

# Center High School

## 25-26 Student Handbook



3111 Center Court Lane  
Antelope, California 95843

## *“Home of Scholars and Champions”*

### SITE ADMINISTRATION, COUNSELORS, OFFICE STAFF, AND DIRECTORS

#### Principal

Jerald Ferguson

#### Assistant Principals

Doug Hughey

Stacy Clement

#### Counselors

Ana Perez

Kim Esposito

Dulce Ramirez

Celina Adams

#### Activities Director

Jenna Boller

#### School Secretary

Bernadette Poor

#### Registrar

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#### Athletic Director

Digol J'Beily

#### Attendance Secretary

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## **GENERAL INFORMATION**

Center High School was established in 1982.

The school mascot is the Cougar.

The school colors are Columbia Blue and Gold.

## **VISION STATEMENT**

Center High School's vision is to be the leading example of overall student achievement in secondary education while fostering an environment where life-long learning and service are intrinsically valued.

## **MISSION STATEMENT**

The mission of Center High School is to guide and encourage each student to reach his/her unique potential as a productive, respectful and responsible member of a multiethnic community.

## **MAXIMS**

We are FIERCE

We are PROUD

We are UNITED

## **ALMA MATER**

Hail to thee, our Alma Mater,  
dear old Center High,

In our memories we will cherish  
happy days gone by.

When we think of Center High School  
we will call it home,  
Center guides us ever onward  
through years to come.

**\*\*IMPORTANT DATES AND ACTIVITIES CALENDAR\*\***

Available on Center High School website

**[chs.centerusd.org](http://chs.centerusd.org)**

# CENTER HIGH SCHOOL

## 2025-2026 Bell Schedules

Regular Day Schedule 25-26			
Period	Start	End	Minutes
1/5	8:30 AM	10:00 AM	90
2/6	10:05 AM	11:40 AM	95
1st Lunch	11:40 AM	12:15 PM	35
Late 3/7	12:20 PM	1:50 PM	90
Early 3/7	11:45 AM	1:15 PM	90
2nd Lunch	1:15 PM	1:50 PM	35
4/8	1:55 PM	3:25 PM	90

Early Release Day Schedule 25-26			
Period	Start	End	Minutes
1/5	8:30 AM	9:45 AM	75
2/6	9:50 AM	11:10 AM	80
1st Lunch	11:10 AM	11:45 AM	35
Late 3/7	11:50 AM	1:05 PM	75
Early 3/7	11:15 AM	12:30 PM	75
2nd Lunch	12:30 PM	1:05 PM	35
4/8	1:10 PM	2:25 PM	75

Afternoon Rally Schedule 25-26			
Period	Start	End	Minutes
1/5	8:30 AM	9:50 AM	80
2/6	9:55 AM	11:20 AM	85
1st Lunch	11:20 AM	11:55 AM	35
Late 3/7	12:00 PM	1:20 PM	80
Early 3/7	11:25 AM	12:45 PM	80
2nd Lunch	12:45 PM	1:20 PM	35
4/8	1:25 PM	2:40 PM	75
Rally	2:45 PM	3:25 PM	40

Morning Rally Schedule 25-26			
Period	Start	End	Minutes
Rally	8:30 AM	9:10 AM	40
1/5	9:15 AM	10:35 AM	80
2/6	10:40 AM	12:05 PM	85
1st Lunch	12:05 PM	12:40 PM	35
Late 3/7	12:45 PM	2:05 PM	80
Early 3/7	12:10 PM	1:30 PM	80
2nd Lunch	1:30 PM	2:05 PM	35
4/8	2:10 PM	3:25 PM	75

Testing Day Schedule 25-26			
Period	Start	End	Minutes
1/5	8:30 AM	9:30 AM	60
Testing	9:35 AM	11:35 AM	120
1st Lunch	11:35 AM	12:10 PM	35
Late 2/6	12:15 PM	1:15 PM	60
Early 2/6	11:40 AM	12:40 PM	60
2nd Lunch	12:40 PM	1:15 PM	35
3/7	1:20 PM	2:20 PM	60
4/8	2:25 PM	3:25 PM	60

Finals Day Schedule 25-26			
Period	Start	End	Minutes
1/3/5/7	8:30 AM	10:30 AM	120
Break	10:30 AM	10:35 AM	5
2/4/6/8	10:40 AM	12:40 PM	120

The floor plan shows a school building layout. On the left is a large oval area with a 'Snack Bar'. To its right are rows of rooms including 'Dance', 'Gym', 'Cafeteria', and 'Main Office'. The central part features a 'Performing Arts Center' with 'Theater Class' and 'Music' rooms. To the right of this is a 'Library' and a 'Main Office'. Further right are 'Boys' Lockers', 'Girls' Lockers', and a 'Gym'. At the top right are 'Staff Parking' areas. The plan includes various smaller rooms like 'ICT', 'Const', 'Ceramics', 'Custodial', 'ISS', 'Hub', 'Wrk AD', 'Weight Room', and 'Dance'. There are three 'P' icons indicating parking areas: 'Student Parking' at the bottom left, 'Staff Parking' at the bottom right, and 'Staff Parking' at the top right.

# ACADEMIC POLICIES

## A-G REQUIREMENTS

In order to be eligible to apply for a California State University (CSU) or University of California (UC) after graduation, students must complete 15 year-long courses commonly referred to as A-G.

### **A-G Requirements for CSU & UC**

A - History/Social Science	2 years required
B - English	4 years required
C - Math	3 years required (passing IM3); <i>4th Year: A Senior math class <u>strongly recommended</u></i>
D - Laboratory Science	2 years required; <i>3 years recommended</i> 1 year Life Science & 1 Year Physical Science
E - Language Other Than English (same language)	2 years required; <i>3 years recommended</i>
F - Visual and Performing Arts (same discipline)	1 year required
G - College Prep Elective	1 year required

For more information : [Calstate.edu, Freshman: Admission Requirements](https://calstate.edu/freshman/admission-requirements)

## AP COURSES / EXAMS OFFERED

AP Studio Art	AP Psychology
AP Calculus A/B	AP Spanish Language
AP Computer Science Principles	AP Statistics
AP English Language and Composition	AP US History
AP English Literature and Composition	AP US Government and Politics
AP Microeconomics	

## ACADEMIC HONESTY

Center High School students are expected to submit their own work and complete their own assessments without assistance unless the assignment or assessment is collaborative, or sources used are acknowledged.

Center High School does not condone any form of academic dishonesty and holds the highest expectations for students to submit their own, original work or properly cite sources used. Some examples of cheating include, but are not limited to, the following:

1. Sharing answers in any way on assignments, tests, quizzes, or exams.
2. Looking at, receiving, or copying from someone else's paper, assignments, test, quiz, or exam.
3. Talking during a test, quiz, or exam.
4. Using a cheat sheet or any kind of unauthorized notes.
5. Showing someone else your assignment, test, quiz or exam.
6. Turning in someone else's work and claiming it as your own including, but not limited to, work generated by artificial intelligence (AI).

7. Stealing a test, quiz, or exam including, but not limited to, taking pictures of a test, quiz, or exam.
8. Using stolen materials such as a test, quiz, or exam.
9. Using other graded materials, or being in possession of stolen materials/data.
10. Having a cell phone out or on during a test or quiz.
11. Submitting non-cited information found on the internet or elsewhere.
12. Fabricating or altering lab data.
13. Plagiarism:

According to the MLA Style Manual and Guide to Scholarly Publishing, “using another person’s ideas or expressions in your writing without acknowledging the source constitutes plagiarism... to plagiarize is to give the impression that you wrote or thought of something that you in fact borrowed from someone.” The manual regards all of the following actions as plagiarism unless credit is given to the original sources:

- A. Repeating the exact words or phrases of another person or website.
- B. Paraphrasing or rewording someone else’s thoughts.
- C. Using someone else’s argument or line of reasoning.
- D. Using Internet or other translations as your own work.

Possible Consequences to Academic Dishonesty as determined by administration’s discretion:

First Instance:

1. “0” for the assignment
2. Teacher will confer with the student
3. Teacher will notify parents/guardians and inform them of consequences and document in Aeries
4. Teacher will refer the student’s name to administration through SWIS referral

Second Instance:

1. “0” for the assignment and/or quarter mark lowered one full letter grade
2. Teacher will notify student’s counselor
3. Teacher will notify parents and document in Aeries
4. Teacher will refer student’s name to administration through SWIS referral

Third Instance:

1. Same as Second Instance
2. Administrative action will be taken

## **CLASS CHANGE AND ADD/DROP POLICY**

**Students must select courses carefully and are responsible for the selections they request. Please note the following course-change policy when selecting classes:**

A Center High School student is expected to stay in a year-long class the entire year, both semesters—fall and spring. Changing students’ courses mid-year is disruptive to the established classes, the education of the student(s), and staffing. Staffing levels and courses offered for the entire school year are based on the courses students select in the spring of the preceding school year.

**Possible exceptions to this rule are:**

- A student has already completed the course (for example in either summer school or other credit recovery program) after the course was requested or the student was enrolled.
- A student does not meet the recommendation(s) or requirement(s) to be in the class.
- A senior is missing a course needed for graduation or admission to college.

**Program changes only at semester:**

- If a student is to be added to or removed from a program.
- Physical Education classes within the same period may be switched if class numbers permit.

**If a schedule change is required, the following will occur:**

- If the course is either 4<sup>th</sup> or 8<sup>th</sup> period, an early dismissal may be placed in lieu of the class if the student meets early dismissal requirements/criteria.
- Every effort will be made to keep the students with their current teachers.

**Requests to drop an AP course must be made through counseling and follow the AP Course Drop Request protocol.**

This policy is subject to change per administrative discretion and **all requests must be made through the counseling department within the first ten (10) days of the school year.**

### **CREDIT FOR COURSES TAKEN AT A COMMUNITY COLLEGE**

Students planning to take a community college course must meet with their counselor. The Los Rios Community College District requires the Advanced Education Application and Sierra College requires the Academic Enrichment Application. Students must currently possess a 2.70 GPA for the Los Rios Community College District and a 3.00 GPA for Sierra College. Note: The application will be reviewed and approved or denied by your counselor based on the eligibility criteria described above. You must meet the college's minimum requirements in order for your counselor to sign off. One community college unit is equivalent to 3.33 high school credits. The course will be documented on your HS transcript when an official community college transcript is provided. No honor status is given for any community college course.

### **DUAL-ENROLLMENT COURSES AND FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

Students enrolled in a Dual-Enrollment course through Center High School and a higher educational institution, such as Sierra College or American River College, fall under different provisions of FERPA than students enrolled in high school courses. For example, Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their student's records, regardless of whether the student is under the age of 18. High school students attending Sierra College must abide by the same FERPA laws as any other college student. The student must have an agreement signed by the parent on file with the school in order to participate in Dual Enrollment Classes.

### **DUAL ENROLLMENT CLASSES OFFERED**

Astronomy 002 - Introduction to Planetary Systems (Fall semester)  
Astronomy 005 - Introduction to Stars, Galaxies, and Universe (Spring semester)  
Business 241 - Entrepreneurship Starting a Small Business (Fall semester)  
Business 242- Entrepreneurship Small Business Management (Spring semester)  
English 1A - College Reading, Writing and Research (Fall or Spring semester)  
Math 13 - Elementary Statistics (Spring semester)

### **EARNING CREDITS IN HIGH SCHOOL**

Students earn credits toward graduation and a diploma that also appear on a permanent high school transcript. Colleges and future employers may request to review transcripts. Students are not awarded credits for 'F' grades. Students must complete a total of 260 credits in order to graduate from Center High School (see Graduation Requirements below). An additional grade point will be awarded in Honors or AP courses for a grade of 'C' or higher. Ten unexcused absences in a class may result in earning an "F" for that class per Board Policy 5121. Graduation requirements are outlined in Board Policy 6146.1.

### **GRADING STANDARDS**

Grades of A (exceptional), B (above average), C (average), and D (minimum) are passing and earn credits towards graduation. A grade of "F" is failing, and no credit is awarded. Progress reports are available online at the end of the first and third quarters as well as halfway through each quarter at approximately four to five weeks into each quarter. A quarter at Center High School is approximately nine weeks, or half of a semester. Center High

School calendar is available on the school's website: [www.chs.centerusd.org](http://www.chs.centerusd.org). Quarterly progress reports and first semester report cards are sent home with students. Second semester grades are mailed home. Semester grades are recorded on students' transcripts and count towards graduation. Grading standards are outlined in Board Policy 5121.

## **GRADUATION REQUIREMENTS**

In order to earn a diploma from Center High School, students must:

1. Earn 260 credits out of a possible 320 credits
2. Complete the coursework in the subject areas listed below with a passing grade:

<b>SUBJECT</b>	<b>CREDITS</b>	<b>YEAR REQUIREMENT</b>
English	40	Four (4) Years
Physical Science	10	One (1) Year
Biological / Life Science	10	One (1) Year
American History	10	One (1) Year: Junior Year
World History	10	One (1) Year: Sophomore Year
Economics	5	One (1) Semester: Senior Year
Consumer Finance	5	One (1) Semester: Senior Year
US Government	5	One (1) Semester: Senior Year
Ethnic Studies	5	One (1) Semester: Senior Year
Math (including Algebra Requirement)	30	Three (3) Years
Visual and Performing Arts, World Languages (other than English), or Career Technical Education (CTE)	10	One (1) Year
Physical Education	20	Two (2) Years: Freshman/Sophomore Years
Health	5	One (1) Semester
Electives	95	Available Each Year
<b>Total</b>	<b>260</b>	<b>Graduation</b>

## **ONLINE COURSES**

If a student is interested in taking an online course, they must meet with their counselor for approval prior to taking the course.

## **SCHOOL-WIDE LEARNER OUTCOMES (SLO's)**

### **SELF-DIRECTED LEARNER**

- Develops and pursues personal, academic, and career goals
- Accepts responsibility for one's own learning
- Seeks and evaluates information effectively

### **CRITICAL THINKER**

- Effectively identifies, organizes and analyzes problems
- Selects appropriate strategies and technologies to demonstrate understanding

### **EFFECTIVE COMMUNICATOR**

- Demonstrates effective communication using a variety of appropriate methods: speaking, media, arts, reading, technology, listening, and writing

### **QUALITY PRODUCER**

- Plans to create a project that meets or exceeds established standards
- Constructs, evaluates, and revises a product using available technology
- Presents a product that reflects the standards and goals
- Works collaboratively when appropriate

### **RESPONSIBLE CITIZEN**

- Follows all rules: school, society, and community
- Participates in community service
- Respects the differences of others
- Demonstrates honesty, integrity, and respect



## SENIOR FINALS

Teachers may choose to exempt senior students from their final exam or senior students may request from their teacher to be excused from a final exam under the following circumstances:

1. The student, at the time of the final, has an “A” or “B” in the course and either of the following:
  - a. It is the second semester final in a year-long senior course, or
  - b. It is the (only) final in a semester-long senior course
2. Students exempt from a final exam are not excused from class for the day of the final

## ATTENDANCE

### ATTENDANCE - STUDENT

Each student is expected to attend school regularly and be on time. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Please try to schedule appointments outside of the school day. Students and parents are advised to keep track of absences. A note from a doctor will be required after the tenth absence for any reason. After ten unexcused absences in any given class, a student may lose credit for that class per Board Policy 5121. Any student attending less than a full day of classes must have an excused absence cleared by the attendance office for the length of the absence in order to participate in any athletics or extra-curricular activities.

All absences must be excused; excused absences include but not limited to the following.

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Illness                | 4. Court Appearance            |
| 2. Medical Appointment    | 5. Religious Observance        |
| 3. Bereavement or Funeral | 6. School Verified Field Trips |

All absences must be cleared within three days of returning to school from the absence.

Any student entering campus after the 1st/5th tardy bell rings is required to check in at the attendance office. Students arriving less than 30 minutes after the tardy bell will be marked “tardy.” Students arriving 30 minutes or more after the tardy bell will be marked absent, and the absence will be unexcused unless a note is provided.

Students are expected, during an absence, whether excused or not, to reach out to their teachers to get work being done by the class that is required during the absence. A student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (CJUSD AR 5113).

## TARDY/UNEXCUSED PERIOD ABSENCE POLICY

### CHS Tardy Policy

- 1st Tardy = Teacher Warning to student
- 2nd Tardy = Classroom Consequence
- 3rd Tardy = Parent/Guardian contact (documented in Aeries)

**All additional consequences are tracked and assigned through teacher documentation on the tardy tracker sheet**

- 4th Tardy = Detention - assigned through teacher documentation on tardy tracker sheet
- 5th Tardy = Detention and Admin calls home
- 6th Tardy Detention and Parent/Guardian meeting
- 7th Tardy = Detention and class suspension  
(assigned by teacher through SWIS referral and contact home documented in Aeries)
- 8th Tardy = Social Probation
- 9th Tardy = Detention and Escalating Consequences as assigned by an administrator.

Students are expected to arrive to all classes on time **including zero period**. Unless students have a valid excuse to be absent, they are also expected to attend each class. Each semester students who are repeatedly tardy or who have an unexcused period absence (class cut) may incur the following consequences:

- Warning
- Classroom Consequences
- Parent/Guardian Contact
- Lunch Detention
- After-School Detention
- Administrative Call Home
- Social Probation
- Attendance Contract
- In-School Suspension
- Parent/Guardian Meeting

#### **SOCIAL PROBATION MAY INCLUDE:**

Revocation of the privileges in any Extracurricular Activity and/or Athletic Team such as:

- School sanctioned athletic teams
- Cheer/Dance team participation
- Drama/theater practices/productions
- Clubs
- Non Academic Field Trips
- After School Activities such as Homecoming, Dances, Powder Puff or Sports-O-Rama

After School detention will run from 3:30 PM to 4:00 PM and will be held in room 702. Students arriving to detention after 3:30 PM will not be admitted and will be subject to further progressive discipline up to and including suspension at home. Detention takes priority over all other school activities including clubs and athletic practices and games. If a family emergency occurs which prevents a student from attending detention on the day assigned, the parent/guardian must contact the appropriate administrator to schedule the next available detention date.

### **TRUANCY**

The definition of truancy also applies to students who arrive late to school 30 minutes or more without a valid excuse from the parent in person, in writing, or by telephone. Students identified as truant from school will not be permitted to make up missed assignments. If the student's Tardy Slip is marked "no note", the student will be recorded as truant and will have three days to clear his/her absence. If the absence is not cleared, it will remain recorded and enforced as a truancy.

**HABITUAL TRUANCY** is defined by the following

1. Unexcused absence for three full days in a school year
2. Tardy for more than thirty minutes on three occasions in a school year

Board Policy 5121 states:

"The Board believes that 10 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es)."

AR 5121 states:

"Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report."

#### **DISTRICT REQUIREMENTS:**

1. When a student is habitually truant, the school shall convene a conference with the student, parent(s) and teacher(s). At the appropriate time, the student will be referred to the District for action by SARB.
2. When a student is habitually truant from one class at the secondary level, the teacher shall make personal contact with parents.
3. Parents of students in danger of failing a course due to excessive absences must be informed, per Board Policy, by the teacher through personal contact (as defined above).

4. At the secondary level, students who have 10 unexcused absences in a class may receive a failing grade, provided the above three requirements have been met. (Board Policy 5121)

## **BEHAVIOR POLICIES**

### **CLASSROOM BEHAVIOR STANDARDS**

All students will follow class and school expectations including, but not limited to the following:

- No cell phone or electronic device use anywhere on campus during class time.
- Show respect for others by being considerate and courteous.
- Arrive to class on time with appropriate materials.
- Enter the classroom and take your seat quietly.
- Stay on-task for the entire period.
- Follow all staff directions.
- Take care of all grooming needs before entering a classroom/building.
- Keep hands, feet and other objects to yourself.
- Understand that class will begin and be dismissed by the teacher, not the bell.
- Keep workstations neat and safe.

A classroom suspension may result from disruption or defiance when a substitute is present or as a teacher deems necessary, and the teacher will contact parent/guardian per California Ed Code. Students will report directly to the Student Center upon exit of the classroom.

### **COMPUTERS, NETWORKS, AND SOCIAL MEDIA (SEE APPENDIX B)**

When you use school computers, you agree to follow the directions of teachers and staff, the rules of the school and district, and the rules of the computer networks you access. **Please remember to protect your password.** Do not allow anyone else to use your password, and do not use anyone else's password.

Personal devices and/or hotspots used in classrooms must be related to educational purposes and refrain from inappropriate content. When personal devices and/or hotspots are used outside of class on campus content must be school appropriate.

CJUSD students sign a Student Technology Acceptable Use Policy which includes information on:

Responsible Use  
Technology Guidelines  
Prohibited Actions

Privacy and Security  
Online Communication  
Consequences and Liability

Please refer to that document for specific information.

### **DISCIPLINE PROCEDURES**

An important part of the philosophy of Center High School is that all teachers have the right to teach, and all students have the right to learn. Students should be provided with every opportunity to fully experience wholesome and worthwhile learning experiences. The maintenance of good school discipline is an important part of the educational process. The presence of chronic behavior and/or attendance issues is not conducive to effective teaching/learning situations and will not be tolerated. Should a student violate expectations or California Education Code, school administration will take appropriate action as outlined by California Education Code and/or Center Joint Unified School District Board Policies.

### **DRESS CODE**

As an institution focused on education and civic responsibility, Center High School holds high expectations of students and part of those expectations pertains to how students are dressed and groomed for school. Equally, we understand that every student does not have the same resources outside of school. Therefore, we ask for everyone's understanding that it is challenging to have a clearly established definition of "appropriate student

attire” that is equitable and reasonably applicable to a very diverse student population. The following guidelines are intended to establish school wide expectations for student attire and grooming:

1. Clothing, jewelry, personal items (gym bags, backpacks, water bottles, notebooks/binders, etc.) and/or tattoos with language or images that are vulgar, sexually suggestive, discriminatory, promoting prejudice, obscene, libelous, or that promote illegal or violent content, such as weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, are prohibited.
2. Any clothing or accessory related to or promoting gangs is not acceptable.
3. Clothing must be appropriate to a high school setting, worn as intended, and not be excessively revealing.
4. Pajamas are not appropriate attire for school and blankets are not permitted at school.
5. Head coverings, except for those being worn for religious purposes, should be removed prior to entering a school building depending on the classroom guidelines and/or staff direction. Per teacher’s discretion and to protect from over exposure, students may be able to wear head coverings while outside such as in PE or if a class is conducting an activity outside of the classroom.
6. Footwear must be worn at all times; bedroom slippers, “flip-flops,” and similar footwear are not appropriate.

**\* Students identified as violating any part of this dress code will be sent to the office for administrative action such as replacement clothing, or other means of correction.**

**\*\* This list is not all-inclusive. The administration reserves the right to use discretion in deciding what is appropriate or acceptable.**

The official determination of whether or not a student has violated the above will be decided by an administrator. Students violating any part of this dress code will be issued one warning and will be provided alternative clothing, sent home to change into appropriate clothing, or have a parent/guardian bring an alternative item, if necessary. A second violation of the same nature may result in the student being issued an administrative consequence.

NOTE: Teachers in classes such as physical education, labs, or CTE classes, may impose more stringent requirements than the above consistent with the needs of the particular class to ensure student safety.

### **DROP-OFFS / DELIVERIES**

The front office is not designed to receive or deliver students’ items such as P.E. clothes/shoes, sports equipment, food for class parties, balloons, flowers, stuffed animals, cards, cell phones, or money. The office will accept forgotten homework, backpacks, projects, and sack lunches. It is the student’s responsibility to come to pick up the item during the passing period or lunch. The office will not send passes or pull students out of class, nor should a student leave class without a pass from his/her teacher. Center High School is not responsible or liable for items dropped off.

**THIRD PARTY FOOD DELIVERIES:** Students are **NOT** permitted to have food delivered by businesses or third party deliveries. This includes and is not limited to pizza deliveries or deliveries by such vendors as Uber Eats, Grub Hub, etc. that deliver from other establishments. Such vendors will be turned away or food items will be confiscated and held until the end of the day.

### **LEAVING CAMPUS - STUDENTS**

When a student needs to leave campus early, they must sign out with Attendance in the Front Office with one of the following verifications at the time of dismissal from school:

1. Student may be signed out by a parent/guardian.
2. Student may bring a note from the parent/guardian to the Attendance Secretary.
3. The parent/guardian may call the Attendance Secretary to verify the student’s dismissal time prior to the time of dismissal.

**\* Students leaving campus during lunch are subject to disciplinary action by a site administration.**

Failure to follow these procedures will result in the student being marked truant. Students with fewer than four classes per day must get an Early Dismissal badge or sticker. Stickers for physical cards are available from the

Attendance Secretary and digital badges will be placed automatically by school personnel. The office staff may periodically confirm a student check out with a telephone call to the parent/guardian. Individuals not listed on a student's emergency card may not sign out, check out, or acquire student information.

## **PERSONAL ELECTRONIC DEVICES AND CELL PHONE USAGE – CELL PHONE**

### **CENTER HIGH IS NOT RESPONSIBLE FOR ELECTRONIC DEVICES BROUGHT TO CAMPUS**

Students are discouraged from bringing cell phones, cameras, musical devices, games, and other electronic devices to school that are not approved and intended for use for educational purposes. Electronic devices--including but not limited to cell phones, smart watches, gaming devices, wired or wireless headphones or earbuds, etc.--may only be used before and after school, during lunches, and between classes. Smart glasses and other similar devices with the capacity to record (audio or video) are not allowed on campus at any time during the instructional day. All personal electronic devices must be turned off and put away before entering any buildings. Any electronic device being used or that goes off during class time may be confiscated by the teacher and turned over to the administration with a classroom referral. All electronic devices must be used in a manner not to disrupt the school environment. Violations of this policy will result in an appropriate alternative means of correction which will be determined by administration which may include confiscation and parent/guardian pick up.

**Due to concerns of theft, electronic devices are not encouraged on campus. Center High School is not responsible for lost or stolen electronic devices. Center High School staff are not obligated to conduct investigations involving lost or stolen electronic devices.**

Personal devices and/or hotspots used in classrooms must be related to educational purposes and refrain from inappropriate content. When personal devices and/or hotspots are used outside of class on campus content must be school appropriate.

## **RETURNING TO SCHOOL FROM ILLNESS**

Per the direction of CJUSD health personnel, it is requested that students who have left school or stayed home due to symptoms such as fever or vomiting stay home until after the student has been symptom free without the aid of medication for at least 48 hours. Should a student exhibit symptoms of COVID-19, the disease related to the coronavirus, it is recommended to follow county health guidelines.

## **QUESTIONING OR INTERVIEWING A STUDENT AND PARENT NOTIFICATION**

There is no provision in the law requiring a District Administrator to contact a parent/guardian before interviewing a student for any purpose. Administrators have the responsibility to gather information necessary to maintain safety, smooth operation, and order to keep the focus on the educational mission of the school. Even if a student is found to have violated the rules, there is no requirement for prior parent/guardian notification. The district strictly follows discipline procedures specified in the California Education Code. Should interviews uncover a violation of the rules and suspension is warranted, this may follow only under procedures in Education Code section 48911 which calls for advising a student of the charges and evidence and soliciting the student's version of the facts but does not call for notifying parents/guardian(s) in advance.

## **SENIOR EXPECTATIONS**

It is important that all seniors recognize that participation in graduation is a privilege, not a right. Seniors who commit a serious disruption of school activities including, but not limited to, streaking; consuming, possessing or being under the influence of alcohol or illegal drugs; fighting; or any suspendable offense during their senior year may not be allowed to participate in the graduation ceremony or the senior activities associated with the closing week of school. "Pranks" may be considered vandalism, which is a suspendable offense. In addition, seniors who owe the school money must pay all fines prior to graduation practice in order to participate in the graduation ceremony. All seniors and their parents/guardians sign a "Contract of Expectations" at the beginning of the school year detailing the specifics of what is required in order to participate in graduation. Contracts are required of all

seniors, and the expectations and consequences for seniors remain the same whether or not the contract is signed and returned.

## **SEXUAL HARASSMENT**

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. The Board shall not tolerate sexual harassment of any student or district employee by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. The Board encourages students to immediately report incidences of sexual harassment to a school administrator. The Superintendent or Designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to, the following:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body, sex, gender, sexual preference, marital status, etc. or the perceived affiliation with such protected classes.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## **STUDENT IDENTIFICATION**

For purposes of safety, security, and ease of identification in an emergency, all students are issued an electronic identification card. Physical ID Cards can be printed with administrative approval. Students must carry their identification card, physical or digital, while on campus or at any CHS event. Student IDs must be presented when buying anything or picking up merchandise at the ASB window. Student IDs are also necessary when checking out library books, and are required for all school dances and events. Cost for a replacement physical ID card is \$5 and can be paid at the ASB window.

## **STUDENT RESPONSIBILITIES**

All pupils shall comply with the regulations, pursue the required course of study, and abide by the authority of the teachers and staff of Center High School. (California Education Code 48908).

## **STUDENT RIGHTS**

Students have rights, as do all citizens, under the United States and California Constitutions, as well as state law and district policy. Student rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, advisory committees, teachers, school staff, and any other channels of communication, as long as that process does not substantially disrupt the orderly operation of the school.
2. The right to an education in a safe, clean environment.
3. The right to full use of class time for receiving instruction and for learning.
4. The right to fair, consistent, and respectful treatment by staff members and other students.
5. The right to a hearing as established under Education Code 48900.
6. The right to seek redress of grievances through the district's grievance procedure.

## **SUSPENSIONS / EXPULSIONS / SOCIAL PROBATION**

A student may face disciplinary actions such as administrative actions, suspension, expulsion, etc. per California Education Codes 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity. Administrators have the authority to suspend students from school for up to five (5) days. Teachers have the authority to suspend students from their classroom for up to two (2) days. A parent conference will be held for the purpose of addressing the inappropriate behavior. Suspensions shall be imposed only when other means of correction fail to bring about proper conduct or if conduct violates pertinent California Education Codes. A student may be immediately suspended for offenses (a) through (r) of the Suspension Form if the student presents a danger to persons or property.

# **ACTIVITIES AND EXTRACURRICULAR POLICIES**

## **ACTIVITIES**

Student activities are a privilege and a great way for students to develop connections with the school, peers, and staff. Students who have violated school policies can be excluded from activities and events.

Independent Studies students are responsible for staying connected to our Activities Instagram (@chs\_cougars), our school website and grade-level Google Classrooms if they plan to participate in on-campus activities and/or dances. Deadlines and protocols for events will not be different for students on Independent Studies and students may have to visit campus to obtain necessary paperwork to participate at designated times.

Students who graduated early will no longer have access to their CHS student email accounts and Google Classroom subscriptions upon completing their coursework. Other than the graduation ceremony, early graduates who want to attend school events or activities are subject to guest protocols.

Criteria for Earning Graduation Cords: See program director or advisor for the specific criteria required to earn the designated cord or sash.

- |  |  |
|--|--|
| 1. AP Cord                                   | 11. Leadership                         |
| 2. Art                                       | 12. Link Crew                          |
| 3. AVID                                      | 13. Media Communications Academy       |
| 4. California Scholarship Federation         | 14. Music                              |
| 5. College Acceptance (Purple Cord)          | 15. PLTW - Biomedical Sciences         |
| 6. Dance Program                             | 16. PLTW - Engineering                 |
| 7. Educational Talent Search                 | 17. Publications & Yearbook Editors    |
| 8. Future Business Leaders of America (FBLA) | 18. Seal of Biliteracy                 |
| 9. Hispanic Youth Leadership Council         | 19. Senior Class Top Ten               |
| 10. Key Club                                 | 20. Student Council/Student Government |

**ATHLETICS**

**PHILOSOPHY:** Our goal is to produce student athletes who, through sports, learn the importance of sportsmanship, respect, teamwork, physical health, self-improvement, and competition. Through athletics, our student-athletes will learn the skills needed to later become contributing members in a highly competitive society. The use of any steroids or other performance enhancing drugs is a violation of district policy.

**SPORTSMANSHIP:** Sportsmanship is the “golden rule” of athletics. It means treating others as you wish to be treated. As student-athletes, we must develop the practice of playing fair, exercising self-discipline, showing respect for authority, and demonstrating the spirit of hard work and sacrifice. We must take loss or defeat without complaint and victory without gloating. We must always treat opponents with fairness, generosity and courtesy. As student-athletes, we must seriously accept the responsibility and privilege of representing Center High School and our community.

**FAN/SPECTATOR BEHAVIOR:** We encourage all students as well as members of the community to support Center High School athletics by attending athletic events. Good sportsmanship is expected from all CHS fans/spectators. Direct your excitement and support to our teams. Derogatory or unsportsmanlike behavior directed to the opponent or the referees/officials is inappropriate and does not reflect the high standards of Center High School. Fans are expected to treat guests from opposing schools and the referees/officials with respect and courtesy. Any fan/spectator not abiding by these expectations could face removal from the current event and possible exclusion from future contests or events, whether home and away, in which CHS participates.

**ACADEMIC ELIGIBILITY:** All students participating in athletics shall demonstrate satisfactory minimum progress in meeting the requirements of graduation. In order to be eligible for participation, a student must have earned a minimum 2.0 grade point average during the preceding quarter grades. Grades issued at the end of the first and third quarters and grades issued at the end of the first and second semesters will be used to determine eligibility. An athletic eligibility waiver (available for GPA's less than 2.0 with only one 'F') may only be used once during four years of high school.

**PROCEDURES TAKEN BY STUDENT TO APPEAL GPA TO RECEIVE A WAIVER**

1. Student picks up a Grade Appeal Form from the Athletic Director.
2. Student returns completed form to the Athletic Director. After reviewing the appeal, the Athletic Director will approve or deny the appeal on a one-time basis and is responsible for keeping a record of the process.
3. Freshmen are discouraged from using this one-time waiver and may be denied based on a case by case basis.
4. Any student not on track for graduation will be denied a waiver.

**ATHLETIC CLEARANCE:** All clearance materials must be submitted to the following website for “SportsNet” <https://sportsnethost.com/centerhs-parent> and be cleared on SportsNet. A student cannot participate until this approval has been granted unless, during the summer when school offices are closed (registration & student center), then a new incoming athlete can present a valid physical to the head coach. In order to register the student in the system the athlete's parent/guardian will need an exact match of the spelling of the student's first and last name as well as his/her state student ID number (10 digits). As soon as the school's office reopens, registration in SportsNet must occur in order to continue practice/play with the team. A student will not have a student ID number unless registered at CHS.

**ATHLETIC SUSPENSION:** Students should understand that the staff at Center High School strongly believe that the use of tobacco, alcohol and drugs anytime is not acceptable for high school students for health and safety reasons. The staff believe that the current glamorization of the use of tobacco and alcohol is misleading and believe that high school students should be aware of the negative effects of tobacco (including Vaping, e-cigarettes, or use of similar products), alcohol and drug use.



1. Any student who smokes, chews or possesses tobacco in any form anytime during a sport season will be ineligible to represent the school in any interscholastic contest for six weeks, excluding vacation periods. With the coach's permission, the student may continue to practice with a team but may not wear a school uniform or otherwise represent a team at any interscholastic contest. The coach and student will meet to discuss what the student may expect if he/she continues to practice with the team.
2. Any student who uses or possesses alcohol or drugs on or off campus before, during or after school hours shall be ineligible for six weeks of school (vacation periods excluded). With the coach's permission, the student may continue to practice with a team but may not wear a school uniform or otherwise represent a team at any interscholastic contest. A second offense involving alcohol or drugs will cause the student to be ineligible for one calendar year from the date of the infraction. The student may not continue to practice or participate with a team during the calendar year of ineligibility.
3. Any student involved in the sale of drugs or alcohol anytime during season or off-season will be ineligible for one calendar year from the date of the infraction. The student may not continue to practice or participate with a team during the period of ineligibility.

### **ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

**A student must be present at school the day of a contest or activity in order to participate and not have more than one period marked as an unexcused absence.**

Many extracurricular activities, not limited to but including athletics, are available during the year. The California Interscholastic Federation (CIF) and the state of California have established minimum criteria for participation in all CIF sponsored activities. To be eligible to participate in athletics and/or extracurricular events, a student must:

1. Have at least a 2.0 GPA on the report card the preceding quarter. Weekly grade reports or current grades in Aeries are **not** used to determine eligibility.
2. Follow all team, club, group, class, organization, and school expectations (contracts).
3. Maintain good citizenship throughout the season and/or school year.

### **ASSOCIATED STUDENT BODY STICKERS**

The ASB sticker entitles a student to free admission to all home games, free admission to the Welcome Back Dance, and other discounts. Money derived from the sale of ASB stickers goes to support school activities. The cost of the ASB sticker is \$40.00 and may be subject to change.

For the 2025-2026 school year all ASB stickers will be free to students whose families fill out and return the income eligibility form.

### **CALIFORNIA SCHOLARSHIP FEDERATION**

CSF is a state-wide honor society. Members have access to specialized and general scholarships at outstanding universities. Students who are members for four semesters (at least one during senior year) have a seal affixed to their diploma and become Life Members. The CHS CSF chapter selects service projects, activities, and events to attend. To join CSF, the student must fill out an application at the beginning of each semester.

### **CLUBS AND ORGANIZATIONS**

Students have the opportunity to participate in a variety of academic, multicultural, community service, and spirit clubs. On a chosen day in August, all clubs are invited to present during both lunches to allow students the opportunity to gather information on campus clubs and activities.

For information regarding campus clubs, contact the Activities Director at 916-338-7564 or by email at: [jboller@centerusd.org](mailto:jboller@centerusd.org)

For information regarding athletic teams, contact the Athletic Director at 916-338-6420 or by email at: [djbeily@centerusd.org](mailto:djbeily@centerusd.org)

## **DANCE RULES**

### **BUYING A TICKET**

1. To purchase a ticket, CHS students must show their current student ID card and have a completed permission slip. CHS students may not purchase tickets for other CHS students. **Dance tickets are never sold at the door.**
2. Suspended students are ineligible to attend dances for 45 school days from the date of the suspension.
3. A student on social probation will not be able to buy a dance ticket or attend the dance.
4. Students who are late, not admitted, removed, or fail to show for any other reason will not be given a refund.
5. Students cannot purchase tickets for dances if they owe fines/fees to CHS.

### **GUEST PASSES**

1. Guest Passes are available for Juniors and Seniors only for Homecoming and Prom. Those are the only dances where guests are permitted.
2. Completed Guest Passes with approved signature and business card of guest's school administrator are due on the dates listed on the pass. A potential guest who has already graduated high school and under 20 years of age must have prior administrative approval in order to attend.
3. The approved Guest Pass must be presented at the time the ticket is purchased and the CHS student must present his/her current ID.
4. The approved Guest Pass and guest's ID must be presented at the door.
5. Any student who brings a guest will be held responsible for the guest's behavior.
6. To be a guest at a CHS dance, guests must be in at least 9th grade and not over 20 years of age.

### **ENTERING THE DANCE**

1. Student's current CHS ID card is required to gain entrance.
2. The student's name must appear on the official list.
3. Backpacks/oversized purses are not allowed inside any dance. No exceptions.
4. Students will not be admitted to any dance (including prom) or other such extracurricular activities that require a permission slip after one hour from when gates/doors open as noted on the permission slip.
5. All students in attendance are subject to random search and/or drug/alcohol screening as deemed appropriate by the Administration.
6. Once a student has left the dance there is no re-entry.

### **DANCE BEHAVIOR EXPECTATIONS**

1. All dancing considered inappropriate by administration will not be tolerated.
2. Proper attire is required at each dance.
3. All school rules and regulations are in effect at all dances.

### **CONSEQUENCES**

1. Verbal warning will be issued to all students at the dance. Individual students may be removed.
2. If inappropriate behavior continues, the dance will end and all students will be directed to leave the premises.
3. Continued violations of the dance rules will result in immediate removal from dance and possible suspension. Students removed from a dance will not be allowed to attend another CHS dance until they and parent/ guardian have met with an administrator to discuss appropriate behavior.
4. Students caught sneaking into a dance will have their dance privileges revoked for the remainder of the school year and be charged the price of admission.

## **LIBRARY MEDIA CENTER**

The Library Media Center offers a variety of print and electronic materials. The Library has an online catalog and uses an automated checkout system. Computers are available for student use. Students must have a signed pass

when visiting the library during class time. Food and drink are not permitted in the building. Circulation: Student ID cards are bar-coded and used as library cards. Books may be checked out for three weeks and may be renewed upon request. Library materials are to be returned by the due date. It is the student's responsibility to return books on time and to take proper care of checked out materials or a fee of replacement cost will be placed on the student's account.

## **SPORTS ATTENDANCE**

Attendance at sporting events is a privilege and may be subject to an admission charge. Students who have been suspended for the day of an event, or for the Friday before an event that occurs on a weekend, are not eligible to attend.

All sporting event spectators are expected to abide by posted policies, maintain proper sportsmanship, and follow the code of ethics as outlined by California Interscholastic Federation (CIF) Code of Ethics as follows:

It is the duty of all concerned with high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play
2. To eliminate all possibilities which tend to destroy the best values of the game
3. To stress the values derived from playing the game fairly
4. To show cordial courtesy to visiting teams and officials
5. To establish a happy relationship between visitors and hosts
6. To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility
7. To encourage leadership, use of initiative and good judgment by the players on a team
8. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players
9. To remember that an athletic contest is only a game – not a matter of life and death for player, coach, school, officials, fan, community, state or nation.

## **HOUSEKEEPING (OTHER) POLICIES**

### **BICYCLES / SKATEBOARDS / SCOOTERS**

Bicycles must be parked in the bicycle racks provided for that purpose. Scooters and skateboards must be placed in the racks designated for skateboards and scooters located behind the admin building. Students need to provide their own locks. Students must walk/carry their bicycles, longboards, skateboards, and/or scooters when on school property. Student bicycles or other such items locked to fences, gates, or other fixtures outside of the designated area may be removed. The school is not responsible for damaged or stolen locks, locking devices, bicycles, longboards, skateboards, and/or scooters. Bicycles, longboards, skateboards, and/or scooters ridden on school property may be confiscated by school staff which may include confiscation and parent/guardian pick up.

### **CLOSED CAMPUS / VISITORS**

Center High School maintains a closed campus policy. All students leaving campus **must** receive prior clearance through the Attendance Office. Student visitors are not permitted on campus under any circumstances. All adult visitors, who have prior administrative approval, must sign in at the Main Office. Parents/guardians are required to give teachers at least a 24-hour advance notice, and obtain administrative approval if they wish to observe a class.

## **COLLEGE AND CAREER CENTER**

The College & Career Center provides a variety of career exploration materials, activities, and services including: college catalogs/resources, PSAT/SAT test preparation, career speakers, ROP information, college tours, work permits, employment opportunities, scholarship resources, Armed Services, and College/Career Fair.

## **COUNSELING / STUDENT CENTER**

The CHS counselors will assist students with their four-year academic plan, career development and provide personal, social, and crisis interventions. The counseling office will provide student services; enrollment, disenrollment, unofficial transcripts, academic records, test data, and community resources. Students and parents need to make an appointment to see their individual counselor.

Ms. Celina Adams, Intervention Counselor

cadams@centerusd.org

Ms. Ana Perez, 9<sup>th</sup>-12<sup>th</sup> Grade Counselor A-Fe

anaperez@centerusd.org

Mrs. Kim Esposito, 9<sup>th</sup>-12<sup>th</sup> Grade Counselor Fi-Ni

kesposito@centerusd.org

Mrs. Dulce Ramirez, 9<sup>th</sup>-12<sup>th</sup> Grade Counselor No-Z

dramirez@centerusd.org

Parents are encouraged to contact teachers regarding questions about their student's performance in specific classes. IMPORTANT: Every parent/guardian and student is required to sign up for an Aeries Portal Account. This account will allow you to view attendance, grades, assignments and requirements for a successful school year.

Use the QR code to the right or the link below to request a meeting with your counselor.

<https://forms.gle/hKq1X6XVvKfhRwZp9>



## **LOST AND FOUND**

Lost and found items are to be turned into the ASB Office (valuable items) or Student Center (clothing items). Personal property items not claimed will be donated to charity at the end of each semester. Textbooks/library books will be returned to the appropriate teacher or to the Library.

## **LIBRARY**

If you have had a book overdue for more than two weeks, you will receive a notice from the library and an administrator may call you in, and you will have a fine placed on your ASB Account.

Students may renew their book one time, giving them six weeks to read the book. If a teacher requires it for an assignment, students may renew the book two times, giving them nine weeks with the books. Teachers should plan accordingly or have class books for checkout if the book is needed for longer than 9 weeks.

If there is a hold on the book, students may not recheck the book out; however, they may place a hold on it for when the book is returned or if the book is not picked up.

If a student returns a book after they have had a charge placed on their account, the student may receive administrative consequences such as, but not limited to, detention, community service at the school, etc.

## **MEDICATIONS**

Pupils required to take medication during the regular school day (prescription or over the counter) **must** be assisted by the school nurse or other designated school personnel after the school receives the necessary forms completed by the parent/guardian. Prescription forms can be obtained in the Main Office.

## **PARKING / MOTOR VEHICLES**

1. All motor vehicles brought to school by students must be parked in the student parking lot. Visitors are to park in designated spots in the front of the admin building. Students and visitors are not to park in spaces designated for staff.
2. CHS does not accept responsibility for theft or damage to vehicles parked in the school parking lot.
3. Students are not permitted in the parking lot during the school day except by special permission from an administrator.
4. All student drivers must purchase a parking permit from the ASB Office. Permits are \$10 per semester or \$15 for the school year. Students must show their driver's license to buy a permit. Permits must be properly displayed when parked on campus. Cars without permits are subject to ticketing by Law Enforcement.
5. Vehicles must be properly parked in the student lot at all times. Parking in unauthorized areas is prohibited. Vehicles parked in undesignated areas are subject to towing.
6. Safe driving practices are expected in all campus lots and streets.

Violations will result in the loss of parking privileges. Failure to report hitting another car on school property to school administration will result in loss of parking privileges and violates penal code which will involve law enforcement.

## **WITHDRAW GRADES POLICY: WITHDRAW PASS (WP) AND WITHDRAW FAIL (WF)**

After the tenth class period, student withdrawals must be staff initiated and approved by an administrator. After the tenth class period, but before the end of the first or third quarter report period, students will be subject to a “WP” (withdrawal/pass) or “WF” (withdrawal/fail) grade. No credit is awarded, and the WP/WF will appear on the semester transcript. There are no class withdrawals during the final quarter in either semester.

# **Appendix A**

## **Pandemic / Flu Plan**

### Seasonal Flu:

- Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.
- Symptoms include fever, cough, runny nose and muscle pain.
- Complications such as pneumonia are most common in the very young and very old and may result in death.
- Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.

### Mild to Moderate Pandemic:

- Caused by new influenza virus that has not previously circulated and can be easily spread.
- It is likely most people will have no immunity to the new virus; it will
- likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

### Severe Pandemic:

- A severe strain causes more severe illness, results in a greater loss of life and has a greater impact on society.
- Workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.

### Measures to limit the spread of flu:

- Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.
- Cover nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean your hands.
- Wash hands before eating or touching eyes, nose or mouth.
- Encourage vaccination of staff and students for whom the flu vaccine is recommended.
- Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

### Social distancing:

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include:

- Modify, postpone, or cancel large school events.
- Increase space between people at school to at least 3 feet, as much as possible.
- Cancel outdoor recess,
- Open windows if weather permits or run continuous fan on HVAC system while room is occupied or when students leave the room for lunch.
- Consider possible school closure for a short amount of time early in the course of a community outbreak.
- Coordination with Sacramento County Public Health at their request.

# Appendix B

## **Social Media: Passing Along, Posting, and “Outing”**

\* When race, gender, or political ideologies are at or made to be the issue, an entity (school in this instance) can foresee a substantial and material disruption to its environment, both person and place. A person being “outed” for which can have harmful effects, those responsible can be cause for consequence(s) or potentially held liable. Also,

- CJUSD Board Policy: **BP 5131.2** on Bullying
- California Education Codes-
  - o **48900k** - 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.
  - o **48900r** - 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.

- 48900.3 - a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- 48900.4 - a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**Think before you press send, pass-on, post or “out” anyone!!!**

# Appendix C

Center High School and all facilities in the Center Joint Unified School District are tobacco-free zones.

## ARE YOU READY TO QUIT?



## Call the California Smokers' Helpline!

ENGLISH  
**1-800-NO-BUTTS**

KOREAN  
한국어  
**1-800-556-5564**

SPANISH  
**1-800-45-NO-FUME**

VIETNAMESE  
Tiếng Việt  
**1-800-778-8440**

TDD/TTY  
**1-800-933-4TDD**

MANDARIN &  
CANTONESE  
中文  
**1-800-838-8917**

**There is help, and it's FREE!**

**VAPE USERS CALL**  
**1-844-8-NO-VAPE**  
**(1-844-866-8273)**

**OR TEXT**  
**"Quit Vaping"**  
**to 66819**

Must be at least 15 years or older to call or text.

**Nicotine Patches:** Free nicotine patches made possible by funding from  
FIRST 5 California.

To see if you qualify, call 1-800-NO-BUTTS.





# Local Resources

## Phone Counseling & Online Services

### American Cancer Society **FREE**

1-800-277-2345  
Extension 3  
[www.cancer.org](http://www.cancer.org)

### American Lung Association **FREE** Free Counseling and Advice

1-800-LUNG-USA  
[www.ffsonline.org](http://www.ffsonline.org)

### The Truth Initiative The EX Team **FREE**

[www.becomeanex.org](http://www.becomeanex.org)  
or To Quit JUUL/Vaping  
Text DitchJUUL to

**"69% of smokers  
want to QUIT!"**

## Local Classes & Support Groups

### Nicotine Anonymous **FREE**

<http://nica-norcal.org/meetings.html>  
12-step Quit Smoking Program;  
offered at various locations

### Sutter Express Care \$

1-800-972-5547  
[www.sutterexpresscare.com/services/smoking.com](http://www.sutterexpresscare.com/services/smoking.com)  
1, 2, 3 Stop Smoking Program,  
for adults 18+

## Free Quit Kits

### Sacramento County Tobacco Education Program **FREE**

916-875-5869  
[www.bit.ly/tccsacramento](http://www.bit.ly/tccsacramento)

## Health Plan Resources

### Kaiser Permanente Health Education **FREE**

South Sacramento 916-688-2428  
Quit Tobacco Workshop  
Freedom From Tobacco  
Telephone Cessation Coaching  
(1-866-251-4514)  
All services for KP members ONLY

### Mercy HealthCare of Sacramento \$

916-453-4521  
Behavior Modification  
6-week classes  
Wednesdays 5:30pm

### UC Davis Health System **FREE**

916-734-0718  
Toll Free: 1-866-683-2154  
[www.ucdmc.ucdavis.edu/chronicdisease](http://www.ucdmc.ucdavis.edu/chronicdisease)  
Quit Smoking Program;  
Free to all UCD members Only

## Local Pharmacies

### Pucci's Pharmacy \$

916-442-5891 or  
Text 916-796-4514  
<http://www.puccirx.com/>  
Offering Smoking Cessation  
Counseling and \*NRT  
Billed to health plan when eligible

### Ten Acres Pharmacy \$

916-942-9575  
<https://tenacrespharmacy.com>  
Offering Smoking Cessation  
Counseling and \*NRT  
Billed to health plan when eligible

## Other Services

### CVS Minute Clinic \$

1-866-389-2727  
<https://www.cvs.com/minuteclinic/services/smoking-cessation>  
Start to Stop Smoking Cessation  
Program: 1-on-1 consultation

### Department of Veterans Affairs (Veterans Only) **FREE**

1-855-QUIT-VET or  
Text VET to 47848  
<http://www.publichealth.va.gov/smoking/>

### Stop Smoking Sacramento \$

916-729-0737  
[www.stopsmokingsacramento.com](http://www.stopsmokingsacramento.com)  
7 day e-course available,  
Hypnotherapy sessions,  
Neuro-linguistic programming

### Help Me Dr. Ronda, Inc. \$

[www.helpmedronda.com](http://www.helpmedronda.com)  
Free initial consultations;  
Behavioral habit control,  
hypnotherapy sessions  
*Phone counseling available*

### California Rural Indian Health Board (CRIHB) **FREE**

Tobacco Program  
916-929-9761  
<https://crihb.org/>  
Type Of Service: Tobacco  
prevention & education for  
American Indians

*\*Nicotine Replacement Therapy*

For more information, please call the Sacramento County Tobacco Education Program\*  
**916-875-5869**

\*Sacramento County does not endorse or recommend any stop smoking/quit tobacco products, medications, processes, services or resources.  
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