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# FACULTY AND STAFF

## ADMINISTRATION

Karl Dearie .....Principal

## SUPPORT STAFF

Bill Clough ..... Athletic Director  
Jennifer Duarte..... Guidance Counselor  
Cheryl Seay..... Guidance Counselor  
Staff..... School Psychologist  
Darcy Dobrec .....Activities Director

## CERTIFICATED STAFF

Sherry Aguilar ..... Resource Program  
Olga Arias ..... Foreign Language  
Sharon Bisso.....Special Projects  
David Clements.....English  
Bill Clough ..... Athletic Director/P.E.  
George DiMundo ..... Mathematics  
Darcy Dobrec..... Agriculture  
Ron Garcia.....Social Science  
Kit Hansen..... Music  
Jonna Horn.....Science  
Jim Hurley .....RSP/Mathematics  
Janet Johnson.....Art  
Pam Kenyon..... Science/P.E.  
Cyndi Klatt..... Mathematics  
Marc Ladewig..... Foreign Language  
Wade Lawrence ..... Social Science  
May, Tim.....English  
Dan O'Neill ..... Music  
Mary Ann Paul.....English  
Darrell Shurtz ..... Photography  
Sean Spradley..... Mathematics  
Walt Vickrey .....Business  
Cyndie Wilson ..... Science/Agriculture

## CLASSIFIED STAFF

Carrol Adams ..... Secretary/Registrar  
Ann Bernal .....RSP Aide  
Shannon Jackson... Library/Media Spec.  
Moises Jimenez .....ELL Aide  
Cynthia Kennedy.....Attendance

# COAST UNION HIGH SCHOOL

It is the responsibility of a modern comprehensive secondary school district to prepare the academically talented for higher education, to prepare the career student for future technical and vocational training, and to prepare all of the students for the active responsibility of citizenship.

To achieve the goals of educating all of our children, the comprehensive secondary school district must provide services to identify individual differences, to offer educational, vocational, and personal guidance, to aid in the identification of health problems, and to give both the academically talented and emotionally and mentally challenged, special opportunities for educational success.

The Board of Trustees of Coast Unified School District believes that it is the responsibility of every teacher to stimulate in students the desire to grow and learn to assist students in the mastery of skills and content of their courses, to evaluate student progress fairly and frequently, and to teach students the meaning of citizenship by precept and example.

Public education must challenge the best in each student, must help each student use his/her talents to maximum advantage, and must encourage every student to know and be him/herself and to assume responsibility as a participating member of our democratic society.

## **ACCREDITATION**

Coast Union High School is an accredited member of the Western Association of Schools and Colleges. All courses and curricula have been approved by the Board of Trustees. College preparatory courses meet the requirements of the University of California Regents and the California State University Chancellor's Office. In 2007 Coast Union High School was recognized as a California Distinguished School.

## **VISION STATEMENT**

Coast Union High School is committed to the success of the individual student in the areas of academic, social, and physical achievements and the development of positive self-esteem, through the combined efforts of students, faculty, staff, parents, administration, and community members.

# GRADUATION REQUIREMENTS

There are two basic requirements for graduation from Coast Union High School:

- 1. Credits:** Graduates of Coast are required to earn 310 credits (including 40 credits of P.A.S.S. - Pursuing Academic Study Skills). Credit is awarded for the successful completion of semester courses with a grade of "D" or better, at the rate of 5 credits per class, per semester.

## **Subject Requirements - 185 credits**

- a. Social Science - 40 credits (including World History, U.S. History, and Government/Economics)
- b. English - 40 credits (including English I and II or equivalent)
- c. Mathematics - 30 credits (including Algebra I)
- d. Science - 30 credits (including Biology or alternate approved by the principal and one year of a Physical science)
- e. Foreign Language and/or Visual and Performing Arts - 10 credits
- f. Vocational Education - 15 credits, 5 of which must be computer literacy
- g. Physical Education - 20 credits (must be taken in 9th & 10th grade)

## **Elective Credits - 125 credits (including 40 credits of P.A.S.S.)**

Courses taken from the subject areas listed above will be used as elective credits once the subject area requirement has been met.

## **2. California High School Exit Exam (CAHSEE)**

In addition to the above course work, each student must demonstrate proficiency in reading, writing, and mathematics by passing the California High School Exit Exam (CAHSEE). Students are initially tested in the spring of their sophomore year.

## **Valedictorian and Salutatorian**

The selection of the senior class valedictorian and salutatorian will be based on the following criteria:

1. The GPA computed from the first semester of 9th grade through the first semester of 12th grade (seven semester's total). GPA will be carried out to the hundredth place value. Summer school grades between 8th and 9th grade will not be used to compute GPA if such use would lower the student's GPA.
2. Four of the semesters must be completed at Coast Union High School.
3. If two or more students possess equal qualifications, they will share the honor.
4. The extra grade point assigned to students who receive a grade of **A** or **B** in an honors class will not be used to calculate GPA if the courses were taken during the freshman or sophomore year, or at a school other than Coast, if equivalent courses are not offered at Coast.
5. Student must have a full schedule all four years (no off-campus). Students will not be allowed to use pass/fail courses to artificially raise their GPA above that of a student who takes classes which earn a letter grade.
6. The principal, upon recommendation of the curriculum committee, may authorize exceptions to the above criteria for a variety of reasons including but not limited to:
  - a. Consideration of a foreign exchange student who has completed four semesters at Coast with standard **A** or **B** grades and one year of **A** or **B** (passing) grades during the year of foreign exchange.
  - b. A student who missed a significant amount of school because of an extended illness.

## **GRADUATION BY EXAMINATION**

The federal and state governments have made provisions for students to earn equivalency diplomas by taking and passing one of two standardized tests. The California High School Proficiency Exam (CHSPE) is generally offered two or more times per year. Students who are at least 15 years, 10 months of age, may take this four hour exam for a fee. Upon successful completion of this test and with written parental permission, a student may cease compulsory

high school attendance. Interested students should see their counselor or visit the CHSPE web site at [www.chspe.net](http://www.chspe.net) for further information.

The General Educational Development test (GED) is offered regularly throughout the year and may be taken by any student who is at least 17 years, 10 months of age. There is a fee for the GED, which is offered at the adult school in San Luis Obispo.

CHSPE and GED equivalency diplomas are accepted by community colleges and local, state and federal government agencies as equal to a high school diploma. It does not replace university admissions subject requirements (see page 14&15), and is not always accepted for military enlistment.

## FOREIGN EXCHANGE STUDENT GRADUATION REQUIREMENTS

**CUHS Students Going to another Country** must meet with a guidance counselor preferably their 9<sup>th</sup> grade year. A contract will be created which will include the following information:

1. To receive credit for graduation, the terms of the exchange must have prior approval in the form of a contract, signed by the student, parent, counselor, and principal.
2. It is the student's responsibility to supply the registrar with a **certified** copy of his/her transcript for the time he/she was away. This transcript may be in a language other than English, if a certified translation accompanies it.
3. Students will be assigned pass/fail grades for all classes completed while studying abroad.
4. Literature classes taken outside the U.S. may be used to meet English requirements for graduation. However, students must take four years of college prep English classes in order to qualify for university admission.
5. Students must successfully complete all required classes for graduation as specified by Coast Unified School District policy and pass the California High School Exit Exam (CAHSEE).
6. Students in exchange programs during their senior year must supply proof of successful completion of classes taken prior to graduation if they wish to participate in the ceremony. These students must be available for rehearsal and must provide the registrar with the following: Notice as to how the diploma name card should be completed, fees for the cap and gown, etc. It is the student's responsibility to contact the registrar regarding deadlines for submitting proof of courses taken.

### Incoming Foreign Exchange Students:

Students will be enrolled in the appropriate grade level according to their year in school. If the student plans to earn a diploma from Coast Union High School, a contract will be developed by the counselor. This contract will contain a list of all graduation requirements needed in order for the student to receive a diploma. Contracts must be signed by the student, a host parent and the counselor. Requirements include the successful completion of the following courses:

- a. U.S. History
- b. Economics/American Government
- c. English (English III - American Literature is recommended)
- d. Pass both sections of the California High School Exit Exam
- e. Meet all other requirements for graduation as set by the Coast Unified School District, except for Driver's Education/Health.

Special needs students will receive whatever support is necessary.

## CREDIT AND GRADING POLICIES

### Grade Point Average

Grade Point Average (GPA) is determined by dividing the number of classes taken that earns letter grades ('A' - 'F') into the total number of grade points earned. Grade points are counted as follows:

A = 4 points	Sample GPA:	English I	A = 4
B = 3 points		World Geography	B = 3
C = 2 points		Integrated Science	B = 3
D = 1 point		P.E.	A = 4
F = 0 points		Algebra I	A = 4
		Spanish I	B = 3
		Keyboarding	C = 2
		P.A.S.S.	P = not counted

Total Points = 23    23 points ) 7 classes = 3.29 GPA

### Weighted GPA

Certain designated classes are weighted to award increased grade points. Classes designated as honors (H) or advanced placement (AP) receive an extra grade point for a grade of "A", "B", or **AC**. In these classes, an "A" grade receives 5 grade points and a "B" receives 4 grade points and a **AC** receives 3 grade points. English II honors **does not** receive an extra grade point as it is a sophomore level class.

### Repeated Classes

Since college prep classes must be passed with a grade of "C" or better in order for the student to advance to the next course in that department, students may repeat college prep classes in which a grade of "D" was earned. Students repeating college prep classes for a higher grade have the choice of having the original credit changed from subject credit to elective credit, or dropping the original credit altogether.

If a student chooses to use the original credit as elective credit, the original grade will be used in computing the student's cumulative grade point average. If the student chooses to drop the original credit, the original grade will not be used in computing the student's GPA. In either case, both the original course name and grade, AND the repeat course and grade will appear on the transcript. The repeat course will have an "R" in front of the grade to designate it as a repeated class. If the original grade and credit are dropped, the credit attempted and completed will be changed to zero. A credit/grade change form must be completed to have the credit dropped.

The following is an example of a repeated course in which the student chose to drop the original grade (left column) and one in which the student chose to keep the original credit (right column).

10th grade - Fall semester			11th grade - Fall semester		
Course	Grade	Credits	Course	Grade	Credits
Algebra I	D	0.0	Algebra I	A	5.0

Certain Coast Union High School courses may be repeated for credit. The classes which may be repeated for credit are listed below. **Important Note: A student may NOT earn more than a total of 20 credits of Teacher's Aide, Computer Tech, District Office Aide and/or Office Aide.**

Adv. Concert Band	ELD	Publications
Art II	Guitar	Resource Directed Studies
ASB Leadership	Office Aide	ROP Computer Animation

Chorus  
Crafts

Peer Tutor  
Performing Arts

ROP Electronic Design  
Speech/Drama

Pre-School Aide  
PE

## UNIVERSITY ENTRANCE REQUIREMENTS

Teachers  
Assistant

Weight Training

Eligibility for admission to California State University and University of California campuses is based on a combination of the grade point average in the course requirements listed below, and scores on the college entrance examination(s). This combination is called the **eligibility index**. While both UC and CSU use the GPA for courses taken in grades 10 and 11 only to determine eligibility for admission, the grades for all college prep classes taken in grades 9 through 12 are entered on the admission application. In addition, it is Coast's policy not to allow students who earn less than a **C** in a college prep course to advance to the next course in the sequence. It is, therefore, extremely important that students work hard and take their freshman year seriously.

Students earn extra points for honors and Advanced Placement (AP) courses and for additional college prep courses taken over-and-above the 15 required for admission. Students who are seriously committed to attending a four-year university the fall after high school graduation should take college prep English, math, science and social science all four years and the same foreign language at least three years. **Dropping college prep classes to have a *light* senior year may seriously damage chances for admission.**

UC and CSU have agreed to amend their entrance requirements so that both systems require the same number and types of courses. As these requirements meet or exceed those for private and out-of-state university entrance, we recommend that all college-bound students complete the following courses.

- a. **History/Social Science** - Two years are required. One year of U.S. history (or one-half year of U.S. history and one-half year of civics or American government) and one year of world history, world cultures, or world geography
- b. **English** - Four years of college prep English are required.
- c. **Mathematics** - Three years are required; four are recommended. Course sequence must include elementary algebra (Algebra I), geometry and advanced algebra (Algebra II). Seniors who do not take college prep math are unlikely to be admitted.
- d. **Laboratory Science** - Two years are required; three are recommended. Must be a 10th, 11th or 12th grade course to qualify as a laboratory science.
- e. **Foreign Language** - Two years of the same foreign language are required, three are strongly recommended for UC entrance.
- f. **Fine Art** - One year
- g. **College Prep Electives** - One year is required, selected from areas a - f above

Seven of the fifteen required courses must be taken in the junior and senior year and all classes must be completed with a grade of "C" or better (see pages 5-11 for a list of college prep courses that meet these requirements). Honors credit will be accepted for junior or senior level courses only. In addition to course requirements, a student must take the SAT I or ACT exam. For UC entrance a student must also take three SAT II subject exams: the Writing

exam, one of the math exams and a third test of the student=s choice. With the advent of the new SAT I, this requirement may be modified for students graduating after 2005.

**The UC system consists of:** UC Berkeley, UC Davis, UC Irvine, UC Los Angeles, UC Merced, UC Riverside, UC San Diego, UC San Francisco, UC Santa Barbara and UC Santa Cruz.

**The CSU system consists of:** Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, The Maritime Academy, Monterey Bay, Northridge, Cal Poly Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, Cal Poly San Luis Obispo, San Marcos, Sonoma and Stanislaus.

### SAT TESTING DATES 2009 - 2010

TEST	DATE	DEADLINE	LATE REGISTRATION *
SAT I & II	OCTOBER 10	SEPTEMBER 9	SEPTEMBER 23
SAT I & II	NOVEMBER 7	OCTOBER 1	OCTOBER 15
SAT I & II	DECEMBER 5	OCTOBER 30	NOVEMBER 12
SAT I & II	JANUARY 23	DECEMBER 15	DECEMBER 30
SAT I only	MARCH 13	FEBRUARY 4	FEBRUARY 18
SAT I & II	MAY 1	MARCH 25	APRIL 8
SAT I & II	JUNE 5	APRIL 29	MAY 13

\* Requires a late fee

[www.collegeboard.com](http://www.collegeboard.com)

### ACT TESTING DATES - 2009- 2010

TEST	DATE	DEADLINE	LATE REGISTRATION*
ACT	SEPTEMBER 12	AUGUST 7	AUGUST 8-21
ACT	OCTOBER 24	SEPTEMBER 18	SEPTEMBER 19- OCTOBER 2
ACT	DECEMBER 12	NOVEMBER 6	NOVEMBER 7-20
ACT	FEBRUARY 6	JANUARY 5	JANUARY 6-15

# GENERAL INFORMATION

ACT	APRIL 10	MARCH 5	March 6 -19
ACT	JUNE 12	MAY 7	MAY 8-21

\* Requires a late fee

[www.actstudent.org](http://www.actstudent.org)

## ACADEMIC RECOGNITION

**Honor Roll** - All students who earn a GPA of 3.25 or higher are automatically placed on the honor roll each semester. These students will receive certificates at a special assembly.

**Scholar Athlete** - Any student who earns a GPA of 3.25 or better during the semester, in which he/she is playing a sport, will receive a Scholar Athlete pin. In addition, the student with the highest GPA on each team will receive a chenille patch for his/her letterman jacket.

## ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in ASB, school clubs, the school play, and athletic teams. In order to participate in any extra-curricular activity, however, a student must be eligible which is defined as follows:

***The student must earn a GPA of at least 2.0 with no F grades, and no more than one unsatisfactory citizenship mark in order to be eligible to participate in extracurricular activities at Coast. This includes election to class or school office, participation in campus clubs (such as Interact), sports, or the spring play, and attendance at school field trips or other school-sponsored events (such as grad night). Students who earn a 2.0 grade point average and have no more than one failing grade on their quarter grade report will be placed on academic probation for one quarter. During this probationary period, students may participate in all extracurricular activities. Students are allowed only one probationary period per school year.***

## ASSOCIATED STUDENT BODY (ASB)

Every student at Coast Union High School is a member of the student body. Many opportunities are made available for interested, enthusiastic, and qualified students who desire to participate in the co-curricular student activity program. The student body government consists of President, Vice-President, Secretary, and Treasurer. Elected and appointed student representatives operate under a constitution.

**ASB Cards** - Activities at Coast are supported by student body funds. These funds are made available for activities through the sale of ASB cards. Each student is encouraged to purchase an ASB card and to participate actively in our programs. Purchasing of activity cards saves each student from \$20 to \$100, depending on the number of activities attended. Rights and privileges of the card holder apply only to the purchaser and are not transferable.

## SILVER CORD COMMUNITY SERVICE PROGRAM

CUHS Silver Cord Community Service program is designed to encourage students to contribute time and talents to improve their community and be positive and productive citizens. Students who document 120 hours or more of approved community service during their high school years will be recognized upon graduation and will receive a silver cord to be worn at the graduation ceremony. All community service hours must be pre-approved by the Silver Cord Committee. For more information or forms see Mr. Dearie.

**CAREER TECHNICAL EDUCATION**

CUHS offers multi-year course sequences in business, arts and media, agriculture and computers that integrate core academic knowledge with technical and occupational skill to provide students with a pathway to post secondary education and careers.

**ATHLETIC PROGRAM**

A complete program in interscholastic sports is offered to meet the competitive needs of the students. Students interested in participating in Coast athletics should read the Athletic/Activities Handbook (pages 23 to 33) to determine if they are eligible. Eligible students must pick up a Bronco Athletic Packet from the Athletic Director. This packet contains all forms necessary to participate in Coast sports. In addition, all athletes must obtain a physical before they will be allowed to begin practicing with the team. The sports program includes the following sports:

**FALL**

Football  
Girls' Volleyball  
Girls' Tennis  
Cross Country

Boys' Basketball  
Girls' Basketball  
Girls' Soccer  
Boys' Soccer

Girls' Softball  
Boys' Baseball  
Golf  
Boys' Tennis

**Athletic Transportation Fees** - Students participating in athletics or activities are required to pay a fee for transportation for each season (due at the beginning of each season). Students will be informed of the activity fee for each sport in which they participate. For those who are unable to pay this fee, a waiver process is available.

**BELL SCHEDULE**

<b><u>REGULAR SCHEDULE</u></b>		<b><u>MINIMUM DAY</u></b>	
Period 1A/1B	08:10 - 09:37	Period 1A/1B	08:10 - 09:07
Nutrition	09:37 - 09:45	Period 2A/2B	09:12 - 10:10
Period 2A/2B	09:55 - 11:20	Nutrition	10:10 - 10:20
Break	11:20 - 11:25	Period 3A/3B	10:25 - 11:22
Period 3A/3B	11:35 - 01:00	Period 4A/4B	11:27 - 12:20
Lunch	01:00 - 01:35		
Period 4A/4B	01:45 - 03:10		
<b><u>CLUB SCHEDULE</u></b>		<b><u>ASSEMBLY SCHEDULE</u></b>	
Period 1A/1B	08:10 - 09:32	Period 1A/1B	<b>A</b> 08:10 - 09:28 <b>B</b> 08:10 - 09:28
Nutrition	09:28 - 09:36	Nutrition	09:28 - 09:36      09:28 - 09:36
Period 2A/2B	09:46 - 11:02	Period 2A/2B	09:46 - 11:02      09:46 - 11:02

Club	11:02 - 11:34	Assembly B	11:02 - 11:34
Break	11:34 - 11:39	Break	11:02 - 11:07 11:34 - 11:39
Period 3A/3B	11:49 - 01:05	Period 3A/3B	11:17 - 12:33 11:49 - 01:05
Lunch	01:05 - 01:40	Assembly A	12:33 - 01:05
Period 4A/4B	01:50 - 03:10	Lunch	01:05 - 01:40 01:05 - 01:40
		Period 4A/4B	01:50 - 03:10 01:05 - 03:10

### CAMPUS VISITORS

Adult visitors to Coast Union are required to sign in at the main office. Students will not be permitted to have guests on campus during school hours.

### CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please notify the registrar of any change in phone number or address.

### CLUBS AND ORGANIZATIONS

**American Field Service (A.F.S.)** - Functions as a support group for foreign exchange students attending Coast and for Coast students visiting other countries. Chapter activities focus on exposing students to a variety of cultural experiences and encouraging Coast students to study abroad.

**Bibliophile Club** – Open to all students interested in belonging to a book club.

**Associated Student Body (ASB)** - The student government leadership team works with the advisor to plan and implement student activities.

**Bronco Band** - An organization as well as a class. Outside class activities may include parades, concerts, festivals and other performances.

**California Scholastic Federation (CSF)** - Open to students in grades 10 - 12 (freshmen may be associate members!), who earn 10 points and satisfactory citizenship grades on their semester report cards. Points are determined as follows: A = 3 points, B = 1 point for each academic subject. Student members complete 20 hours of community service per year. CSF members qualify for special scholarships and college tours. See CSF advisor for further information.

**Christian Club** - Open to all students interested in discussing the Bible and the Christian faith.

**Drama Club** - Open to all students interested in learning the techniques of stage management, acting, set decoration, lighting, etc. The club stages at least one play per year.

**Environmental Club** - Open to all students. It's not just about math and science; members take various field trips throughout the year.

**Fellowship of Christian Athletes (FCA)** - Open to all athletes, their vision statement is: **AT**o see the world impacted through Jesus Christ through the influence of coaches and athletes.**@**

**Future Business Leaders of America (FBLA)** - Open to students interested in learning more about the exciting field of business.

**Interact** - A student organization sponsored by Rotary International that focuses on community and school

service. Open to students of all grade levels.

**Mock Trial** - Students County-wide compete in a mock trial. Winners are determined by local judges. Teams are coached by local attorneys and District Attorneys. Students are needed as prosecuting attorneys, defense attorneys, witnesses, court-room artists, etc. The most fun you'll ever have learning!

## **COLLEGE ENRICHMENT**

**Advanced Placement (AP) and College Level Examination Program (CLEP) Exams** - Students are encouraged to take AP or CLEP exams to earn college credit for the subject(s) in which they have tested. The list of AP and CLEP exams are available in the Counseling Center. The CLEP exams may be taken at any time. Students who wish to take an AP exam must sign up with the school counselor in February in order to take an exam (all exams are given in May). The full exam fee must be collected at the time the AP exam is ordered. \$15 of this fee is non-refundable. Students who wish to take a CLEP exam will need to notify the counselor at least 30 days before he/she intends to take the test. AP exams are \$85 each (fee reduction available for students who qualify for the free or reduced lunch program). CLEP exams are \$55 each. See counselor for further information and registration forms.

**Concurrent Enrollment** - It is the intent of the Board of Trustees to provide opportunities for advancement for interested students. Therefore, a student, with parent, counselor, and principal approval, may enroll in a college course. College courses may only be used to fill elective credit requirements unless the student is taking the course in order to advance to the next course in that department. Example: a student may take Algebra II at Cuesta in order to advance to Math Analysis the following semester at Coast. All other course requirements (i.e. four years English, four years social science, three years math, three years science, two years PE, one year vocational education, one year of a fine art or foreign language, and one semester of computers) must be completed at Coast. High school credit for college courses will be assigned by the various Coast departments. Example: the math department will determine the number of credits given for college math classes, the English department for college English classes, etc.

To enroll in a college class, the student must complete an admissions application for the college and a **High School Enrichment** form (includes parent, student, counselor, and principal signatures). Community College applications may be completed online at [www.cccapply.org](http://www.cccapply.org). Enrichment forms may be obtained from the counselor. If the student wishes to receive high school credit, he/she must provide the registrar with a report card or transcript showing the final grade. If the course is to be used to meet department credit, the student must enroll in and complete the next course in the sequence at Coast. If this is not done, the college course will be used for elective credit and not department credit.

A student who has completed a college prep course at Coast and received a **D** or **F** grade may repeat the course at Cuesta rather than Coast to meet graduation requirements.

## **DANCES**

The following regulations are necessary to ensure the success and continuance of school dances:

1. Non-Coast students will not be admitted except as the guest of a Coast student. Guests must be high school students currently in good standing or graduates of a regular high school who have not yet reached the age of 21. Guest passes are required for all non-Coast students. Pass requests may be picked up in the office and must be returned to the office at least three days before the dance. Passes must be signed by the principal and the ASB advisor.
2. Students who have been excluded from school for disciplinary reasons are not permitted to attend school functions.
3. Students leaving the dance will not be allowed to re-enter.

4. All dances end no later than midnight. Students are responsible for arranging transportation. Any student remaining at the activity thirty minutes beyond the end of the dance will be disqualified from attending the next dance.
5. All school rules and regulations apply.

## **GUIDANCE SERVICES**

All students will meet with the counselor at least twice per year for evaluation of their progress toward meeting their graduation requirements and their career goals. Additional meetings will be scheduled for sophomores and parents to discuss college/career planning and for seniors to discuss order and complete post-secondary school applications.

Career Center: The Career Center is located in the building to the east of the school office. It contains college and university catalogs from many California and out-of-state schools, as well as reference materials on colleges, universities, and vocational/trade/technical schools throughout the United States. It contains application forms for college admissions, admission tests (ex: SAT and ACT), and financial aid, and is the repository for college and career videos. Catalogs, videos, study guides, etc. are available for check-out by students or parents/guardians.

Career Search: The Career View programs can be used to access information on hundreds of occupational clusters. In addition, the student may complete an interest inventory, which will help guide him/her to career areas that may be of interest. Printed Occupational Profiles, as well as lists of colleges which offer the specific major are also available.

Scholarships: A scholarship bulletin is produced and available in the counselor's office. This bulletin gives information on scholarships currently available, requirements, deadlines, etc. In addition, the Coast Scholarship Fund offers thousands of dollars of local scholarship money to qualified students each year. The scholarship fund applications are available each spring, to students who have attained a cumulative GPA of 2.75 or better and have participated in at least one extra-curricular activity. Application and deadline information for these scholarships is broadcast in the daily bulletin and in the monthly newsletter.

Schedule Changes: Every attempt is made to enroll the student in his/her requested classes. Occasionally, because of course conflicts, this is not possible. When this occurs, students will be allowed to make a schedule change. All schedule changes must be made before the beginning of the semester. Schedule changes will only be considered for the following reasons: a student scheduled in a class not on his/her request list or placed in a class that is inappropriate to his/her level/ability (Example: a freshman placed in senior English). To make a change, the student must request a schedule change form from the counselor. This form must be completed, and signed by the parent before a change will be made.

Once the term has begun, schedule changes will be made only upon recommendation of the teacher of the class in which the student is enrolled. If the student desires to make the recommended change, he/she must have a **Schedule Change Form** signed by the school counselor, his/her parent, and all teachers affected.

Schedule changes made after the beginning of the term may result in the student receiving an **F** and/or loss of credit in one or both of the classes involved in the change. The determination of grade and credit will be made by the teachers involved at the time of the change.

## **HOMEWORK**

Assignment sheets are available for each class. Parents may call the office to obtain copies of the

assignments sheets. It is important that parents check with their students to make sure all homework is completed.

### **LIBRARY SERVICES**

Library hours are 7:30 a.m. - 4:00 p.m. The Coast Union High School Library functions as an integral part of the total educational program. The goal of the library program is to facilitate and expedite the realization and attainment of a quality, optimum education by each student.

Materials are available to Coast students on a two-week loan period and must be checked out through the circulation desk. Fines for overdue books are \$.05 per day to a maximum of the replacement cost for the material. Charges will be assessed for lost or damaged materials and report cards, transcripts and/or diplomas will be withheld until the fines/charges are paid. Reference books may not be checked out. Photocopy service is available at \$.05 per page. Audio visual equipment is available for student use. See librarian for details. Students who wish to use library computers for research, Internet access or word processing must have an Internet contract on file with the librarian.

Textbooks: Students are issued all required textbooks free of charge. At the end of the course it is the student=s responsibility to return the same book he/she was issued. If a textbook is lost, stolen, misplaced, or damaged, the student will be billed for the cost of replacing the book. If the missing textbook is found and returned to the library, the replacement cost will be returned to the student. Report cards, transcripts, and/or diplomas will be withheld until missing textbooks are returned or paid for.

### **LOST AND FOUND**

Textbooks which are found should be delivered to the librarian. All other lost and found articles are given to the attendance clerk. Lost items not claimed in a timely fashion will be donated to charity. Coast Union High School accepts no responsibility for lost items.

### **NEWSLETTERS**

School newsletters will be mailed to each student=s home periodically throughout the year. These newsletters will contain valuable information regarding holidays, testing, counseling, etc.

### **OFFICE HOURS**

Office hours are Monday through Friday 7:30 a.m. - 4:00 p.m. Office phone: 927-3889

### **PARENT GROUPS**

The Booster Club sponsors many fund-raising events to support the staff and students of Coast Union High School. Extra volunteers are always needed. All parents are encouraged to participate. Students will receive an informational brochure and membership application during registration.

### **TRANSCRIPTS**

Records of all grades received from Coast or other schools will be recorded and kept indefinitely. Copies of student transcripts may be obtained free of charge from the registrar. To receive a transcript, fill-out and sign a Transcript Request@form and return it to the registrar. If a transcript is to be mailed to a college, university, NCAA, or scholarship committee, please submit a stamped, addressed envelope with your request. Please allow one week for processing.

### **WEB SITE**

The Coast Union and Virtual Career Center web sites can be accessed through the district web address:

[www.coastusd.org](http://www.coastusd.org). In addition, all parents have been assigned pass codes that allow them to access Power School, the district scheduling, attendance, and grading program. Power School can be accessed from the school's web site or direct. Please guard your pass codes to protect your privacy. If a pass code should be lost or somehow become public knowledge, please contact the counselor and a new pass code will be issued to you immediately.

### **WORK PERMITS**

A work permit may be obtained from the attendance clerk. The school may revoke a student's work permit for poor attendance, grades and/or behavior.

## **CAMPUS RULES AND REGULATIONS**

### **INTRODUCTION**

It is the desire of all concerned with educating the students of Coast Union High School and Santa Lucia Middle School that an atmosphere be present which makes it possible for each individual student to grow and prosper emotionally, mentally, and socially. Our commitment to learning includes the following concepts: rules are publicized, explained, and equitably enforced. The following rules and guidelines were reviewed and approved by a committee composed of teachers, parents, students and Board members.

School rules are derived from the goals of respect for self, for property, and for tolerance of others. In enforcing the rules of the school, the staff believes that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed to become responsible citizens.

To ensure the success of students in a school environment, the staff and parents must work cooperatively. The teachers, administrators and parents are responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parental support of the school is essential to ensure that students respect and follow the rules and regulations. Parents and students must be responsible for regular school attendance; students with good attendance are most likely to be successful in school.

### **EXPECTATIONS FOR CLASSROOM BEHAVIOR**

Students have the right to learn and teachers have the right to teach. Students are expected to show respect for the teacher and for other students in the classroom. **Any behavior that disrupts instruction is inappropriate.** Specifically, students are required to come to class prepared to work with all required materials and stay on task for the class period. Additionally, students who display disruptive behavior in the classroom will first work with the teacher to improve their behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to the school principal. **The school will notify parents, who will be expected to aid in correcting the reported behavior.**

### **RIGHTS OF STUDENTS**

- \$ To an education in a safe, clean environment.
- \$ To consistent and respectful treatment by staff members and other students.
- \$ To be informed of school rules and procedures.

- \$ To have access to records upon reaching the age of sixteen.
- \$ To remain enrolled in school until removed under due process conditions as specified in the Education Code.
- \$ To full use of class time, receiving instruction and for learning.
- \$ To due process before a penalty is imposed. When a student has been referred for disciplinary action, the student has the opportunity to offer his/her version of the incident to school authorities.
- \$ To have the right to appeal.
- \$ To be heard and encouraged to voice their concerns.

### **RESPONSIBILITIES OF STUDENTS**

- \$ To attend classes regularly and on time.
- \$ To obey school rules and procedures.
- \$ To behave in an appropriate manner.
- \$ To respect the rights of other students and school personnel.
- \$ To be prepared for class with appropriate materials and work.
- \$ To respect school property.

### **RIGHTS OF PARENTS**

- \$ To be informed of district policies, school rules, and procedures related to their children.
- \$ To be informed of all facts and school actions related to their children.
- \$ To inspect their child=s records.

### **RESPONSIBILITIES OF PARENTS**

- \$ To visit school periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their children.
- \$ To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- \$ To maintain consistent and adequate control over their children.
- \$ To be familiar with district policies, school rules, and procedures.

### **RIGHTS OF TEACHERS**

- \$ To expect students to put forth effort, participate in class and successfully complete classroom assignments in order to receive a passing grade.
- \$ To expect students to behave in a manner which will not interfere with the learning of other students.
- \$ To expect parental support related to academic and social progress of students.

### **RESPONSIBILITIES OF TEACHERS**

- \$ To inform parents through report cards and conferences about the academic progress, school citizenship and general behavior of their children.
- \$ To conduct a well-planned and effective classroom program.
- \$ To initiate and enforce a set of classroom regulations consistent with school and district policies, rules and procedures.
- \$ To treat students in a fair, consistent and respectful manner.

### **RIGHTS OF ADMINISTRATORS**

To hold students to strict accountability for any disorderly conduct in school or on their way to and from school.

- \$ To take appropriate action in dealing with students guilty of misconduct.

§ To recommend suspension, exemption, exclusion and/or expulsion as the situation demands.

### RESPONSIBILITIES OF ADMINISTRATORS

- § To provide leadership that will establish, encourage and promote good teaching and effective learning.
- § To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- § To request assistance in matters concerning serious instructional, behavioral, emotional, health or attendance problems.
- § To grant access to pupil records by parent/guardian or others with proper authorization.

## ATTENDANCE

Attendance is an important part of the educational process. It is a measure of a student's participation in the learning process. The school district is committed to providing a safe and supportive learning environment for all students. Attendance is a key factor in determining a student's academic success. The school district will work with parents and students to ensure that all students are present in school every day. The school district will provide support and resources to help students overcome barriers to attendance. The school district will also provide support and resources to help parents and students understand the importance of attendance. The school district will work with parents and students to ensure that all students are present in school every day. The school district will provide support and resources to help students overcome barriers to attendance. The school district will also provide support and resources to help parents and students understand the importance of attendance.

### CLEARING AN ABSENCE

Parents are encouraged to call the school office to clear an absence. The school office will provide support and resources to help parents and students understand the importance of attendance. The school office will also provide support and resources to help parents and students understand the importance of attendance. The school office will work with parents and students to ensure that all students are present in school every day. The school office will provide support and resources to help students overcome barriers to attendance. The school office will also provide support and resources to help parents and students understand the importance of attendance.

### CHANGING CLASSIFICATION OF ABSENCES

Parents are encouraged to call the school office to change the classification of an absence. The school office will provide support and resources to help parents and students understand the importance of attendance. The school office will also provide support and resources to help parents and students understand the importance of attendance. The school office will work with parents and students to ensure that all students are present in school every day. The school office will provide support and resources to help students overcome barriers to attendance. The school office will also provide support and resources to help parents and students understand the importance of attendance.

### EXCUSED ABSENCES AND MAKE-UP WORK DUE TO STUDENT-S ABSENCE FROM SCHOOL AND/OR CLASS

The following are the types of absences that are considered excused:

- § Illness
- § Family emergency
- § Religious observance
- § Court appearance
- § Death in the family
- § Military service
- § Jury duty

Students who are absent for an excused reason will be given the opportunity to make up missed assignments. The school district will provide support and resources to help students overcome barriers to attendance. The school district will also provide support and resources to help parents and students understand the importance of attendance. The school district will work with parents and students to ensure that all students are present in school every day. The school district will provide support and resources to help students overcome barriers to attendance. The school district will also provide support and resources to help parents and students understand the importance of attendance.

**Absences for any reason other than those stated above are considered "unexcused" and students cannot make up missed assignments.**



Consequences of tardiness are as follows:

**Consequences:** Tardiness is a violation of the school's discipline policy.

**First tardy** 10 minutes

**Second tardy** 15 minutes. If a student is tardy a second time, the student will be placed in the office for 15 minutes. If a student is tardy a third time, the student will be placed in the office for 30 minutes.

**Third tardy** A student who is tardy a third time (in a semester) will be placed in the office for 45 minutes.

**Fourth tardy** A student who is tardy a fourth time (in a semester) will be placed in the office for 1 hour.

**Fifth tardy** (in a semester) will be placed in the office for 1.5 hours.

## TEACHER AUTHORITY

Education Code 48921 states "All pupils should comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the school." This section of the code points out that the authority of the classroom teacher extends well beyond the classroom.

- § Every teacher has the responsibility for the citizenship of our students both in and out of class.
- § The classroom teacher is a front-line counselor. Most problems should be resolved through a one-on-one discussion between student and teacher. In most cases, the classroom teacher will utilize his/her own discipline procedure and initiate a parent contact before referral to the student's counselor or principal. Administration will be contacted immediately when serious violations have occurred.
- § The basic operating principle is to expect good behavior from all students, isolate the offender, and refer to a higher authority when reasonable actions prove ineffective. Seek advice whenever in doubt.
- § All staff members are responsible for the safety and welfare of the students at all times when students are present on campus or at school activities. Faculty members are expected to react to any and all unsafe situations and will remain on duty until administrator or management person releases them.

## STUDENT RESPONSIBILITIES

- § To be punctual, prepared and polite
- § Not disrupt class
- § Respect the rights and property of others
- § To be responsible for his/her own actions

### Minor Behavioral Problems

*Examples:* Minor class disruptions  
Inappropriate language  
Student arguments

### Consequences

- Step 1 Student notified (verbally) by his or her teacher of Step 1 placement. Logged by teacher.
- Step 2 Campus Supervisor assistance/escort requested by teacher.
  - § Student completes a Student (Step 2) Contract; copy sent to parents and given to teacher.
  - § Teacher/student conference.

- Step 3 Referral to Campus Supervisor  
 \$ Suspension from class for the day of the infraction and the following day  
 \$ Parents contacted by teacher
- Step 4 Referral to the principal.  
 \$ Suspension from class  
 \$ Teacher/parent/student/principal conference: class removal consequences explained
- Step 5 Referral to principal  
 \$ Suspension from class  
 \$ Principal/teacher/campus supervisor conference to determine if student is to be removed from class with W/F grade for the semester.
- Step 6 Removal from class with a W/F grade for the semester

***The above rules involve classroom behavior. Gross insubordination or misconduct will be dealt with as per school policy.***

**Note:** Removal from two or more classes during a given semester will result in consideration for placement in an alternative educational program.

## STUDENT BEHAVIOR

Teachers are responsible for keeping students in class. A student is not allowed out of class without a written pass (except to go to the restroom). The pass should include the following information: Student=s Name, Teacher=s Name; Date, Time of Departure; and Destination. Students found on campus without a pass will be dealt with according to the Step plan delineated on page 38.

**CHEATING ON TESTS, ASSIGNMENTS, OR PROJECTS** - Students are expected to do their own work. Consequences for cheating (including plagiarism) are as follows:

**On tests or major projects:**

**1<sup>st</sup> Offense** 'F' on test/project (e.g. test = 100 points; score = 0) and student, teacher and parent conference

**2<sup>nd</sup> Offense** Double 'F' on test/project (e.g. test = 100 points; score = **B** 100) plus one week administrative detention and student, teacher, and parent conference

**3<sup>rd</sup> Offense** Suspension, a grade of 'F' in the course, and a student, parent and principal conference

**On daily assignments or small projects:**

The same action will be taken as above with the appropriate point totals for that particular assignment/project.

**Buying, Selling, or Stealing school materials (i.e. tests):** Student, teacher and parent conference

**DRUG, ALCOHOL, TOBACCO USE** - Students may not buy, use, possess, distribute or sell any illegal substance on school campus or at any school function including, but not limited to, away athletic contests or any other school sponsored event.

**Consequences for Use or Possession:**

***First Offense***

- \$ Law enforcement officials and parents/guardians notified.
- \$ Conference with the student and his/her parents/guardians.
- \$ Suspension (may be on campus or off depending on circumstances) for one (1) to five (5) days.
- \$ The student, preferably accompanied by his/her parents or guardians, will meet with a counselor and complete a minimum of five (5) counseling sessions in a mutually agreed upon substance diversion program. The counselor will notify the principal in writing that the requirements of this section have been met. The counselor may require that the parents take part in some or all of the sessions.
- \$ The student must complete a minimum of twenty (20) to fifty (50) hours of community service. Guidelines for this community service will be established at the time of suspension.

***Second Offense***

- \$ The student shall be recommended to the School Board for expulsion.
- \$ Law enforcement shall be notified.

**Sale or Distribution** (Distribution means giving drugs or alcohol to another student on campus or at any school function)

**Consequences for Sale or Distribution:**

***First Offense***

- \$ The student shall be recommended to the School Board for expulsion.
- \$ Law enforcement shall be notified.

**PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection, other than handholding, are not acceptable on school grounds. Problems will be dealt with on an individual basis by the principal or counselor.

**SEXUAL HARASSMENT**

Definition: Per Education Code 212.5, prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- \$ Unwelcome leering, sexual flirtations or propositions.

- § Unwelcome sexual slurs epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- § Graphic verbal comments about an individual's body, or overly personal conversation.
- § Sexual jokes, stories, drawings, pictures or gestures.
- § Spreading sexual rumors.
- § Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- § Touching an individual's body or clothes in a sexual way.
- § Purposefully limiting a student's access to educational tools.
- § Cornering or blocking of normal movements.
- § Displaying sexually suggestive objects in the educational environment.
- § Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

**Consequences for Sexual Harassment:**

Sexual harassment is a suspendable offense per Ed. Code 48900.

**SUSPENSION AND/OR EXPULSION (causes for - as per Ed. Code 48900)**

- § Caused, attempted to cause, or threatened to cause physical injury to another person or willingly used force or violence upon the person of another, except in self-defense.
- § Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.
- § Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- § Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 110007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, or sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- § Committed robbery or extortion.
- § Caused or attempted to cause damage to school property or private property.
- § Stole or attempted to steal school property or private property.
- § Possessed or used tobacco, except as provided in Section 48901 of the California Education Code.
- § Committed an obscene act or engaged in habitual profanity or vulgarity.
- § Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of The Health and Safety Code.
- § Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- § Knowingly received stolen school property or private property.

**Additional grounds for suspension or expulsion (per Section 48900.2 of the Ed. Code):**

The following acts are given as non-exclusive examples of disruption of school activities, and (if willfully committed) willful defiance of valid authority of supervisors, teachers administrators and other school personnel while upon school premises, or while under the authority of school personnel:

- § Willful disobedience of the directions of school officials acting in the performance of their duties.
- § Violation of school rules and regulations including those concerning student organizations, the use of school facilities, or the time, place, and manner of unacceptable literature.
- § Dishonesty, such as cheating or knowingly furnishing fake information to the school.
- § Unauthorized entry to, or use of, the school, documents, records, or identification.
- § Obstruction or disruption of classes, administration, disciplinary procedures, or authorized school activities.

- \$ Habitual profanity or vulgarity.
- \$ Open and persistent defiance of the authority of school personnel.
- \$ A serious infraction of behavior standards or announced school rules which is inimical to the welfare of the student body.
- \$ Hazing (to harass by banter, ridicule, or criticism; or to play abusive and humiliating tricks on by way of initiation).
- \$ Willful or negligent conduct likely to result in injury to another student, school employee, or other person, or damage to school property.
- \$ Appearance and un-cleanliness which is detrimental to the welfare of the student body or which contradicts an established dress code or generally accepted health standards.
- \$ Disorderly, lewd, indecent, obscene or offensive conduct or expression which interferes with the school's primary educational responsibility or adversely affects a student's standing as a responsible member of the school community.
- \$ Fighting or attempting to fight; gang fighting.
- \$ Use or possession of fireworks or matches (including arson or any unauthorized starting of a fire).
- \$ Failure to be diligent in study.
- \$ Intimidation
- \$ Use or possession of any concealed electronic listening or recording device in any classroom without prior consent of the teacher and principal.
- \$ Gambling on the school premises or at school related activities.
- \$ Entering closed areas around the campus.
- \$ Absent from, or late to, class/campus without permission.
- \$ Driving in a reckless manner on or in the vicinity of the school.

## RECOMMENDATION FOR EXPULSION

The principal or district superintendent shall recommend a pupil=s expulsion for any of the following acts:

- \$ Causing serious physical injury to another person, except in self-defense.
- \$ Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
- \$ Unlawful possession or sale of any controlled substance as defined in Section 110007 of the Health and Safety Code and Coast Substance and Drug Policy.
- \$ Robbery or extortion.

Expulsion may also be recommended by the principal, district superintendent or by a hearing officer or administrative panel when:

- \$ 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 pupils or others.

## DRESS CODE

In general, wearing apparel will be determined at the discretion of the parent. *However*, any time there is evidence that choice of clothing or a student's appearance potentially endangers the student's health or safety, or otherwise interferes with the educational process and mission of the school, the school will exercise its rights and

responsibilities to intervene and take corrective action. The general atmosphere of a school must be conducive to learning. The principal or his/her designee or teacher will ask the student to make the necessary changes in his/her attire. In the event the change does not take place in the time allowed, the principal or his/her designee will prescribe the necessary action to be taken by the school under the rules and regulations prescribed by the state Education Code and school board policies. In addition, it is recognized that the school shares with parents a responsibility for teaching its youth appropriateness of dress. It is a mark of maturity when a student can freely choose appropriate apparel, which still demonstrates individuality. In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible behavior and endeavor to reflect respect for themselves, their school and their community.

***In the interest of health, safety, cleanliness, decency and decorum among students, the following regulations have been adopted by the School Board:***

- § Students are expected to follow all school rules governing safety and specialized programs that may require the wearing of protective clothing, safety glasses or other similar requirements.
- § Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and the like, or which bear any symbol or insignia that is inflammatory or indicates/advocates hatred based on group membership.
- § The wearing of clothing which represents any group, gang, organization, or philosophy which advocates violence or disruption, or has any history of violence or disruption of the school's instructional program objectives is unacceptable.
- § Attire or items, which may be used as a weapon, may not be worn (i.e. steel-toed boots, chains, items with spikes, etc.)
- § Dark glasses shall not be worn in classrooms or offices unless a health problem exists.
- § Hats, caps and other head coverings (including sweatshirt hoods) shall not be worn in classrooms. Students may wear head coverings at outdoor activities. Bandanas are prohibited as they are known to be gang affiliated.
- § Clothes must fit properly and must conceal undergarments at all times. See-through or fishnet fabrics, halter-tops, tube tops, off the shoulder or low-cut tops, and bare midriffs are prohibited. Shirts must be worn on campus. Clothing which is unduly revealing, or attire that detracts in any way from the educational mission of the school's instructional program is unacceptable.
- § Footwear must be worn at all times at school.
- § Skirts or shorts shorter than mid-thigh are prohibited.
- § ***Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.***

The principal reserves the right to determine whether student appearance is disruptive, unsafe or inappropriate to the educational process. While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the principal.

## **CONSEQUENCES**

Prior to sending students to the office/administration for dress code violations, teachers will talk to the student about his/her attire and seek voluntary compliance with the policy. If compliance is not forthcoming the following progressive discipline strategies will be implemented as needed:

- § Student and parent conference with administration, and attire altered
- § 1-3 day suspension, attire altered and parent conference
- § 3-5 day suspension, attire altered and parent conference

## **BICYCLES, ROLLERBLADES, AND SKATEBOARDS**

Bicycles, rollerblades, and skateboards may not be used on campus. Bicycles must be locked in the bike racks during school hours. Rollerblades and skateboards must be kept in the student's locker or left in the office during school hours. Bike riders must conform to California State laws regarding bicycle safety (i.e. helmets). Failure to comply will result in the confiscation of the item until a parent/guardian can pick it up.

## CELL PHONES, PAGERS, LASER POINTERS

Cell phones and pagers must be on a non-ring status during any class period or other school activity. Laser pointers are prohibited on school grounds at all times.

## DETENTION

If it is necessary to detain a student after school for any purpose, he/she will be notified one day prior to the day of detention. Students who normally ride the bus home must make arrangements for transportation on detention days.

- \$ Detention will be served with the issuing teacher/administrator.
- \$ Issuing detention will be left to the discretion of the teacher/administrator
- \$ Detention will not be more than one hour at any one time.

## ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in ASB, school clubs, the school play, and athletic teams. In order to participate in any extra-curricular activity, however, a student must be eligible which is defined as follows:

***The student must earn a GPA of at least 2.0 with no AF@ grades, and no more than one unsatisfactory citizenship mark in order to be eligible to participate in extracurricular activities at Coast. This includes election to class or school office, participation in campus clubs (such as Interact), sports, or the spring play, and attendance at school field trips or other school-sponsored events (such as grad night). Students who earn a 2.0 grade point average and have no more than one failing grade on their quarter grade report will be placed on academic probation for one quarter. During this probationary period, students may participate in all extracurricular activities. Students are allowed only one probationary period per school year.***

## LOCKERS

Students are responsible for their own lockers. Lockers are to be used only for the storage of books and supplies. No food, drinks, or other items are to be stored in lockers. Lockers are to be kept clean and free of clutter.

- \$ Lockers are to be used only for the storage of books and supplies.
- \$ No food, drinks, or other items are to be stored in lockers.
- \$ Lockers are to be kept clean and free of clutter. No items are to be stored in lockers that are not approved by the school administration.
- \$ Lockers are to be used only for the storage of books and supplies.
- \$ No food, drinks, or other items are to be stored in lockers.
- \$ Lockers are to be kept clean and free of clutter.

### Athletic Lockers:

- \$ Coaches will secure locker areas upon leaving - students are not to be in locker area except under the supervision of the coach.
- \$ Lockers are subject to inspection at any time to ensure proper usage, care, and to ensure that they are functioning properly. Students should be present, whenever possible or desirable, during such inspection.

## LOST OR DAMAGED BOOKS

Students are solely responsible for any books issued. Lost or damaged books must be paid for. If the book is recovered in the condition it was issued, the payment will be refunded.

## RADIOS, IPODS AND CD PLAYERS

Radios, IPODS and CD players with earphones are permitted on buses but must be put in the student's locker immediately upon arriving at school and must not be used on campus, including during lunchtime. Boom box type stereos are not allowed on the bus or at school at any time.

## VEHICLES/PARKING

Students are responsible for the safe operation of their vehicles. Students who are found driving a vehicle without a valid driver's license, or who are found driving a vehicle while under the influence of alcohol or drugs, will be subject to the following consequences:

- \$ Students who are found driving a vehicle without a valid driver's license will be subject to a suspension of driving privileges for a period of 30 days.
- \$ Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 90 days.
- \$ Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 180 days.
- \$ Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 360 days.

### Consequences for unsafe driving (Students who are found driving a vehicle while under the influence of alcohol or drugs):

**First Offense** Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 30 days.

**Second Offense** Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 90 days (Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 100 days if the student is a member of the school's athletic team).

**Third Offense** Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 180 days (Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 180 days if the student is a member of the school's athletic team).

Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 360 days (Students who are found driving a vehicle while under the influence of alcohol or drugs will be subject to a suspension of driving privileges for a period of 360 days if the student is a member of the school's athletic team).

# THE ATHLETIC PROGRAM

## ATHLETIC DEPARTMENT STAFF:

**Athletic Director** Bill Clough

**Coaches**

- David Clements - Head Coach, Varsity Football
- Ron Garcia - Assistant Coach, Varsity Football
- Sean Spradley - Head Coach, JV Football
- Craig Brooke - Assistant JV Football Coach
- Pam Kenyon - Head Coach, Girl's Varsity Volleyball
- Denis White - Assistant Varsity Volleyball Coach
- Jeff Smith - JV Volleyball Coach
- Sara Burgess - Freshman Volleyball Coach
- Chris Milbreath - Head Coach, Varsity Girls' Tennis
- Aimee Wyatt - Head JV Girl's Tennis Coach
- Moises Jimenez - Head Coach, Cross Country
- Jerry Gibson - Head Coach, Girls' Varsity Basketball

Tim May - Head Coach, Varsity Boys' Basketball  
 Roberto Covey - Head Coach, JV Boys' Basketball  
 Moises Jimenez - Head Coach, Varsity Boys' Soccer  
 TBA - Head Coach, Varsity Girls' Soccer  
 Brian Machado- Head Coach, Varsity Baseball  
 TBA- Head Coach, Varsity Softball  
 Bill Clough - Head Coach, Varsity Boy's Golf  
 Ron Garcia Head Coach, Varsity Boys' Tennis  
 Sheri Baldwin – Athletic Trainer

**Fall Sports**

Cross County (co-ed)  
 Football (Varsity & JV)  
 Girls' Volleyball (Varsity & JV)  
 (Varsity & JV)

**Winter Sports**

(Varsity & JV)  
 (Varsity & JV)  
 (Varsity & JV)  
 (Varsity & JV)

**Spring Sports**

(Varsity)  
 Baseball (Varsity & JV)  
 (Varsity & JV)  
 (Varsity & JV)

*Please note: Due to deadlines, the enclosed information is as accurate as possible at the time of printing.*

Your high school years will be highlighted by your participation in interscholastic athletics. These will prove to be some of the most enjoyable years of your young life. CIF Central Section has standards that you must meet in order to be eligible to compete at the high school level. You are urged to study these carefully.

**CIF ELIGIBILITY RULES**

**RESIDENTIAL ELIGIBILITY**

A student has residential eligibility upon initial enrollment in:

- \$ The ninth grade of any CIF high school or;
- \$ Tenth grade of any CIF high school from ninth grade of a junior high school or;
- \$ Any CIF school as a member of an approved foreign exchange program as outlined in by-law 212.

*Note: The use of influence by any person or persons to secure or retain a student or to secure or retain one or both parents, guardians, or caregiver of a student as residents may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the California Interscholastic Federation.*

**Changing Schools**

Transfer Eligibility: A student who changes schools during high school eligibility may have transfer eligibility provided the student is compelled to move from any school to a CIF school due to:

- \$ A bona fide change of residence from one school attendance to the attendance area of the new school by the parents, legal guardians, or caregiver with whom the student was living when the student established

residential eligibility at the prior school or;

- § A ruling by the Board of Education of a school district which has two or more high schools, provided the change of school is not the result of disciplinary actions.
- § Students transferring from a public to a private school or a private school to a public school **may** lose eligibility for one year. For this reason it is imperative that the student and his/her parents meet with the athletic director, prior to making such a change, to determine if eligibility will be effected.  
*Students living with caregivers are not automatically athletically eligible.*

**Hardship Eligibility:** If a student changes schools and his/her parents, legal guardians, or caregiver do not move to the attendance area of the new school, a student could have restricted eligibility and qualify for a one year hardship eligibility. A hardship is defined as **A**an unforeseeable, unavoidable or uncorrectable act, condition, or event, which causes the imposition of a severe or non-athletic burden upon the student or his/her family. **@** The three considerations for hardship are financial considerations, medical considerations and family circumstances.

*Alternative Education Students: Students attending alternative schools, i.e.; continuation schools or independent studies, are not eligible for participation on any team at the comprehensive high school.*

## **AGE LIMITATIONS**

A student is eligible to participate or practice on any team as long as she/he does not turn 19 until after June 14<sup>th</sup> of the year he/she is playing a high school sport.

## **DURATION OF ELIGIBILITY**

A student who first enters the ninth grade of any school following his/her completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive semesters following the initial enrollment in the ninth grade. Said eligibility must be used during the student=s first eight consecutive semesters of enrollment at that school or any other school.

## **INELIGIBILITY**

A student may become ineligible to play interscholastic sports if he/she:

- § Provides false information. Any student who gives a false address or name in order to achieve residential eligibility will be ineligible in all interscholastic athletic competition for a period of one year from the date the infraction is verified.
- § Participates on an outside team during the sport season. A student on a high school team becomes ineligible if the student competes in a contest on an **@outside@team** in the same sport, during the student's high school season of the sport. **Such participation may also force the team to forfeit all games played with ineligible players.**
- § Exhibits poor conduct. A student who is ejected or disqualified from a game during participation in a CIF competition will be ineligible for the team=s next contest. In addition, any student who physically assaults a game or event official shall be banned from interscholastic athletics for the remainder of the student=s interscholastic eligibility.

# COAST ELIGIBILITY RULES

In addition to being governed by CIF Blue Book Rules and Regulations, athletes must adhere to the rules set forth herein. The purpose of this code is to set guidelines or standards to which all students must adhere in order to participate in athletics or activities at Coast Union High School.

## TO WHOM DOES IT APPLY?

The code applies to all participants involved in a school recognized sport and/or activity. This includes ASB, Athletics, Band, Cheer/Dance Team, Drama, and all school recognized clubs.

## PERIOD OF ENFORCEMENT

The activity code takes effect beginning the first day of school and terminates the last of school. It is in effect 24 hours a day, 7 days a week, including vacation days. A student who becomes ineligible based on fourth quarter grades/citizenship marks/suspension/expulsion/etc. will be ineligible for the first quarter of the following year.

The following are the general responsibilities of the athlete:

1. **Athletics/Activities Code:** Students shall follow all rules set forth by the coach/advisor and the Coast Union Athletics/Activities Code.
2. **Athletic Clearance:** Prior to participation, a student athlete must complete the proper athletic clearance procedures which include:
  - \$ Read and understand the Coast Union High School Athletic/Activities Code Book.
  - \$ Return Athletic Eligibility Card to front office filled out and signed.
  - \$ Understand, sign and return CIF Ethics Code sheet to the coach.
  - \$ Understand, sign and return District Transportation form to the coach.
  - \$ Purchase athletic insurance or provide proof of insurance (parent consent and acceptance of risk is understood).
  - \$ Have a physical exam (physicals are good for one year from date they are completed).
  - \$ Pay all fines, transportation dues, and purchase an ASB card.
3. **Academic Requirements:** The student athlete must meet Coast academic requirements. A student is academically eligible if:
  - \$ The student is currently enrolled in a minimum of 8 classes. (During the senior year the minimum number of classes shall be determined by the Principal, but in no case shall be less than seven classes.)
  - \$ The student does not have any failing grades on the previous quarter's grade report.
  - \$ The student is maintaining minimum progress toward meeting the high school graduation requirements as prescribed by the governing board.
  - \$ The student received a minimum 2.0 grade point average, on a 4.0 scale, in all enrolled classes for the previous quarter.
  - \$ The student must maintain a positive record of citizenship. Two or more unsatisfactory (U) citizenship marks will render a student ineligible.

**Probation:** Students who earn a 2.0 grade point average and have no more than one failing grade on their quarter grade report will be placed on academic probation for one quarter. During this probationary period, students may participate in all extracurricular activities provided they maintain weekly grade/behavior and attendance checks which demonstrate satisfactory progress towards meeting eligibility requirements. (Passing all classes, assignments complete, good behavior and attendance). Students are allowed only one probationary period per school year. *A student who is placed on probation based on fourth quarter grades/citizenship marks will be on probation for first*

quarter of the following year. This uses the student's one probationary period for that school year.

**A student who is academically ineligible at the beginning of the season will remain ineligible for the entire season.**

**SPECIAL NOTE:** Students, who are ineligible based on 1<sup>st</sup> quarter grades, will be allowed to try-out for winter sports and practice with the team until 2<sup>nd</sup> quarter grades are received. They may not, however, play in any games or travel to away games with the team until their 2<sup>nd</sup> quarter grades are received. If a student is still ineligible based on 2<sup>nd</sup> quarter grades, he/she can no longer be on the team. Students, who are ineligible based on 2<sup>nd</sup> quarter grades, will be allowed to try-out for spring sports and practice with the team until 3<sup>rd</sup> quarter grades are received. They may not, however, play in any games or travel to away games with the team until their 3<sup>rd</sup> quarter grades are received. If a student is still ineligible based on 3<sup>rd</sup> quarter grades, he/she can no longer be on the team.

**Summer School:** Summer school grades may or may not improve eligibility. The following factors will be considered:

- § A summer class can replace a failed semester class only when the course content of the summer school class duplicates the course content of the failed class. Example: summer school Biology can be used to replace an **F** received in Biology during the school year. This could affect both the GPA and the **F** no more than one **F** rule.
- § A summer class that is not a duplicate of the class failed will be used to improve the student's GPA but will not affect the **F** no more than one **F** rule. Example: Driver's Ed/Health is not offered in summer school so a student who fails Driver's Ed/Health during the school year, may take a different class during summer school to raise his/her GPA. This will not erase the **F** for Driver's Ed/Health. The summer school grade will be averaged in with the fourth quarter grades to determine eligibility for the fall quarter.

#### **ADDITIONAL REQUIREMENTS FOR COAST ATHLETES**

**Appearance:** Athletes will compete in school issued uniforms only. Any accessories not issued (e.g. socks, cleats/shoes, undershirts) must be approved by the coach prior to the beginning of a competition so that players will have a cohesive look. Jewelry (earrings, body piercing studs/rings, necklaces, bracelets, etc.) is not recommended for practice and is forbidden during games.

**Attendance:** Any student who is issued a cut will be suspended for one game or activity. If a student leaves campus without checking out properly through the office, he/she will be issued a cut and suspended from the next game or activity. Every student must be in attendance for half the school day in order to participate in practice, games or activities. Students absent because of medical appointments must have prior approval to participate. A Saturday game following a Friday school day shall be ruled the same as a Friday game.

**Students with excessive absences, excused or unexcused, may be restricted from participation if the principal determines that poor attendance and participation is having a negative effect upon the student's academic performance.**

**Citizenship/Sportsmanship:** Coast athletes are expected to exhibit good citizenship and sportsmanship. Incidents of poor citizenship or sportsmanship will be dealt with on a case-by-case basis. The seriousness of the offense, the conditions under which it occurred, and the student's past school record are factors that will be considered. The coach reserves the right to decide the course of action that will be taken. Situations that involve administrative intervention will result in suspension from participation in extracurricular activities.

**Conduct and Behavior:** Coast athletes represent their parents, school, and community as well as themselves. Proper conduct is expected at all times.

**Drugs, Tobacco (Chew, cigarettes) and Alcohol:** During the season of practice, play, or rehearsal, regardless of the quantity, a student shall not:

- § Consume or possess a beverage containing alcohol.
- § Use or possess tobacco products.

§ Consume, use, have in possession, buy, sell or give away a controlled substance (i.e. tobacco, marijuana, alcoholic beverages).

Penalties: The possession, use, sale, furnishing of, or being under the influence of alcohol, drugs, or narcotics, or any kind of controlled substance will result in suspension from participation in extracurricular activities. In addition, a minimum of 20 hours of community service and 5 hours of drug and alcohol counseling must be completed before the student may resume participation in the activity.

Athletes Please Note: Infractions that occur anytime between the first day of formal practice and the final game of the season will result in athletic ineligibility for the remainder of the season and until the required counseling and community service are completed (see **Penalties** above). **As there is often an overlap in sports practices this may mean that a student who becomes ineligible during participation in one sport, could remain ineligible for the following sport.**

**Language:** Anyone associated with athletics shall use language which is socially acceptable. Profanity or vulgar talk will not be tolerated on or off the playing field at any time.

**Quitting a Sport:** Dropping a sport, quitting a team, removal for disciplinary reasons, or failure to meet eligibility requirements will result in awards and dues forfeiture. Also, students may not participate in another sport during the same season of sport, except by mutual agreement of the coaches, Athletic Director and Principal.

**Respect:** The athlete is to show respect for all coaches, teachers, officials, spectators, school facilities, equipment, and opponents at all times.

**Responsibility for Equipment:** Students are financially responsible for all equipment checked out. They may not receive report cards or diplomas until all equipment is returned or paid for. Team and individual photos students purchase will be withheld until all issued equipment has been checked in. Students may not participate in another sport until they are cleared from the previous one. Credit will be received on items turned in only if:

§ The item(s) are the exact one(s) issued to the athlete.

§ All washable items have been washed.

**Student Body Card:** CIF, league and team awards are purchased from ASB card revenues. Therefore, students must purchase a student body card before participating in sports or activities. Students unable to pay for a student body card may make special arrangements with the activities director.

**Suspension:** Violations of school rules resulting in suspension, in school or at home, will cause the student to be ineligible for one week per day of suspension (e.g. 3 days of suspension would warrant 3 weeks of ineligibility). On the days of the suspension, the student is not allowed to participate in any activity, including practice. The activity suspension shall begin the day the student is suspended. Students are allowed to appeal the activity suspension to a three member committee consisting of the Athletic or Activities Director, teacher and classified staff member. The committee has the right to maintain, increase, or decrease the activity suspension based on the merits of the case.

#### **EXPECTATIONS FOR PARENTS OF COAST ATHLETES:**

§ Keep athletics in perspective. Emphasize that **academics** always come first. Assist the student to structure time wisely so that athletics do not interfere with academics.

§ Support your student athlete. Encourage participation by both girls and boys. Allow the student to select the sport based on his/her perceived abilities and likes. Provide a pressure free environment regarding athletic expectations. See that his/her medical needs are met and that he/she has proper equipment. Attend as many of your student=s contests as possible.

§ Stress the importance of the complete athlete, both mental and physical preparation.

§ Emphasize perseverance as the best way to solve problems rather than **Quitting**

§ Be supportive of the coaching staff. Go to all meetings requested by coaches. Being on a successful team is

important to your athlete. Support the coaches' preparation plan. Talk to your athlete frequently about how things are going with his/her sport. Make arrangements to talk to coaches privately and early about perceived problems.

- § During the season, take into consideration practice and games when planning family events.
- § Understand the needs of the particular sport. Some take more equipment, some take more time, and others may call for some form of year-round preparation.
- § Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.
- § **Model positive behavior towards everyone involved in the event as described in the Code of Ethics.**

**LETTER REQUIREMENTS:** Because of the differences among sports, each coach sets the requirements for receiving a letter in his/her sport.

#### **TRAVEL RULES AND EXPECTATIONS:**

**Transportation fees:** Students participating in athletic/activities are required to pay a fee for transportation for each season (see athletic packet for current transportation fees). If a student is unable to pay a fee, a waiver process is available. All transportation fees are due at the beginning of the season. If the student fails to pay or make arrangements to pay prior to this deadline, it could result in the student not being able to participate until fees are paid.

**Transportation by private vehicle:** Athletes shall ride to and from all contests on school provided transportation. In special instances, athletes may ride home with their parents, guardians, or family friends. Requests must be submitted in writing, on the appropriate school form which must be signed by a parent or guardian, and approved by the Athletic Director or the Principal prior to departure for the contest. In addition, parents need to notify the coach when they are taking responsibility for their son or daughter. **Under no circumstances is a student released to another student driving a vehicle.**

**Returning from competitions:** Accommodations have been made to pick up and drop off Cayucos students at the corner of Hwy. 1 and Old Creek Road depending on where the event is being held. Coaches will remind student athletes to let their parents know where games will be played, game times, and approximate return times. Parents should either be waiting at school or expecting a phone call from the student upon his/her return to school. The coach will provide access to a phone. Students are required to stay in the area near the front of the gymnasium until parents/guardians arrive.

**Meal Stops:** In some instances, the team may stop for either a pre-game or post-game meal. Please be prepared by either having the appropriate meal money or bringing a snack/meal. Athletes are expected to stay together as a group, with their coach.

**Valuables:** Neither Coast Unified School District nor its employees will be responsible for lost valuables. Please leave valuables at home.

## **GRIEVANCE PROCEDURE**

The grievance process is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. It is our belief that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches.

The list below of legitimate and non-legitimate grievances is intended to be a guideline, not an all-inclusive list.

- § Legitimate grievances: Failure to provide due process in disciplinary action. Failure to provide a fair opportunity to compete to make the team (cut-off). Mistreatment of athletes: Putting students down, using foul or inappropriate language, any violation of an adopted code (ethics, conduct, expectations).

- § Non-legitimate grievances: Athlete not given enough playing time. Athlete not playing the right position. Strategies used by the coach. Win/loss record of the team or coach.

It is the District's intent that problems be resolved before coming to the final grievance process. When a problem or concern develops between a student or parent and the coach, and a meeting or discussion has been held but resolution was not achieved, the following procedure and time line should be followed.

1. At the request of the student/parent, a meeting shall be held involving the student/parent, coach, athletic director and principal. This meeting should take place within five working days of the statement that a problem exists which requires intervention. It is hoped that an acceptable solution will be agreed upon. Whether or not agreement is reached, an outcome of the meeting should be the clarification of:
  - § The nature of the problem. What part of which code was violated?
  - § Reason(s) for the problem.
  - § Prior communication that has taken place, from either or both parties.
  - § Efforts that have been made to correct the situation.
  - § Acceptable solutions for, or exception of, each party.
2. If the problem is resolved to everyone's satisfaction, a written statement of the conference should be generated by the athletic director and kept on file.
3. If the problem is not resolved, and the student/parent decides to pursue the grievance process, a written summary of the student/parent concern and a summary of the conference are to be submitted by the athletic director and the student/parent to the site principal for further consideration.
4. The principal/designee shall conduct a meeting as soon as possible, but no later than seven working days from the receipt of the grievance, with the student/parent, coach, athletic director, and other personnel deemed necessary. Whatever the determination of the principal, a written summary of the conference will be developed by the principal and filed with the Superintendent for future reference or action.
5. If agreement is reached and the problem is resolved, no further action is necessary. If the problem is not resolved to the student/parent's satisfaction, a written appeal shall be submitted, to the Superintendent, no later than five school days after the decision of the principal.

As a school district, we welcome calls and/or conferences with parents and community members at large who have concerns about our policies or practices. It is imperative that we know when and what concerns students and parents have. Adjustments/changes in our policies or regulations will, to some degree, reflect the concerns expressed. However, grievances and appeals about our athletic policy and regulations must be based on violations of section(s) of the adopted codes of conduct, expectations, or ethics.