



# ***Brawley Union High School***

## ***Parent Student Handbook***

**2023-2024** [www.brawleyhigh.org](http://www.brawleyhigh.org)

The information provided in this Handbook will serve as annual notification to parents as necessary.

All BUHSD Board Policies can be found at

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030546>

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**We also post information on our social media accounts. Follow us!**

### **Social Media Sites Information**

**Facebook:** Brawley Union High School

**Instagram:** @BrawleyUHSD @DesertValleyHS @buhs\_asb

**Mobile App:** Stay up-to-date with access to events, documents, news from administrators, student stories, and even emergency notifications. You can download the app for free on Google Play or Apple App Store.

Download for Android <https://bit.ly/3rMPiAc>

Download for iPhone <https://apple.co/3BLBquO>

# 2023-2024 BUHS BELL SCHEDULES

<b>Daily Class Schedule</b>			
Period	Warning	Tardy	Dismissal
<b>1/2</b>	7:55	8:00	9:47
Nutrition	9:47		9:54
Passing Period	9:54		10:01
<b>Tutorial</b>		10:01	10:43
Passing Period	10:43		10:50
<b>3/4</b>		10:50	12:32
Lunch	12:32		1:12
Passing Period	1:12		1:19
<b>5/6</b>		1:19	3:01

<b>Collaboration Day Schedule</b>			
Period	Warning	Tardy	Dismissal
<b>1/2</b>	7:55	8:00	9:36
Nutrition	9:36		9:43
Passing Period	9:43		9:50
<b>3/4</b>		9:50	11:26
Lunch	11:26		12:06
Passing Period	12:06		12:13
<b>5/6</b>		12:13	1:49
Teacher Meeting	1:49		3:01

<b>Assembly Class Schedule</b>			
Period	Warning	Tardy	Dismissal
<b>1/2</b>	7:55	8:00	10:50
Nutrition	10:50		10:57
Passing Period	10:57		11:04
<b>3/4</b>		11:04	12:39
Lunch	12:39		1:19
Passing Period	1:19		1:26
<b>5/6</b>		1:26	3:01

<b>Pep Rally Schedule</b>			
Period	Warning	Tardy	Dismissal
<b>1/2</b>	7:55	8:00	9:37
Passing Period	9:44		9:51
<b>Tutorial</b>		9:51	10:21
Passing Period	10:21		10:28
<b>3/4</b>		10:28	12:00
Lunch	12:00		12:40
Passing Period	12:40		12:47
<b>5/6</b>		12:47	2:19
Pep Rally	2:19		3:01

<b>Minimum Day Schedule</b>			
Period	Warning	Tardy	Dismissal
<b>1/2</b>	7:55	8:00	9:24
Passing Period	9:24		9:30
<b>3/4</b>		9:30	10:54
Nutrition	10:54		11:00
Passing Period	11:00		11:06
<b>5/6</b>		11:06	12:30

# 2023-2024 SCHOOL CALENDAR

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Day	Event	Day	Event
August 15	1 <sup>st</sup> Day for Teachers	January 8	Teacher Work Day
August 15-17	Staff Development	January 9	2 <sup>nd</sup> Semester Begins
August 18	Teacher Work Day	January 15	No School ( MLK Holiday)
August 21	1 <sup>st</sup> Day of School (ODD)	January 24	Collaboration Day
August 23	Collaboration Day	January 31	Collaboration Day
August 30	Collaboration Day	February 7	Collaboration Day
September 4	No School (Labor Day)	February 12	No School (Lincoln's Day)
September 13	Minimum Day/Back to School Night	February 19	No School (Presidents Day)
September 20	Collaboration Day	March 1	Staff Development
September 27	Collaboration Day	March 13	Collaboration Day
October 4	Collaboration Day	March 20	Minimum Day/ iCAN Event
October 18	Collaboration Day	March 28	Minimum Day
October 25	Collaboration Day	March 29 - April 5	Spring Break
November 1	Collaboration Day	April 10	Collaboration Day
November 10	No School (Veterans Day)	April 17	Collaboration Day
November 17	Minimum Day	April 24	Collaboration Day
November 20-24	Thanksgiving Break	May 1	Collaboration Day
December 6	Collaboration Day	May 6-May 17	AP Testing
December 13	Collaboration Day	May 22	Collaboration Day
December 22	Minimum Day	May 27	No School (Memorial Day)
December 22	End of 1 <sup>st</sup> Semester	June 5	Collaboration Day
Dec 25- Jan 5	Winter Break	June 6	Last Day of School/Minimum Day/Graduation
		June 7	Teacher Work Day

## Sample ODD/EVEN Schedule

John Doe's Class Schedule	John Doe's Worksheet	YOUR SCHEDULE WORKSHEET
0 – Tutorial Smith Rm. 101	<b>ODD Schedule</b>	<b>ODD Schedule</b>
1 – PE Sandoval Rm. Gym	Period 1 – PE, Sandoval Rm. Gym	Period 1 -
2 – English Kerry Rm. 150	Tutorial – Smith Rm. 101	Tutorial -
3 – Science Garret Rm. 140	Period 3 – Science, Garret Rm. 140	Period 3 -
4 – Math Santiago Rm. 112	Lunch	Lunch
5 – History Loza Rm. 102	Period 5 – History, Loza Rm. 102	Period 5 -
6 - Elective Harkens Rm. 110		
	<b>EVEN Schedule</b>	<b>EVEN Schedule</b>
	Period 2 – English, Kerry Rm. 150	Period 2 -
	Tutorial – Smith Rm. 101	Tutorial -
	Period 4 – Math, Santiago Rm. 102	Period 4 -
	Lunch	Lunch
	Period 6 – Elective, Harkens Rm. 110	Period 6 -

# **BRAWLEY UNION HIGH SCHOOL DIRECTORY**

**Brawley Union High School - 480 N. Imperial Ave., Brawley, CA 92227**

**Administration Office ..... (760) 312-6073 ~ Fax (760) 312-6074**

## **Principal**

Jesse Sanchez ..... jsanchez@brawleyhigh.org

Sandra Cortez, Principal's Secretary ..... scortez@brawleyhigh.org

## **Assistant Principal**

Greg Smith ..... gsmith@brawleyhigh.org

Imelda Sosa, Assistant Principal's Secretary ..... isosa@brawleyhigh.org

## **Director of Education Services**

Bonnie Munguia ..... bmunguia@brawleyhigh.org

## **COUNSELING CENTER**

**Counseling Center ..... (760) 312-6071 ~ Fax (760) 312-6072**

Frank Felix	A - Corr	(760) 312-5153	ffelix@brawleyhigh.org
Ruben Felix	Cort - He	(760) 312-5152	rfelix@brawleyhigh.org
Amy Fargo	Hi - M	(760) 312-5157	afargo@brawleyhigh.org
Susan Villon	N - R	(760) 312-5154	svillon@brawleyhigh.org
Alejandro Castillo	S - Z	(760) 312-5151	acastillo@brawleyhigh.org
Veronica Castro	Migrant Counselor	(760) 312-5156	vcastro@brawleyhigh.org
Jeff Wise	Intervention Counselor	(760) 312-5155	jwise@brawleyhigh.org

## **OTHER IMPORTANT CONTACTS**

Attendance Office	(760) 312-6062	Family Resource Center	(760) 312-6095
Health Aide	(760) 312-6092	Business Office	(760) 312-6068
Special Education	(760) 312-6090	Human Resources	(760) 312-6064
Cafeteria	(760) 312-6069	ICOE Classroom	(760) 351-1096
Bus/Transportation	(760) 351-0354	English Learners/Testing	(760) 312-5819 ext. 4292
Registrar	(760) 312-5158	Director of Safety	(760) 312-6075
ASB Office	(760) 312-6061	Superintendent's Office	(760) 312-6063
Athletics	(760) 312-6065	State & Federal Projects	(760) 312-6087
Library	(760) 312-5819 ext. 4291	Book Depository	(760) 312-5819 ext. 4155

A complete staff directory can be found on our website: [www.brawleyhigh.org](http://www.brawleyhigh.org).

<b>Attendance Office</b> (760) 312-6062 Fax (760) 312-6081	<b>Counseling Center</b> (760) 312-6071 Fax (760) 312-6072	<b>Registrar</b> (760) 312-5158 Fax (760) 312-6072	<b>Administration Office</b> (760) 312-6073 Fax (760) 312-6074	<b>ASB Office</b> (760) 312-6061 Fax (760) 312-6096
Excuse absences Change Address Send materials/ messages for students Sign students out of class for appts Social Services Papers Proof of Enrollment Student Work Permits	Request Homework Make Parent Conference Appointments Get Parent Portal Information and Support Scholarship, College, & Career Info Talk to counselors	Request Transcripts Drop/Transfer Enroll in School  <b>Business Office</b> (760) 312-5819 ext. 4042 Pay Cafeteria & Other Fees/Fines	Check Discipline/ Detention Hours General Information Transportation Waivers Inter-District Requests	PE Clothes School Pictures and IDs Information on Clubs and Activities/ Dances School supplies and gear



# GRADUATION REQUIREMENTS AND A-G REQUIREMENTS

<p align="center"><b>BRAWLEY UNION HIGH SCHOOL GRADUATION REQUIREMENTS</b></p> <p><b>COURSE COMPLETION (220 Credits)</b>  4 years of English  2 years of Science (1 physical and 1 life)  3 years of Mathematics  2 years of Physical Education  (1 year in 9<sup>th</sup> gr., other options may include PE courses, Sports PE, or participation in a sport.)  1 year of Fine Arts, Foreign Language, or CTE  1 year of World Culture  1 year of U. S. History  1 year of Civics  70 credits of electives classes</p> <p><b>COMMUNITY SERVICE</b>  Students will focus on citizenship education and the relationship between classroom work and community volunteerism by contributing 15 hours of community service. Community Service Forms can be found in the Counseling Center and on the school website Counseling Dept. tab, and should be turned into the Counselor of Record.</p> <p><b>2.0 GRADE POINT AVERAGE</b>  An overall GPA 2.0 will be required to graduate from B.U.H.S.</p> <p align="right"><b>(H) = Honors Credit</b>  <b>* = A-G Approval Pending</b></p> <p><b>Post-Secondary Options Include</b>  4-Year University, Community College, Trade School, Military Service, Work Force  See your counselor for any questions you have or help you need in planning for your post-secondary activities.  <a href="http://www.universityofcalifornia.edu">www.universityofcalifornia.edu</a>, <a href="http://www.calstate.edu">www.calstate.edu</a>,  <a href="http://www.cccco.edu">www.cccco.edu</a>, <a href="http://www.californiacolleges.edu">www.californiacolleges.edu</a></p> <p>A complete list of courses can be found in the Counseling Handbook &amp; Course Descriptions.</p> <p><u>COLLEGE &amp; CAREER TECHNICAL EDUCATION – (EC 51229)</u></p>	<p><b>2023-2024 CLASSES THAT MEET UC/CSU A-G SUBJECT REQUIREMENTS AT BUHS</b></p> <p><b>A: History / Social Studies (2 Years Req.)</b>  World Cultures  United States History  AP US History (H)  Civics (Regular, GATE/Honors)  AP World History (H)</p> <p><b>B: English (4 Years Required)</b>  English 1 (Regular, GATE/Honors)  English 2 (Regular, GATE/Honors)  English 3, AP English Language  ERWC, English 4, Applied Medical English  AP English Literature  Transitional English II</p> <p><b>C: Mathematics (3 Years Req; 4 Recommended)</b>  Integrated Math 1, 2, &amp; 3; Intensified Math 1  Financial Algebra  AP Statistics (H) &amp; AP Calculus (H)</p> <p><b>D: Laboratory Science – 1 Year Life Science (L) and 1 Year Physical Science (P)</b>  (2 Years Required; 3 Years Recommended)  Biology (L)  Chemistry(P) Conceptual Physics (P)  Anatomy &amp; Physiology CP (L)  AP Physics (H) (P)  Anatomy &amp; Physiology - H (L)  AP Environmental Science (H) (L)  AP Biology (H) (L)</p> <p><b>E: Foreign Language (2 Yrs Req; 3 Yrs Rec)</b>  Beginning Spanish, Intermediate Spanish  Spanish Grammar &amp; Composition  AP Spanish Language (H)  Introduction to Spanish Literature (H)  AP Spanish Literature (H)</p> <p><b>F: Visual &amp; Performing Arts (1 Year Req)</b>  Art 1/2/3  Drama  Graphic Design  Marching Band  Music Appreciation</p> <p><b>G: College Prep Electives (1 Year Req)</b>  Medical Science and Terminology, Public &amp; Community Health (PACH), Plant Science, Adv. Plant Science, Animal Science, Adv. Animal Science, Earth Science, Exploring Computer Science, AP Computer Science, Leadership, AP Psychology, Publications, Advanced Publications, Intro to Criminal Justice, Procedures in the Justice System, Adv. Welding, Ag Mechanics, Adv. Ag Mechanics</p>
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## **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE & PROGRESS (CAASPP) BP 6162.51 & AR 6162.51**

Each spring, most students in California participate in the statewide testing program, the California Assessment of Student Performance and Progress (CAASPP) System. The tests in the CAASPP System provide information to teachers, parents/guardians, and students about students' progress and readiness for college and career. The Board strongly encourages all students at the applicable grade levels to participate in the state assessments in order to maximize the usefulness of the data and enable the district to meet participation levels required for state and federal accountability systems. A parent/guardian may annually submit to the school a written request to excuse his/her child from any or all parts of the CAASPP assessments for the school year, and such a request shall be granted by the Superintendent or designee. However, district employees shall not solicit or encourage any exemption request on behalf of any student or group of students. For more information on parental exemption waivers please refer to Education Code 60615 and Section 852 in Title 5 of the California Code of Regulations. If you would like more information about the CAASPP System, please visit the Parent/Student tab of the CDE's CAASPP Web page.

### **CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM**

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. There is a fee to take this exam. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net>.

### **SENIOR ATTENDANCE / GRADUATION CEREMONY REQUIREMENT**

Senior students are required to maintain and/or complete a 92% attendance record during their senior year to participate in graduation ceremonies. A maximum of 14 total absences, excused or unexcused, can be accumulated; additional absences will remove those students from graduation ceremony clearance. Graduation ceremony clearance can be earned back by attending designated Saturday Schools/Academies during the school year. Students with special circumstances, in excess of the allotted absences, will be referred to the DAC committee for review.

### **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

In order to encourage and promote academic excellence, all students participating in extra/co-curricular activities shall demonstrate satisfactory progress in meeting the academic requirements of graduation by undertaking the prescribed course of study and meeting the standards of proficiency established by the district and California Interscholastic Federation (CIF).

#### **Academic Eligibility**

In order to be eligible for participation in extra/co-curricular activities, students must meet the following academic requirements:

1. Maintain a 2.0 "C" grade point average during the prior grading period.
2. Be enrolled and pass a minimum of 20 credits of BUIHSD coursework during each grading period.
3. Receive no more than 2 F's per grading period.

If an activity begins in the middle of a grading period, academic eligibility will revert back to the prior grading period.

**Grading Period**—The six grading periods which are used by the Brawley Union High School District to determine eligibility are 6 wk, 12 wk, 1st semester, 6 wk, 12 wk, 2nd semester.

**Students must meet the required standards to remain eligible for participation.**

**CHRONIC ATTENDANCE PROCEDURES** Students who do not have at least 92% attendance will not be allowed to participate in any extracurricular activities until their attendance is over 92%. Activities to include athletics, ASB and clubs, dances, graduation ceremony. Students can have their individual case reviewed in the case of extreme medical issues.

**TRUANCY POLICY** Students who receive a 1st truancy letter will be notified with a warning that any additional truancy letter will result in loss of eligibility for all activities. **Coaches and advisors will be notified.** Students who receive a 2nd truancy letter will lose eligibility to participate in all activities for 2 weeks. Activities to include athletics, ASB clubs, dances or any other extracurricular events. Students who receive a 3rd truancy letter will lose eligibility to participate for the remainder of the year.

**Students can earn back eligibility by completing steps established by the Administration team, located in the Remedy provision.**

**ATTENDANCE REMEDY** Students suspended from extracurricular activities, specifically related to attendance/tardy issues, will be provided the opportunity to earn back said privilege/participation by: maintained consistent attendance until their respective attendance percentage reaches 92% designated requirement. Attending Saturday School or Saturday Academies to buy back, in effect, unexcused absences or tardies resulting in detention hours and/or Saturday Schools.

**STUDENT GUESTS: Non-BUHSD guests, for student dances, prom, etc. must:**

1. Be enrolled as a current high school student
2. Be cleared to attend by the Administrative Office of the school the student is enrolled
3. Provide a current student ID
4. Agree to abide by BUHS student guidelines, policy and dress code

## **EXTRACURRICULAR DRUG TESTING PROGRAM**

On May 26, 2004, Brawley Union High School District Board of Trustees adopted a Mandatory Drug Testing Policy for high school students involved in extracurricular activities or participating on an interscholastic team. The intent of the drug testing program is to create a safe, drug-free environment for students and to assist them in getting help when needed. Our commitment to maintain extra-curricular activities in the Brawley Union High School District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment and prevention of substance abuse by students involved in representing their student body. All students involved must submit an "Extracurricular Consent Form". Names are drawn randomly each week for testing; students never know when names will be drawn or how often. Cal-Test personnel administer the urine test under a confidential procedure.

If a test is determined to be positive, it is sent to an outside laboratory for verification. Parents are notified of positive test results when the outside laboratory confirms the results. Any student who tampers with samples will be treated as a student who has tested positive. A school site administrator meets with the student and parent to explain restrictions and offer support services. No punitive action in regard to the suspension or expulsion process will be taken by the school district due to a positive test. It is our desire to work with students and their families for Safe and Drug-Free Schools in the Brawley Union High School District.

## **STUDENT DISCIPLINE**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teacher of the schools (**Education Code 48908**)

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to teachers and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language (**C.A.C. Title 5 Section 300**). Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playground, or during recess (**Education Code 44807**)

Teachers, administrators or any other certificated employees may assign detention or extra work for infractions of school rules or misconduct. Serious infractions may result in suspension and/or expulsion. **State law mandates expulsions for (1) Possessing, selling or otherwise furnishing a firearm; (2) Brandishing a knife at another person; (3) Unlawfully selling any controlled substance listed in Ch. 2/Div. 10 of the Health and Safety Code (commencing with section 11053); (4) Sexual assault and/or sexual battery; or (5) Possession of an explosive.**

The Board of Education authorizes school officials to conduct searches of students, autos, and school facilities for drugs and weapons. Staff are also authorized to use canines and metal detectors for such searches. The Principal at each school has available for review, copies of district and school rules, including Board Policy (**Education Code 35291**).

### **Student Cell Phone Policy**

Students are allowed to possess cell phones; upon entry to a classroom all cell phones (tablets, media devices) must be placed in a designated location in the classroom (PE Locker during PE). Phones will remain in designated locations during restroom use. At the end of the class period, students may collect their device when exiting the classroom. Failure to comply will result in a Level 2 violation (2.37).

### **Student Responsibility of School Property**

Students and parents are responsible for reimbursing the school district if school property is lost or damaged. Students may fulfill the obligation with a voluntary work plan pending parent approval. Privileges that can be withheld include: 1. participation in any trips held outside school hours if not part of a class assignment; 2. and participation in any school sponsored dances.

### **Mandatory possession of ID's by all students**

Students are expected to have their assigned student ID on their person at all times.

**An Opportunity Placement may be assigned in lieu of a regular suspension at the Administrator's discretion.**

**Administration will make the final decision on any violation covered or not covered in the Discipline Procedures.**

**Brawley Union High School is not responsible for lost, stolen or confiscated personal property (e.g. cell phones, electronic devices, iPods, MP3 players, cameras, electronic games, etc).**

**Education Code 48900.1 - Stipulates that a school may request parents to attend school with his/her child.**

**Education Code 48900.5 - Stipulates that an administrator can declare students dangerous to the school or other students.**

**VC 12653- Stipulates that a student's Driver's License may be canceled by the principal of the school.**

## **DETENTION CENTER / SATURDAY SCHOOL**

Detention may be assigned by the teacher, attendance and Administration Office. Detention hours can be served during after school detention and/or Saturday School. Students must get prior permission from the Administration Office to reschedule detention hours that cannot be served by the due date. The detention schedule is published at the beginning of the year and the Administration Office will communicate any changes and inform students of special dates for students to serve hours.

The Brawley Union High School District will handle non-attendance of detention hours in the following manner:

Once a student collects 6 unserved hours of detention:

1. Student referred to Administrator.
2. Student assigned Opportunity Class according to Level II Discipline Procedures
3. Parent/guardian notification by phone contact.
4. Parent conference held with administrator and counselor. Referral to Family Resource Center, if appropriate.
5. Subsequent violations may result in students being recommended for transfer.

**Saturday School will be assigned to make up missed class time due to unexcused absences and/or for classroom/campus behavior infractions.** Students can only be excused from Saturday School if they bring a note to the Attendance Office, or their parents call the Attendance Office, by 9:00 am on the Monday following the assigned Saturday School. Students will be re-assigned to the next available Saturday School.

The Administration Office will handle non-attendance of Saturday Schools in the following manner:

Once a student collects 3 un-served Saturday Schools:

1. Student referred to Administrator
2. Student assigned Opportunity Class according to Level II Discipline Procedures
3. Parent/guardian notification by phone contact and copy of suspension notice
4. Parent conference held with administrator and counselor. Referral to Family Resource Center, if appropriate.
5. Subsequent violations may result in students being recommended for transfer.

**Brawley Union High School District reserves the right to add/adjust sections to this policy as appropriate when changes are made through the California Education Code, title 5 regulations and PL 94-142**

### **A: TEACHER INITIATED DISCIPLINE PROCEDURES**

Teachers shall visibly post their rules in the classroom so they can be seen by students. At the teacher's discretion, violation of these rules or Level I violations as herein-described shall be disciplined in the manner described below.

- a. First and Second Violation:
  1. Discipline action will be administered by teacher at teacher discretion (Warning; 1 Hour Detention)
- b. Third Violation:
  1. Teacher assigns two (2) hours detention.
  2. Teacher initiates a parent or guardian conference and/or contacts the parent by phone or email.
  3. Students may not be referred to the Administration Office on 4<sup>th</sup> referral unless proper teacher interventions have taken place.
- c. Fourth Violation:
  1. Teacher refers students to the Administration Office.
  2. Teacher notifies the Administration Office of interventions attempted and conferences held prior to referring to the Administration Office.
  3. Administrator and/or Counselor meet with students.
- d. Subsequent Offenses:
  1. Teacher refers students to the Administration Office.
  2. Students will not be sent back to class the same day as referred unless the teacher is notified.
  3. Once a student has been referred to the Administration Office, all referrals are cumulative.
  4. Level II and Level III will be referred to the Administration Office on the first offense.
  5. Expulsion may be recommended sooner in certain cases (Level II and Level III).

### **B: LEVEL I VIOLATIONS**

1. Disrupting school activities.
2. Failing to ID oneself or giving false information.
3. Littering (careless or intentional).
4. Bringing or consuming food or drinks in the classroom or other non-eating areas.
5. Unauthorized sales of food and/or drinks to other students.
6. Loitering (Not limited to the following examples):
  - a. In the parking lot without written authorization.
  - b. In hallways and off limit boundaries during lunch period.
  - c. Out of class without a pass.

7. Failing to comply with the Dress Code.
8. Wearing Non-Prescription sunglasses indoors.
9. Wearing caps or hats indoors.
10. Using electronic signaling devices (i.e. cell phones, mp3 players, iPods, electronic games, etc.) during instructional time. Exceptions may be made for educational use during class time if approved by the teacher and/or administration. On 5<sup>th</sup> referral and thereafter, students will be suspended under a Level II Violation. (Items will be confiscated on each occasion and parents will pick them up after school.)
11. Riding skateboards, skates, scooters, or bicycles on campus.
12. Showing disrespect toward school personnel.
13. Excessive show of affection or inappropriate sexual behavior.
14. Engaging in willful misconduct while in school vehicles.
15. Possessing permanent markers.
16. Possessing of items that contain graffiti/tagging (e.g. binders, backpacks, book covers, etc).
17. Minor incidents of cheating, plagiarism, or other acts of academic dishonesty.

*\*Administration will make the final decision on any violation covered or not covered in the Discipline Procedures.*

## **C: ADMINISTRATOR INITIATED DISCIPLINE PROCEDURES LEVEL 1 VIOLATIONS**

1. Student referred to the Administration Office.
2. The Administration Office assigns detention and/or Saturday School.
3. Parents or guardians are notified by mailing a copy of the discipline referral home.
4. Administrator and/or counselor will confer with the student.
5. Beginning with the 2<sup>nd</sup> referral to the administration office, counselors will be notified in order to confer with students and parents.
6. Upon issuance of a 4th referral student and parent meet with the discipline intervention team and student is placed on a Behavior Intervention Plan. Student/parent referred to Family Resource Center, if applicable.
7. Excessive Level I violations may result in an Opportunity Placement.

*\*Brawley Union High School is not responsible for lost, stolen or confiscated personal property (e.g. cell phones, electronic devices, iPods, MP3 players, cameras, electronic games, etc).*

## **D: LEVEL II VIOLATIONS**

1. Excessive Level I violations.
2. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - 2.2E: 1st Offense - Use of excessive force in cause, attempting to cause physical injury during physical confrontation. Suspend: 3 days, Anger Management counseling mandated, behavior contract required.
  - 2.2F: 2nd Offense - Extended Suspension, moved to Independent Studies for balance of semester.
3. Willful use of force or violence upon the person of another.
4. Possessing fireworks or other incendiary, i.e. lighters, or explosive materials.
5. Possessing/Offering, arranging, or negotiating sale of drug paraphernalia, electronic vapor/wax pen charging devices, components.
6. Caused or attempted to cause damage to school or private property (including tagging, graffiti, damage of school computers, devices, and/or other peripherals).
7. Stole or attempted to steal school or private property.
8. Possession/Use of cigarettes or other forms of tobacco products, including e-cigarettes, wax pens, vapor devices, vapor/wax pen cartridges, containers
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Viewing an obscene act, inappropriate media, vulgarity on a media device within school grounds or during school-related activities.
11. Disturbing the instructional process/disturbing the peace during school hours and/or school activity.
12. Disobeying a directive from administrator, teacher, or other school official or defiance towards authority (e.g. refusing to relinquish cell phone/iPod, failure to report to the office with referral, etc).
13. Knowingly received stolen school or private property.
14. Possessing an imitation firearm. As used in this section, "Imitation Firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Harassing, threatening or intimidating a witness.
16. Engaged in or attempting to engage in hazing.
17. Engaged in or attempting to engage in an act of bullying or cyberbullying, creating a hostile environment.
18. Aiding or abetting the infliction or attempted infliction of physical injury to another person.
19. Minor incidences of sexual harassment.
20. Intentionally causing, attempting to cause, threatening to cause or participating in an Act of Hate Violence.

21. Engaging in incidents of harassment, threats, or intimidation of students, staff, and/or guests/visitors on campus.
22. Making any false fire alarm/bomb threat/tampering with any fire safety device.
23. Insulting or otherwise verbally abusing school personnel.
  - 2.23E: 1st Offense - Extreme level of verbal abuse, suspended 3 days, mandated Anger Management counseling, loss of extra curricular privileges for 2 weeks.
  - 2.23F: 2nd Offense - Suspend 5 days, drop from class (if same teacher/class), move to Credit Recovery/Edgenuity for the remainder of the semester. Forfeiture of extracurricular activities for the remainder of the semester.
24. Entering school grounds without authorization during a suspension.
25. Participating in a food fight.
26. Forgery or falsifying documents or misuse of passes.
27. Trespassing.
28. Gambling.
29. Reckless driving/speeding.
30. Failing to follow directives of school personnel regarding adherence to Dress Code Policy.  
On 5th Violation: Student loses all extracurricular activities for 2 weeks  
Every repeated violation, student forfeits extracurricular activities for 1 week
31. Gang involvement: throwing gang signs, taunting, inviting and/or other methods to start/involved in a gang fight.
32. Defiance towards school rules: Leaving (Off) campus without administrative authorization (Teachers must send students to the office for authorization).
33. Computer misuse including but not limited to damage of equipment or system, stealing data or intellectual property, use of stolen materials for personal gain.
34. Major incidents of academic dishonesty including cheating on tests, unauthorized use of copyrighted materials, sale of materials related to test, project papers and term papers. This also includes electronic possession and/or distribution of copies of assessments and/or answers to assessments.
35. Improper use of computer, including receiving or downloading copyrighted materials or the use of profanity in messages in text and/or downloading or receiving inappropriate material via email or messages.
36. Failing to follow directives of school personnel regarding adherence to cell phones or electronic devices violation.
37. Use of any electronic device in a disruptive or unlawful manner (i.e. recording of fights, unwanted photo taking, transmitting data or images, etc.)
38. Instigating, inciting and/or initiating a fight.
39. Tampering with, by passing, and/or disabling the district's internet filtering system for personal use.
40. Disobeying a directive from the school crossing guard.

**Education Code 48900.5** - Stipulates that an administrator can declare students dangerous to the school or other students.

*\*Administration will make the final decision on any violation covered or not covered in Discipline Procedures.*

## **E: DISCIPLINE PROCEDURES LEVEL II VIOLATIONS**

Except as otherwise provided, the procedures set out below shall be followed for Level II Violations.

- a. First Referral:
  1. Student referred to the Administration Office.
  2. Administrators may suspend student home or assign Opportunity Placement for the remainder of the day plus one (1) school day.
  3. Parent or guardian notification is accomplished by mailing a copy of the discipline referral/suspension notice home.
  4. Parent Conference to be held.
  5. Possible police notification and charges may be filed.\*
  6. Restitution/restoration assigned if necessary.
- b. Second Referral:
  1. Student referred to the Administration Office.
  2. Administrators may suspend student home for the remainder of the day plus three (3) school days.
  3. Parent or guardian notification is accomplished by mailing a copy of discipline referral/suspension notice home.
  4. Students and parents meet with a discipline intervention team and the student is placed on a Behavior Intervention Plan. Student/parent referred to Family Resource Center, if applicable.
  5. Possible police notification and charges may be filed.\*
  6. Restitution/restoration assigned if necessary.
- c. Third Referral:
  1. Student referred to the Administration Office.
  2. Administrators may suspend student home for the remainder of the day plus five (5) school days.
  3. Parent or guardian notified by mailing copies of discipline referral/suspension notice home.
  4. Parent conference and/or pre-expulsion conference to be held.
  5. Possible police notification and charges may be filed. \*
  6. Restitution/restoration assigned if necessary.

School officials may transfer students to an Alternative Education Program or recommend students for expulsion to the Board of Trustees, depending on the severity of the violation or after multiple suspensions.

**\*Police notification may result in students being arrested/handcuffed and taken to the police station.**

**\*Administration will make the final decision on any violation covered or not covered in Discipline Procedures.**

**\*Students that have been constant discipline problems, suspended, truant, or owe fines may be excluded from attending school activities or functions, including sporting events and school dances.**

**\*Students recommended for expulsion will not be allowed to participate in any school extra/co-curricular activities until the expulsion procedure is finalized.**

## **F: LEVEL III VIOLATIONS**

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use.
3. Unlawful possession, use, or under the influence of any controlled substance listed in Ch. 2/Div. 10 of Health and Safety Code (commencing with Section 11053), including alcohol, alcohol beverage or an intoxicant of any kind.
4. Severe incidences of sexual harassment.
5. Committing or attempting to commit robbery/extortion.
6. Assault and/or battery upon any school employee.

**\*Administration will make the final decision on any violation not covered in the Discipline Policy.**

**\*Controlled substance forms may include, but are not limited to: consumables, prescription or over-the-counter medication, beverages, natural remedies, inhalants, topical, topical patches, injectable, etc.**

## **G: DISCIPLINE PROCEDURES LEVEL III VIOLATIONS**

The procedures below shall be followed for Level III Violations.

- a. Student referred to the Administration Office.
- b. Administrator suspends student home for the remainder of the day plus five (5) school days.
- c. Parent guardian notification is accomplished by mailing copies of discipline referral/suspension notice home.
- d. Parent conference and/or pre-expulsion conference to be held.
- e. Possible police notification and charges may be filed.\*
- f. Restitution/restoration assigned if necessary.
- g. School officials may transfer students to an Alternative Education Program or recommend students for expulsion to the Board of Trustees.
- h. Procedures for Level 3 #3:
  - i. Student referred to the Administration Office.
  - ii. Administrator suspends student home for the remainder of the day plus five (5) school days.
  - iii. On the first offense of Level 3 #3, students will not be allowed to participate in any extra-curricular activities for forty-five (45) school days, including, but not limited to ASB, clubs, athletics, school dances, Grad-Nite, and Graduation Ceremony.
  - iv. Students must enroll in and complete a drug and/or alcohol counseling program as an intervention. Students cannot resume participation in extracurricular activities until a program is completed.
  - v. For a 2<sup>nd</sup> offense (within high school career) of unlawful possession, use, or under the influence of a controlled substance, alcohol or toxicant of any kind, students will be referred to the Board of Trustees for expulsion from Brawley Union High School District.

**\*Administration will make the final decision on any violation covered or not covered in the Discipline Procedures.**

**\*Students recommended for expulsion will not be allowed to participate in any school extra/co-curricular activities until the expulsion procedure is finalized.**

## **H: LEVEL IV VIOLATIONS**

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling any controlled substance listed in Ch. 2/Div. 10 of the Health and Safety Code (commencing with section 11053).
4. Sexual assault and/or sexual battery.
5. Possession of an explosive.

**\*Administration will make the final decision on any violation covered or not covered in the Discipline Procedures.**

**\*Controlled substance forms may include, but are not limited to: consumables, prescription or over-the-counter medication, beverages, natural remedies, inhalants, topical, topical patches, injectable, etc.**

## I: DISCIPLINE PROCEDURES LEVEL IV VIOLATIONS

The procedures below shall be followed for Level IV Violations.

- a. Students referred to the Administration Office.
- b. Administrator suspends student home for the remainder of the day plus five (5) school days.
- c. Student suspension may be extended by the Superintendent based upon the findings of the student's violation. Students may not return until the Board of Trustees Expulsion meeting.
- d. Parent guardian notification is accomplished by mailing a copy of the discipline referral/suspension notice home.
- e. Parent conference and pre-expulsion conference to be held.
- f. Police/Fire Marshall will be notified. Students may be arrested/handcuffed and taken to the police station with possible loss of driving privileges.
- g. Restitution/restoration assigned if necessary.
- h. Students will be referred to the Board of Trustees for expulsion from Brawley Union High School District.

**\*Police notification may result in students being arrested/handcuffed and taken to the police station.**

**\*Administration will make the final decision on any violation covered or not covered in Discipline Procedures.**

**\*Students recommended for expulsion will not be allowed to participate in any school extra/co-curricular activities until the expulsion procedure is finalized.**

## DESS CODE

### STUDENTS - DESS CODE (Education Code 35183)

The purpose of adopting these student dress code guidelines is neither to infringe upon any individual student's right to freedom of expression nor enforce codes of morality, style or taste, but rather to encourage students to "dress for success" and to come to school properly prepared for participating in the educational process.

Based upon the findings of the Board of Education, it is necessary that students come to school dressed in a manner that is both conducive to learning and does not present a threat to the health and safety of the school environment. While the District recognizes that there is nothing inherently wrong with certain types of dress or color of dress, when students' dress serves to intimidate or impede the rights of other students, it will be determined that such dress is in violation of this regulation. A student may not remain at school dressed in a manner that (1) creates a safety hazard for said student or for other students at school, and/or (2) constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order. This policy will be enforced at all campuses of the Brawley Union High School District, including extra/co-curricular activities.

When the site administrator/designee determines that a student's appearance or attire is in violation of this regulation, the student may be required to modify his/her appearance, clothing and/or apparel in such a manner that it no longer violates this regulation. If necessary, the student may be taken or sent home with parental or guardian permission to modify unacceptable appearance and/or dress and return to school. Refusal to take steps as described in this regulation will be cause for disciplinary action against the student. Parents and/or guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning.

Dress code violations may include, but are not limited to, the following:

1. Clothing, jewelry or accessories that are dangerous and/or which may present a safety hazard to the wearer or others are not allowed.
2. Clothing, jewelry or accessories with violent, suggestive or obscene statements or designs; with slogans or pictures promoting the use of or involvement with drugs, alcohol, tobacco or any controlled substance; that depict weapons or sexual innuendos are not allowed.
3. Clothing, garments, that are revealing and/or fail to appropriately clothed body parts, is prohibited.
4. Clothing, jewelry or accessories which by virtue of their color, arrangement, trademark, or any other attribute, denotes membership in or affiliation with any gang, including stocking caps, hats, rags, bandanas, shoe laces, or A-Z buckles that advocate drug use, violence, or disruptive behavior, or the wearing of these items in such a manner as to denote affiliation with any gang that advocates violent or disruptive behavior are not allowed.
5. Hats and sunglasses will be used outside buildings only.
6. Saggy pants, slacks or shorts that are worn below the hipbone and/or low on the buttocks are not allowed.
7. Oversized belts, which hang out of the belt loops of pants, slacks, shorts, or skirts, are not allowed.
8. Trench coats are not allowed.

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in this dress code, the Administration will make the final decision. Appropriate action will be taken at that time, and when necessary, a home contact will be made seeking parental cooperation and assistance. Students may be disciplined consistent with the Board's Discipline Policy for repeated dress code violations. All school certificated and classified personnel will be responsible for reporting violations of this dress code.



## STUDENT ATTENDANCE PROCEDURES

The Board of Trustees believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

**In as much as class participation is an integral part of students' learning experiences, parents/ guardians & students shall be encouraged to schedule medical appointments during non-school hours.**

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

**Education Code 48205** (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to the pupil's illness. (2) Due to quarantine under the direction of a county or city health officer. (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered. (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (5) For the purpose of jury duty in the manner provided for by law. (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district. (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**Education Code 48206.3** If a student has a temporary disability which requires that the student stay away from school for more than five consecutive days, individualized home instruction will be provided by the district. It is the parent's responsibility to contact the student's regular school attendance.

**Education Code 48207** If a student has a temporary disability and is in a hospital or other residential health facility which is located outside the district; it is the parent's responsibility to notify the school district in which the hospital is located in the child's presence.

**Education Code 46010.1** School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. AR5113

**Saturday School will be assigned when students have an unexcused absence for 2-3 class periods in one day.**

All absences need to be verified within 3 days of the absence or it will become truancy at the discretion of the Assistant Principal. To excuse an absence, please contact the Attendance Office at (760) 312-6062. Notes should be brought to the Attendance Office before and after school or during lunch.

**Also, any absence of more than 3 days without a doctor's note will be unexcused unless a parent has notified BUHS Administration at least one week prior to the student being absent. Saturday Schools will be issued starting on the 4th day if not pre-approved. We will make arrangements for a short-term independent study contract in approved cases that are pre-approved.**

### ATTENDANCE

A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (<https://www.cde.ca.gov/ls/ai/tr/>)

### EXCESSIVE ABSENTEEISM:

(1) Once a student accumulates 10 EXCUSED absences, a doctor's excuse will be required to clear any further absences (per semester).

(2) All absences, exceeding the initial 10, will be designated as unexcused, per the attendance policy, unless a documented doctor's excuse is provided. CA Ed Code 60901(c)(1).

**SCHOOL ATTENDANCE REVIEW BOARD (SARB)** School Attendance Review Board (SARB) is a board that consists of school site members, and agency members that collaborate to keep students in school and to identify students that persistently miss school. The board follows California's compulsory laws and works with the county SARB and the Imperial County District Attorney's Office. The SARB goal is to keep students in school daily and on time.

**CHRONIC ATTENDANCE PROCEDURES** Students who do not have at least 92% attendance will not be allowed to participate in any extracurricular activities until their attendance is over 92%. Activities to include athletics, ASB and clubs, dances, graduation ceremony. Students can have their individual case reviewed in the case of extreme medical issues.

**TRUANCY POLICY** Students who receive a 1st truancy letter will be notified with a warning that any additional truancy letter will result in loss of eligibility for all activities. **Coaches and advisors will be notified.** Students who receive a 2nd truancy letter will lose eligibility to participate in all activities for 2 weeks. Activities to include athletics, ASB clubs, dances or any other extracurricular events. Students who receive a 3rd truancy letter will lose eligibility to participate for the remainder of the year. **Students can earn back eligibility by completing steps established by the Administration team, located in the Remedy provision.**

**ATTENDANCE REMEDY** Students suspended from extracurricular activities, specifically related to attendance/tardy issues, will be provided the opportunity to earn back said privilege/participation by: maintained consistent attendance until their respective attendance percentage reaches 92% designated requirement. Attending Saturday School or Saturday Academies to buy back, in effect, unexcused absences or tardies resulting in detention hours and/or Saturday Schools.

**TARDY POLICY** The goal of this policy is to get students to class on time, as tardiness is a major disruption to instruction. Teachers and students who are engaged in the daily lesson are hindered by those students who interrupt the classroom by arriving late. The policy incorporates the principles of progressive discipline, beginning with minor consequences and consequences growing in severity with each additional tardy. The tardy count will start over at the beginning of each semester.

A tardy is defined as a student not being in their assigned seat when the bell rings. In addition to notifications listed below, the school will use the Phone system to notify parents if students are tardy to class. **Disciplinary action will be progressive:**

### **CLASSROOM RESPONSE**

**1st Tardy:** Teacher assigns Warning

**2nd Tardy:** 1-Hour Detention

**3rd Tardy:** 2-Hours Detention

**4th Tardy:** Student referred to Administration Office. Students will be sent to the Counseling Center and the Counselor will confer with students. Parents and students are notified of the consequences of following tardies.

**5th Tardy:** Student referred to Administration Office. Students will be suspended for 1 day. Parent conference will be held with an agreement that confirms parents are aware that the 6th and 7th tardy will result in restrictions being put into place for the student.

**6th Tardy:** Student referred to Administration Office. Students are restricted to tutorial and campus during lunch for 2 weeks.

**7th Tardy:** Student referred to Administration Office. Students are restricted to tutorial and campus during lunch for the remainder of the semester.

### **MAKE-UP WORK PROCEDURES**

Students shall be allowed to complete all assignments and tests missed, which can be reasonably provided during an excused absence. Students may be allowed to complete school work missed during an unexcused absence at the discretion of the classroom teacher. The student has the responsibility to make arrangements with the classroom teacher for make-up work. Upon request, the classroom teacher will provide information on make-up work during the student's absence in a reasonable and timely manner. The teacher will use the following make-up schedule in determining the minimal amount of time the student will be allowed for make-up assignments. Students who are absent one day will take previously announced quizzes and tests and hand in previously assigned work the day they return to class. Assignments made and/or quizzes/tests given in their absence should be made up within one class period of returning to the missed class. Students who are absent from class for multiple days are afforded one class day of makeup for each class missed, up to a maximum of three class meetings. The student is responsible for conferring with the teacher to arrange a make-up schedule. Again, work previously assigned is due the day of the student's return.

A student who checks-in late to class and/or leaves early is required to hand in assigned work and make up quizzes/tests on that day. The following are examples of this situation: student activities, medical appointments, etc. Under extenuating circumstances, at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the teacher in a timely manner.

## OTHER DISTRICT POLICIES & PARENT NOTIFICATIONS

The California Education Code (E.C.) requires the governing board of school districts to provide annual notification to parents and guardians of minor pupils regarding the right which they have related to certain activities. The following apply to Brawley Union High School District and Regional Occupational Program students.

### **NONDISCRIMINATION STATEMENT Board Policy 0410**

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the administration office 760-312-6073.

### **CODE OF ETHICS/CONDUCT Board Policies 4119.21, 4219.21, 4319.21; Exhibits 4119.21, 4219.21, 4319.21**

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate. These exhibits outline the Code of Ethics directed by the BUHSD Board of Trustees. [E4119.21 \(Educators\)](#), [E4219.21 \(Classified Employees\)](#), [E4319.21 \(Leaders\)](#)

### **ATTENDANCE OPTIONS**

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are employed within the boundaries of the school district.

### **INTERDISTRICT TRANSFERS Education Code, Section 46600, 46601**

Parents or guardians residing in one school district may apply for their students to attend school in another school district pursuant to an inter-district transfer. If the application is not approved within 30 days, the parent or guardian may appeal to the County Office of Education. Students are not eligible for transfer during the expulsion or disciplinary hearing process.

### **EMPLOYMENT-BASED ATTENDANCE Education Code, Section 48204.7**

Students who live outside district boundaries may apply for home-district status if a parent or guardian works within district boundaries.

### **NOTICE OF ALTERNATIVE SCHOOLS Education Code, Section 58501**

California State law authorizes all school districts to provide for alternative schools, Section 58500 of the Education Code defines alternative school as a separate class group within a school, which is operated in manner, designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- b. Recognize that the best learning takes place when the student learns because of his desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to interest. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- d. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the students, teachers and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative programs in each district.

Brawley Union High School District operates a comprehensive high school (Brawley Union High School), an alternative education high school (Desert Valley High School), and a community day school (Renaissance). BUHS and DVHS operate open campuses for lunch, while Renaissance is closed campus for lunch.

#### **RIGHTS OF PREGNANT OR PARENTING STUDENTS Education Code 222.5 Board Policy 5146**

The Board of Trustees recognizes that responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chances of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

#### **BUHSD LANGUAGE ACQUISITION PROGRAMS Administrative Regulation 6174**

In order to meet the educational needs of English learners, all programs must include English Language Development (ELD) and differentiated instructional strategies. These programs in the district are Sheltered English Immersion (SEI), English Language Mainstream (ELM), or Alternative Program (Alt). Please contact the testing office with questions regarding Language Acquisition Programs at 760-312-5819 ext. 4292.

#### **STUDENT DIRECTORY INFORMATION & ACCESS TO PUPIL RECORDS Administrative Regulation 5125, 5125.3**

**Education Code, Sections 49060-49078, 49708** A parent or legal guardian may review certain educational records. Requests to the principal should be made by the parent or guardian (or by the pupil if he is over 18) during regular school hours of the school day. A charge of twenty-five cents (.25) per page may be made for copies of records. A parent or guardian has the right to challenge the contents of a student's school records.

The material incorporated in these records may specifically include, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, etc.), attendance data scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and verified reports of serious or recurrent behavior problems. Where such records or data include information on more than one student, the parent of any student shall be entitled to receive that part of such record or data that pertains to his/her child. In the event of disagreement concerning the record, the parent or guardian may appeal to the Superintendent. The Superintendent's decision may be appealed in writing to the Governing Board within thirty (30) days. The decision of the Board will be final. In the event of an unfavorable decision, the parent or guardian will then have the right to submit a written statement of his objections. This statement shall become a part of the pupil's school record. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

The District also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, date of attendance, awards and previous school attendance may be released to the specified agencies. No information may be released to private profit making entities other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information.

#### **COLLECTION OF PERSONAL INFORMATION FOR MARKETING OR SALE Administrative Regulation 5022**

Personal information for marketing or sales means individually identifiable information, including a student's or parent/guardian's first and last name, home or other physical address (including street name and the name of the city or town), telephone number, or social security identification number. (20 USC 1232h)

District staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sales.

#### **ACCESS BY MILITARY RECRUITERS: 20 USC 7908**

Federal law requires school districts to provide military recruiters the same access to secondary school pupils as is provided to post secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school within the first 30 days of school if the parent or legal guardian wishes to deny access to any of this information.

#### **PROFESSIONAL QUALIFICATIONS OF TEACHERS Board Policy 4112.2**

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher:

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. Parents may request information regarding the professional qualifications of their child's teacher or paraprofessional working in their classroom by contacting their child's school principal. AR 4222.

#### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

##### **Education Code, Section 33126 & 35256**

Senate Bill 1632 requires "local educational agencies to make these SARCs available through the Internet or through paper copies." In that regard, you may view and download the schools' most current SARC at the following web address: [www.brawleyhigh.org/BUHSSARC](http://www.brawleyhigh.org/BUHSSARC). The BUHS SARC is available in English and Spanish.

#### **HARM OR DESTRUCTION OF ANIMALS (Education Code, Section 32255.1)**

Students have the right to refrain from participation in instruction in which animals are dissected, harmed or destroyed.

#### **SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION Education Code 51938/AB 329**

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases. The new law, AB 329, requires districts to provide comprehensive sexual health education in grades 7-12 and to integrate such instruction with HIV prevention education.

The Brawley Union High School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written & audiovisual educational materials used for comprehensive sexual health/HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker

#### **SPECIAL EDUCATION Education Code, Section 56030 and 56040**

California law requires school districts to make special education programs, and related services, available to individuals with exceptional needs, whose educational goals cannot be met with modifications in general education. Students in the special education program will be provided a Free and Appropriate Public Education (FAPE) with specialized academic instruction, in the Least Restrictive Environment (LRE), at no cost to the parent or child. After all resources and interventions of the general education program have been considered and exhausted, every child will have the right to be referred for special education services. Parents of students in the special education program may request that the Individualized Education Program (IEP) team review their child's plan when deemed necessary. No child will be discriminated against on the basis of their disability. Reasonable accommodations are also available for handicapped students if necessary. (Section 504 of the Rehabilitation Act of 1973).

#### **CHILD FIND SYSTEM (IDENTIFICATION AND REFERRAL) Education Code, Section 56301**

##### **Special Education and Student Study Team**

Children develop at different rates and in different ways. Differences in development may be related to personality, temperament, and/or experiences. Some children may also have health needs that affect their development. It is our district's responsibility to provide a Free and Appropriate Education to all of our students.

If you suspect that your child or a child in your care may have special needs, call Brawley Union High School District. We can start the child in the Student Study Team process to see how we can help your child at BUHSD. After that intervention, the team might recommend testing for eligibility of special education services. Parents must give written permission for the child to be tested and receive special education. All services are confidential and provided at no cost to the family. For further information, contact the Special Education Department at 312-6090.

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973 Board Policy 6164.6**

The Board of Trustees believes that all children, including children with disabilities, should have an opportunity to learn in a safe and nurturing environment. The district shall work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide identified students with disabilities with a free appropriate public education, as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. For more information, please contact the Director of Special Education at (760) 312-6090.

## **EDUCATION EMPOWERMENT ACT OF 1998**

The Education Empowerment Act of 1998 establishes various rights for parents. Parents have the right to (1) inspect instructional materials and to observe activities, (2) children may not be tested for a behavioral mental or emotional evaluation without informed written parental consent, and (3) a pupil may not be compelled to affirm or disavow any particular worldview, religious doctrine, or political opinion.

## **UNIFORM COMPLAINT PROCEDURES Board Policy 1312.3**

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures, such participation shall not in any way affect the status, grades or work assignments of the complainant. The Governing board designates the Superintendent or Designee to receive and investigate complaints and ensure district compliance with law at 480 North Imperial Ave., Brawley, Ca 92227, (760) 312-6063.

## **COMPLAINTS CONCERNING DISTRICT EMPLOYEES Board Policy 1312.1/Administrative Regulation 1312.1**

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. To promote prompt and fair resolution of the complaint, the procedures outlined in AR 1312.1 shall govern the resolution of complaints against district employees.

## **WILLIAMS SETTLEMENT**

### **NOTICE TO PARENTS/GUARDIANS, PUPILS AND TEACHERS REGARDING THE RIGHT TO FILE CERTAIN COMPLAINTS PURSUANT TO EDUCATION CODE SECTION 35186**

#### **Parents, Guardians, Pupils and Teachers:**

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. "Good repair" means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction. Complainants may also use the UCP process to report violations of the Clean School Restroom Act.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credentials to teach the class, including the certification required to teach English learners, if present. "Misassignment" means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized to hold. "Teacher vacancy" means a position to which a single designated certificated employee has not been assigned at the beginning of the school year for the entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for the entire semester.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education. Principal: Mr. Sanchez Phone: (760) 312-6073

## **ADVANCED PLACEMENT EXAMINATION FEES**

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees pursuant to Education Code section 52244. Please contact the High School Administration (760) 312-6073 for information.

## **CAREER COUNSELING & COURSE SELECTION/COLLEGE & CAREER TECHNICAL EDUCATION**

Our counselors provide students with opportunities to explore a wide-range of post-secondary activities according to their interests and preparation. School personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. Students wishing to continue their education may choose among community colleges, California State Universities, private colleges and universities, and the University of California. Each institution has entrance requirements which might include completion of specific high school courses, college entrance exams, and/or personal statements.



You can explore these institutions and their entrance requirements by visiting them on the web at [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu), [www.calstate.edu](http://www.calstate.edu), [www.cccco.edu](http://www.cccco.edu), and/or [www.californiacolleges.edu](http://www.californiacolleges.edu). The list of A-G course requirements for the CSU and UC systems are included in this handbook, along with the courses at BUHS that fulfill each requirement. The Regional Occupational Program (ROP) provides job-training opportunities for high school students and adults. ROP classes are available during the regular school day as well as after school. Students must be at least 16 years of age to participate in ROP courses. BUHS also provides opportunities for students to enroll in Career Technical Education classes, which are suited to students' needs, interests, and abilities. You can find more information at [www.ivrop.org](http://www.ivrop.org), <http://www.cde.ca.gov/ds/si/rp>, or talk to your counselor. All CTE opportunities will be offered without regard to race, color, national origin, sex or handicap.

#### **AVAILABILITY OF PROSPECTUS – Education Codes 49063 and 49091.14**

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact your counselor for a copy of the prospectus.

#### **PROHIBITION OF SEXUAL BIAS IN COURSE OF STUDY (Education Code 221.5)**

High schools shall offer classes and courses to its pupils without regard to the sex of the students and shall provide counseling in the career, vocational, or higher education opportunities without regard to the sex of the student counseled, if such counseling or school program guidance is provided. Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions.

#### **CHALLENGING STUDENT RECORDS – Education Code 49070/Administrative Regulation 5125.3**

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: Inaccurate, an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, not based on the personal observation of a named person with the time and place of the observation noted, misleading, and/or in violation of the privacy or other rights of the student. If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state, orally and/or in writing, the reasons for which the grade was given. Insofar as practicable, the teacher shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, or incompetency, a student's grade as determined by the teacher shall be final. The parent/guardian may appeal this decision to Superintendent and/or Board of Trustees following the steps in Administrative Regulation 5125.3

#### **GRADES/EVALUATION OF STUDENT ACHIEVEMENT – Board Policy 5121/Administrative Regulation 5121**

The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement. Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

#### **GRADE POINT AVERAGE CALCULATION – Administrative Regulation 5121**

The Superintendent or designee shall calculate each student's GPA using the grade points assigned to each letter grade in accordance with this scale: Advanced Placement and Honors courses taken in the Brawley Union High School District receive weighted grade points (A = 5, B = 4, C = 3, D = 1, F = 0) and non-weighted courses receive regular grade points (A = 4, B = 3, C = 2, D = 1, F = 0). The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. When plus and minus designations are added to letter grades, they shall not be considered in determining GPA. Administrative Regulation 5121 contains a list of courses that may receive Pass/Fail credit. Students in grades 10-12 who have received an A in their PE/ Sports PE course, may upon parent request opt for a Pass grade instead. Students are encouraged to consult their counselor prior to making a request for a grade change.

#### **NOTICE OF FAILING GRADES – Education Code 49067/Board Policy 6010/Administrative Regulation 5121**

Whenever it becomes evident to the teacher that the pupil is in danger of failing a course or class, the teacher shall have a conference with or send a written report to the parent/guardian of each such pupil. The refusal of the parent/guardian to attend the conference or to respond to the written report should not preclude the failing of the pupils at the end of the grading period.

#### **GRADEBOOK POSTING PARAMETERS**

Grades should be posted by the teacher within 10 working days of the day the student hands in an assignment. Teachers shall communicate with parents should the posting be extended beyond 10 days.

#### **LATIN HONORS MODEL Board Policy 5128**

Beginning with the Class of 2016, this policy will be implemented to honor academic achievement at graduation based on Latin Honors Model. Students must have completed all requirements for a standard diploma by graduation date.

1. Only the following coursework will be used for the grade point average computation:
  - a. All high school courses taken in grades 9-12 including summer school
  - b. All online courses taken in the Brawley Union High School District

2. Advanced Placement and Honors courses taken at Brawley Union High School District receive weighted grade points as follows: A = 5, B = 4, C = 3, D = 1, F = 0  
Other courses receive grade points as follows, with the exception of those specified in Administrative Regulation #5121:  
A = 4, B = 3, C = 2, D = 1, F = 0
3. GPA will be calculated based on 8 semesters.
4. The three categories for student recognition will be as follows:
  - a. Summa Cum Laude: Students with a GPA of 4.00 or above
  - b. Magna Cum Laude: Students with a GPA of 3.50 to 3.99
  - c. Cum Laude: Students with a GPA of 3.00 to 3.49.

#### **BUHSD MATH PLACEMENT PROCEDURES Board Policy 6152.1 / Exhibit 6152.1**

All incoming 9th grade Brawley Union High School students will be placed in an appropriate high school level course based on the following multiple measures: 8th grade CAASPP math scores, CSU/UC MDTP High School Readiness Test, school designed assessments, teacher recommendation, grades in 7th and 8th grade math courses and any other objective academic indicators that will assist in correct placement.

All 9th grade students will be assessed within the first month of every school year to assure that they are properly placed in math for that year. Those students who are not in the appropriate course will immediately be moved to the math course that meets their level of knowledge in math. Parents and guardians will be notified through registration materials and the high school website of all procedures utilized in the math placement of all high school students. Any parent or guardian may file at any time a complaint with the appropriate administrator if, in their judgment, their child is not properly placed.

Every student will be placed in an appropriate high school level course unless they are a special education student and their IEP has determined the need for a lower level course. Students may, however, be enrolled in an additional math course as a support to the regular course above to assist them with mastering the curriculum, if these particular students have shown to be below grade level.

#### **SURVEYS Education Code 51513; 20 USC 1232h**

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Education Code 51938(c) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12.

#### **FREE SCHOOL LUNCHES AND BREAKFAST Education Code 49510-49520 Administrative Regulation 3551**

To be eligible for free and reduced meals you must fill out an application. All applications are kept in strict confidence and are not shared with any other agencies. Lunch applications are included in the enrollment packet. Breakfast is served everyday in the Cafeteria for \$2.25 or \$.30 reduced price. Lunch costs \$3.50 or \$.40 reduced price. A student qualifying for free or reduced lunch is only eligible to receive one free/reduced breakfast and one free/reduced lunch each day. If a student goes back for a 2nd or 3rd meal, he/she will be charged \$2.25 for each additional breakfast and \$3.50 for each additional lunch. Parents are encouraged to regularly inquire about cafeteria balances and they can also pre pay balances. Parents can check balances and pay online by creating an account on [www.myschoolbucks.com](http://www.myschoolbucks.com). Administrative Regulation 3551 of our Board Policies describes our efforts to help identify students who qualify for free and reduced meal prices and also our procedures for collecting payment.

#### **OFF CAMPUS LUNCH (OPEN CAMPUS) Education Code 44808.5**

The governing board of the Brawley Union High School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled at Brawley Union High School to leave the school grounds during the lunch period.

#### **SECURITY**

In an effort to increase security on the BUHS Campus, during school hours all gates will be closed, except for the Main Gate on N. Imperial Ave. All visitors must enter through the main gate and sign in with the security personnel. Before school, during lunch, and after school, other gates will be open for students to enter and exit smoothly.

#### **ACCEPTABLE USE OF TECHNOLOGY**

Access to Brawley Union High School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All Brawley Union High School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The Brawley Union High School District shall make a diligent effort to filter inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.



## **TITLE IX-DISCRIMINATION**

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to gender stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." If you believe that anyone has been or is being discriminated against, please contact your school principal, or the Superintendent (312-6063) for the proper procedures for filing a grievance. If you choose to do so, grievance may also be made to the Director, Office for Civil Rights, 52 United Nations Plaza, San Francisco, California 94102, and (415) 486-5555.

## **COOPERATION IN CONTROL OF COMMUNICABLE DISEASE AND IMMUNIZATION OF PUPILS & IMMUNIZATIONS Education Code 49403, 49403, and 48216, HSC 120335, 120365, and 120370**

The district must cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in pupils. This cooperation may involve student immunizations, which require parent notice and consent. Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met.

## **ADMINISTRATION OF PRESCRIBED MEDICATION / MEDICATION REGIMEN Education Codes 49423 & 49480**

The parent or legal guardian of any pupil taking medication on a regular basis must inform the Health Aide of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. Any student who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the Health Aide or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken.

## **MEDICAL or HOSPITAL SERVICES**

The district may render reasonable treatment without parental consent. The district will make available medical services for injuries to students after first attempting to contact parents or guardians. No minor shall be compelled to accept such medical services without the consent of his parents if the parent has previously filed with the district a written objection to any medical treatment other than first aid.

## **PHYSICAL EXAMINATIONS Education Code 49451**

Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease.

## **IMMUNIZATIONS– Education Codes 49403 and 48216, HSC 120335, 120365, and 120370**

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children.

The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

## **MENTAL HEALTH SERVICES NOTIFICATION Education Code 49428**

BUHSD is partnered with Imperial County Behavioral Health Services to provide on-site mental health services to students. These services include: Mental Health Services/Therapy, Targeted Case Management, Mental Health Services/ Rehabilitation Technician, Therapeutic Behavioral Services , Substance Use Disorder Treatment. Services can be accessed and are available at the BUHS Family Resource Center. Please contact the BUHS Family Resource Center at 760-312-6095 to access assistance or additional information.

## **GROUP ACCIDENT INSURANCE**

The Brawley Union High School District does not provide medical or dental expense insurance for students injured while at school or while participating in school activities. Parents who do not have insurance programs are encouraged to subscribe to a group insurance plan for their children enrolled in the school of this district. For more information about insurance programs for children, please contact the BUHSD Family Resource Center at 760-312-6095. *All students in grades K-12 participating in sports must have insurance coverage.*

## **HEALTH INSURANCE COVERAGE FOR ATHLETES Education Code 32221.5**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs for student-athletes may be obtained from the Athletic Director or by contacting the BUHSD Family Resource Center at (760) 312-6095.

#### **CIF ACUTE CONCUSSION NOTIFICATION & SUDDEN CARDIAC ARREST WEBPAGE Education Code 49475**

All student-athletes and their parents should read this important information before their first practice. This information will be given to all athletes in their athletic packet.

[http://www.cifeds.org/uploads/2/3/3/6/23368454/cif\\_acute\\_concussion\\_notification\\_form.pdf](http://www.cifeds.org/uploads/2/3/3/6/23368454/cif_acute_concussion_notification_form.pdf)

In addition, we encourage parents and students involved in athletics to read the Sudden Cardiac Arrest (SCA) in Student-Athletes provided by CIF at <http://www.cifstate.org/sports-medicine/sca/index>.

#### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES Administrative Regulation 3541.1**

Transportation for students participating in any school activity (e.g. field trips, athletics or academic competitions, etc.) will be provided in school district vehicles. Exceptions are permissible only when an application has been filed at the school site and prior approval has been granted by an administrator. Students who miss officially scheduled student transportation and arrive at the event after being transported by unapproved private vehicles will not be allowed to participate in the event.

#### **PESTICIDE NOTIFICATION (Education Code 17612)**

The name and active ingredients of all pesticide products expected to be applied at district schools during the upcoming year are listed below:

##### Product Name

565 PWS XLO

Tempo 20 WP

Roundup

Maxforce Ant Granular

Cynoff E C

##### Active Ingredients

Pyrethrin,

Cyfluthrin

Clyphosate, N-(phosphonomethyl) glycine

Hydramethylnon

Glyphosate, Isopropylamine, Salt 50.2%

Parents may register with the district if they wish to receive notification of individual pesticide applications at their school facility. Please contact the Director of Maintenance to request individual pesticide application notification at (760) 312-6082.

#### **ASBESTOS-CONTAINING SCHOOL MATERIAL IN BUILDING**

The Brawley Union High School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Miguel Perez.

#### **VICTIM OF A VIOLENT CRIME (20 USC 7912a)**

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. For more information, please contact the Administration Office.

#### **STUDENTS CONVICTED OF VIOLENT FELONY OR MISDEMEANOR Board Policy 5116.2**

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929) Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee.

#### **HARASSMENT OR BULLYING Board Policy 5131**

According to Board Policy 5131, student conduct that is prohibited includes but is not limited to, discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.

#### **DEFINED**

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

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

#### **EXAMPLES**

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm AR 5131.2(b)

3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

### **REPORTING and FILING COMPLAINTS**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. AR 5131.2(e)

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 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

Note: Districts have the authority to monitor student use of the district's Internet system and to conduct individual searches of student accounts if there is reasonable suspicion that a user has violated district policy or the law; see BP/AR 5145.12 - Search and Seizure and BP/E 6163.4 - Student Use of Technology.

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 employee 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.

### **CORRECTIVE ACTION**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9) AR 5131.2(g)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

### **SEXUAL HARASSMENT Board Policy 5145.7**

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement. The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

#### **SEXUAL HARASSMENT Administrative Regulation 5145.7**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at: Superintendent or Designee, 480 N. Imperial Ave., Brawley, CA 92227, (760) 312-6063, scanalez@brawleyhigh.org.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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

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

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution - Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school. When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

**Confidentiality** - All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

**Response Pending Investigation** - When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

**Notifications** - A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
  2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
- A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
  4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
  5. Be included in the student handbook
  6. Be provided to employees and employee organizations

## Tutorial Period Expectations

Tutorial is a 42-minute period when students can work on classwork, homework, tests, and quizzes for any class. Students must report to their Tutorial classroom and that teacher will call roll. If a student has a pre-approved pass from another teacher, he/she may go to that teacher after 5-minutes when the Tutorial teacher has taken attendance pending there is space available in the receiving classroom. Students shall go to the classroom of the teacher who has given them a pre-approved pass and not wander around campus.

What are our program goals?

- To improve student mastery of content standards
- To improve grades, GPA, and graduation rate
- To provide opportunities for enrichment and make up

How will we assess the effectiveness of the program?

- Improvement on local, state and national assessments
- Reduction in “D” and “F”s at each grading period
- Improvement in GPA or Overall GPA by individual, by department, and by school

How will the students be placed in tutorials?

Counselors’ and Administrators’ Pledge:

- Strategically place the potential “C”, “D” and “F” students with one of the core content teachers
- Disseminate specific information to tutorial teachers regarding the academic needs of their tutorial students
- Reschedule students as their needs change
- Monitor progress at each grading period
- Counselors, Administrators, and Teacher Specialists will actively monitor student movement to insure program implementation

*Teachers’ Pledge:*

1. First 5 minutes of Tutorial
  - a. Take attendance; mark those students not on time, tardy.
  - b. Prepare students to leave for other classes by signing their pre-approved pass, monitor pre-approved and returning passes (Students will not leave to the next class until the 5 minute mark.)
  - c. Monitor that students have appropriate assignments and materials to work
2. Tutorial Time- Teacher in Tutor Role
  - a. Assist or tutor students with their assignments, lessons, or homework
  - b. Actively supervise peer tutoring and student study groups;
  - c. Provide students with opportunities to make up work, assignments, tests, and/or retake tests;
  - d. Teacher will assign each student in their tutorial a grade of Credit/No Credit

*Students’ Pledge:*

- Students will be on time and recognize tutorials are a time to do academic work, read, and make-up experiments, prepare for tests, practice or study the state standards.
- **One credit (Credit/No Credit) will be granted each semester to those students who utilize the tutorial period as prescribed above.**
- Tutorial is not a time for wasting, socializing, wandering around, making phone calls, using electronic devices for recreational use, cheating or copying work from peers, or leaving campus.
- Students who abuse the tutorial time will be subject to disciplinary actions and will not receive any credit.
- Students must obtain a pre-approved pass to move to another class. Students must return signed passes to their tutorial teacher.

## Supplementary Tutorial Procedures

- Any combination of 8 unexcused absences or tardies for the Tutorial period will result in the student being suspended from all activities (this includes sports, anything extracurricular) for 2 weeks. Any combination of 4 unexcused absences/tardies thereafter, suspended for the balance of the semester from activities
- Students with two or more F’s will be restricted to tutorial. Work from those classes provided by the instructor.
- North Campus tutorial class:  
Agriculture students (upperclassmen only) assigned to tutorial in room 88 will be on strict tutorial contracts  
For special events/activities, the Ag Teacher will provide a roster of students approved as participants to Admin/Attendance, will meet the students on the main campus and escort them to the north campus

## **BRAWLEY UNION HIGH SCHOOL SCHOOL-PARENT-STUDENT COMPACT**

Dear Parent /Guardian:

We value your role in working to help your students achieve high academic standards. The purpose of the school-parent compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your student's learning.

### **School's Responsibility:**

- . Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the student to meet all academic standards required to graduate from the Brawley Union High School District.
- . Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your student's progress.
- . Provide opportunities for ongoing communication between you and teachers through Aeries Parent Portal, parent/teacher conferences, and opportunities to talk with members of the staff, volunteer in class, and observe classroom activities.
- . Provide the staff with appropriate professional development activities.
- . Maintain highly qualified teachers.
- . Provide a safe and secure learning environment.

### **Parent/guardian's Responsibility:**

- . Ensure that my student attends school daily and arrives on time.
- . Encourage my students to follow the rules and regulations of the school.
- . Monitor my student's work and utilize Aeries Parent Portal if possible.
- . Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my students.
- . Volunteer in my student's school if my time or schedule permits.
- . Communicate positive information regarding teachers, principal or other campus personnel when discussing school with my student.
- . Seek information regarding my student's progress by conferencing with teachers, counselors, administrators, and other district/school personnel.

### **Student's Responsibility:**

- . Attend school regularly
- . Complete and turn in all classroom and homework assignments on time.
- . Accept responsibility for my own actions.
- . Show respect for myself, other people, and property.
- . Make the effort to do my best to learn.
- . Resolve conflicts peacefully.

### **School, Parents/Guardians, and Student Responsibilities:**

- . Maintain High student expectations.
- . Improve student academic achievement.
- . Build and develop a partnership to assist the students of the community achieve high academic standards.

Please review this compact with your student. The contents of the compact may be discussed with you during a parent/teacher conference as it relates to your student's progress.

Thank you for your support and involvement in your students' education. For more information, please contact the Counseling Center (760-312-6071) or the Administration Office (760-312-6073)

I have read and discussed the contents of the document with my students as it relates to his/her education at Brawley Union High School.

**The signed copy of this form will be kept on file at the school or in our student data system.**



# INVEST in your MENTAL Health

## COPING TIPS

for everyday well-being can help reduce  
unpleasant thoughts, feelings, and  
behaviors.



**PHYSICAL ACTIVITY:**  
**RUN**  
**WALK THE DOG**  
**STRETCH**



**PRACTICE BREATHING:**  
**INHALE FOR 4**  
**HOLD FOR 7**  
**EXHALE FOR 8**



**FIND A HOBBY:**  
**SPORTS**  
**PAINT**  
**GARDENING**



**CONNECT WITH OTHERS:**  
**GO OUT TO THE MOVIES,**  
**PARK, MEAL.**



**SLEEP WELL:**  
**BETWEEN 8-10 HOURS**  
**OF SLEEP PER NIGHT**



**PRACTICE GRATITUDE:**  
**JOURNALING**  
**MORNING OR END OF DAY RITUAL**

**ARE YOU  
EXPERIENCING:**

**sadness, hopelessness,  
anxiety, trouble with  
sleep, poor relationships  
or other life stressors?**



### MENTAL HEALTH SUPPORT RESOURCES:

**SCHOOL-BASED MENTAL HEALTH SPECIALISTS:**  
**MR. MANCERA (BUHS) - SMANCERA@BRAWLEYHIGH.ORG**  
**MRS. MERLIN (DVHS) - SMERLIN@BRAWLEYHIGH.ORG**

**FAMILY RESOURCE CENTER:**  
**RITA ZUNO**  
**760-312-6095**

**SCHOOL COUNSELING CENTER:**  
**MR. WISE**  
**760-312-5155**

**STUDENT SERVICES**  
**760-312-5819 EXT 4072**

**CRISIS TEXT LINE:**  
**TEXT "TALK" TO 741741**

**SUICIDE & CRISIS LIFELINE:**  
**988**

Scan QR codes for  
additional resources:

Imperial County  
Behavioral Health Services



Crisis Resources



ICOE Virtual  
Calming Room

