

STUDENT & PARENT INFORMATION

ACCIDENTS AND INJURIES

All accidents or injuries to students should be reported immediately to the Health Office and an accident report must be completed.

First aid may be administered on campus. There is no school nurse on site; however, the services of a Certified Athletic Trainer and Health Technician are available. If the situation warrants, paramedic services will be requested at parental expense. In all cases, an attempt will be made to notify a parent or guardian as soon as possible.

It is absolutely essential to have a properly completed emergency card with current information on file at the school to ensure prompt and effective treatment and parental notification.

AFTER SCHOOL POLICY

All students are required to leave campus within 20 minutes after the dismissal of school. The only exception to the policy will be those who participate in a sanctioned after-school activity or are using the library (open until 3:30 p.m.) and need to remain on campus.

ALTERNATIVE LEARNING CENTER (A.L.C.)

Hesperia High School's Alternative Learning Center (A.L.C.) is an administrative option in lieu of home suspension. A student assigned to A.L.C. will be confined to a classroom during the normal school day. Students may be assigned a full day, or half day of ALC. The student will be under the supervision of a Hesperia High School staff member who will be responsible to an administrator.

The Alternative Learning Center requires the student to obtain class work from his/her teachers prior to their assigned A.L.C. date. This work is expected to be completed while serving his/her assigned A.L.C.

ALTERNATIVE LEARNING CENTER RULES

The following rules must be followed by all students assigned to the Alternative Learning Center:

1. Students who are given a full or half-day, which may include lunchtime, in the Alternative Learning Center and are unable to complete their assigned time, he/she will be rescheduled for the following day.
2. Students are to report to the room designated for A.L.C. at the assigned time with their chromebook, papers, and pencils.
3. There will be absolutely NO talking except to the supervisor.
4. Students must work productively at all times on work approved by their teachers.
5. Misconduct of any kind will not be tolerated. If a student is removed from A.L.C. for misconduct, he/she will be required to spend another day in A.L.C. or potentially receive a home suspension.
6. Any student who fails to adhere to the rules and regulations set forth in the Alternative Learning Center will be referred to the Discipline Office for progressive disciplinary action.

CLOSED CAMPUS

The School Board Policy of H.U.S.D. mandates that Hesperia High School operate under a closed campus policy. This policy requires that a student is not permitted access to unauthorized or off-limit areas or to leave campus from the time of arrival on campus until the completion of the student's day. The only exceptions are seniors with EARLY DISMISSAL and those students with appropriate off-grounds passes. Violation of Closed Campus policy could result in progressive disciplinary action up to and including suspension.

COMMUNITY SERVICE

Instead of serving an Administrative Detention or A.L.C., Community Service Assignments may be given by the principal's designee. This requires a pupil to perform community service on school grounds during non-school hours. "Community Service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. Parents will be responsible for providing transportation for the students in the event of such an assignment. (E.C. 48900.6).

DETENTION

Hesperia High School's Administrative After-School Detention is a discipline option that school administrators may choose to use at their discretion as an alternative to home suspension. Administrative Detention is held during lunch in the designated detention room.. Students assigned Administrative Detention will receive official notification of the date and time at least 24 hours in advance, unless communicated otherwise with student. Students who fail to attend their assigned date will be assigned Alternative Learning Center (A.L.C.) or additional lunch detentions. All students issued detentions are expected to report on time with schoolwork to complete and comply with the rules of the supervisor. (C.C.R. Title 5, Sec. 353)

DISASTER PREPAREDNESS

It is important for both parents and students to know that all students will be kept at school if a major disaster occurs during school hours. In addition, parents must know that if students are kept at school, they will not be released until signed for by the person(s) listed on the emergency card. Disaster Preparedness Manuals can be viewed in the Discipline Office.

DISCIPLINE POLICY

PHILOSOPHY STATEMENT

It is the philosophy of the Hesperia Unified School District that each and every student in the district is entitled to an equal opportunity to participate in the educational program. In order to provide this, it is essential that adequate control be maintained in the classroom and educational setting.

No person or student has the right to interrupt, restrict, or prevent other students from being provided with an education that is rightfully theirs. Thus, every student shall have an opportunity to receive an education without fear of intimidation, threats, coercion, disruptions, etc. Any activity that violates this right, by whomsoever, shall be vigorously prevented by any and all legal means.

DRESS CODE

The Governing Board believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing and possessions must not present a health or safety hazard or a distraction, which would interfere with the educational process. Any clothing with logos that promote the following brands are prohibited: Cookies, Playboy, Backwoods, or any other alcohol, drug, or pornographic related materials.

When gangs constitute a danger to students, the Superintendent or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity. The dress policy is applicable to all of the district's functions and activities.

Students and parents/guardians shall be informed about the school dress code at the beginning of the year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

EARLY DISMISSAL/LATE ARRIVAL

Seniors who have completed the necessary units for graduation and need to leave campus due to college classes or employment responsibilities may petition the Counseling Office for EARLY DISMISSAL scheduling. Once the student has received the appropriate identification, he/she may leave at the designated time displayed on his/her I.D. card. All seniors must enter/exit through the gate between the gym and library and must wear his/her student identification card attached to an early dismissal/late arrival lanyard. The lanyard must be worn properly and be visible to campus officials when entering or exiting. For a student to have only 4 classes on campus, they must be enrolled in Work Experience, R.O.P., or Victor Valley Community College. Late Arrival/Early Dismissal stamps and lanyards are available in the Counseling Office. NOTE: Students that petition to receive early dismissal are not permitted to have a bus pass issued to them.

EIGHTEEN-YEAR-OLD STUDENT GUIDELINES

Students who are eighteen years or older must sign a contract agreeing to the following conditions in order to remain at HHS: they must continue making adequate progress towards graduation and follow all school rules. If a student commits a suspendable offense or demonstrates poor attendance (including tardies), he/she could lose his/her privilege of earning a diploma at Hesperia High School.

EMERGENCY CARDS

All students must have a current EMERGENCY card on file in the Attendance Office. Students will not be permitted to leave campus for any reason without a current emergency card on file. Students must submit a new emergency card at the beginning of each school year. In the event of any information changes, please notify the Attendance Office.

EXTRA-CURRICULAR ACTIVITIES GUIDELINES

Hesperia High School students who are suspended under California Education Codes 48900 through 48915 will be subject to a 30-school-day exclusion from attending any school-sponsored extracurricular event and/or activity following his/her last issued suspension day.

GRAFFITI

In an effort to provide the safest school environment possible, students are PROHIBITED from having any graffiti, graffiti art, gang symbols, inappropriate writings/symbols in or on school materials including (but not limited to) books, notebooks, note paper, clothing, backpacks, etc. Violation of this policy can result in progressive discipline measures under California Education Code 48900 f and/or 48900 k. In addition, possession of graffiti tools such as markers, Sharpies, and spray paint will also result in discipline procedures.

HALL PASSES

Students are permitted to leave class only for emergencies or for the most important of reasons, and must in all circumstances have a pass in their possession. All passes must contain name, date, and time. It is the student's responsibility to have the pass before leaving the classroom. Students leaving class without a pass will be considered truant and will be dealt with accordingly.

1. No student will be allowed out on campus during class time without a proper written pass.
2. Passes cannot be issued to students during the first/last 10 minutes of the period.
3. Only one student from a class is allowed on a pass at any one time.
4. A student sent to the Vice Principal's Office for discipline reasons should carry a referral form.
5. Students who wish to see the Health Tech. must check into his/her class first and use the appropriate pass to gain access.

The following are NOT valid reasons for hall passes: to get sodas, use the phone, or talk with counselor, administrator, textbook clerk, or other H.H.S. Office Staff. Appointments can be made with school site departments before school, at lunch, or after school. The student will be notified of the appointment by a call slip.

HEALTH OFFICE

The school Health Tech is available to students from 7:30 a.m. through 3:00 p.m. Students who feel ill or need medical attention should report to their class first, get a pass from their instructor, and then report to the Health Office. It is imperative that a current EMERGENCY CARD is on file for each student so that the proper medical attention can be secured in case of illness or injury.

INTERNET ACCESS

Students will have access to the Internet in the library and various classrooms. However, students must have a valid Student I.D. that shows Internet access has been granted. Student I.D. cards will be marked after a student has completed an 'Internet Use Agreement.'

LIBRARY

Students can access the library before school, at lunch, and after school. Current hours are posted in the library. When coming to the library during class time, students will need a gold pass from his/her teacher and student I.D. card. Students will be sent back to class if they come unprepared. The Hesperia High School Library circulates its books through the Follett Library System. Our library has approximately 10,000 books, which can be accessed through our computer by the author, title, subject, or call number. You can also access electronic books through Follettsshelf.com (contact the librarian).

In order to check out library materials, students must present their student I.D. card to library personnel. Books are circulated for two weeks and can be renewed twice. Patrons are allowed to check out two books at a time, unless research is involved, and then exceptions can be made.

Once a month, an overdue list is posted in the library and overdue notices are sent to homerooms as a reminder to return overdue books. We do not fine our patrons; however, we request that they return library materials on time. If you need to keep the book(s) longer, please renew the item(s) before it becomes due. The library will bill for lost items.

Our library also offers a computer technology center, which features Internet accessibility. Computer access requires the completion of a Technology/Internet User Agreement Form. For further information, contact the librarian.

OFF-GROUNDS PASSES

If you need to remove your student from class for an appointment or an emergency, please keep in mind it may take as long as 30 minutes if you have not called ahead. For appointments you may tell us the day, week, or month ahead. This allows us to plan ahead and have the pass taken to your student so that he/she may meet you in the front of the school. It is not necessary for you to sign him/her out in person. If the biological parent is not picking the student up, we may request that they come in to the office to show I.D.

The administrative policy in place does not allow you to remove your student during the last 30 minutes of the school day. **There are no off-grounds passes issued after 2:00 p.m.**

If your student is in P.E. at the time of dismissal, we do not remove students from P.E. as it is difficult to find them on the field and the locker room is locked.

FOR PLANNED DOCTOR OR DENTAL APPOINTMENTS

You may let us know as far as a one month in advance of appointments. We will put the appointment on our calendar. The student may come in the day of the appointment and ask for the pass before class starts.

OFF-LIMIT AREAS

Due to the size of our campus and our limited number of custodians and security personnel, it is necessary to limit the areas where students may congregate during lunch time and breaks. Off limit areas are:

1. All areas in front of the school.
2. The soccer, baseball, softball or football fields unless a coach/teacher/staff is present.
3. The "W"-wing classrooms, main gym, weight training, dance, or wrestling rooms unless a coach/ teacher/staff is present.
4. All parking lots.
5. All areas north of the "N" buildings (designated white/red lines) during lunch.

OFFICE PHONES – STUDENT USE

Office telephones are for office business only. Exceptions will be made on a case-by-case basis.

PROGRESSIVE DISCIPLINE ACTION PLAN

1. Classroom Disruption or Defiance 48900K
1st Offense - Two (2) days of classroom suspension. Teacher must contact parent before the end of the day.
2nd Offense - One (1) to five (5) days of classroom suspension and/or assign A.L.C. (Alternative Learning Center). Parent will be contacted before the end of the day.
3rd Offense - Assign A.L.C. and Vice Principal may set up a mandatory teacher/parent meeting.
4th Offense or more - Possible at-home suspension.
2. Use of profanity in classroom or on campus 48900i – assign A.L.C. or one(1) to five (5) days of home suspension.
3. Theft, property damage, and/or graffiti (this includes books, Chromebooks, backpacks, etc.) 48900f - assign one (1) to five (5) days A.L.C. or one (1) to five (5) days of home suspension.
4. P.E. non-suits (Disruption of School Activities/Defiance) 48900K
Loaners will be available to all students, all the time; however, refusal to use P.E. loaners will result in:
1st offense – Parent Contact and Lunch Detention
2nd offense - Half (1/2) day A.L.C.
3rd offense - One (1) day suspension
4th offense - Possible home suspension

5. Tardies 48900k:
 - 1st-4th offenses – Verbal warning
 - 5th offense – Two Lunch Detentions (1 hour total)
 - 10th offense – Half (½) day A.L.C.
 - 15th offense – One (1) day A.L.C.
 - 20th offense – One (1) days home suspension
 - 25th offense – Two (2) days home suspension
 - 30th offense – Three (3) days home suspension
 - 35th offense – Four (4) days home suspension

** Students more than 5 minutes late but less than 30 will be marked as a tardy and sent to Student Support.

6. Tardy Sweep
If your student is late to school, he/she must check in through the Attendance Office. In order to be excused from Tardy Sweep he/she must come in with a note or a phone call must arrive before he/she enters. Please keep in mind, a student is only allowed to have 3 excused tardies per quarter. Any more than this, the student will be sent to Tardy Sweep. If there is a medical reason, please furnish the school with a doctor's note.
7. No Show to Lunch Detention
Students who fail to arrive to Lunch Detention will be assigned a half day of A.L.C. the following day.
8. Truancies:
 - 1st offense – Possible S.A.R.B. 1 and one (1) to five (5) lunch detentions assigned
 - 2nd offense – Possible S.A.R.B. 2 and assigned A.L.C
 - 3rd offense or more – Possible S.A.R.B. 3 and home suspension
9. Cheating/plagiarism – 0% grade on assignment/project or exam and a possible one (1) to five (5) days class suspension and/or lunch detention.
10. Dress code violation:
 - 1st offense – Verbal warning (cover up if necessary)
 - 2nd offense – Lunch Detention and Parent Contact (cover up if necessary)
 - 3rd offense or more – Possible one (1) day A.L.C. or home suspension
11. Fighting:
 - 1st offense – Home suspension and possible citation by school police
 - 2nd offense – Home suspension, possible citation by school police, possible referral for expulsion
12. Electronic Device – (out in class/out on campus):
 - 1st offense – Student pick-up after school
 - 2nd offense – Parent pick-up
 - 3rd offense – Lunch Detention and parent pick-up
 - 4th Offense or more – Half Day ALC, lunch detention and parent pick-up
 - 5th Offense- Full day ALC and parent pick-up

Electronic Devices – It is recommended that students not bring their electronic devices other than school issued Chromebooks on campus. H.U.S.D. and/or H.H.S. will not be responsible in any way for loss or damage of any of these items brought on campus.

13. All California Education Code 48900 infractions could result in a one (1) to five (5) day home suspension with possible recommendation for expulsion from H.U.S.D.
14. Suspension Alternative Program - In all suspendable offenses, administration reserves the right to modify an at-home suspension and replace it with the suspension alternative program, which is designed to educate students on their decisions and to prevent repeat offenses.

STUDENT RECORDS/INFORMATION

Information can be given out about a student once it has been verified that the requesting party is the parent or legal guardian. Verification will be made by asking questions such as birth date, place of birth, middle name, or anything listed on the emergency card.

STUDENT RIGHTS

Hesperia High School believes in the positive contributions our students make to their school and community. Our hope is that these contributions continue to be fostered by the school and its programs as well as its procedures.

The duties and responsibilities of students along with the consequences for violating those responsibilities are specified by various codes and policies. The school and district are legally bound to inform all students of these consequences.

Along with the responsibilities that each student must follow come the students' rights, listed as follows:

1. Students have the right to an education, which is purposeful, significant, and comprehensive as judged by the educational standards for public schools. Students have the right to participate in their education by being represented on committees that allow them curriculum input that at least partly reflects their concerns and interest.
2. Students have the right to a reasonable expectation of physical safety and protection of personal property on school grounds during normal school hours and during school-sponsored activities.
3. Students have the right to reasonable notification of the rules and policies that govern their school.
4. Students have the right to freedom of association and thus may form political or social organizations as long as these organizations do not infringe on the rights of others and are not secret in nature.
5. Students have the right to organize and create a student government. They also have the right to freely elect or appoint their peers to student government positions under the guidelines of the school constitution.
6. Students have the right to present petitions, complaints or grievances to authorities, and the right to speedy judgment regarding the above.
7. Students have the right to the same respect from school personnel that they are asked to show.
8. Students have the right to the free exercise of silent speech through buttons, arm bands or other displays on their persons as long as it is nothing slanderous, libelous, obscene or disruptive according to the current legal definitions.
9. Students have the right, on their own campus, to distribute political literature, newspapers, or other printed matter as long as it is not slanderous, libelous or obscene according to current legal definitions. All materials must be submitted for prior review to the A.S.B. Office at least 24 hours in advance of the distribution date. There shall be no interruption of classrooms in the exercise of this right.

TARDY GUIDELINES

1. The only acceptable excuses for being late to school are:
 - Illness
 - Doctor/Dentist appointment
 - Family medical emergency
 - Loss of electricityIf your student is late to school, he/she must check in through the Attendance Office. In order to be excused from Tardy Sweep he/she must come in with a note or a phone call must arrive before he/she enters. Please keep in mind, a student is only allowed to have 3 excused tardies per quarter. Any more than this, the student will be sent to Tardy Sweep. If there is a medical reason, please furnish the school with a doctor's note.
2. Throughout the school day, students that are not in class when the tardy bell rings may be sent to Tardy Sweep and assigned a lunch detention.
3. Students who are found loitering in front of the campus will be sent directly to Student Support.
4. See Progressive Discipline Action Plan for tardy discipline consequences.

TEXTBOOKS/CHROMEBOOKS

When a textbook and/or Chromebook is issued to you, please check it immediately for damages or marks. If you detect any problems, you should note them. Once the textbook and/or Chromebook is issued to you, you are responsible for the item(s) until it is returned to the person who issued it to you. Please protect these item(s) at all times. You will be billed for the full replacement price if a textbook and/or Chromebook is lost or stolen. There will also be a charge for any/all damaged items.

One of the major expenses at H.H.S. is textbook and Chromebook losses. In an attempt to collect this money, the high school reserves the right not to mail home grade reports when students have outstanding textbook and/or Chromebook charges. When a student checks out of school, records will be delayed until all textbook and/or Chromebook charges have been cleared.

Students owing monies will not be allowed to participate in school activities. In addition, seniors will not be allowed to participate in Prom or graduation activities, nor will they receive their diplomas until their financial responsibilities have been met.

THEFT DISCLAIMER

The Hesperia Unified School District is not responsible for lost or stolen items. The individual student is responsible for his/her personal property and for textbooks or other school items checked out to him/her. We make every attempt to secure and protect all property at our schools, but we are not responsible for any personal property brought to school including clothing, backpacks, musical instruments and/or other equipment. It is recommended that students make sure they secure their P.E. locker. It is also recommended that students do not share lockers or lock combinations with anyone.

VISITOR(S) CHECK-IN PROCEDURES

Parents are always welcome at Hesperia High School. We ask that an appointment or contact be made with the instructor in order to visit a classroom. Parents/guardians must go to the receptionist desk and sign in. Visitors will be asked to show a valid ID to be scanned. Visitors will be given a Visitor's Pass. A campus assistant will be contacted to escort the visitor. Former students or minors who attend school elsewhere are not allowed on campus for security reasons. If you check out of Hesperia High School and need to pick up records or return materials, you must make an appointment. Visitors should return their pass and check out through the front office upon leaving campus.

STUDENT ACCEPTABLE USE – GRADES 6-12

The students and staff in Hesperia Unified School District are encouraged to make innovative and creative use of information technologies in support of education and research. Use of the HUSD network is intended only for purposes consistent with educational and curricular objectives. The purpose of this policy is to ensure appropriate, responsible, ethical, and legal use of technology within our HUSD community. HUSD teachers and instructional support staff are committed to instruct all students about appropriate use of technology, including the need to protect personal information, online behavior with respect to other individuals, and awareness of and response to cyberbullying.

Expectations and Rules

Students and staff should use school and district technology resources in a way that is respectful, honest, and supportive of educational goals. Students are expected to avoid computer activities that interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by school or district policy. The following rules are intended to clarify expectations for conduct. However, they are not all - inclusive as it is impossible to define every possible student behavior with technology. Students must use technology appropriately and in accordance with all other school rules or policies. The district reserves the right to monitor student use of technology at its various sites. Additionally, schools may apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or wellbeing of students or other members of the community. (EC 48900-48915)

Guidelines for Student Use of Technology and the Internet

1. Your online behavior may have an impact on your school whenever and wherever you use online communication. This includes, but is not limited to, email, chat, instant messaging, texting, gaming, and social networking sites. Be courteous and respectful in all online communication with classmates and teachers.
2. You must not reveal personal information such as your home address or phone number, or those of other students. Use the school address and phone number only.
3. Do not share your password(s) with anyone or use anyone else's password. If you become aware of another individual's password, inform that person and a teacher or administrator.
4. Do not use language that is considered offensive or threatening to persons of a particular race, gender, religion, or sexual orientation, or to persons with disabilities. Treat others as you would wish to be treated. Do not send, receive, display, or access defamatory, inaccurate, abusive, obscene, profane, threatening, harassing, or illegal materials.
5. Do not use the network to encourage any activity prohibited by law.
6. Use HUSD technology resources and school issued Chromebook for school-related activities only. Do not play games, send messages, or access music/videos at school unless it is part of the curriculum and is authorized by a teacher.
7. Vandalism is any attempt to harm or destroy another person's data, the school's software or hardware, or school-issued Chromebooks. Vandalism will result in discipline and limitation of your privileges. Do not alter computer equipment as set up by the system administrator or use the network in such a way that you disrupt the use of the network by others.
8. Plagiarism is taking someone else's writing, image, or idea and presenting it as your own. Plagiarism in any form is not accepted by the staff and students of Hesperia Unified School District.

STUDENT ACCEPTABLE USE – GRADES 6-12 (CONT'D)

Technology and Online Safety Rules

1. I will not share or post online personally identifying information about myself or other members of my school community.
2. I will not share my school password with anyone else nor use others' school passwords. I will be ethical and respect the privacy of others throughout the district network and on the internet. I will not share nor access others' folders, files, or data without authorization.
3. I will not play games, send messages, or access music and videos at school unless it is part of the curriculum and is authorized by a teacher.
4. I will not use district technology resources for commercial activity or to seek monetary gain
5. I will not use the network to encourage any activity prohibited by law including promoting the use or sale of controlled substances or spreading offensive, lewd, or pornographic materials.
6. I will not download or search for any material that is offensive, lewd, pornographic, or inappropriate in any way. If I mistakenly access inappropriate information, I will notify a teacher or staff member immediately so the material can be blocked
7. I will not plagiarize from any sources. I will properly cite any resources that I use in my schoolwork. Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.)
8. I will not deliberately perform any act which will negatively impact the operation of any computers, printers, or networks.
9. I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration, or network circumvention
10. I will not install non-approved software or operating systems on HUSD computers, Chromebooks, or other devices.

I have read and understand the guidelines and rules for technology and agree to follow them. I understand that my choice not to follow any portion of this signed agreement may result in disciplinary action.

I understand that HUSD has the right to inspect any data, email, logs, or files that exist on its network or on individual devices. I also understand that Hesperia Unified School District will cooperate fully with law enforcement officials in any investigation related to potentially illegal activities conducted through the use of its network.

Student signature _____ Date _____

I have discussed these guidelines and rules with my student. I feel confident that he/she understands them and can abide by them. I understand that any violation of these rules may result in disciplinary action. I further understand that the District will not be responsible for damages suffered by any user resulting from use of, or access to, the District's computer network or the Internet.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (please print) _____

For Office Use:

Date Received _____ Date Recorded SIS _____