office Ext. 3020

The Health Office is located in the Administration Building and is a welcoming place for injured and ill students. We ask that parents/guardians keep the school informed of any changes in emergency contact information and telephone numbers.

Passes to the Health Office

Please be aware that a student must have a pass signed by a staff member or Minga Pass to enter the Health Office. If a student becomes ill at school, and it is determined that he or she must go home, the student must obtain an Off-Campus pass from the Health Office. An injured or ill student who leaves campus without a Health Office contact is required by law to be marked truant.

Medications

Student medications that need to be taken during the school day (prescribed or over the counter) must be administered through the Health Office. The student must have a completed authorization form on file before we may administer the medication. The form includes both a physician and a parent signature. The medication form can be obtained through SanDimasHigh.com or by clicking [here](#). Students may NOT carry their medication on their person. Please have all medication sent to the health office.

Physician Orders

A physician's order is needed if a student requires any assistive devices at school such as a wheelchair, crutches, etc. A physician must also clear a student to return to school following hospitalization, serious and/or contagious illness, or a 911 transport from the school site following an injury.

Any questions regarding Health Office procedures can be referred to our Health Clerk at (909) 971-8230, extension 3020.

Student Behavior and Discipline

Basic School Rules

Show Compassion

- Be patient when navigating courses
- Show kindness at all times
- Assume the best intentions of all participants

Demonstrate Teamwork

- Work with staff towards your educational goals
- Take care of all school-issued property
- Make sure you are free of distractions during class, including your phone, background noise, and anything inappropriate for the class in your camera view

Integrity

- Do your work independent from outside help and encourage others to do the same
- Turn in assignments on time

Effectiveness

- Actively engage in your classes to make sure you understand the material being presented
- Ask questions when you need something clarified

Work Ethic

- Show grit while working through your courses

San Dimas High School Appropriate Wear

Bonita Unified School District and San Dimas High School have adopted school appropriate wear that allows for personal style without causing disruption or intimidation. As you dress for school each day, please adhere to the following guidelines:

At San Dimas High School, clothing should be NEAT and SAFE.

- The following are appropriate for SDHS students:
 - Clothing/hats/accessories that have San Dimas High logos
 - Clothing/hats/accessories that represent SDHS athletics, arts, academics, and activities
 - Clothing/hats/accessories that depict non-violence, no weapons, are not sexually suggestive, alcohol free, tobacco

free, and/or drug free (i.e. no Playboy, Coors, Cookies, etc.)

- Shirts that cover bellybuttons, that are not low cut and shirts that cover both sides
- Shorts/skirts that cover buttocks at all times
- Pants that cover underwear at all times
- Pants that are not “rolled” down
- Ripped jeans that cover buttocks and underwear at all times
- Belts, wristbands, or other jewelry that are not dangerous
- Sneakers, tennis shoes, fashion boots (steel-toed shoes and fuzzy slippers are not appropriate)
- Pajama pants that have a secure front flap
- Blankets are not allowed on campus unless school dress up day

Consequences for Violation of SDHS Appropriate Wear:

- First offense: Warning, phone call home, change clothes
 - No flipping shirt inside out
 - No zipping up/covering with jackets
- Second offense: 30 min. detention, phone call, change clothes
- Third offense: 1 hr. Detention, phone call, change clothes
- Fourth offense: Saturday School (4 hrs.), phone call

Consequences for referrals are based on the infraction, and the frequency of the behavior, in accordance with the Bonita Unified School District Code of Discipline.

Attendance

Positive Attendance

Positive Attendance at San Dimas High is defined as having less than 10% full-day absences (unexcused and excused) and tardies. Students should also have less than 3 period truancies per quarter. Students not in Positive Attendance standing will be subject to disciplinary consequences outlined in the student handbook (see Dances, Lunch Passes, Awards, and Athletics). Students may reconcile their Positive Attendance standing by attending Saturday School. Please see administration for more information.

Absences

Students need to maintain regular attendance in all classes. If a student is unable to attend school, the absence must be reported to the school's attendance office within three days by calling (909) 971-8230 extension 3040 or emailing

zago@bonita.k12.ca.us. Please be prepared to share your student's name, grade, and reason for the absence. Please also provide your name and phone number on the note.

It is the student's responsibility to make sure all absences are cleared within 3 days of the occurrence. Parents may clear an absence after the 3-day deadline; however, any resulting consequences will remain. If a student is absent for medical reasons, please provide a medical note to clear the absence.

Check Out Procedures

Students are expected to be in school every day for every period. If a student needs to be checked out of school for any reason please follow these procedures:

1. Come to the Attendance Office prepared with your state issued Identification Card
2. The Attendance Clerk will verify student's emergency contact information
3. After verification, the attendance office will send a call slip or call your student out of class at the most appropriate time
4. If there are 25 minutes or less remaining in the school day, students **WILL NOT** be called out of class.
5. Attendance Office *may* accept courtesy early release emails for "self-driving" junior/senior students for medical appointments only.

Special Note- Final Exam Schedule and Attendance

To protect instructional time and minimize disruptions, students should **not be picked up or signed out early** during any final exam session.

Excused Absences

An excused absence is recorded when it is verified by a parent or guardian due to illness, death in the immediate family, medical appointment, court appearance, quarantine, or attendance at a religious event. Prolonged, illness-related absences may require verification from a physician showing the student was under medical care. Court appearances may also require verification from the court. Make-up work for these absences is required. If a student is absent for medical reasons, please provide a medical note to clear the absence.

Tardies

Students are expected to be in their classroom, prepared to learn, before the instruction begins. Tardiness is disruptive to the learning environment and will not be tolerated. Teachers will accurately record tardies and consequences will be assigned according to the progressive discipline policy. *No phone calls or notes will be*

accepted to clear tardies. Excessive tardies will result in a referral to administration and appropriate consequences.

Tardy Procedures

Students are expected to be in school every day for every period. If a student comes to school late for any reason please follow these procedures:

1. Students must check into Attendance Office prepared to scan their MINGA/ID
2. The Attendance Office will verify the student properly scanned in
3. Student will head to class
4. If a student is late/absent and is submitting a medical note, please submit to the Attendance Office BEFORE returning to class.

*Please note, tardies will be adjusted by the end of the day.

Truancy

Truancy is defined as being absent from school without the parent/guardian's permission. A student missing from a single period of more than 30 minutes is also required by law to be considered truant. State law defines habitual truancy as missing 3 or more single periods of school without a valid, verified excuse. Truancies will be handled according to the progressive discipline policy (E.C. 48260.5). E.C. 48260.5 states, "For a pupil under 18 years of age but 13 years of age or older, that the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code." Teachers are not responsible for providing make-up work for students who were truant from their class. Out of bounds includes, but not limited to, the following: parking lots, athletic fields/courts, or any other authorized or isolated area. *Any 'period' truancy will result in a 30 minute detention.*

SART Contract

A SART contract may be issued when a student has failed to maintain Positive Attendance as defined in the student handbook. A parent meeting will be held and the SART contract will be implemented requiring medical notes to clear all absences.

Citations due to Attendance

After a SART contract has been implemented and the student's attendance has not improved the counselor or administrator will contact the school resource officer and request him to review the student's attendance and possibly issue a citation to the student and/or parent. In some attendance situations, a citation may be issued to a student without a SART contract.

SARB Contract/Hearing

After a SART contract has been implemented, student attendance will be reviewed every 30 days for the duration of the SART contract. If attendance has not improved, a SARB hearing request will be sent to the district office by the school administration.

Home Hospital Instruction

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or a hospital or other residential health facility. This instruction applies to students incurring a temporary physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. Please see your student's counselor for more information.

Short Term Independent Study

Short Term Independent Study may be approved by the Principal, or designee for 15 school days or less per school year. During the period of approved Independent Study, students will be provided with assignments that are substantially like those provided for attending in-person instruction by the teacher(s) of record and the time-value of the assignments will be equivalent to a full day (and per period) of instructional minutes.

Independent Study Contracts will not be offered during (1) the first week of the school year (2) the final week of a semester (3) the last week of the school year. Contracts will not be offered for retroactive absences.

Assignments:

Requests for a short-term independent study agreement should be made at least five days in advance of absence, when possible. According to BUSD Board Policy No. 6158, short term independent study assignments shall be due equal to the number of days missed but within a maximum timeline of five school days (unless otherwise agreed upon with the teacher) of the end date of the approved Independent Study Agreement.

Checking Attendance

Students and parents can check their student's attendance records (along with grades, discipline, and transcript) on [Aeries Browser Interface](#) (ABI) Portal. If you need assistance with the parent portal, contact Student Services. The site is accessible from SanDimasHigh.com. It is the student's responsibility to check their attendance in ABI; students with perfect attendance will be posted once per quarter and any discrepancy must be cleared the same week as the posting.

Disciplinary Measures for Attendance

San Dimas High School understands the importance of attendance as a means to support classroom instruction and the education for all students. Tardies, period absences, and full day absences will be monitored separately for multiple occurrences.

The following is the progressive discipline policy based on the number of tardies and absences students accumulate throughout the school-year.

of Tardy Occurrences

1-3 Automated Phone Call Home

4-6 School Contact

7-9 30min Detention

***Students will receive a 30 minute detention for every 3 tardies accumulated after 10 tardies.**

****SARTs will be initiated for any student who fails to maintain Positive Attendance defined by the student handbook.**

of Full-Day Absent Occurrences (unexcused and excused)

1-3 Automated Phone Call Home

4-6 Attendance Letter 1

7-9 Attendance Letter 2

10+ Attendance Letter 3/SART

****Students will receive a Saturday School for every 3 unexcused absences accumulated after 10 absences (unexcused and excused).**

****SARTs will be initiated for any student who fails to maintain Positive Attendance defined by the student handbook.**

Counselors Alpha Distribution

<u>Student Last Name</u>	<u>Counselor</u>	<u>Counselor Email</u>
A-Gi	Mrs. Brennecke	brennecke@bonita.k12.ca.us
Go-N	Mrs. Bravo	bravo@bonita.k12.ca.us
O-Z	Ms. O'Connell	coconnell@bonita.k12.ca.us

Administrators Alpha Distribution

<u>Student Last Name</u>	<u>Administrator</u>	<u>Administrator Email</u>
A-Gi	Ms. Jackson	jackson@bonita.k12.ca.us
Go-N	Mr. Ravelo	ravelo@bonita.k12.ca.us
O-Z	Dr. Nix	bnix@bonita.k12.ca.us

Consequences for referrals are based on the infraction, and the frequency of the behavior, in accordance with the Bonita Unified School District Code of Discipline.

Disciplinary Measures

San Dimas High School believes in teaching students appropriate behaviors to be used on campus. If a student is needed to be held accountable for their actions, staff will proceed with the following measures:

- 1st offense: call home by teachers and offense recorded in Aeries
- 2nd offense: call home by teachers, offense recorded in Aeries, and referral to an administrator
- 3rd offense: call home by teachers, offense recorded in Aeries, and Parent/Teacher/Student/Administrator Conference
- Additional offenses: Additional consequences may include suspension, expulsion, student contract, Saturday School, Behavior Contracts, and Behavior Reflection Intervention assignment.

Administrators Alpha Distribution

Students with last names beginning with	Administrator	Administrator Email
A-Gi	Ms. Jackson	Jackson@bonita.k12.ca.us
Go-N	Mr. Ravelo	Ravelo@bonita.k12.ca.us
O-Z	Dr. Nix	Bnix@bonita.k12.ca.us

Alcohol and Drugs

San Dimas High School has a zero-tolerance policy for drugs and alcohol. This extends to distance learning. Students may not be under the influence of drugs or alcohol of any kind during school-related activities. Any infraction of this policy will be reported to the administration immediately for disciplinary action.

Anti-bullying Policy

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity to damage that person's reputation.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employees so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be allowed to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with the law and the district's uniform complaint procedures specified in AR 1312.3.

If during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Unauthorized Access to Student Records

Unauthorized access and/or modification of the content of a student record, whether physically or electronically, is a serious violation of the Academic Integrity Policy.

Also, unauthorized modification of the contents of a student record is considered to be a theft of District property under California Education Code 48900(g).

Unauthorized access/modification includes, but is not limited to, the following:

- A student who accesses a Bonita Unified staff account without permission from the account holder, whether or not any changes are made.
- A student who makes changes to their own or another student's records, (whether or not he/she derives personal benefit as a result of making changes).
- A student who requests or knowingly allows changes to be made to his/her record, even if he/she is not aware of the details of the changes.
- A student who facilitates unauthorized access to a staff account or a student record by any means.

Consequences for unauthorized access and/or modification of the content of a student record, whether physically or electronically, even for a first offense, may include:

- Suspension for up to 5 days.
- Recommendation for involuntary transfer within the district.
- Recommendation for expulsion.
- Report to law enforcement.

Teacher Detentions

Teachers may assign students merits and demerits. Students can earn merit when they follow the School Code of Conduct: respect, responsibility, and ready to learn. Students that receive merit may win one of many prizes donated by the community. A demerit results in a detention and varies between 30 minutes (first offense) to 1 hour in length. Demerits/detentions can be served before or after school: 8:00 am- 8:30 am in the office or 3:25-4:25 pm in an assigned classroom. To avoid further consequences, students must serve detention the day it is assigned or the next day. Students who do not serve detentions may not be allowed to attend extracurricular activities and will incur additional consequences, such as Saturday School, lunch pass confiscation, no dance list placement, and 5th-period placement until all detentions are served. All students are required to carry an official school ID each day class is in session.

Class Suspensions

Pursuant to California Education Code §48910, a teacher has the right to suspend a student from a single class period for two days beginning with the day of the infraction. This type of suspension requires the teacher to make a reasonable attempt to notify the parent or guardian in person or by phone on the day of the infraction.

Cellular Phones and Electronic Devices (Pursuant to Assembly Bill 3216, Board Policy and Administrative Regulations 5131 and 6163)

Students who choose to bring any personal electronic device on campus, must assume all responsibility for the device. SDHS and Bonita Unified School District are not responsible for any lost or stolen electronic property.

If a student chooses to bring a cell phone or personal device (i.e. smartphones, smart watches, smart glasses, earbuds, headphones, tablets, laptops, or any other personal electronic device), they must abide by the following rules:

- ALL personal electronic devices must be silenced, on Do not Disturb, or turned off and placed into the students backpack/personal bag/teacher designated classroom or learning space.

- The student is responsible for assuring electronic devices are turned off and not causing a disruption to themselves or others.
- Cell Phones/personal devices may be used only outside the classroom except when permission is granted by a school or District employee.
 - Before & After school
 - Passing Periods
 - Lunch & Meal Breaks
- Under no circumstances should any cell phones/personal device, cell phone cameras, or cameras be used in the locker rooms or restrooms of the school.
- Cell Phones/personal devices may not be used to record other students or staff members.
- Cell Phones/personal devices may not be used as calculators during class time.
- Cell Phones/personal devices are not to be used on district buses or field trips without permission of the bus driver or the school staff member that is accompanying the students.

Consequences:

All consequences will be handled by the administration. Once a consequence is recorded...

First Violation: Teacher warning

Second Violation: Phone confiscated by staff member (e.g. Campus Supervisor, teacher, para educator, etc.) and student may pick up at the end of the school day.

Third Violation: Phone confiscated by staff member. Student will be called to the Assistant Principals' Office for a conference and parents will pick the device up at the end of the day.

Fourth Violation and above: Lunch detention, AM/PM Detention, Saturday School, and placed on the "No-Go" List for 30 calendar days will be assigned for future violations. Parents/Guardian pick up device at the end of the school day. All continued violations will automatically result in a parent/admin conference.

The Why

The law requires all California school districts to adopt and enforce a policy that **limits or prohibits** student use of smartphones while at school or under the supervision of school employees. (Ed 48901.7)

Exceptions (Required by Law)

Students **must** be allowed to use their devices in these four specific

circumstances:

1. **Emergencies:** In the event of an emergency, a perceived threat of danger, or loss of life.
2. **Medical Necessity:** When a licensed physician determines a phone is necessary for a student's health (e.g., monitoring blood sugar).
3. **Legally Documented:** Students with appropriate accommodations that are legally documented.
4. **Instructional Use:** When a teacher or administrator grants specific permission for an educational purpose.

What This Means for Us

The goal of this code is to reduce social media distractions and cyberbullying while improving student focus and mental health. Our campus policy remains "Off and Away" during instructional time unless one of the legal exceptions above applies.

Prohibited Items

Laser Pointers: California Education Code prohibits laser pointers on a school campus. Students found in possession of laser pointer equipment will be referred to the office for disciplinary action.

Markers and Spray Paint: Students are not allowed to bring permanent markers or cans of spray paint on campus. Water-based markers are permitted for academic activities and under the direction of an instructor. Students found defacing, vandalizing, or 'tagging' school property will be held financially responsible for the damage, which may include repair, labor, and/or replacement costs. In addition to school discipline, law enforcement will be notified of any vandalism or graffiti and students may be prosecuted under California law.

Pepper Spray: Education Code 48900 (b) prohibits the possession of pepper spray on a school campus. Students who possess pepper spray on school grounds will receive disciplinary action consistent with bringing 'dangerous objects' to campus.

Search and Seizure

Pursuant to Board Policy 5145.12, school administrators/designees may search individual students, their property, and district property under their control when it has been determined that reasonable suspicion exists. In our continuing effort to provide a safe and healthy learning environment for all students, Bonita Unified School District and San Dimas High School make use of a special program to minimize the presence of illegal drugs and alcohol on campus. This program, in collaboration

with local law enforcement, has allowed the use of drug detection canines on campus. The use of this resource is strictly governed by Board Policy 5145.12.

Sexual Harassment

California Education Code 212.5 defines sexual harassment 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 work or educational setting.” Sexual harassment from any student and/or employee will not be tolerated. The Bonita Unified Board of Education considers sexual harassment to be a serious infraction that may result in the suspension or dismissal of an employee or suspension or expulsion of a student.

Tobacco-Free Campus

Tobacco of any form is prohibited from all school campuses in the Bonita Unified School District. Eighteen-year-old students are also prohibited from tobacco use on campus. Tobacco use is also prohibited during school-sponsored extracurricular activities. Possession or use of any form of tobacco (cigarettes, chewing, etc.) will result in disciplinary action, which can include suspension and/or a recommendation for expulsion. When appropriate, law enforcement will be notified.

Lunchtime Boundaries

To ensure proper student supervision, all students are expected to remain in specific areas designated as “in-bounds” during break and lunch. The boundaries for lunch are detailed on the school map located at the end of this handbook. The quad between the F, G, and H buildings, the lunch shelters, and the cafeteria is considered in-bounds. Students needing to complete school business in the office may visit the administration building during break and lunch with the understanding they will return to the quad immediately after finishing their work. No one is allowed to eat in an area that is “Out-of-Bounds.”

The parking lot is considered out-of-bounds during the school day (except for juniors and seniors with a valid lunch pass). Students are not to loiter in the parking lot before or after school. Students are not to go to their car or a friend’s car without explicit permission from a staff member; an escort may be required for the student to go to their car during break and lunch. No student is allowed to go to their vehicle during instructional time.

Students found to be out-of-bounds during the school day will receive disciplinary action and be subject to search and seizure. A first offense will result in a warning. Multiple offenses can result in BIPs, Saturday Schools, revocation of a lunch pass, or suspension.

Saturday School

Saturday Schools are conducted on select Saturdays throughout the school year from 8- 12 pm (Sat). Students attending a Saturday School will be given an assignment, but are also required to bring schoolwork and/or appropriate reading material to work on when their assignment has been completed. Students who are late or arrive with no work to complete will be denied admission and marked as absent from Saturday School. The school dress code is enforced during Saturday School; students in violation of the dress code will be denied admission. No food, electronic devices (except calculators), pillows, pajamas, or blankets are allowed. Saturday Schools are not in session on some 3-day weekends (Labor Day and Memorial Day), non-school/student days, or during prolonged breaks (Thanksgiving, Winter, and Spring Break).

Students may be assigned to a Saturday School for a variety of reasons (unexcused absences, period trancies, failure to serve detentions, truancy during lunch, etc.), as an alternative to suspension, or for disciplinary infractions as determined by the administration. Students who fail to attend Saturday School will receive additional discipline, which may ultimately include suspension from school.

Education Code Violations

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions **48900 (a) to (r)**, inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) 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, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(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) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription 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, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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. (2) Except as provided in Section 48910, those acts shall not constitute grounds for a pupil enrolled in grades 1 to 12, inclusive, to be recommended for expulsion or out of school suspension. This paragraph is inoperative on July 1, 2020. (3) Except as provided in Section 48910, commencing July 1, 2020, those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a 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 purposes 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. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in

Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or

school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5

Expulsions

California Education Code 48915 details grounds for expulsions.

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 a school activity on or off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to extenuating circumstances.

- Causing serious physical injury to another person, except in self-defense.
- Possessing any knife, explosive, or other dangerous objects of no reasonable use to the pupil.

- Unlawful possession of any controlled substance listed in Chapter 2 (commencing in Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault and battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Upon recommendation by the Principal, Superintendent of schools, or by a hearing officer or of an administrative panel pursuant to subdivision (d) of Section 48918, the governing board may order a pupil committed an act listed in subdivision (a) or 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:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 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.

The Principal or Superintendent of schools shall immediately suspend, according 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 a school activity on or off school grounds.

- 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 by the principal or the designee of the principal.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

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.

Bonita Unified School District Code of Discipline

The following procedures are general guidelines. **School administrators have discretion with respect to the application of these guidelines on a case by case basis.** All incidents will include counseling.

A behavior contract should be established when the student accumulates five days of suspension or receives a second suspension of the same offense (under the same Educational Code).

Offense	1st	2nd	3rd
Ed. Code 48900 A. Caused, attempted to cause, or threatened to cause physical injury to another person (fighting) [serious injury: 48915-A1]	1-5 days suspension Counseling Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation	5 day suspension Possible hearing recommendation
Assault on school personnel (PC 241.2) [48915-A5]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 B. Possession of "weapons" [knife: 48915-A2]	5 day suspension Police report Possible hearing recommendation	5 day suspension Police report Hearing recommendation	
Possession of dangerous Object [knife: 48915-A2] [firearm: 48195-C1]	1-5 day suspension Police Report Possible hearing recommendation	3-5 days suspension Police report Possible hearing recommendation	
Brandishing a knife [48915-C2]	5 days suspension Police report Recommend expulsion		
Poppers, stink bombs, lighters, matches	1 day suspension	1-3 days suspension	3-5 days suspension
Possession of firecrackers or other explosives [explosive: 48915-C5]	3-5 days suspension Possible hearing recommendation Police report	5 days suspension Recommend expulsion Police report	
Ed. Code 48900 C. Possession, selling, furnishing, or under the influence of alcohol or Drugs [possible 48915-A3], [selling: 48915-C3]	3-5 days suspension Possible police report Recommend hearing	5 days suspension Police report Recommend expulsion	
Ed. Code 48900 D. Sale or distribution of drugs or alcohol or substances purported to be drugs or alcohol (look-a likes) [48915-C3]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E. Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	
Ed. Code 48900 F. Damage to school property or private property	Alternative to suspension Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation

Bonita Unified School District Code of Discipline

Ed Code 48900 G. Stealing or attempting to steal	Possible suspension Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 H. Possession or use of tobacco	Alternative to suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
Possession or use of e-cigarette or vaping device	Alternative to suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
Ed. Code 48900 I. Obscene Act	Alternative to suspension	1-3 days suspension	3-5 days suspension
Habitual profanity towards other students	Alternative to suspension	1-3 days suspension	2-5 days suspension
Profanity towards staff	Alternative to suspension	1-3 days suspension	3-5 days suspension
Ed. Code 48900 J. Possession of drug paraphernalia containing no drug	Possible suspension Possible police report	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 K. Disruption of school activities, Defiance of school authority	<i>Behavior that disrupts school activities or in which a student willfully defies the authority of a school employee can be grounds for suspension the behavior is chronic. Other means of correction should be used and documented prior to a suspension See the Progressive Discipline section below for additional details.</i>		
Ed. Code 48900 L. Received stolen property	Possible suspension Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 M. Possession of an imitation firearm	5 days suspension Possible police report Possible hearing recommendation	5 days suspension Police report Possible hearing recommendation	5 days suspension Police report Recommend hearing
Ed. Code 48900 N. Committed or attempted to commit a sexual assault; or committed a sexual battery [48915-C4]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 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 that pupil from being a witness or retaliating against that pupil for being a witness or both	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Bonita Unified School District Code of Discipline

Ed. Code 48900 Q. Engaged in or attempted to engage in hazing.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed Code 48900 R. Engaged in an act of bullying, including but not limited to bullying by means of an electronic act directed at a pupil or staff member.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 S. Aids or abets the infliction or attempted infliction of physical injury to another person.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.2 Sexual harassment	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.3 Hate violence (including racial, ethnic, religious, and sexual slurs) Caused, threatened to cause, or participated in an act of hate violence	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.4 Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation

Grounds for Involuntary Transfer to Another School Within the District:

1. Student in possession of or under the influence of drugs or alcohol
2. Student has accumulated 10 or more days of suspension within the school year
3. Other serious offenses at the discretion of the school principal

Grounds for Expulsion from the District (Education Code 48915):

- (A1-A) Causing serious physical injury to another person
- (A1-B) Possession of any knife or other dangerous object
- (A1-C) possession of any controlled substance
- (A1-D) Robbery or extortion
- (A1-E) Assault or battery upon a school employee
- (C1) Possessing, selling, or otherwise furnishing a firearm
- (C2) Brandishing a knife at another person
- (C3) selling a controlled substance
- (C4) Committing or attempting to commit sexual assault
- (C5) Possession of an explosive

San Dimas High School

TELEPHONE DIRECTORY

School Phone (909) 971-8230

School Fax (909) 971-8239

Principal	Mr. Mayen	3010
Assistant Principal	Mr. Ravelo	3032
Assistant Principal	Ms. Jackson	3030
Assistant Principal	Dr. Nix	3036
Associated Student Body (ASB)	Mrs. Carson	3302
Athletic Directors	Mrs. Chiappone	3105
	Mrs. Truax	3105
<u>Attendance Office</u>	Mrs. Zago	3040
Career Center	Ms. Mendez	3031
Finance Office	Mrs. Kutin	3060
Health Office	Mrs. Clark	3020
Media Center	Ms. Cruz	3091
Registrar	Ms. Stijepovic	3050
<u>Secretaries</u>		
Principal's Secretary	Mrs. Eide	3011
Culture and Curriculum Secretary	Mrs. Egan	3033
Student Support Secretary	Mr. Hollingquest	3054
<u>Student Service Coordinators</u>		
A-Gi	Mrs. Brennecke	3051
Go-N	Mrs. Bravo	3052
O-Z	Ms. O'Connell	3053

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