

MEMORANDUM  
OF  
UNDERSTANDING



# MEMORANDUM OF UNDERSTANDING

## ATTENDANCE POLICY

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student.

### Absences

If a student is absent from class, he or she should do one of the following within two days of returning to school:

1. Bring a note to the attendance office from a parent or guardian stating the date(s) of the absence and the reason(s) for the absence.

OR

2. Have his or her parent or guardian call the attendance office and give the date(s) of the absence and the reason(s) for the absence.

AN ABSENCE WILL NOT BE CLEARED WITHOUT A DOCTOR,  
A NOTE AFTER 10 SCHOOL DAYS.

## ANTELOPE VALLEY HIGH SCHOOL DISTRICT

### 10-Day Attendance Policy

1. After 10 periods or 600 minutes, whichever comes first, of unexcused absence in one class for one semester the student is considered to be on attendance probation and at risk of receiving no credit for that class.

Unexcused absences are at-home suspension, truancy and absences for which no verifiable reason has been given by the parent or guardian.

2. Parents will be notified of this policy at the beginning of each school year or upon the enrollment of the student. Parents will be sent notification by mail of the number of unexcused absences their student has in each class at the following times: first quarter progress report, first quarter report card, second quarter progress report, third quarter progress report, third quarter report card, fourth quarter progress report. Notification of unexcused absences may be sent more frequently than outlined above or at differing times due to school block schedules.

3. A separate notification, warning of the possibility of receiving no credit for a class, shall be sent at the time a student reaches five unexcused absences or 300 minutes of unexcused absence, whichever comes first, in any class period.

4. Parents may clear, by note or phone call, any non-suspension or non-truant absence during a period of time not to exceed five school days after the occurrence of the absence. After the five-day window of opportunity a doctor's note indicating a diagnosis is required to clear an absence.

5. If a student is absent from school for a portion of the day for illness or a doctor's visit, the parent or guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused.

Students may opt to attend Voluntary Saturday School (VSS) for a minimum of four hours to clear absences which have not been cleared by a verifiable excuse. After successfully attending VSS the student will have the option of clearing one all-day unexcused absence or two unexcused period absences. Parent permission is required for the student to attend voluntary Saturday school.

Students are encouraged to attend VSS to reduce unexcused absences before they have reached the 10-day limit. Students must clear 1st semester absences via

VSS prior to the start of the 4th quarter. 2nd semester absences must be cleared via VSS prior to the start of the summer school session. After the conclusion of 2nd semester additional sessions of VSS will be offered as needed.

Students attending Regional Occupation Program (ROP) classes are held to different attendance requirements as required by state education code. The ROP program will clarify those requirements.

The Superintendent is directed to establish procedures to implement this policy. Annually an evaluation of this policy shall be reported to the Board of Trustees.

### Voluntary Saturday School Program

The Attendance Committee recognizes the need to allow an alternative attendance option in its new 10-day attendance policy. We hope that parents will be proactive in their student's attendance and take the responsibility to clear absences as they occur. The purpose of voluntary Saturday School is to allow students with all-day absences to engage in instruction on a Saturday in order to reduce the number of absences. Eligible types of absences to be reduced are any unverified, all-day type. Suspensions, confirmed trancies, and period absences may not be reduced through this program.

1. A student may attend the program no more than five times during a semester.  
2. The student must sign up for the program by no later than the Thursday, 3PM, prior to

the Saturday school date. Parent permission by writing or verbal contact is needed for the student to attend voluntary Saturday school.

3. The Saturday school teacher will monitor the progress of the students who are voluntarily attending.

4. The Saturday school teacher will have the final decision as to whether the student receives credit for the day or no credit. This decision will be

based upon the amount of work completed by the student. A student may be dismissed from Saturday school, with the loss of credit, due to inappropriate behavior.

5. The following Monday the Saturday school teacher will deliver to the administrator over the program a list of students who received credit for voluntary Saturday school.

6. Upon successful completion of the Saturday school the student will have one full-day of

unverified absence re-coded in the computer attendance files to represent attendance to a voluntary Saturday program. This absence will now be considered excused and

will no longer count against the student in relation to the 10-day attendance policy.

7. A student may not attend voluntary Saturday school for absences more than 20 school-days past.

# MEMORANDUM OF UNDERSTANDING

## DISCIPLINARY ACTION CHART

2009-2010

Students are expected to present themselves in a manner that reflects self-discipline, citizenship, courtesy, and eagerness to learn. If we are to have a safe and controlled environment on this campus, it is essential that we have the cooperation of all students. We acknowledge that penalties alone will not deter disruptive behavior on campus. It is important that students understand their responsibility to conduct themselves in ways that will not disrupt the educational environment and behave in a positive manner.

Students choosing to violate school rules and procedures face the listed consequences. These penalties are within the guidelines set by the Antelope Valley Union High School District regulation 5114.3 and California Education Code section 48900 and 48915

Work In Progress

Being Updated for 2009 -2010

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Work In Progress

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# MEMORANDUM OF UNDERSTANDING

Dress Code Antelope Valley Union High School District

## DRESS CODE

1. All students are required to wear appropriate footwear for school.
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
5. Only school hats are acceptable and must be worn with brim forward.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
7. Clothing or jewelry that depicts any "gang-style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.

9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.

## GANG DRESS POLICY

1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32, "waist should wear pants no larger than 32, "waist.)
2. Wearing pants below the waist line (sagging) is not allowed
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an over-sized belt with one end hanging down is prohibited.
6. Excessive color identities worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.
7. No gang-related hats, baseball-type caps or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e., approved by the principal) representing the current school of residence may be worn.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited.

# MEMORANDUM OF UNDERSTANDING

## GANG DRESS POLICY (Continued)

9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
10. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
11. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
13. Steel-toe combat style boots are prohibited.
14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.
15. Sports jerseys, other than school jerseys, will not be allowed.
16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

## MINIMUM CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the District's dress and grooming requirements.

Correction may include removing or changing the objectionable clothing items, removal from the normal class setting, or contacting parents to return home to obtain appropriate clothing.

### First Offense:

Warning (documented)

Student conference with administrator

### Second Offense:

Parent contact

Student assigned to the After-School Work or Saturday Work Program

### Third Offense:

Suspension of one to three days (On-Campus Detention)

Parent contact for continued defiance of school rules

### Fourth Offense:

Suspension of three to five days (Off-Campus)

Possible placement to alternative program for continued defiance of school rules

### Fifth Offense:

Subsequent offense following alternative placement shall result in a five-day suspension and possible referral for expulsion.

# MEMORANDUM OF UNDERSTANDING

## STUDENT IDENTIFICATION CARDS

To improve school climate and safety, all students and staff will wear a visible identification card. Students will also wear a visible identification card at all school functions. Implementation will be in effect for the 2007-2008 school year.

All students will be issued a picture student identification card during the first week of school.

All students will be issued one lanyard that connects to the student identification card.

Lanyards will be ,Äúbreakaways,Äù for safety reasons

Students are required to wear the identification cards above the waist and have them visible during the school day and at all school functions.

All students are required to be visibly wearing their identification cards in order to enter the school campus.

Students who do not have their lanyards/identification cards with them are required to obtain a temporary ,Äústicker,Äù at that time. Upon the 6th offense, students may pay cash or will have a \$6.00 charge placed on their account and will be issued a new identification card and lanyard.

A weekly printout of students that had to purchase cards is given to administrators to make calls home in an effort to have parents insure students wear their identification cards and/or to collect the money attached to the student charges.

Replacement identification cards can be purchased for \$6.00. Replacement lanyards can be purchased for \$1.00.

In addition, 1st period teachers will refer any students that do not have his/her identification card of temporary sticker.

Students are required to wear the identification card throughout the entire school day and through the duration of school activities.

Consequences for failing to wear student identification cards

Temporary sticker/Warning

Temporary sticker/Warning

Temporary sticker/Phone call to parent/guardian

Temporary sticker/After School Work

Temporary sticker/Saturday Work

Temporary sticker/1 day In House Suspension ,Äì parent conference

Participation in extra-curricular activities may also be prohibited for students who continue to not follow this policy.

# MEMORANDUM OF UNDERSTANDING

## TARDY POLICY

The tardy policy at Lancaster High School is as follows:

- Teachers will lock their door when the class bell rings.
- Students not in class will be swept up and brought to the Tardy Processing Station by Security.
- Students will have their LnHS Student I.D. with them at all times. The bar code on card will allow Security to scan the information and offense into the computer discipline file.
- The student's infraction will be registered into an electronic file and a receipt will be printed up with the infraction information on it. The student will then sign the carbon receipt. They will be given a copy, which will double as their pass back to class.
- The student will be held for fifteen minutes after the bell rings. After that time they will be released and allowed to enter the classroom. Any student without a receipt-pass, or an approved attendance pass must be sent to O.C.D. (on campus detention).
- Students are not to be allowed to leave class during the last fifteen minutes of the block, or they will be swept up and cited for loitering.

The following are consequences for being tardy:

- 1st offense: Warning
- 2nd offense: Letter sent home with student
- 3rd offense: Letter mailed home to parent
- 4th offense: Parent notification (automated dialer)

5th offense: Parent notification

6th offense: Truancy citation (\$170)

7th offense: Truancy citation (\$305) and possible delay or suspension of student, Driver's License

8th offense: Truancy Citation (\$710) and automatic suspension of Driver's License

## CELL PHONES, CD PLAYERS, MP3 PLAYERS, LASER POINTERS (ANY ELECTRONIC SIGNALING DEVICES)

Cell phones are to be turned off and not visible during school hours. If students are found utilizing his/her phone in any manner during school hours, school officials may confiscate the phone.

Students are to come to their vice principal's office and request permission to use their cell phone or the office phone if an emergency of urgent situation occurs. The following discipline action will be taken for confiscated electronic signaling devices:

1st offense: Teacher/staff confiscates device and it is taken to a vice principal's office. The student can retrieve the device from the vice principal's office at the end of the school day.

2nd offense: Confiscated device is brought to vice principals' office and only a parent/guardian can pick up the device.

3rd offense: Student's privileges are revoked for the remainder of the school year.

\*\*Lancaster High School is not responsible for any lost or stolen cell phones or electronic signaling devices.

# MEMORANDUM OF UNDERSTANDING

Instruction

BP 6163.4 (a)

## STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)  
(cf. 1113 - District and School Web Sites)  
(cf. 4040 - Employee Use of Technology)  
(cf. 5131 - Conduct)  
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)  
(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall provide age-appropriate instruction regarding the district's Acceptable Use Agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats.

(cf. 6143 - Courses of Study)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation and other relevant procedures to help ensure that the district adapts to changing technologies and circumstances.

### Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations

Instruction

BP 6163.4 (b)

## STUDENT USE OF TECHNOLOGY

to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

If a disruption occurs, or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with Board policy and administrative regulation.

### Bullying/Cyber-bullying/Cyber-harassment

Harassment of students or staff, including bullying, intimidation, cyber-bullying, cyber-harassment hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited.

Cyber-bullying and cyber-harassment includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)  
(cf. 5145.9 - Hate-Motivated Behavior)

# MEMORANDUM OF UNDERSTANDING

Instruction

BP 6163.4 (c)

## STUDENT USE OF TECHNOLOGY

### Legal Reference:

#### EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

#### PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

#### UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

#### UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

#### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

#### CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

### Management Resources:

#### CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Governance and Policy Services Policy Brief, July 2007

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1995

#### CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

#### MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

#### WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.ybersafety.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org> and <http://cyberbully.org>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: October 18, 1995

Lancaster, California

Policy revised: January 15, 1997; July 12, 2000; January 16, 2002; April 16, 2008

Instruction

AR 6163.4 (a)

## STUDENT USE OF TECHNOLOGY

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

(cf. 0440 - District Technology Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

### Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.

2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.

3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students shall not disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

# MEMORANDUM OF UNDERSTANDING

Instruction

AR 6163.4 (b)

## STUDENT USE OF TECHNOLOGY

Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)

6. Students shall not use the system to engage in commercial or other for-profit activities.

7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.

(cf. 5131 - Conduct)

8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information. Copyrighted material shall include but is not limited to music, software and games.

(cf. 5131.9 - Academic Honesty)

(cf. 6162.6 - Use of Copyrighted Materials)

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

(cf. 5131.5 - Vandalism, Theft and Graffiti)

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.

11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor the system for improper use.

12. No user is allowed to connect any device to the District network without the permission of the Site Network Technician. Laptop students shall connect to the District network only with permission of their teacher(s).

Instruction

AR 6163.4 (c)

## STUDENT USE OF TECHNOLOGY

(cf. 5145.12 - Search and Seizure)

The principal or designee may cancel a student's user privileges whenever the student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Regulation approved: October 18, 1995

Lancaster, California

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- Students are not to be allowed to leave class during the last fifteen minutes of the block, or they will be swept up and cited for loitering.

The following are consequences for being tardy:

- 1st offense: Warning
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- 5th offense: Parent notification
- 6th offense: Truancy citation (\$170)
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Cell phones are to be turned off and not visible during school hours. If students are found utilizing his/her phone in any manner during school hours, school officials may confiscate the phone. Students are to come to their vice principal's office and request permission to use their cell phone or the office phone if an emergency of urgent situation occurs. The following discipline action will be taken for confiscated electronic signaling devices:

- 1st offense: Teacher/staff confiscates device and it is taken to a vice principal's office. The student can retrieve the device from the vice principal's office at the end of the school day.
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# MEMORANDUM OF UNDERSTANDING

## MEMORANDUM OF UNDERSTANDING En Español



### ATTENDANCE Poliza de Asistencia

La asistencia de su estudiante a la escuela tiene gran parte en su éxito. La responsabilidad de ir a las clases es del estudiante.

### Ausencias

Si un estudiante falta una clase, él o ella debe hacer lo siguiente en los días después que regrese a la escuela:

1. Traer una nota de su padre o tutor a la oficina de asistencia con la fecha que faltó y la razón por su falta.

O

2. Los padres o tutores del estudiante pueden llamar a la oficina de asistencia y dar el día y la razón por la ausencia.

DESPUES DE 10 DIAS UNA AUSENCIA NO PUEDE SER ACLARADA SIN UNA NOTA DE DOCTOR.

### DISTRITO UNIDO DE ESCUELAS PREPARATORIAS DEL VALLE DEL ANTIOQUIA

### Poliza de Asistencia de 10-Días

- Después de 10 clases o 600 minutos, dependiendo de cuál llegue primero, de ausencias sin verificaciones en una clase en un semestre el estudiante es puesto a de asistencia y esta en riesgo de no recibir crédito para esa clase. Ausencias que no son verificadas son suspensiones, y ausencias por las cuales no han dado verificación los padres o tutores.
- Los padres serán notificados de esta política al comienzo del año o cuando se inscriba el estudiante. Los padres recibirán una carta por correo indicando cuantas faltas lleva su estudiante, la carta se enviara durante este tiempo: el

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reporte de progreso del primer cuarto, el reporte de calificación del primer cuarto, el reporte de progreso del segundo cuarto, el reporte de progreso del tercer cuarto, el reporte de calificación del tercer cuarto, y el reporte de progreso del cuarto cuarto. Notificación de ausencias pueden ser enviadas más frecuentemente que lo mencionado previamente arriba o a diferentes tiempos dependiendo del horario de clases de cada escuela.

3. Por separado una notificación servida enviada para advertir de la posibilidad de no recibir créditos en alguna clase, esta notificación servida enviada cuando el estudiante tenga cinco ausencias sin verificación  $\geq 300$  minutos de ausencias sin verificación en cualquier clase.

4. Los padres pueden enviar una nota o llamar para aclarar las ausencias de su estudiante si la ausencia no es de suspensión  $\geq$  de ausencias escolares, tiene cinco días para aclarar una ausencia. Después de los cinco días una nota de doctor es requerida para poder aclarar la ausencia, la nota de doctor debe indicar el diagnóstico que el doctor dio.

5. Si el estudiante esta ausente parte del día por enfermedad  $\geq$  porque tiene cita de doctor los padres o tutor deben ir a la oficina de asistencia para poder sacar a su estudiante. Si este proceso no es seguido el estudiante servido marcado ausente.

Estudiantes pueden optar a ir a la Clase Voluntaria para el servido (VSS) por lo mínimo de cuatro horas para poder aclarar ausencias que no fueron aclaradas. Después de cumplir exitosamente VSS el estudiante tendrá la opción de tener aclarada una ausencia de todo el día  $\geq$  dos ausencias de dos clases.

Permiso de los padres es requerido para que el estudiante pueda asistir a la

Clase Voluntaria para el servido.

Recomendamos que estudiantes asistan a VSS para poder reducir el numero de ausencias antes que lleguen al limite de diez días. Estudiantes deben de aclarar las ausencias del 1er semestre a través de VSS antes que empiece el 4to cuarto. Ausencias de 2er semestre deben ser aclaradas a través de VSS antes del comienzo de la escuela del verano. Después que concluya el 2er semestre sesiones adicionales de VSS servidas ofrecidas si es necesario.

Estudiantes asistiendo a clases del Programa de Ocupación Regional (ROP) tienen diferentes requisitos de asistencias requerida por el código de educación del estado. El programa de ROP clarificará estos requisitos.

El Superintendente es asignado para establecer el procedimiento de esta política. Una evaluación de esta política se reporta anualmente al Comité de Fideicomisarios.

Programa de la Escuela de Servido Voluntaria

El Comité de Asistencia reconoce la necesidad de tener opciones alternativas para asistencia en la nueva política de asistencia de 10-días. Nosotros esperamos que los padres sean proactivos en la asistencia de su estudiante de tomar la responsabilidad de aclarar las ausencias cuando ocurran. El propósito de la Clase Voluntaria para el servido es para permitir a los estudiantes que tienen ausencias de todo el día que tengan instrucción escolar los servidos para poder reducir el número de ausencias. El tipo de ausencias elegibles para poder ser reducidas son ausencias de todo el día que no fueron aclaradas. Suspensiones, ausencias sin autorización durante clase, pueden ser reducidas por este programa.

# MEMORANDUM OF UNDERSTANDING

1. Un estudiante no puede asistir al programa mas de cinco veces en un semestre.
2. El estudiante debe de inscribirse para el programa no mas tarde del jueves a las 3PM previo a la fecha de la clase de sábado. Se requiere el permiso de los padres en una nota o verbalmente para que el estudiante pueda asistir a la clase voluntaria del sábado.
3. El profesor asignado para dar la clase monitorea el progreso de los estudiantes que voluntariamente están asistiendo.
4. El profesor de la clase tomara la decisión si el estudiante recibirá crédito o no por el día. Esta decisión se basará en la cantidad de trabajo realizada por el estudiante. El estudiante será despedido de la escuela de sábado y no recibirá crédito por alguna mala conducta.
5. El lunes siguiente después de la escuela de sábado la maestra entregará la lista de estudiantes que recibieron crédito al coordinador de la clase.
6. Cuando el estudiante termine la clase voluntaria exitosamente el estudiante tendrá un día de ausencias menos, en la computadora demostrara que asistió a la escuela de sábado voluntaria. Esta ausencia será aclarada y ya no contará contra el estudiante en relación a la política de asistencia de 10-días.
7. El estudiante no puede asistir a la clase voluntaria del al haber pasado 20 días después de su ausencia.

# MEMORANDUM OF UNDERSTANDING

Distrito Unido de Escuelas Preparatorias del Valle del Antioqueño

## CODIGO DE VESTIMENTA

1. Se requiere que todos los estudiantes usen calzado adecuado a la escuela.
2. Todas las camisas o vestimenta superior debe cubrir la zona del estómago/diafragma todo el tiempo. Los siguientes son ejemplos de artículos inaceptables: camisetas sin mangas (tank tops); camisetas/blusas sin breteles (strapless), de breteles tipo spaghetti (spaghetti straps), con los hombros descubiertos, con diseños de cortes que dejen ver la piel debajo (cut-out designs), escotadas (low-cut), de espalda descubierta (bare-back), ropas transparentes (sheer) o estilo red (mesh) que no tenga un blusa o camisa adecuada debajo, etc.
3. Todos los pantalones y pantalones cortos (shorts) deben ser a medida de la cintura. No se permiten pantalones demasiado sueltos (sagging) o de corte bajo (low-riders). La vestimenta debe cubrir la ropa íntima al sentarse, pararse, o doblarse.
4. Dobleces, cortes/tajos en vestidos, faldas, y pantalones cortos arriba de la mitad del muslo no son aceptables.  
  
Solo las gorras de la escuela son aceptadas y deben usarse con el ala para adelante.
6. No se permite vestimenta y accesorios para el cabello que no sean seguros y/o que sean peligrosos (por ejemplo, hair-picks and combs,

# MEMORANDUM OF UNDERSTANDING

cinturones con tachuelas, cadenas, puntas/puntas, esposas, ganchos de seguridad, agujas, etc.)

7. Vestimenta o joyería que representa cualquier escritura de ,Áúestilo pandillero,Áù; actividad ilegal; material relacionado al sexo y gestos obscenos; tabaco; drogas; alcohol; o palabras, dibujos/fotos, o frases que representen violencia o intimidación no pueden ser usados.

8. No se permitirán perforaciones en el cuerpo que presente un problema de seguridad o una distracción mayor.

9. Cualquier vestimenta o estilo de ropa que pueda ser interpretado provocando miedo, violencia, o intimidación, incluyendo un atuendo relacionado a pandillas, no es aceptable.

## REGLAMENTO ACERCA DE LA VESTIMENTA PANDILLERA

1. No se permiten pantalones grandes a la cintura. Estos pueden ser identificados como pantalones que están doblados a la cintura o a la altura del cinturón (por ejemplo, estudiantes de una cintura de 32,Áù deben usar pantalones no más grandes de 32,Áù de cintura).

2. No se permiten pantalones debajo de la cintura (cavados).

3. No se puede usar o traer a la escuela o a actividades escolares, joyería, insignias, colores, parafernalia, materiales, atavíos, ropas o atuendo relacionado con pandillas.

4. Las hebillas de cinturones con iniciales están prohibidas.

5. Usar un cinturón largo con una de las puntas colgando está prohibido.

6. Está prohibido usar/identificarse con ciertos colores como el rojo y/o morado (violeta), azul y/o verde, negro y/o gris, o anaranjado (en combinación con otro atuendo pandillero).

7. No se puede usar gorras/sombreros relacionados a pandillas, gorras de básbol u otro tipo de artículo para la cabeza en la escuela o en actividades escolares. Se puede usar la gorra oficial de la escuela (aprobada por la dirección) representando la escuela correspondiente.

8. Están prohibidas las bandanas/pañuelos, cinturones rojos o azules, cordones/agujetas de zapatos rojos o azules, o ,Áúrags,Áù (estilo de gorra) que comúnmente significan identificación con pandillas por intermedio del estilo o color.

9. No se puede usar o llevar a la escuela o a actividades escolares ropa, joyería, parafernalia, o materiales que sean obscenos, explícitos sexualmente o que describan o sugieran gestos relacionados al sexo u obscenos, dibujos/fotos o escritos que promuevan la violencia, uso/abuso de drogas, tabaco o alcohol.

10. Están prohibidos los pantalones cortos (shorts) de un largo debajo de la rodilla con calcetines/medias arriba de la pantorrilla. No se pueden usar los

# MEMORANDUM OF UNDERSTANDING

pantalones con una pierna hacia arriba y otra hacia abajo.

11. Ningún estudiante puede usar artículos de vestimenta, joyería, parafernalia o accesorios que presenten una amenaza al bienestar físico y/o emocional y a la seguridad del estudiante u otros en la escuela o en actividades escolares.

12. Están prohibidas las camisas abotonadas en la parte superior y desabotonadas en la parte inferior.

13. Están prohibidas las botas estilo combate con punta de acero.

14. No se permite escritura de pandillas o de grupos que hacen graffiti en: zapatos, ropas, el cuerpo, mochilas o accesorios.

15. No se permiten camisetas deportivas (jerseys), excepto las de la escuela.

16. No se puede usar en la escuela o en actividades de la escuela vestimenta o artículos de vestimenta (incluyendo pero no limitándose a guantes, bandanas/pañuelos, agujetas/cordones, muñequeras, joyería) que puedan provocar a otros a actos de violencia o que puedan causar a otros intimidación por miedo a la violencia.

## CONSECUENCIAS MINIMAS POR INFRACCIONES AL CODIGO DE VESTIMENTA

A los estudiantes que asistan a la escuela usando una vestimenta o cuidado personal inadecuado no se les permitirá asistir a clase hasta que hagan los cambios necesarios para cumplir con los requisitos de vestimenta y cuidado

personal del distrito. La corrección puede incluir quitar o cambiar el artículo de vestimenta inaceptable, remover del ambiente normal de clase, o comunicarse con los padres para regresar al hogar para obtener la vestimenta adecuada.

Primera Ofensa:

Advertencia (documentada)

Reunión del estudiante con la administración

Segunda Ofensa:

Comunicación con los padres

El estudiante es asignado a trabajo después de la escuela o al Programa de Trabajo

los días Sábados

Tercera Ofensa:

Suspensión de uno a tres días (en la escuela)

Comunicación con los padres por desafío continuo a las reglas escolares

Cuarta Ofensa:

Suspensión de tres a cinco días (fuera de la escuela)

Posible colocación en un programa alternativo por desafío constante a las reglas escolares.

Quinta Ofensa:

Ofensas posteriores a la colocación alternativa deberán resultar en una suspensión de cinco días y una posible recomendación de expulsión.

BW:sv:04/23/04

# MEMORANDUM OF UNDERSTANDING

## POLIZA DE TARDANZA

La póliza de tardanza de la escuela preparatoria Lancaster es lo siguiente:

- Los maestros cerrarán la puerta con seguro a la puerta cuando suene la campana.
- Estudiantes que no están en clase serán llevados a la Estación donde Procesan Tardanzas por seguridad.
- Estudiantes tendrán su identificación de LnHS con ellos a todo tiempo. Seguridad usará el código de barras en la tarjeta para escanear la información y meter la ofensa en el archivo disciplinario en la computadora.
- La infracción del estudiante será registrada en un archivo electrónico y se le dará un recibo al estudiante para que firme. Se le dará una copia al estudiante que usar como pase para regresar a clase.
- El estudiante será detenido por quince minutos después que suene la campana. Después de esto estudiantes podrán regresar a clase, cualquier estudiante que no tenga recibo-pase o pase aprobado por la oficina de asistencia será mandado a O.C.D(detención del plantel escolar).
- Estudiantes no pueden salir de la clase durante los últimos quince minutos de la clase, estudiantes que sean encontrados afuera de clase durante de este tiempo serán multados.

Los siguiente son las consecuencias por llegar tarde:

- 1o ofensa: Advertencia
- 2o ofensa: Una carta será mandado a la casa con el estudiante
- 3o ofensa: Una carta será mandado a casa por correo
- 4o ofensa: Notificación a padres (llamada automática)
- 5o ofensa: Notificación a padres(llamada del personal administrativo)
- 6o ofensa: Multa de tardanza (\$170)
- 7o ofensa: Multa de tardanza (\$305) y posible retraso o suspensión de la licencia del estudiante
- 8o ofensa: Multa de tardanza (\$710) y suspensión automática de la licencia del estudiante

## CELLULARES, TOCA DISCO, MP3 PLAYERS, PUNTERO LASER (APARATOS DE SENAL ELECTRONICA)

Celulares deben estar apagados y aguardados donde no son visible durante la escuela. Si un estudiante es encontrado usando su celular de cualquier manera durante la escuela los oficiales de la escuela pueden confiscar el teléfono. Estudiantes deben ir a la oficina de su vice principal y pedir permiso para poder usar su celular o el teléfono de la oficina si una situación de emergencia sucede. Las siguientes acciones serán tomadas para confiscar los aparatos electrónicos:

1o ofensa: Maestros/personal confiscaran el aparato y será llevado a la oficina del vice principal. El estudiante puede recoger el aparato al fin del día.

2o ofensa: Aparatos confiscados son llevados a la oficina del vice principal y solamente los padres pueden recoger el aparato

3o ofensa: Los privilegios del alumno serán revocados por el resto del año.

\*\*La escuela preparatoria Lancaster no es responsable por celulares o aparatos de señal electrónica robados o perdidos.