

WARNER MIDDLE/HIGH SCHOOL STUDENT HANDBOOK 2023-2024



Warner Unified School District

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INTRODUCTION

MISSION STATEMENT

Warner Unified School District ensures the highest level of development of each child's creative, academic, physical, and social potential through partnership with students, parents and community.

VISION STATEMENT

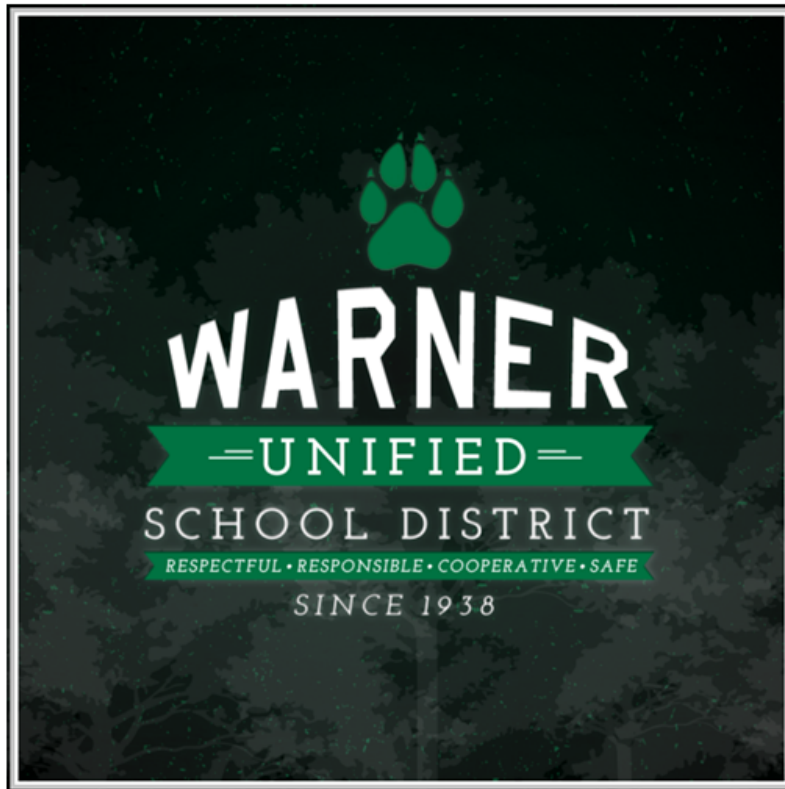
We Believe In: Encouraging everyone to reach their personal potential;

Keeping a positive attitude and a sense of humor;

Personal responsibility; Being polite and honest.

We believe That: Self-motivation leads to knowledge, fulfillment and healthier lives.

The learning experience must be nurturing, positive and safe.



Student Expectations

There are three basic expectations of students which assure success

1. Daily Attendance/Time on Task

Attending school on a regular basis is a key factor for academic success. If you are not in class you cannot properly receive the quality instruction you deserve. It is the responsibility of the student to maintain good attendance and be on task when in class.

2. Positive Academic Effort/Performance

The mission of the Warner Unified School District is to assure that each student achieves the highest possible level of development of their academic, creative, physical and social potential. Students' official grades will be posted twice per trimester and sent home. Academic success develops from a partnership between the student and the teacher.

3. Mature Behavior

School represents an important step in a student's personal, social, and academic life. A clear, concise behavior code is included in this handbook. We expect students to enjoy their interaction with others in an environment which is safe, orderly and conducive to the educational process.

It is expected that students behave in a positive manner as described in the
Warner Student Learner Outcomes

Warner Unified School District graduates will be expected to:

Be Responsible Citizens,

Be Self-directed Learners and Critical Thinkers

Use Technology Safely and Respectfully

Work Collaboratively in a Team

Home-School Partnership

Three parties assume primary responsibility for a student's education: Parents, students and teachers.

It is critical that each participant appreciate the dignity of the educational process and agree to support the other two parties in their efforts to make it as positive and productive as possible.

1) Each student will assume responsibility for the following:

- a) Observing Warner student outcome expectations and obeying school rules.
- b) Attending school regularly and being on time.
- c) Putting forth their best effort to learn the skills in each assigned subject area.
- d) Completing and turning in classroom assignments in a timely manner.
- e) Following standards of appropriate dress and behavior.

2) Parents will assume responsibility for the following:

- a) Making sure their student(s) attends school daily and on time.
- b) Working with their student(s) to insure the completion and turning in of classroom assignments in a timely manner.
- c) Supporting the standards for appropriate dress and behavior.
- d) Signing and replying to all school correspondence as requested.

3) Teachers will assume responsibility for the following:

- a) Being prepared for each instructional period and starting class on time.
- b) Adapting instruction to accommodate individual student needs.
- c) Adhering to the district policies and curriculum.
- d) Informing students and parents of student progress.
- e) Being responsive to student and parent concerns.

GENERAL INFORMATION

Attendance

California State law requires all students to attend school on a daily basis. If the student is absent, a statement from the parent or guardian must be provided to the school at the time of re-entry. **Students who are absent and return to school without a note, email or phone call from their caregiver will be re-admitted, but will receive an unexcused absence.** Remember, make-up assignments, when you have unexcused absences, may only receive partial credit.

Parents should try to make all appointments for after school (3pm). If a student has a medical or dental appointment early or late during the day, they should still attend all possible classes that day. Students with excessive absences will be referred to the counselor and/or principal for a parent/student conference. Uncleared absences will be considered trancies.

Excused absences include: Illness, Medical, dental, optometry, or chiropractic services, Quarantine, Funeral of immediate family, Religious holiday or ceremony, Court appearance, Religious retreats

Tardiness

Tardiness occurs when a student is not in their assigned classroom when the bell rings for class to begin. Students who arrive late disturb the learning environment for others and hinder their own opportunities in the class. Students who are more than 10 minutes late to class, including missing entire class periods for reasons other than those listed under attendance as legitimate reasons, will be marked late to school and will receive both an absence for all classes missed and a tardy. **Excessive tardiness may result in a “U” being issued for citizenship.**

Truancy

Truancy occurs when a student is absent from any portion of a class or classes without a valid excuse. Credit may not be issued for the time missed. Credit may be reduced for missed assignments due to truancy. For students who have repeat trancies, a parent conference will be held. Habitual truants will be referred to the School Attendance Review Board and students may have their driver's license privilege delayed or suspended for one year (Vehicle Code 13202.7). The SARB may also elect to take legal action against the parent.

Extra-Curricular Activities

As part of the school experience, there are many extra-curricular activities available to students, which include participating in athletics, school government and other school clubs. Please remember that you represent our school district whenever you participate in off-campus events or activities.

Extra-Curricular Eligibility

In order to be eligible for sports activities, students must be enrolled in at least 4 credit courses and maintain an overall “C” average (2.0 GPA). Students receiving two “U’s” (unsatisfactory) in citizenship during a grading period are ineligible and not entitled to probationary consideration.

An academic probation waiver will allow the student to practice, however, the student must do 4 hours of tutoring in order to play in the game that week or following week. If the student is failing in multiple classes the coach and/or counselor may not allow the student to play or practice until those grades are raised. This includes all students 9-12. Students may only use two waivers in the span of their four years. Waivers cannot be used back to back in the same year.

Counseling and Guidance

The major function of student counseling and guidance services is to assure the academic success of all students in Warner Unified School District (USD). Accurate information and an understanding of graduation requirements are considered vital in the development of a sound foundation. Upon reaching 8th grade, each student will be interviewed by Warner staff to formulate an appropriate school plan. Whenever possible, this plan will be developed with parental input and support.

Warner High School Graduation Requirements

Total Credits: 225

10 Hours of Community Service per Academic School Year Required

Social Studies: 30 Credits

World History1	World History 2	US History1	US History 2	Government	Economics
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English: 40 Credits

9A	9B	10A	10B	11A	11B	12A	12B
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Math: 20 Credits (*UC/CSU: 3 years required, 4 years recommended*)

1A	1B	2A	2B
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Life Science: 10 Credits (*UC/CSU: 2 years required, recommend 3 years of Lab Science*)

Beginning with the graduation class of 2022, three years of Laboratory Science will be required at UC/CSU colleges.

AG Biology	AG Biology
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Physical Science: 10 Credits

Ag Chemistry	Ag Chemistry
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Physical Education: 15 Credits (PE class or Varsity Sport)

+ **Health: 5 Credits**

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Fine Arts/Foreign Language: 10 Credits

(UC/CSU: Foreign Language other than English 2 years required, 3 recommended. Visual and Performing Arts need 1 year).

Art or Spanish	Art or Spanish
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Electives: 80 Credits (any electives)

(UC/CSU: One year of College Prep Elective)

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College/Career: 5 Credits

10 Hours of Community Service required per academic year. This requirement has been suspended by the Warner USD School Board due to Covid 19 and will be revisited in the future.

Dances

Warner students will present their dance ticket at the door for admission. Non-student guests may be admitted if accompanied by a Warner student with an approved guest pass. A guest pass must be obtained from the principal's office prior to the dance. Any student bringing a guest is responsible for the conduct of the guest. All regulations pertaining to student conduct while in school are in effect at dances and offenders are subject to disciplinary action. Students who leave the dance will not be readmitted.

Distribution of Publications

No publications may be distributed on the Warner campuses without prior approval of the superintendent or designee. This includes magazines, newspapers and political publications.

Early Check-out

When checking a student out early, a parent/guardian signature is required on the sign-out sheet. For the safety of all children, phone calls will not be accepted. An individual listed as an "emergency contact" may not check out a student unless a signed and dated note is provided by the parent/guardian allowing him/her to do so. Students may be checked out via email provided the email contains a parent/guardian signature.

Phone calls after the fact by parents or guardians are appreciated, but do not excuse the student from being considered truant. In every instance of leaving early, students are responsible for completing any missed class work, homework and/or tests. If the reason for leaving early is valid, the teacher will set a reasonable period of time to complete the work. As a general guideline, one day for every day of absence is acceptable for completing missed assignments. **Warner Unified School District is a closed campus and students are not permitted to leave campus for any reason without prior administrative approval once they have come on campus. Students not assigned to class must be off the campus.**

Visitors on campus

Students from other countries may be granted a limited visitor status with prior approval from the principal. Students from other schools within the United States can visit if approved by the principal and sign in at the district office. Unsupervised students are not permitted on campus. Since safety is our top priority, all personal belongings must be dropped off by a family member and delivered to the District office. All visitors to the high school and/or middle school campus must check in at the district office for a visitors pass.

Safety/health violations

Safety/health violations are defined as those acts, which, in the opinion of the staff member in charge, may cause physical harm to the student who commits the safety/health violation or to other students. This also includes administrative and state safety/health guideline violations.

Skateboards, scooters, bicycles, rollerblades and skates

Personal skateboards, scooters, bicycles, rollerblades and skates are **NOT ALLOWED** on campus.

Animals On Campus

No animals are allowed on campus. Animals in cages, brought for demonstration purposes and those that are part of the agricultural program, seeing-eye dogs and canine officers are exempt.

Lunch Boundaries

Parts of the campus will be off-limits during break times. Students are not permitted on the elementary campus without administrative permission. Obviously students have permission to walk across the playground on their way to and from lunch. However, every attempt must be made not to interfere with students and games on the elementary playground. There is to be no mingling of middle school and high school students during lunch. Students are to stay in their respective lunch areas and eat at their designated tables.

Parking lots, athletic fields, private property, behind the gym, and areas surrounding the campus are off limits

Students must have prior approval from the agriculture/construction teacher to be on the farm or in other ag/construction areas. Students who are found in areas that are off limits are considered to be truant.

Clean Campus

Students are expected to pick up trash and dispose of it in the containers on campus or in the restrooms, in addition to other appropriate actions that help maintain a clean campus. Penalties may range from reminders to suspension, and may include school service (such as cleanup duty). If the problem exists and continues, outside lunch privilege may be suspended or revoked. Warner High has an active recycling program. Please use recycling receptacles.

Unsupervised Activities/Games

Unsupervised activities/games are not permitted because of potential injury or disruption of the campus. Students who wish to participate in any activity or game on campus must find a staff member to supervise the activity or eliminate the activity. Students are not permitted in classrooms unsupervised at any time. Students must be supervised at all times.

Unsupervised Students not assigned to class must be off campus or report to the District office.

Unsupervised students are not permitted on campus because the possibility of accident or injury constitutes a potential liability to students, the school, and the District. **Horseplay and other dangerous acts** students are not to engage in horseplay or other “rowdy”, distracting, or potentially dangerous acts.

Vehicle Parking and Reckless Driving

All vehicles parked on the Warner Unified School District grounds must show proof of vehicle registration, driver's license, and valid insurance. The high school office will issue a parking permit upon receiving the required documents. Student vehicles may only be parked in the designated student parking area. Vehicles are off limits during the instructional day unless students have administrative permission to leave the school grounds for work or other approved activity. All applicable California Driver and Driving laws must be observed. Individuals driving vehicles on campus must **OBSERVE THE 5-MILE PER HOUR SPEED LIMIT**. Reckless driving is cause for immediate removal of driving and parking privileges.

Students who refuse to park properly in authorized student areas, fail to follow directions of staff; fail to get a parking permit or fail to ignore the speed limit may lose the right to bring their vehicles on campus. Parents and/or law enforcement officers may be contacted and penalties will range from detention to loss of campus driving privileges, referral to Continuation School, or citation by law enforcement.

Use of surveillance cameras and random drug checks

The Warner Unified School District has great concern for the safety of its students, staff and the general public on school property. To better and maintain a safe environment, surveillance cameras are used in district buildings and on the grounds. The surveillance footage may be monitored live.

As part of our Safe Schools plan, the District utilizes highly trained contraband detection canines. The dogs are non-aggressive and can detect the presence of illegal narcotics, weapons, alcoholic beverages, and medications. They will check gym areas, hallways, classrooms, and school grounds. Under no conditions will the dogs be allowed to sniff the person of a student, employee, visitor, or anyone else while on District property or at any District event.

Student Behavior Code

All School Rules will be enforced:

- **While on school grounds;**
- **While coming to or going from school;**
- **During or while coming to or going from a school-sponsored activity**

Students have a duty to comply with school regulations, pursue the required course of study and submit to teacher authority (Ed. Code Sect. 48921). Along with this go the duties of punctual and regular attendance, obeying directions of teachers and administrators, observing good order and propriety in behavior, diligence in study, respect for teachers and administrators, kindness and courtesy to schoolmates and refraining from profanity and vulgarity (CAC Title V Sect 300).

Alcohol, Tobacco and Other Drugs (ATOD)

Controlled Substances

Students are expected to be drug, alcohol and weapon free. Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled substance, alcohol or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, bath salts, incense, “spice”, vaping devices, and hallucinogens. **All prescription and over-the-counter medication must be kept in the main office unless specifically approved in writing by the administration (See Medications).** In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant. Students who unlawfully sell a controlled substance shall be recommended for expulsion (Mandatory) [Ed. Code 48915 (c)].

Tobacco

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarette lighters, matches, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, hookah and e-cigarettes. Use of e-cigarettes and vaping devices are prohibited whether or not they contain nicotine/tobacco.

Vaping/Paraphernalia

Students may not possess, offer, arrange, or negotiate to sell any drug; paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, vaping devices, pipes, bongs, roach clips, rolling papers, lighters, matches and any other devices used in conjunction with illicit substances. Students, who possess, offer, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from suspension through referral to the Governing Board for expulsion. **Students will be excluded from all School Trips, including Senior Trip.**

Cheating-Academic Integrity

Any student caught cheating, in any way, will receive disciplinary action. (see below)

Definitions of Academic Dishonesty Behaviors

Specific types of academic dishonesty that will not be tolerated but are not limited to those as defined below:

- Cheating on Tests-any intentional giving of or use of external assistance relating to an examination, test, or quiz, including any misuse of technology. This includes looking on another student's paper, sharing answers, or copying another student's paper.
- Misuse of Technology-sharing information via technology or cell phone.
- Fabrication-any intentional falsification or invention of data citation, or other authority in an academic exercise.
- Unauthorized Collaboration-while collaboration is often encouraged, unauthorized collaboration is not permitted.
 - Plagiarism-any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes: the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher is also engaged in plagiarism.
 - Alteration of Materials-any intentional and unauthorized alteration of student, teacher, or library materials.
 - Forgery-any unauthorized signing of another person's name to school related documents.
 - Theft-any theft of materials.
 - Transfer of Unauthorized Materials-any giving or selling of unauthorized materials.
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating.
- Tampering with an instructor's records of grades or scores; abusing the privilege of Internet access as stated in Warner High School District Policy for Use of the Internet.

Consequences for Academic Dishonesty, Consequences per incident, not class specific:

First Offense

1. The student's parents/guardians will be notified
2. The student may receive a zero on the assignment which will be averaged into the student's grade. (That zero grade, will not be dropped and will be averaged into the student's semester grade)
3. Citizenship grade will be lowered by at least one letter

Second Offense

5. The student will be subject to a conference with parent/guardian and administration;
6. Placement on probation with a contract (for the remainder of the class of the infraction)

Computer Hacking/ Computer Account Manipulation

Computer hacking, alteration or damage to school equipment will result in disciplinary action that may include but is not limited to:

- Conference with student and/or parent or guardian
- Suspension and/or expulsion
- Restitution
- Loss of computer privileges
- Referral to law enforcement

Deception Deception is the act of. But not limited to lying, committing a dishonest act, forgery, falsifying or altering school documents, and providing false identification. Deception will result in disciplinary action.

Defiance, Verbal Abuse, Disrespect Defiance refers to the refusal by an individual to follow the directions of the adult in charge. This includes, but is not limited to, refusal to give legal name, accompany the adult to the office, give accurate, truthful information, or failure to attend disciplinary assignments. Verbal abuse and disrespect refer to the use of vulgar words or phrases or other types of language that is considered uncomplimentary or demeaning when used toward another person. This may include, but is not limited to, tone of voice, body language, and overall demeanor and will result in disciplinary action.

Classroom Disruption Student learning is the primary mission of the Warner Unified School District. Classroom disruption must be kept at a minimum. Students are not to leave the classroom during the first 35-minutes of each period unless deemed an emergency situation. Students are to sign out for trips to the restroom and other campus locations stating destination, time left and time returned.

Students enrolled in a class are expected to demonstrate *respect and care as individuals* for their teacher and for the other students in the class. They are expected to enter classrooms ready to learn. When moving about the campus during class sessions, students are expected to exercise appropriate behavior and judgment when traveling from their class to another campus location such as the restroom or office. Students are in no way to disrupt the learning environment of any class in session. If a student is to enter another classroom, they should enter respectfully and wait for the teacher to recognize them before speaking.

Use of Detention Classroom teachers may assign detention as a disciplinary measure for classroom behavior. The teacher shall promptly communicate the matter to the parent/guardian and to the administration. The principal shall then schedule the detention and inform the parent/guardian of that date. Detention will be served on campus during lunch, under the supervision of the Principal/designee, on the next school day after detention was assigned. Multiple detention assignments may result in a disciplinary Saturday School being scheduled.

Saturday School The administration can assign a disciplinary Saturday School for students who are repeatedly tardy to class, receive multiple detentions for misbehavior, or other disciplinary matters. Saturday School will be held at least one Saturday per month, from 8 AM to 12 PM. The Administration will notify Parents/Guardians well in advance to make certain transportation arrangements are made. Saturday School will be staffed by an administrator and at least one classroom teacher. Students will work on assignments while in Saturday School.

Fighting The use of physical force against another person is not permitted on campus, on the way to/from school or while at school sponsored activities at any time. Participants in a fight are equally responsible because either could have, should have, avoided the confrontation.

Physical Injury to another Person (Fighting):

a. Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) [Education Code 48900 (a) (1)]: Mutual Combat means two or more students are both actively involved or engaged in a fight. An incident may begin as a battery but end as a mutual combat. For example, if an aggressor hits another student, and the victim strikes back and becomes engaged in a fight with the aggressor, this becomes mutual combat.

b. Willfully used force or violence upon another person [Education Code 4890 (1)(2)]: If an aggressor strikes another student and the victim does not fight back, this is a battery. If two students are actively engaged in a fight, but one stops fighting or is no longer able to fight back, and the second student continues to beat him or her, this incident has turned into a battery.

Students involved in fighting, or who commit an assault, battery or cause severe injury to another person on campus, during school hours, at school sponsored extracurricular events, are subject to arrest and/or referral to the Governing Board for expulsion.

Weapons No weapons are allowed on campus or at school activities at any time. Laser pointers are a safety hazard, considered to be a weapon, and will be confiscated. Students may not possess any dangerous object, which constitutes a potential threat to the safety and security of the school. Any weapon or potentially dangerous object may result in immediate recommendation for expulsion. Firearms represent a danger to safety and security of the school and possession of firearms is a mandatory recommendation for expulsion [Education Code 48915 (c)].

Students are hereby informed not to bring any of the following items to campus or any school-related activity including but not limited to: BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, “zip” gun, model rifle, taser, model semi-automatic weapon, toy semi-automatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, key chain knife, kitchen knife, box-knife, exacto knife, dirk, dagger, ice pick, razor, razor blades, bombs, pipe bomb, time bomb, containers of flammable fluids, cigarette lighters, clubs, billy club, blackjack, slingshot, nunchuks, sand club, sandbag, metal knuckles, any metal plate with radiating points with one or more sharp edges and spiked jewelry and apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks, or any incendiary devices, pressurized cartridges, and replica weapons, and the using or flashing of laser pointers. **Possession of these dangerous objects at school can result in suspension from school and/or recommendation for expulsion.**

Explosive Devices No explosive device of any type, including firecrackers, is permitted on school grounds or at any school activity.

WARNER UNIFIED SCHOOL DISTRICT

"Dress for Success"

As part of our WUSD's promise to parents, to provide a safe and orderly learning environment for students, clothing, jewelry, and other accessories must be appropriate to the educational environment and should not bring inappropriate attention to the student or cause a distraction in class. Therefore, the following guidelines apply to student dress when at school or school-sponsored events:

Students must maintain a clean, neat and healthy personal appearance. Clothing must be clean and in good repair. Pajamas are not to be worn to school in lieu of regular clothing. Eccentricities of dress or personal grooming, such as body piercing, are not permitted.

Head coverings, including hats of any kind, are not to be worn in any educational environment including assemblies, classrooms, labs and offices. ***WUSD recognizes an exception to this rule for head coverings worn for religious/cultural beliefs or protection from the sun when outdoors.***

Pants are to be worn on the waist with no portion of an undergarment showing. Slits, rips, or tears in pants are not permitted. Leggings, jeggings, Yoga pants, or tights may not be worn as pants. Skinny jeans are permitted but **MUST** have back pockets and **MUST** be made out of denim material.

Shorts and skirts should be modest in length and appearance. Pajamas are NOT to be worn to school.

All tops must have sleeves or cover the shoulder (No tank tops, spaghetti straps, or off-the-shoulder tops). Tops that are see-through, or show any part of an undergarment, are not acceptable school clothing. Tops showing cleavage are not permitted. Clothing that exposes bare midriffs is not permitted.

Body piercing, other than earrings, is not permitted. Earrings must not create a safety issue. A few examples of this are: safety pins, large loops, long dangles, spikes, etc.

Clothing or jewelry with logos that promote gangs, drugs, alcohol, tobacco, sex, or violence are not permitted.

Shoes must be flat with a closed toe and heel and be securely attached to the foot. Shoes must be worn at all times.

This list is not exhaustive; rather, it is intended to provide some clear examples to serve as a guide for appropriate school attire. ***This list does not apply to themed events in certain classes, school spirit celebrations, or other approved school special events.*** Please direct any questions regarding dress code to the Administration at WUSD.

Cell Phones and Other Electronic Devices

Students who bring electronic devices do so at their own risk. The school is not responsible for the item and is not liable if the item is stolen or confiscated. All cell phones carried by students on campus must be turned off or switched to silent mode. They may not be used at any time during the school day without the express permission of a teacher or administrator, and only then for a specific and limited purpose (i.e. contacting a parent or guardian).

If a student is using a phone during the school day, without the specific permission of a teacher or school administrator, a school employee shall direct the student to turn off the device and shall confiscate it. Confiscated phones will remain secured in the main office. The first time a phone is confiscated, the student may pick it up from the district office at the end of the day. For any additional confiscations, a parent must pick it up. Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

Students who elect to bring such items to school are responsible for them should the item be stolen or damaged. **The school shall "NOT" be responsible for loss or theft of electronic devices brought to school.**

Excessive Display of Affection

Individuals, as well as couples, must understand that it is their responsibility to conduct themselves in a manner that is appropriate for a school campus. Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. "Excessive" refers to kissing, inappropriate touching, necking, and other physical demonstrations considered to be inappropriate when conducted in public. No one may have any physical contact with another person over that person's objections, discomfort, or embarrassment. See Sexual Harassment Policy.

Gum, snacks and other unauthorized items

Individual teachers will explain, in their classroom rules, as to whether gum and other food items are allowed in their classroom. Students are expected to follow each faculty member's classroom rules that they have set forth. Teachers may also prohibit other items that they deem may cause a disruption to the educational and or healthy/safety environment.

Gambling

Gambling in any form is not permitted at any WUSD function or on WUSD grounds.

Profane, vulgar, inappropriate language or gestures

Vulgar language, casual and open reference to drugs (using, selling, buying, joking about), gestures that are offensive, crude, lewd are unacceptable. Use of these words and gestures will not be tolerated on campus or at any school-sponsored activity.

Theft

Students should report all incidents of theft, whether they are the victim or the witness. Any student who witnesses a theft or who possesses knowledge of a theft but fails to report it is implicated as part of the theft. Theft is defined as the taking of property without permission. It does not matter whose property or what the property is, it is still classified as theft. It does not matter that the property is ultimately returned; the initial act involved is classified as stealing or theft. Also knowingly receiving stolen property is a violation of school rules and State law. **Warner Unified School District bears no responsibility for replacement of stolen personal property.**

Vandalism/Graffiti

Vandalism is the intentional damage or destruction of property. This includes but is not limited to, writing in textbooks, on desk tops, table tops, spray painting any school property, intentional destruction of school issued electronic devices, breaking windows, exit signs, lockers or any other damage to school property. This includes damage to public or private property. Anyone caught vandalizing will be held responsible for the cost of repairing or replacing the damaged property. Minor incidents may lead to suspension, while major incidents may result in arrest or referral for expulsion.

Gang Related Behavior

Clothing as well as backpacks, book covers, notebooks, etc., that display or depict logos, pictures or names of criminal or racist gangs are prohibited. Penalties may range from referral to recommendation to the Governing Board for expulsion. Parents will be contacted and items will be confiscated. Contact will be made with Law Enforcement with the possibility of arrest if the student is in violation of any county ordinance or Health and Safety or Penal Code or if gang activity or association is suspected.

Harassment, Hazing, Threats & Intimidation

Students may not intentionally engage in bullying behavior including: harassment, threats, or intimidation, directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, nonverbal and physical acts, domineering, extorting, or otherwise attempt to influence someone with the use of frightening action and/or words. Severe cases of intimidation are classified as assault. In an assault, no blows need occur, just the fact that the threatening act could occur constitutes a criminal act.

Bullying/Cyber-bullying

Cyber-bullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyber-bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyber-bullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Students shall be encouraged to save and print any messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyber-bullying on school premises or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed.

Hate Violence

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Education Code 33032.5. Such acts include injuring or intimidating another person either verbally or physically; interfering with the exercise of a person's civil rights; and/or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. This includes racial/ethnic/religious slurs.

Put-Downs, Disparaging Remarks, Racial Slurs

Students are expected to treat all members of the school community with respect. Comments or remarks that cause embarrassment, feelings of powerlessness, loss of self-confidence, or reduced ability to perform schoolwork, and increased absenteeism or tardiness will not be tolerated. This includes unwelcome verbal or sexual advances, or disrespectful remarks, which may be related to gender, culture, or ethnic background. (See Sexual Harassment, Harassment, Threat, and Intimidation for additional information.)

Sexual Harassment

The Warner United School District is committed to making the educational environment for students free from sexual harassment. Sexual harassment as defined in the Education Code to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. It is the policy of the Warner Unified School District Board of Education that sexual harassment of or by any employee or student shall not be tolerated. Any student who believes that he or she has been the victim of sexual harassment shall immediately report the same to a teacher. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students that may constitute sexual harassment as previously defined are encouraged to immediately report such conduct to a teacher, counselor or superintendent/principal. The Title IX Coordinator is the superintendent.

<https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>

BEHAVIOR CODE, EXPECTATIONS & CONSEQUENCES

To build responsibility, respect for others, respect for the school and respect for self. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities for themselves or others.

Warner Unified School District strives to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior.

Warner Unified School District recognizes that a well-ordered and safe learning environment can only occur in cooperation with all members of the school community including students, staff, and parents.

Students are required to comply with school regulations, pursue the required course of study and submit to teacher authority (Ed. Code Sect. 48921).

Along with this go the duties of punctual and regular attendance, obeying directions of teachers and administrators, observing good order and propriety in behavior, diligence in study, respect for teachers and administrators, kindness and courtesy to schoolmates and refraining from profanity and vulgarity (CAC Title V Sect 300). **Students violating any behavior codes during the four-year period are subject to be excluded from School Trips, including Senior Trips.**

LIST OF SUSPENDABLE AND EXPELLABLE OFFENSES

The following list of offenses may result in suspension, referral or expulsion from the Warner Unified School District. All cases recommended for expulsion will be fully investigated and a determination will be made based upon the facts.

MANDATORY Recommendation for Expulsion_

[California Education Code 48915 (c)]

The Superintendent/Principal must recommend expulsion for the following:

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance.
- Committing or attempting to commit sexual assault
- Possession of an explosive.

QUASI-MANDATORY/PERMISSIVE Recommendation for Expulsion:

[California Education Code 48915 (a)]

The Superintendent/Principal shall recommend expulsion for the following:

- Causing serious physical injury.
- Possession of any knife, or dangerous object of no reasonable use to a student.
- Possession of any controlled substance.
- Robbery or extortion.
- Assault or battery on a school employee.

The Governing Board is required to make an additional finding if either of the following conditions exists:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

DISCRETIONARY RECOMMENDATION [California Education Code 48900]

The Superintendent/Principal may recommend expulsion for the following if:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct •
- Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- Physical injury to another person
- Willfully caused physical injury by force or violence upon another person
- Possession of weapons, explosives, or dangerous objects
- Possession or use of controlled substance, alcohol or intoxicant
- Offered, arranged, or negotiated to sell a substance represented to be a controlled substance • Committed robbery or extortion
- Vandalism to school property or private property
- Theft
- Possession of tobacco/vaping devices
- Excessive use of profanity or repeated vulgarity
- Possession of drug paraphernalia
- Defiance or disruption of school activities
- Possessions of stolen property
- Possession of an imitation firearm
- Commit or attempt to commit sexual assault or sexual battery
- Harass, threaten or intimidate a student witness
- Sexual harassment
- Hate violence
- Intentional harassment, threats, or intimidation
- Intentional terrorist harassment, threats, or intimidation against school staff or property
- Hazing

All School Rules will be Enforced

- While on school grounds;
- While coming to or going from school;
- During school hours whether on or off campus, including while truant from school
- During or while coming to or going from a school-sponsored activity.

Searches and Seizures The law provides school officials with wide latitude to search students, their possessions, **and automobiles**, in the ongoing effort to maintain a safe and secure campus. When a school official has a “**reasonable suspicion**” that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpacks, lockers, cars) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials’ use of a metal detector to identify concealed weapons or a Breathalyzer to determine if a student is under the influence of alcohol. It is hoped all students will be cooperative, as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly includes being “out-of-bounds” without permission or a report by another student, parent or staff member of possession of contraband or dangerous objects. Students should also be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. **Finally, if a student should discover contraband or dangerous objects on campus, they should go directly to the Superintendent/Principal or other staff member and turn it over without delay. [Education Code 48900]**

DEFINITION OF BEHAVIOR TERMS

1. Suspensions/Expulsions: Suspension or expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any pupil including pupils with exceptional needs may be suspended—and possibly expelled—for any of the reasons enumerated in the California Education Code section 48900 and 48915 (a), or if the school determines that the pupil's presence measures a danger to persons or property or threatens to disrupt the instructional process. Suspensions remove a student from campus from one to five days, after which time the student may return. During the time of suspension, a student may not come onto campus (except for a conference with the principal and accompanied by a parent) and may not attend any school functions including sporting events. Expulsion, by contrast, is a formal process which entails suspension and a hearing to determine if a student will be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the Warner Unified School District until the Governing Board acts to lift the expulsion.

In-School Alternative (ISA) "In-School Suspension": ISA is an alternative to home suspensions. Students will be completely separated from the remainder of the student body for an entire day and may not participate in any extracurricular activities. Students will be required to work the entire time they are in ISA. Rules are simple: Students will do assigned work without talking, sleeping, or leaving desks. Breaks will be controlled, supervised, and taken when other students are in class. Failure to comply with ISA rules will result in home suspension. **Note: Administration will request assignments for student on ISA from teachers 24 hours before attending ISA. Students must turn in makeup work upon returning from ISA.**

Bus Transportation

The district provides bus transportation for pupils who live one mile or more from school and may establish bus service for those who live closer to school if it is warranted. Pupils may use the bus as long as good behavior is maintained.

Examples of inappropriate items that cannot be brought to school or on the school bus include:

- *Athletic equipment (balls, bats) not in a sports or duffel bag.
- *Any glass containers, aquariums
- *Any items that amplify music (pills, beats, etc can be used only with headphones).
- *Skateboards
- *Guitars and or amplifiers can be brought on with advanced permission

*When in doubt ask please call the school or ask your bus driver

Bus Behavior

Students transported by the school bus shall be under the authority of the bus driver. The bus driver will insist on five safety rules:

1. Follow the driver's directions the first time they are given
2. Stay in your seat
3. Keep hands and feet inside the bus and to yourself
4. No drinking, eating, cursing, inappropriate language or loud talking
5. Be at pick up point on time, at least 5 minutes before bus arrival

Other bus rules

No animals are allowed on the bus with the exception of muzzled Seeing Eye dogs.

Under no circumstances should the window in the rear be covered or the aisle blocked that will endanger students for emergency evacuations

Students are expected to demonstrate good behavior at school bus stops. No horseplay will be tolerated.

Students will stand in an orderly fashion and not approach the bus until the doors open.

Please observe the school bus danger zones.

If your bus stop is an escorted crossover stop, students must follow the driver's instructions exactly.

Students walking along the roadway to and from their bus stop should stay well off the road and be aware of traffic.

Offenses are divided into major and minor categories

Examples of **major offenses** are: fighting/pushing/tripping, biting, hanging out of bus window, throwing objects in or out of bus, possession of matches/tobacco/or other prohibited substance, tampering with bus equipment, occupying driver's seat, willful disrespect or refusing to obey the driver, destruction of property, unsafe crossover conduct, obscene gestures/acts/language. Examples of **minor offenses** are: failure to remain seated, sitting on floor, feet in aisle, turning around in seat, not paying attention to the bus driver, bothering other students, unnecessary noise, chewing gum or eating, changing seats, spitting or littering, disruptive behavior.

Minor offenses will result in suspension of bus riding privileges in the following manner:

Third written warning- one day suspension

Sixth written warning- three days suspension

Ninth written warning- one week suspension

Twelfth written warning- two weeks suspension

Major offenses will result in the following suspension of bus riding privileges or from school at the discretion of the administrator(see list of suspendable and expellable offenses).

First major offense- one week suspension

Second major offense- two weeks suspension

Third major offense- three weeks suspension Fourth major offense- remainder of the year

In all cases of suspension of bus riding privileges the pupil may be suspended from school. The parent still has an obligation to observe compulsory education laws(Education code section 48200)

SIGN AND RETURN THIS PAGE

Please review this document carefully with each of your children who are students in grades 7-12 here at WUSD. It is important that both parents and students are well aware of the policies and procedures that are expected of them throughout the school year. Once you and your student(s) have read the handbook and are familiarized with the information contained herein, please sign, detach and return this page to the main office at WUSD.

On behalf of all of the faculty of WUSD, we look forward to an exciting and dynamic school year with all of our students and their families.

Parent Name: (Print) _____

Parent Signature: _____

Date: _____

Student Name: (Print) _____ Grade: _____

Student Signature: _____

Date: _____

Student Name: (Print) _____ Grade: _____

Student Signature: _____

Date: _____

Student Name: (Print) _____ Grade: _____

Student Signature: _____

Date: _____

