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FACULTY AND STAFF

ADMINISTRATION

Scott Ferguson.....Principal

SUPPORT STAFF

Thom Holt..... Athletic Director
Cheryl Seay..... Guidance Director
Adam Helfand School Psychologist
Sean Spradley.....Activities Director

CERTIFICATED STAFF

Olga Arias Foreign Language
Sharon Bisso..... AFS
Darcy Dobrec.....Agriculture/Science
Ron Garcia.....Social Science
Thom Holt..... Athletic Director/PE
Jim HurleyRSP/Mathematics
Ayen Johnson.....Photo/Technology
Pam Kenyon..... P.E.
Marc Ladewig..... ELD/Spanish
Wade LawrenceSocial Science
Amber Mailhot.....Mathematics
Jonathan Mattson.....Music
Tim May.....English
Victoria McConnell ... Resource Program
Suzette Morrow.....Art
Daniel Schalk.....Science
Sean Spradley.....ASB/Mathematics
Hillary Walters.....English
Cyndie Wilson Science/Agriculture

CLASSIFIED STAFF

Carrol Adams Secretary/Registrar
Ann BernalRSP Aide
Valeria Marroquin.....Attendance/ASB
Lisette Mendoza.....Counseling Specialist
Shannon Sutherland.Library/Media Spec.

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 & 2011 Coast Union High School was recognized as a California Distinguished School. In the 2015-16 Academic Year, Coast Union High School was one of Six San Luis Obispo County public high schools who received a silver medal in U.S. News and World Report's annual assessment.

VISION STATEMENT

The administration and staff of Coast Union offer a secure environment where the students have opportunities to grow and achieve to the utmost of their individual abilities.

SCHOOL MISSION

Coast Union is committed to the success of the individual student by promoting a healthy school environment which fosters the development of academic, technological, social and physical skills, including the development of positive self-esteem, through the combined efforts of students, faculty, staff, parents, administration and the community.

Coast Union High School is an equal opportunity provider. CUHS does not discriminate or deny access to programs or services on the basis of race, color, national origin, gender or disability.

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. 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

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

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). If GPA is tied, GPA calculations may be extended to end of second semester of 12th grade year. 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. A student who missed a significant amount of school because of an extended illness.
7. If grade calculations are tied after the first semester of senior year, AP exam scores, SAT scores, or ACT scores may be considered.
8. Core Academic courses will be taken into consideration when deciding Val/Sal criteria.
9. Enrollment in all available core academic AP courses will also be used as criteria.

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 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 9th 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 elective requirements for graduation. 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.
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. The Counselor will work with the student, AFS advisor, and host family to develop a schedule to satisfy Coast Union High School requirements. Upon satisfactory completion of a year of study, the student will obtain an honorary diploma. Contracts must be signed by the student, a host parent and the counselor. Suggested courses include:

- a. U.S. History
- b. Economics/American Government
- c. English (English III - American Literature is recommended)

- d. Meet 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
		Elective	B = 3

Total Points = 26 26 points) 8 classes = 3.25 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 "C". In these classes, an "A" grade receives 5 grade points and a "B" receives 4 grade points and a "C" receives 3 grade points. English 11 honors

does not receive an extra grade point as it is a sophomore level class.

UNIVERSITY ENTRANCE REQUIREMENTS

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. It 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. 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, East Bay, Fresno, Fullerton, 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/ACT TESTING

SAT TESTING DATES 2016 - 2017

TEST	DATE
SAT I & SAT Subject Tests	OCTOBER 1, 2016
SAT I & SAT Subject Tests	MAY 6, 2017
SAT I & SAT Subject Tests	JUNE 3, 2017

www.collegeboard.com

ACT TESTING DATES – 2016- 2017

TEST	DATE
ACT	April 8, 2017

www.actstudent.org

TEST	DATE
PSAT	OCTOBER 19, 2016

Students must register for these tests on-line.

GENERAL INFORMATION

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 Ms. Adams.

CAREER TECHNICAL EDUCATION

CUHS offers multi-year course sequences in 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

WINTER

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

SPRING

Girls' Softball
Boys' Baseball
Boys' Tennis

BELL SCHEDULE

<u>REGULAR SCHEDULE</u>		<u>MINIMUM DAY</u>	
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		
<u>EARLY RELEASE</u>		<u>PM ASSEMBLY SCHEDULE</u>	
Period 1A/1B	08:10 - 09:20	Period 1A/1B	08:10 - 09:28
Nutrition	09:20 - 09:25	Nutrition	09:28 - 09:34
Period 2A/2B	09:35 - 10:45	Period 2A/2B	09:46 - 11:02
Break	10:45 - 10:50	Break	11:02 - 11:05
Period 3A/3B	11:00 - 12:10	Period 3A/3B	11:15 - 12:33
Lunch	12:10 - 12:40	Assembly A	12:33 - 01:05
Period 4A/4B	12:50 - 02:00	Lunch	01:05 - 01:40
Staff Development	02:00- 3:30	Period 4A/4B	01:50 - 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.

Blacksmithing Club - Open to all students. Club members are encouraged to explore the many aspects of Blacksmithing, welding and metal work through work on individual projects.

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.

Dance Club – Open to all students interested in Dance.

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.

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

Friday Night Live Club - Open to all students. Builds partnerships for positive and healthy youth development which engage youth as active leaders and resources in their communities.

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

Geology Club - Open to all students interested in Engineering/Tech Club.

Interact - A student organization sponsored by Rotary International that focuses on community and school service. Open to students of all grade levels.

Kindness Club - Open to all students. To do good deeds during the School year.

Robotics Club – Open to all students. Opportunity to build competition style robots, gadget, visit and participate in local robot competitions.

Science Club - Open to all students interested in Science and Ag Mechanics.

Surf Club – Open to all students interested in surfing, learning to surf and competition.

Yearbook Club - Open to all students. Meets during class time to create and publish the yearbook.

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 be used to fulfill core academic and elective credit requirements. Transportation will not be provided by Coast Unified School District.

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, and counselor signatures). Community College applications may be completed online at 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 successfully complete the course.

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 students and parents to discuss college/career planning, FAFSA, 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 information for application forms for college admissions, admission tests (ex: SAT and ACT), and financial aid, and is the repository for college and career information.

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 in December, to students who have attained a cumulative GPA of 2.50 or better. Application and deadline information for these scholarships is broadcast in the daily bulletin in newsletters, and handed to student throughout the year in their Government/Economic classes.

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 from the counselor.

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 meet with the school counselor.

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.

TUTORS

Contract for Elementary/Middle School Tutors – Students may enroll in these courses by submitting both an application with both parent and student signatures, along with a student statement regarding how he/she will benefit from this course.

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.

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

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. 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 Office Staff. Lost items not claimed in a timely fashion will be donated to charity. Coast Union High School accepts no responsibility for lost items.

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**. In addition, all parents have been assigned pass codes that allow them to access Illuminate, the district scheduling, attendance, and grading program. Illuminate 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 registrar 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 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

The state attendance laws require regular school attendance and punctuality. Both the school and the parents are responsible for enforcing these laws. A student should NOT be absent without the parents knowledge and consent.

Research conclusively indicates a high positive correlation between student attendance and student learning. If a student is not in school, he/she cannot benefit from the instruction being provided. Because absences have a negative effect both on student performance and the District's finances, Coast Unified School District will continue to monitor all absences, collect notes, and make phone calls to verify why a student is absent. Students who are ill should not attend school, particularly if their illness is contagious. Students and parents are encouraged to make all medical and other appointments outside the school day. If you are unable to do so, appointments should be scheduled so that the student still attends as much of the school day as possible, before and/or after appointments.

CLEARING AN ABSENCE

Absences may be cleared by phone. When a student is absent, the parent or guardian must phone the school before his/her return: **927-3889**. If a phone call has been received, a note from the parent will not be needed. If the school has not received a phone call, the student must bring a note from his/her parent or guardian and obtain an absence slip from the attendance office. Students are to clear all absences on their own time to prevent unexcused tardies to class.

CHANGING CLASSIFICATION OF ABSENCES

Students are allowed three (3) school days to clear or change a classification of an absence. An absence not cleared by the third school day will result in a cut being issued.

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

State attendance laws and CUSD consider the following reasons as excused absences:

- illness
- medical/dental appointments
- court appearance
- family emergency
- death in the immediate family
- religious holiday
- quarantine

Students who miss school for any reason stated above will have one day for each day they are absent to make up work. Teachers may require that major projects be turned in on a specific due date, even if the student is absent due to illness. It is the student's responsibility to meet with his/her teachers on the day he/she returns to school to determine what assignments need to be made up.

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

A student, who is suspended from school, will not be allowed to make up any daily work or quizzes. Tests that were scheduled before the suspension are to be taken on the scheduled date at a time to be arranged by the teacher and administrator. It is the parent’s responsibility to make appropriate arrangements. Major projects that were assigned before the suspension and are due during the time of suspension will be accepted if the student has his/her parent bring the work to the teacher on the day the assignment is due. If the student misses a major test because of suspension, he/she will be allowed to make up the test on the day the student returns to school. Failure of the student to make up tests, unless prior arrangements with the teacher have been made, on their first day back will result in no credit being given.

A student who is absent for any approved school activity will not be counted absent for any classes missed. Prior to the absences, the student must turn in homework due the day of the absence, obtain the homework assignments for the following day, and arrange to make up any work that will be missed.

PERMISSION TO LEAVE SCHOOL

Students are not permitted to leave the school premises at any time during their school day without first obtaining permission from the attendance office, except during lunch for 11th and 12th grade students who have parent permission. Eleventh and 12th grade students, upon turning in a signed parent permission slip, will be issued an off-campus card which must be shown when leaving campus each day. **Ninth and 10th grade students are not allowed to leave campus during lunch.** Students who need to leave during the day must, in advance, have their parent contact the school and give authorization. This includes the inability to return to school after lunch. A student who leaves school without proper authorization will receive a cut.

UNEXCUSED ABSENCES – CUTS

Any student who, without legitimate excuse, does not attend a class, or arrives more than ten (10) minutes late for class, is considered to be cutting class. Homework, class work, and tests cannot be made up for days a student has cut class.

PROGRESSIVE DISCIPLINE PLAN

<u>Consequences:</u>	(Parents will be notified of each unexcused absence).
<i>First cut</i>	One hour of after-school supervised detention per class missed
<i>Second cut</i>	One hour of supervised after-school detention per class
<i>Third cut</i>	Mandatory grade reduction for the quarter.
<i>Subsequent Cuts</i>	Additional reduction of letter grade for the quarter. Habitual truancy will result in referral to the District School Attendance Review Board (SARB).

Any student subject to compulsory full-time education, who is absent from school more than three days without a valid excuse, or tardy in excess of 30 minutes on each of three or more days in one school year, is a truant and will be reported to the superintendent of the school district, the parent/guardian, and appropriate legal authorities. Any student with excessive absences, excused and/or unexcused, may be subject to a referral and subsequent hearing before the School Attendance Review Board (SARB).

TARDIES

Any student who, without a legitimate excuse, is not prepared to begin class work (as prescribed by the individual teacher) when the bell rings is considered tardy.

Consequences: Parents will automatically be notified after the first tardy.

First tardy No penalty

Second tardy Detention with classroom teacher. If detention is missed without a valid excuse, the student will be referred to the campus supervisor.

Third tardy N citizenship grade (mandatory) and parent notification.

Fourth tardy U citizenship grade (mandatory) and parental conference with principal and teacher.

Fifth tardy (and all subsequent tardies) Grade will be lowered one letter grade for the semester.

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:

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

2nd 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^d 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, VAPING 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. Possessed or used tobacco, tobacco products, e-cigarettes, vaporizers or other nicotine containing products as provided in Section 48901 of the California Education Code.

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, 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, e cigarette's, 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, bullying, and any form of electronic or cybergulling.
- 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 midribs 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 or tip of the fingers at student's sides are prohibited.
- Baggy pants worn inappropriately or below the waistline 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, LASER POINTERS

Cell phones must be on a non-ring status during any class period or other school activity. Laser pointers and headphones of any kind are prohibited on school grounds at all times except for instructional use only in the classroom.

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 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.

LOCKERS

Student lockers are for athletic and academic materials only. They are school property loaned to students for school related activities.

- Students shall not share locker combinations with other students.
- Students shall not allow others to use their assigned lockers.
- Students are not to write on lockers or deface them in any way. It will be the student's responsibility to pay for the replacement or repairs of his/her damaged locks or lockers.
- Students are to report vandalism to the office immediately.
- Students are to report damaged or malfunctioning lockers to the office immediately.
- Students are to keep lockers closed and locked when not in use.

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

Radios and IPODS 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

It is a privilege to drive a car to school; therefore, the following will be in effect:

- Students are only allowed to park in lots designated for student parking.
- Students are expected to drive in a safe, courteous manner at all times.
- Students must adhere to all California traffic safety laws and requirements.
- Students are NOT to be in the cars or parking lots during the school day without permission except to leave at lunch.

Consequences for unsafe driving (depend on severity of the offense):

First Offense Student conference - one hour detention and parent notification.

Second Offense Student will not be allowed to have a car on campus (this means within 100 yards of school property) for a two-week period, or off campus lunch privilege will be suspended for a specified period of time.

Third Offense Driving privilege will be lost for the balance of the school year, and the Highway Patrol will be informed.

Students who are parked in staff parking will be ticketed. A student who is ticketed must pay a \$5.00 fine. Transcripts and report cards will be withheld until this obligation is paid.

THE ATHLETIC PROGRAM

ATHLETIC DEPARTMENT STAFF:

Athletic Director Thom Holt

Fall Sports

Cross County
Football
Girls' Volleyball
Girls' Tennis

Winter Sports

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

Spring Sports

Baseball
Softball
Boys' Tennis

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 Eligibility 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 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 14th 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.

CUHS EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

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.

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. (See Summer School Rules below).

The following are the general responsibilities of the athlete:

Athletic Clearance: Prior to participation, a student athlete must complete the proper athletic clearance procedures which include:

- Submit a completed CUHS Athletic Participation Packet to the Athletic Director that includes the following: Athletic Code acknowledgement (signed), CIF code of Ethics acknowledgement (signed), Athletic Information & Participation Application (signed) (which includes athletic physical screening, medical information, acknowledgement of risk, consent to participate, consent to treat injury, and an athletic insurance verification), Policy prohibiting the use of androgenic/anabolic steroids (signed).
- Return Athletic Eligibility Card to front office filled out and signed.
- Purchase an ASB card.

Athletic Academic Eligibility 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. 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.*

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

for spring sports and practice with the team until 3rd quarter grades are received. They may not, however, play in any games or travel to away games with the team until their 3rd quarter grades are received. If a student is still ineligible based on 3rd quarter grades, he/she can no longer be on the team. *Ineligible students based on 4th quarter grades may not participate 1st quarter of the following school year.*

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.

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. 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.

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.

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.

USE OF TOBACCO, ILLEGAL DRUGS OR ALCOHOL (during season of activity)

The Coast Unified School District believes that Extracurricular Activities are an integral part of the school curriculum and, as such, must contribute to the physical and mental health of the Participants. To accomplish this, the District has enacted policies related to drug and alcohol use, both at school and outside of school activities.

Definitions

Activity: Any extracurricular activity sanctioned by and under the control and jurisdiction of the Coast Unified School District.

Awards: School letters, certificates, or other honors and/or special recognition.

Drug: Any substance considered illegal or controlled by the Food and Drug Administration. This includes

tobacco products, alcohol, and performance enhancing supplements including steroids.

Participant: Any student participating in extracurricular activities sanctioned by and under the control and jurisdiction of the Coast Unified School District.

Season: Official seasons will be the same for all extracurricular activities. The academic year is divided into three seasons: fall (August 1 – December 1), winter (November 1 – March 31), spring (February 1 – the last day of school). If tryouts/meetings for extracurricular activities fall during a season of ineligibility, the student may attend tryouts/meetings at the discretion of the person in charge.

Participants who are under the influence, or in possession, of illegal drugs or alcohol are subject to this policy at all times (i.e. during school, school activities, and outside of school), **as well as school consequences and the consequences of BP and AR 5131.6.**

Participants who attend an illegal activity (drugs or alcohol are being served to minors) are also subject to this policy even if they do not use drugs or alcohol.

Action Taken & the Reinstatement Process

First Offense:

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. The Participant and parent must successfully finish a five-week assistance/counseling program (evidence must be submitted) or the C.U.S.D. drug diversion program for reinstatement of eligibility.
4. Participant will be given the option of either A or B:

A. Taking a weekly drug test for six weeks (at the Participant's expense) with all negative results (any positive results are considered a second offense),

AND

Missing two weeks of activities beginning with the date of the confirmed positive and ending at midnight of the 14th day,

AND

Must be actively enrolled in and attending a five-week assistance/counseling program (evidence must be submitted) or the C.U.S.D. drug diversion program.

The Participant may attend practice/meetings at the discretion of the person in charge. Participants who do not complete a successful option A must complete option B for reinstatement.

B. Suspended from participation for a period of nine consecutive weeks, beginning with the date of the infraction and ending at midnight of the 63rd day. The Participant (at the Participant's expense) must provide the results of a negative drug test before beginning the next activity for which he/she is eligible.

Second Offense:

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. The Participant shall be suspended from participation for the remainder of the Season and for the next Season. Eligibility will be reinstated on the beginning date of the 3rd consecutive season following the 2nd offense (i.e. if the student's second offense occurs during the fall season, he/she will be eligible on February 1 for the spring season). The Participant (at the Participant's expense) must provide the results of a negative drug test before beginning the next activity for which he/she is eligible.

Third Offense:

1. Notify parent or guardian.
2. The Principal or his/her designee shall notify the Participant of the charges against him/her and provide him/her a chance to be heard on the matter at a meeting with the Principal/designee, the Participant, and his/her guardian/parent.
3. The Participant shall be ineligible for all Activities and participation. For reinstatement, the Participant must take a monthly drug test for twelve months (at the Participant's expense) with all negative results (any positive results are considered another offense).

Further violations shall result in a permanent ban from District Activities. Participants who do not finish the season will not be eligible for awards, honors, or recognition.

Quitting a Sport.

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.

TRAVEL RULES AND EXPECTATIONS:

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.

INTERPRETATION OF EXTRACURRICULAR ACTIVITIES CODE

The judgment of the Principal is final regarding the application of this Code, and any needed interpretation of it.

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.