

CYPRESS HIGH SCHOOL  
STUDENT EXPECTATIONS & POLICIES  
2024-2025



CHS policies and procedures can be found at: <http://cypress.auhsd.us/>

AUHS Board Policies at: <http://www.auhsd.us/>

**All policies are subject to change as deemed necessary by the administration.**

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# CYPRESS HIGH SCHOOL POLICIES

## 1. Academic Honesty and Cheating (incl. Plagiarism)

Cheating is prohibited. Cheating in the form of copying, plagiarism, academic dishonesty, or deception that unfairly, improperly, or illegally enhances the grade on an individual or group assignment or a final course grade will result in serious consequences. **Cutting and pasting from the internet or other sources is cheating.** Texting or using cell phones to share answers is considered cheating. If students have any doubt as to whether a particular act constitutes cheating, he/she should ask the teacher before proceeding.

**Plagiarism** is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition.

Cypress High School will adhere to the AUHSD [Board Policy 8703](#) Academic Honesty. "Individual violations of academic honesty are significant. It is the district's intent, through the use of consequences, that the student will learn from his/her mistakes and not exhibit dishonest behavior in the future. Violations of academic honesty are cumulative during the student's entire attendance at district schools."

**Note:** Tampering with teacher grades (on assignments, in grade books, or in computer databases) will result in a reduction of grade, failure of the course, suspension, and possible arrest and/or expulsion.

Students serving as a teacher and/or office aide who are found tampering with or misusing any school documents (this includes hall passes and detention slips) or records may be given a failing grade, removed from the class, and/or suspended.

## 2. Attendance and Tardy Policy

## **Absences**

Section 48205 of the California Education Code lists seven valid reasons for students to miss school. Make-up work is allowed only if their absence is based on one of these valid Verified or Excused Absences:\*\*

1. Illness (Verified)
2. Quarantine by the health officer (Verified)
3. Medical, dental, chiropractic, or optometric appointments (Verified)
4. Funeral services of an immediate family member (Verified)
5. Religious holiday (Excused)
6. School field trip or activity (Excused)
7. Personal\* (Verified)

*\*More than three consecutive days require prior administrator approval*

*\*\*Schools do NOT receive funding even if the absence is excused. This law went into effect in 1998. Any absence is a loss of revenue as well as instructional opportunities.*

The State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants WILL BE referred to the School Attendance Review Board for consideration by the District Attorney.

Illnesses up to three days may be verified by the parent. Illnesses of longer duration or that are chronic and cause the student to miss school frequently will require a doctor's note.

"Class Cut/ Ditch Days" days are NOT sanctioned by CHS and any such absences will be considered trancies

## **Procedure for verifying an absence:**

- The absence must be verified within 24 hours to the attendance office. A parent/guardian may:
  - o call the attendance office at (714) 220-4175 (Last Names A-L) / (714) 220-4177 (Last Names M-Z)
  - o send an email to [cypress\\_attendance@auhsd.us](mailto:cypress_attendance@auhsd.us) from the email address listed in Aeries
  - o Send a signed note with their student to give to the attendance office.
    - Absence notes must include the following information:
      - Student's full legal name (please print name clearly)
      - The day(s) and date(s) of absence(s)
      - Reason for the absence
      - The writer's name and the relationship to the student
      - Home and work phone numbers

*\* Please note that missing a single period without verification is unexcused and will result in that period being marked as truancy*

## **Procedure for leaving school early:**

1. The student brings a signed note from the parent to the attendance office before school, or the parent calls the attendance office notifying the school of an early out request
  - o *If the early release is not pre-arranged by either a note from the parent or a phone call before school on or prior to the day of the early release, then the parent may need to wait until it is appropriate to interrupt the class and/or the student finishes their activity before being pulled from class.*
2. Student shows early out slip to the appropriate teacher
- 3. Students must sign out in the attendance office before leaving campus**

Eighteen-year-old students may according to California Code, Education Code - EDC § 46012, verify their own absence or sign themselves out of school for the day but must do so through a site administrator.

**Any adult picking up a student MUST be listed on the emergency card/Aeries contacts otherwise, the student will not be released.**

### **Procedure for Makeup Work Due to an Absence**

According to Ed Code 48205(b), A pupil absent from school with an excused absence "shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence."

Teachers' individual policies regarding how to make up work after excused absences will be found in their class curriculum letter/syllabus.

Missed assignments and exams due to unexcused absences may not be allowed to be made up. Attendance codes for unexcused absences are recorded as U (unexcused), A (absent), or T (truant).

As a natural consequence, students with large numbers of unexcused absences may receive a failing grade in that course.

*Students who accumulate ten unexcused absences (two weeks of instruction time) in a class may result in a schedule change. An unverified absence is the same as an unexcused.*

*\*A "U" (unexcused) will be placed on the student's attendance record for medical visits until a doctor/dental note is presented.*

*\*\* Students who are truant from one to two periods will receive a disciplinary referral.*

*\*\*\*Students who do not maintain 90% attendance (unexcused or unverified absences) may be unable to participate in traditional school activities such as extracurricular activities, performances, dances, field trips, etc.*

### **Tardiness**

Students are expected to be in class, seated at their desks, for the start of each class.

Being tardy to class is detrimental to student learning, disrespectful to the teacher, and disruptive to fellow students' learning. CHS students are expected to be in class, ready to work when the bell rings to start each period. All late arrivals of less than 15 minutes will be counted as tardies. Parents will be notified via email of tardies. Late arrivals of more than 15 minutes will be counted as absences and must be excused by the parent/guardian. Tardies may not be excused by a parent/guardian, only by a CHS staff member. If tardies become a pattern, an administrator will contact the parent and hold an attendance conference at which point an attendance contract will be signed. If the parent contact does not result in a change in student behavior, the student will be referred to the School Attendance Review Board (SARB) for consideration by the District Attorney.

- Tardy students will not be given additional class time or make-up opportunities for what is missed due to their late arrival. Regular, punctual attendance is essential for students to be successful at school
- **Tardies are noted on the student's attendance record and become a part of their permanent record.**

**-Zero/First Period Tardies** are **only** excused for doctor/dental notes and illness/health problems verified by the school's health technician.

### **Tardy Procedures:**

#### **Late 15 min or less:**

- Go straight to class
- Check in to 5 Star -assign yourself a 15-minute detention

- Every tardy = 15 min detention notified via email

**Late more than 15 minutes:**

- Sign in at the attendance office upon arrival before going to class and get a pass to class
- Check in to 5 Star - assign yourself a 60 min detention
  - The student will receive a 60 min detention via email notification
  - Students who are late to school due to illness must report directly to the attendance office, where they may be directed to the health office for verification.

**Tardy Sweeps:**

- On various days and times
- Students late to class will be assigned a Tardy Sweep detention to be served on the following late start from 8:30 am - 9:00 am in the theater

**Chronic Tardy:**

*\* If a student does not live in the attendance area for Cypress High School and is habitually tardy (7 tardies), the team will discuss options for improving the student's attendance up to and including a potential return to the student's home school.*

### 3. Campus Visitors

Cypress High School is a closed campus. All visitors must check in at the main office before entering school grounds, or you may be liable for trespassing.

This is for the safety and security of all staff and students. California prohibits people from loitering within a certain distance while school is in session. Public Schools Are Not Public Property: Remember that because public schools are not entirely public forums, school administrators have the discretion to restrict the entry of outsiders, particularly while the school is in session.

School "loitering laws" are mainly aimed at keeping criminals, sexual predators, and drug dealers away from school children, but be aware that their language may be broad enough to cover lawful or innocent activity as well. These laws apply to all delivery personnel and "visitors" to campus. Those on campus (including the parking lots, school sidewalks, gates, and entryways) without permission will be considered to be trespassing.

### 4. Cell Phone and Electronic Device

Cell phones, tablets, and other electronic devices are permitted with a few guidelines. Students may possess or use personal electronic signaling devices on school campus provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

**All devices must be turned off and out of sight during class unless explicitly permitted by the teacher.** (Devices, including **earbuds**, should not be seen or heard during instructional time). Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except where deemed medically necessary or when otherwise permitted by the teacher or administration. No student shall be prevented from using his/her cell phone in case of an emergency, except where that use inhibits the ability of school district employees to communicate instructions for the safety of students effectively.

Safety is a primary concern, and being unable to hear is unsafe, so earbuds may not be worn during instructional time. Students may be asked to remove them at other times if it impedes their ability to hear instructions. **No exceptions will be made for students who violate the teachers' classroom policies. Families are encouraged to contact their students through the main office for emergencies or during lunch periods for non-emergencies.**

**Students who are ill must call home through the health office, not with their cell phones.**

- Violations of this policy shall be subject to progressive discipline. If a student’s use of an electronic signaling device causes a disruption, a school district employee on the first offense may direct the student to turn off the device or reprimand the student. A student’s right to carry such devices may be revoked for subsequent offenses except where deemed medically necessary. Students may be subject to other disciplinary measures when their use of an electronic signaling device violates independent school rules, such as prohibitions on cheating.
- Notwithstanding any other school policies on searches in general, absent reasonable suspicion of wrongdoing with the device beyond merely possessing it or having it turned on or out in the open, school district employees may not search any personal telecommunication device without the express authorized consent of the student and the student’s parent or legal guardian.
- No student shall use an electronic signaling device with a camera, video, or voice recording function in a way or under circumstances that infringes on the privacy rights of other students.

The consequences for cell phones/electronic devices will be:

First offense:

- Item will be confiscated from the student, secured in the main office, and can be picked up after school.
- Confiscated electronic signaling devices shall be stored by school district employees in a secure manner.

*\*If the student refuses to turn over the phone, the student will be referred to administration, removed for the remainder of the class period, and assigned administration designated consequences.*

Second offense:

- The item will be confiscated and returned ONLY to the parent/guardian of the student before or after school.
- Confiscated electronic signaling devices shall be stored by school district employees in a secure manner.
- A referral will be made to the administration
- Progressive discipline will follow thereafter.

*\*If the student refuses to turn over the phone, the student will be referred to administration, removed for the remainder of the class period, and assigned administration designated consequences.*

Cypress High School and the AUHSD are not responsible for lost, stolen, or broken cell phones or electronic devices. Cypress High School and the AUHSD are not responsible and will NOT pay for phones/electronic devices that are lost or stolen after confiscation. Students are responsible for personal electronic signaling devices they bring to school. The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices. **There will be no investigation for lost or stolen electronic devices.** The Anaheim Union High School District will NOT reimburse for any lost or stolen electronic devices, even if they are confiscated. California Education Code 48901.5 gives schools permission to regulate the possession or use of any electronic signaling device by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

**5. Check n Connect**

Check n Connect is a 17-minute block of time added to the end of fourth period. This time is intended to be a place for students to hear school announcements, learn relevant life skills, and provide students with a safe space to build community and connect to their peers and teachers. Students may also have the opportunity to do items like reading, completing homework, goal setting, participating in special lessons, and more. Students are expected to fully participate in Check n Connect and be present at all times.

**6. Class Changes**

Cypress students are placed in classes based on student requests, standardized test scores, and teacher recommendations. All classes are year-long except for Career, Finance, Technology (CFT), Digital Art, Health, Government, Economics, and some PE/sports programs. Schedule changes will only be made for the following reasons:

- To balance class sizes
- To correct a scheduling error
- As deemed necessary by the IEP team
- Safety concerns

All schedule changes will be determined and approved by the counseling staff. Schedule changes will NOT be made for the following reasons:

- Student/Parent does not like the subject/course, teacher, or the instructional style
- The student is failing the class
- Course content is perceived by the student/parent to be too difficult or too easy
- Personality conflicts
- The student decides he/she no longer wants to be in the course

## 7. Deliveries

Parents should only deliver **school-related items** on an emergency basis and deliveries should be infrequent in nature. There will be a table for items/**not food** near the attendance office. Please don't leave valuable items on the table. The school/district is not responsible for lost or stolen items placed on the table.

Delivery during the school day of "treats" to classrooms or hallways by non-students (parents, family members, and friends) is NOT permitted.

**No Food Deliveries of any kind will be accepted.** Students may not get food deliveries from parents, social media food apps *such as* "Uber Eats," "Door Dash," "Post Mates," or any other entity.

Food deliveries that compete with the school lunch program are against federal law. The cafeteria offers a free breakfast and lunch to all students daily with a variety of options that meet all dietary restrictions.

*\* If you have special dietary restrictions, you may work with our cafeteria staff to satisfy those restrictions*

## 8. Dress Code

CHS dress code can be summed up in four words: **Dress appropriately for school.**

Current educational thought suggests students are much like adults in the business world. Both should dress for success. Dressing appropriately is very important! CHS is an institution of academic excellence and students should dress appropriately for an educational environment. Save revealing, beach, party, and sleepwear for activities outside of school. This practice of intentionally and appropriately dressing for school will serve students as they will have learned this skill and will be prepared for life after high school.

California Administrative Code, Title 5, Division 2, Section 302 states: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself (herself) for the schoolroom before entering. Consistent with the general philosophy of this district, responsibility for the proper attire of all students attending classes in AUHSD rests with the parents/guardians.

The responsibility for enforcing this dress and grooming code rests with the office staff, paraprofessionals, campus safety, classroom teachers, counselors, and administrators on each campus. Violations of this code will be dealt with pursuant to the provisions of §48900 through §48925 of the California Education Code. Specifically, failure to adhere to the provisions of this dress and grooming code will be considered as a violation of §48900(k), which provides for the suspension or expulsion of pupils if they have "disrupted school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their

duties.”

While on campus, students shall adhere to the following:

**General:**

- Shirts and shorts (or equivalent clothing items) and shoes must be worn at all times
- Clothing should cover students sufficiently
  - midribs minimally exposed (the size of a closed hand or less)
  - chests minimally exposed
  - when seated, bare skin should not be on the seat
- Undergarments (for example, boxers, briefs, sports bras, bralettes, and bandeaus/tube tops are undergarments, undershirts) may never be visible.
  - Pants/skirts/shorts/tops should not reveal undergarments
- Holes in clothes and frayed clothes are fine as long as they don't expose undergarments or violate other exposure rules.
- Sheer or see-through clothing must only be worn under or over dress-code-appropriate attire.
  - Sheer tights or leggings may **only** be worn under clothing that meets the dress code requirements
  - Non-sheer leggings or athletic pants are acceptable
- Head Coverings:
  - Only Cypress head coverings, hats, and beanies, or head coverings in Cypress school colors (Navy blue, Orange, white) with no writing or symbols may be worn outdoors
    - Teachers have discretion over hats/beanies indoors.
  - When on-campus, hoods must be down at all times.
  - *Religious head coverings are acceptable at all times.*
- No items that display obscene symbols
  - symbols oriented toward sex, drugs, alcohol, tobacco, violence, or weapons.
- No items that display offensive slogans or words
  - degrading any cultural, religious, gender, political, or ethnic groups
- Shoes:
  - No bedroom-style slippers are allowed.

The consequence for violating the dress code will be:

- Before school, students will be required to change clothing or have the parent bring appropriate clothing to school - if this results in a student being tardy, it will **not** be excused.
- During school hours, students will be required to change their clothes (either use a loaner, PE clothes, or other item of clothing) The student will leave the inappropriate clothing in the office and can trade/pick up the item when the loaner clothes are returned.
- Subsequent violations will result in all of the above, but the item that is in violation will only be returned to a parent or guardian:
  - A fourth violation will result in all of the above and the student will be placed on a discipline contract.
- Continued defiance of this policy may result in a transfer.

*\* If a parent wants to bring clothes for the student to change during school hours, that is acceptable; however, if it takes more than 10 minutes, the student must change into loaner clothes and return to class. They may change out of the loaners into the delivered clothes during a passing period or lunch but may not miss more class time.*

## 9. Discrimination Policy

Discrimination/harassment of a student by another student/person violates school policy. This includes (but is not limited to) harassment based on race, ethnicity, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance or



with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating. Saying "I was just kidding," "it was just a joke," or "I was just messing around" does not excuse the behavior. This policy will be strictly enforced.

Examples of discriminatory harassment include, but are not limited to:

- Physical: Intimidating gestures, physical violence, assault, or threats of injury because of a person's identity
- Oral: Derogatory remarks based on a person's identity; unwelcome remarks about a person's cultural observances, demeaning jokes, comments, and slurs
- Written or graphic material: Including graffiti, defacing notices or posters, cartoons, caricatures, written threats, and statements of a derogatory nature
- Cyber: Offensive and unwanted image or video posts and messages

Alleged victims of the above-referenced offenses shall report these incidents to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. The principal/designee at Cypress shall be responsible for investigating and resolving complaints.

In response to an act of harassment, staff members should intervene to stop the harassment. Should consequences be necessary, they must be prompt, consistent, and proportionate to the seriousness of the act.

Restorative Justice practices should be in place as well. Restorative Justice focuses on mediation, agreement, and restitution

\*Please note California Ed Code 48900 (o) states: A student who has committed the following acts is subject to discipline by suspension or expulsion: Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Further, California Ed Code §4963 states: (a) No person from or in the educational or work environment of a local agency shall retaliate against a complainant, witness, or other person who supports or participates in a sexual harassment investigation. (b) Any attempt to penalize anyone from or in the educational or employment environment for initiating a complaint through any form of retaliation shall be treated as a separate allegation of discrimination.

## 10. Drugs, Alcohol, E-Cigarettes, and Tobacco

Drugs, alcohol, vapes, tobacco, and drug paraphernalia are illegal and not allowed on campus at any time. **Do not bring them to school!**

- Over-the-counter medications (OTC) are NOT allowed in a student's possession at any time on campus without a doctor's order. This includes items such as Tylenol, Advil, etc. Medication should be taken at home with parental supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under the supervision of school personnel. Parents must deliver medication to the health office in the original container. Under California Law, a medication form that includes dosage instructions must be completed by the parent and the physician before medication can be administered at school. These forms are available in the health office.

Any student under the influence or in possession of drugs, alcohol, nicotine, tobacco, or drug paraphernalia either at school, at any school event, or on the way to or from school, regardless of how they were acquired, will receive disciplinary consequences. Using, possession, sharing, or furnishing in any amount may result in one or more of the following consequences (not an exhaustive list):

- Before or after school mandatory reflection program
- Afterschool Vaping Intervention Program
- Required to use a clear backpack or no backpack
- Regular searches
- Escorts to and from classes/restrooms
- Regular check-ins with counselor/admin

- Loss of lunch area privileges
- Pathways to Success Program
- Citation or arrest
- Mandatory drug counseling
- Parents referred to a district-approved parenting class
- Suspension from school for up to 5 days
- Transfer to another school within the AUHSD (revocation of intra-district transfer)
- Expulsion from AUHSD

Per Ed Code EDC § 48911, selling drugs on campus is grounds for automatic expulsion.

## 11. Fighting, Bullying, and Harassment

Fighting, bullying, harassing, and/or threatening other students will not be tolerated on campus at any time. Threats, harassment, or bullying made over internet sites or phones that cause disruption at school will be treated as an on-campus event. "Hard looks," "stare downs," "mad dogging," or "banging" will not be tolerated. These actions may lead to dangerous confrontations and will be grounds for suspension, transfer or expulsion.

- Fighting, harassment, and bullying will be investigated, and appropriate consequences will result. Consequences may include suspension and possible citation by Cypress Police.
  - A person who engages in mutual combat has a right to self-defense only if (Cal. Criminal Jury Instructions: CALCRIM 3470):
    - He/she attempted to walk away or remove themselves from the situation
    - He/she actually and in good faith tried to stop fighting;
    - He/she indicated, by word or by conduct, to his/her opponent, in a way that a reasonable person would understand, that he/she wanted to stop fighting and that he/she had stopped fighting; AND
    - He/she gave his/her opponent a chance to stop fighting
    - He/she used no more force than was reasonably necessary to defend against the danger
- \*A person does not have a right to self-defense if he/she provokes a fight or quarrel with the intent to create an excuse to use force
- A second offense will result in further disciplinary action with possible school transfer, revocation of intra-district transfer and/or expulsion, and citation by Cypress Police

### **Cyberbullying**

Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

Examples of this behavior include, but are not limited to:

- Sending threatening, false, cruel, and/or vicious messages.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Posting of a student's picture without their permission.

Bullying of this nature creates a hostile and disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, and/or intimidating to an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property or reputation, or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies used by students engaged in cyberbullying include but are not limited to, social

networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cameras. As new technologies emerge, they too may be included in the above forms of communication.

Action Steps to Respond to Cyber Bullying or Harassment:

- Save the evidence. Print hard copies.
- Identify the cyberbully.
- Clearly, tell the bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the internet provider or cell phone company.
- Contact school administration.

Education Codes 48900.4 and 48900 (r) strictly prohibit harassment or bullying of any kind, and such behavior is subject to suspension and possible expulsion. If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The administration may also report the cyberbullying or harassment to the police.

**Students please refer to the StopIt app handout for our safe and anonymous reporting system**

## 12. Final Exam Schedule

Students must take final exams during the final exam schedule. The last day of school is May 22, 2025. Please schedule your personal events and trips around these dates. *Teachers are not required to make accommodations for missed finals due to personal reasons or unexcused absences.*

**The final exam schedule for the 2024-25 school year is as follows:**

First Semester:

Grades 9-12: Thursday, December 19 (periods 0,1,3,5,7), and Friday, December 20 (periods 2,4,6)

Second Semester Grades 9-11:

Wednesday, May 21(periods 0,1,3,5,7), and Thursday, May 22 (periods 2,4,6)

Second Semester Senior Finals:

Thursday, May 15, and Friday, May 16

Graduation is Tuesday, May 20th @6pm Handel Stadium

Tickets are required for entrance

## 13. Good Neighbor Policy

Students are to exhibit pride in themselves and their school as they interact with our neighbors and other community members. Before and after school hours:

- Do not loiter on residence property (lawns, walkways, etc.).
- Do not enter the residence property unless you are a resident of that property or you are specifically visiting a tenant.
- Obey all "Visitor Policies" for that residence.
- If you are not a resident or "Visitor," do not trespass at any time.

While CHS students have every right to patronize appropriate businesses near the campus during non-school hours, please do not jeopardize that right through inappropriate behavior.

- Do not loiter inside or outside of businesses.
- Respect the posted rules of those businesses.
- Do not block entrances.

- Be respectful of those working in these businesses.
- Do not exhibit loud, profane, or boisterous actions or activities.
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## 14. Grades

Grades are current within two weeks and can be viewed anytime on the Aeries Student Portal, eKadence, or the Aeries Parent Portal. We strongly encourage parents to check their grades frequently. Please contact your student's teacher with concerns about your student's grades. Grades are under the sole purview of the teacher, and while administration and counselors can assist in the conversation, they cannot change grades.

## 15. Identification Card (ID)

**Students must carry their current school-year identification card at all times.** Students without their identification cards or who fail to produce their ID, when asked will receive a consequence. Students must identify themselves to any staff member when requested to do so. Noncompliance with this policy is considered a safety violation, which will be addressed by an administrator. Additionally, ID cards are required for entrance to all school sponsored activities and athletic events. Replacement ID cards may be purchased for \$5 at the Activities Office.

## 16. Littering/Campus Cleanliness

Students are expected to dispose of their trash while on campus properly. Students must place all food wrappers, cartons, bottles, cans, trays, and utensils in the appropriate trash or recycling container when finished eating. Littering is unacceptable

Students caught littering will be asked to pick up their trash and may be assigned community service or other disciplinary consequences.

### GUM:

Gum is not allowed on school grounds as it negatively impacts campus cleanliness. Progressive discipline actions will be taken for repeat offenders.

## 17. Lunch Expectations

Spending time with other students during lunch is a privilege. If lunchtime expectations are not followed, this privilege may be taken away.

- Students are individually responsible for keeping their eating area clean and throwing trash in the appropriate containers.
- All food is to be eaten within the lunch areas.
- All trash and unwanted food/beverages are to be placed in trash containers and not thrown at any time.
- Recyclables should be placed in the blue recycle containers.
- Stay in designated areas (defined by administrators) during lunch

## 18. Media Center & Library

### Media Center:

The media center is provided for your students' benefit in studying and preparing for school. Hours are 7:00 a.m. to

4:00 p.m. All school policies must be adhered to in the media center. Violations of school policies may result in progressive discipline and/or removal from the media center. Students may only be in the media center during class time if they have been assigned a library pass on 5 Star or under the direct supervision of their teacher.

At this time, food will be allowed in the Media Center only during breakfast; however, this privilege will be revoked at the administration's discretion if students are not cleaning up after themselves.

Library:

All students must have a current CHS ID to check out books from the library. Students may check out a maximum of two library books for a two-week period. After two weeks, they have the option of renewing or returning books. Students may only be in the library during class time if they have been assigned a library pass on 5 Star.

## 19. Out of Bounds

Cypress High School is a closed campus. *Students cannot leave the campus for any reason without signing out of the attendance office.* Students will be considered out of bounds when in the following areas:

- ***Parking lots during the school day***
- Athletic fields when not in scheduled PE or athletic class
  - Fields are also out of bounds during lunch.
- Outside of class without a valid pass in 5-Star
- If students leave class without permission or before the teacher excuses them
- Inside the buildings or locker areas after the first ten minutes of lunch
  - If there is a club meeting, students may be in the assigned club meeting space only
- **Students on a shortened day or with eLearning classes in their schedule must remain in the assigned area if they want to work on campus outside of their class schedule.**
  - The assigned area is the quad outside of the administration and attendance office and the media center or library. (Please note that if the media center/library is not available due to class use, students will need to remain in the admin & attendance quad)
    - Students with a shortened day must have the appropriate sticker on their ID and are not permitted to wander the campus, hang out in classrooms, hallways, etc., and remain in the area between the front entrance and the administration office.
    - Violation of these boundaries will result in a student being deemed out of bounds, and consequences will be administered

***\* Students caught out of bounds may be issued a warning, subject to search, brought to administration and assigned a consequence.***

Please note that the ONLY entrances and exits to campus are as follows:

- Main entrance from the parking lot
- Students may enter from 7:00 am - to 15 minutes after the first period
- Students on a shortened day may check out using 5 Star at the gate by the gym or main office
- After school, students may enter and exit through this gate for school-related activities only
- Students may not hold the gate open for other students to enter outside of the designated times
  
- Front entrance next to the attendance office and media center:
  - Students may enter from 7:00 am - to 15 minutes after the first period
  - During the first period, students may enter by showing an ID with a sticker proving a shortened day to campus safety
    - This is the only gate available to students whether they have a shortened day, are tardy (excused or not), and regardless whether they drive, get dropped off, or walk to school
- During the second period through the end of school, students may enter through this gate by using the buzzer system and following the directions from the staff member.

- After school, students may enter and exit through this gate for school-related activities only.
- Students may not hold the gate open for other students to enter outside of the designated times

Field Gates:

- These are **not** general student entrances or exits and will remain locked.
- Teachers/Coaches/School Officials may escort students in and out of these gates for specific school-related activities, but the adult must be present with the students at the gate- students may not hold the gate open for other students.

## 20. Progressive Discipline

Cypress High School follows progressive steps in assigning disciplinary consequences for rule violations. Our goal is not to punish but to refocus energies into positive responses. Consequences are opportunities to learn from mistakes. Students must follow all rules and policies outlined in the California State Education Code, the AUHSD Parent and Student Handbook, and the Cypress High School Policy Pages.

**First offenses for any rule infractions may result in immediate disciplinary action.** Major infractions may result in immediate removal from Cypress High School on the first offense.

Any violation of school or district policy may result in a disciplinary referral. Students who accumulate five referrals during the school year may be placed on probationary status. Once on probationary status, the student will be subject to reduced privileges. In order to be removed from probationary status, the parent, student, and administrator will determine a program of positive actions to be completed to gain regular status. Probationary status carries over from year to year.

### Detentions

- 15 min tardy detention
  - Students and parents will be notified via email
  - Students will receive 15 minutes per tardy
  - Detentions may be served before school, at lunch, after school in a location determined by admin, or after school in the detention hall on Tues/Thurs
- 30-minute detention with a staff member under their supervision
  - Students are responsible for notifying their parents/guardians
- 60 min school-wide detention in detention hall (Tuesday/Thursday Only)
  - Students must bring a current photo ID
  - Late students will not be admitted, and it will be considered a failure to serve
  - Adult assigning detention will determine the serve-by date
  - Parent/Guardian will be notified by the adult assigning the detention (email is acceptable)
  - Rescheduling may be requested, but the person who assigned the detention does not have to grant the request, and it may only be done once
    - Rescheduling must be done by the end of lunch on the scheduled day
  - A parent may request a late start detention for a student who can't serve after-school
    - This can only be granted through administration and must be approved prior to the assigned serve-by date
    -

**\*Failure to serve detention will result in further disciplinary action -including loss of privileges for activities and athletics.**

### Saturday Work Study

Students may be assigned to a four-hour work/study program on a given Saturday as a consequence for not serving a teacher detention or violation of the following policies: attendance, dress code, cell phone/electronic device, or discipline. Saturday Academy hours are 8:00 AM to 12:00 PM.

### Suspension

- Students and parents are notified, and a parent conference may be scheduled
- Students may not participate in any school activity or event during the suspension period
- Parents may request missed work, but a suspension is not an excused absence, and therefore, teachers are not required to provide missed work.

*Students who are removed from CHS for disciplinary reasons lose the privilege to return during their time as a student in the AUHSD. They also lose the privilege to participate in activities and events at CHS.*

## **20. Public Displays of Affection**

Public displays of affection will not be tolerated; CHS is focused on the education of students. Students who engage in public displays of affection will be counseled and disciplined if they do not change their behavior. The incident will be logged, and parents will be called. Public displays of affection include, but are not limited to, hugging, kissing, full-body contact, sitting on another person's lap, and sexually suggestive behavior or body language.

## **21. Restroom and Hall Passes**

- All Hall Passes will be assigned electronically through the 5 Star Students Program
  - Students will check out and back in through 5 Star using their student ID
  - All students must have their school ID on them at all times at school.
- All Hall Passes have a time limit, and students must return to class within that time frame.
- Students are limited to no more than three restroom passes during instructional time per day.
- Students may not be out of class without an active Hall Pass and must be purposefully moving toward the assigned destination.
  - Students out of class without an active hall pass will be considered out of bounds or truant.

**\* Restrooms are not meant for congregation (hanging out). Frequent restroom checks will occur to ensure safety.**

## **22. Recordings and Assumption of Privacy on School Campus (Video Recordings)**

California is a two-party consent state, which means you must get permission from all involved parties before making your recording. Failure to do so might have significant legal ramifications.

*\*Note that while the law refers to "two-party" consent, every participant on camera must give their permission if more than two people are present during the filming.*

It is also illegal to film someone while they are in a location with any reasonable expectation of privacy. CA Civil Code Section 1708.8 makes it illegal to capture photos, videos, or audio recordings of people "engaging in a private, personal, or familial activity. Schools are private property and therefore students and staff have a reasonable expectation of privacy. This means that you cannot record on campus without permission.

Generally, public schools are considered a non-public forum. School officials may impose reasonable restrictions on the speech of students, teachers, and other members of the school community. Despite the Tinker ruling's recognition of strong First Amendment protection, student expression in school-sponsored venues may be subject to greater limitations when those venues have not been established as "designated public forums." In that context, school officials can censor if they provide a reasonable educational justification for their actions. (Hazelwood School District v. Kuhlmeier 1988)

## **23. Social Etiquette/Civility**

It is expected that all students will treat one another, as well as all faculty, staff and administration, with respect and will enter and exit all buildings and rooms calmly and quietly.

## 24. Social media

Social media includes websites, posts, texting, blogs, Twitter, etc... Discussions and messages that cause or prompt school disruptions will not be tolerated. Harassment, threats, sexting, and other inappropriate use of these media by either the person sending or the person who receives it and then forwards it will be held accountable.

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. (Education Code 48907)

The use of "fighting words" or epithets is prohibited. This type of speech is abusive and insulting rather than a communication of ideas. This type of speech is abusive and presents an actual danger that causes a breach of the peace.

Consequences may include parent conference, behavioral contract, suspension, transfer, and/or expulsion which will be based on the severity of the disruption.

The District and Cypress High School maintain official social media platforms to further the District's and School's vision and mission, to support student learning and staff professional development, and to enhance positive communication with students, parents/guardians, staff, and community members. Official District and School social media platforms shall be used only for these intended purposes and in a manner consistent with this policy. By creating these official sites and allowing for public comment, the Board of Trustees does not intend to create a public or limited public forum, or otherwise guarantee an individual's right to free speech. The Board expects all users to conduct themselves in a respectful, courteous, and professional manner.

### Social Media Commenting Policy:

We welcome your comments, both positive and constructive, via social media. While we may share your comments with the appropriate staff to address concerns and attempt to respond in a timely manner, a comment on social media is not treated as a formal complaint. To ensure a concern is formally addressed, please contact the District Office. We do not allow, and will remove, comments that target or attack specific students, staff members or members of the community, use vulgar or offensive language, share private or confidential information, advocate illegal acts, or violate Board Policy, Education Code, or other laws. Comments that are off-topic or unrelated to the post, or otherwise inconsistent with the purpose of the social media platform, may be removed. Users should be aware that all comments on social media are public, and information posted may be considered a public record subject to disclosure under the California Public Records Act. Comments can be accessed and may be used by others, including news media, law enforcement, and other government agencies.

## 25. Student Activities and Events

***Participation in events, activities, dances, and graduation ceremonies are a privilege.*** The following may exclude a student from participating in a CHS event or activity:

- Outstanding fines
- Unserved detentions
- Quarter GPA below 2.0
- Below a 60% in Check n Connect activities completion
- Seven or more tardies
- Six or more unexcused period absences or truanancies
- Students with a suspension on their record for the semester
- Students on a disciplinary contract



\*Students are required to present current school identification at all school events.

\*\* Students may earn back privileges by restoring the situation that caused the loss; this arrangement will be made with your assistant principal.

## 26. Student Demonstrations

Cypress High School adheres to [AUHSD Board Policy 8609](#) in relation to student demonstrations. "Established channels of communication and approved procedures exist in the public schools for expressing student opinions, concerns, or complaints. To ignore existing channels or to organize student protests in defiance of rules and regulations is a disruption of the normal functioning of the school. Individual or group activism which results in, or threatens disruption of, the school is prohibited. "Any person who willfully disrupts any public school or any public meeting is guilty of a misdemeanor..." (Education Code Section 32210)."

Cypress channels of communication:

1. Teachers
2. Advisors
3. Counselors
4. Administrators

Similar to gaining a permit to assemble in any municipality, any on-campus demonstrations of any kind must be approved by the administration at least one week before the demonstration. Student leaders must ensure participants follow all safety policies and procedures for the demonstration.

## 27. Student Pickup/Drop Off (Parking Lots) & Traffic Safety

Student drop off or pick up is only permitted in the main student parking lot on the north side of the campus. This parking lot has two lanes to help facilitate drop off and pick up. Cars are only to enter campus on the north side of the parking lot by the businesses or the center lane at the signal. The lane closest to campus is set up for student drop off, when utilizing this lane please remember to pull all the way forward to allow for other cars to pull into the parking lot and up to the curb. The second lane is set up to allow students and staff to pull through and park, this lane is not to be used for student drop off.

Please note the parking lots south of the theatre are staff parking only and not to be used for student drop off, pick up, parking, or visitor parking.

The small horseshoe parking lot in the front of the school is for visitor parking only. Anyone entering this parking lot should be parking to take care of business on campus. The curb in this parking lot red because there is no student drop off or pick up in this lot.

## 28. Student Lockers

Student lockers are not mandatory or required. Lockers are for storing school-related items only. Students must complete and adhere to the [Locker User Agreement](#) and use a school lock. **Students are not to share lockers or use a locker not assigned to them.** The school is not responsible for any items missing or stolen from the lockers. Lockers are subject to search.

## 29. Student Parking

- Permits cost \$10 - \$30 and can be purchased at the activities window
- Each Permit will be matched to an assigned parking space
- Permits will not be replaced if lost or stolen
- Permits are a privilege and can be revoked for various reasons, such as, parking improperly, speeding, reckless driving, excessive discipline, and continued defiance.
- Cars parked on campus are subject to being searched when there are reasonable grounds
- Cars must be parked in designated student spaces with a current parking permit
- Cars improperly parked and/or without a current parking permit will be towed at the owner's expense
  - Violation one- Yellow Card and have student move the vehicle
  - Violation two- Red Card, have the student move the vehicle and referral to administration
  - Violation three- Vehicle will be towed at the vehicle owner's expense. If the student has a parking permit it will be revoked and the student will no longer have the privilege of parking in the parking lot.
- Cypress High School and AUHSD are not responsible for theft or vandalism to vehicles (Report any theft or vandalism to the main office and Cypress Police)

**\*Students, parents and visitors are never allowed to park in staff designated parking spaces. Violators may be towed at the vehicle owner's expense- additionally parents dropping off or picking up students are not permitted to wait in a staff parking space.**

### 30. Tagging, Graffiti, and Vandalism

#### **Graffiti**

Do not bring permanent markers of any kind to school. Students may not have graffiti writing in or on their folders, backpack, clothing and/or body. Writing of any kind should not be student backpacks, clothing and/or body. Graffiti that is confiscated will be turned in to the Cypress Police Department.

All forms of tagging/graffiti and implements are prohibited and may result in the following consequences:

- Financial restitution
- Community Service
- Suspension
- Transfer or expulsion
- Arrest

### 31. Textbooks, Chromebooks, and School Property

Any school or district property that has been lost, stolen, or damaged must be paid for or replaced by the student. The student is responsible for returning the exact school or district property that was issued to them upon request. Price will be determined based on replacement value. Charges for unpaid lost items will be charged to the student's media center account and may result in a student's inability to participate in activities.

For Chromebook policies and procedures visit: <https://bit.ly/chromebookguidelines>

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or does not return district property that has been loaned to him/her upon demand of a district employee, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904)

Before withholding the student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct. The student shall be afforded due process

consistent with procedures established for the expulsion of students. (Education Code 48904)

### **32. Valuables, Bikes, Skateboards, and Scooters**

Bikes, skateboards, and scooters must not be ridden on campus at any time. These items may be confiscated and released only to a parent at a later time. Bikes, skateboards, and scooters must be properly locked in designated areas. Continued violations will invoke the progressive discipline policy

Do not bring valuable items to school or leave them in school or PE/athletic lockers

- **CHS and AUHSD are not responsible for any stolen, misplaced, or vandalized student property**

### **33. Weapons, Dangerous Objects, and Threats Against the School**

Weapons, dangerous objects, and look-alike weapons are not allowed on campus at any time. Do not bring them to school! Threats against schools or employees will not be tolerated. These items or threats may result in the following consequences:

- Five-day suspension
- Transfer to another school or expulsion from AUHSD
- Citation or arrest

### **Parent Responsibilities**

The school has the following expectations of every parent:

- Create a quiet place for studying.
- Regularly visit the Aeries Parent Grade Portal to monitor your student's academic progress, attendance, and behavior.
- Communicate with teachers and coaches as needed.
- Support the school, its policies, and its effort to maintain a safe, academic environment where all teachers can teach and every student has an opportunity to learn.
- Provide lunch money or lunch from home -all students are provided a free lunch- this option is for additional items or snack items.
- Questions or concerns about classroom issues or athletics should be communicated directly to the teacher or coach.

I understand that as a parent, it is my responsibility to ensure that my child:

- Follows the school's policies.
- Is respectful and is held accountable for their actions.

**Cypress Centurions, follow the rules, and DO YOUR BEST!!!**