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**A. BLACK ROCK HIGH SCHOOL CERTIFICATED STAFF**

Mrs. Jennifer Sands, Principal

Mrs. Lisa Lee-Briggs, Counselor

Ms. Julie Alexander- Resource Specialist Teacher

Mr. Eric Beck - Social Studies, Woodshop

Mr. James Dean, Science, Health, APEX

Mrs. Jolie Kelley, English,

Mrs. Janet Larson, Mathematics

Mrs. Jamie Scharns- English, Home Economics

**BLACK ROCK HIGH SCHOOL CLASSIFIED STAFF**

Mrs. April Taylor, Administrative Assistant

Mrs. Nancy Acosta, Registrar

Mr. Kyle Chapman, Campus Supervisor

Mr. Paul Desilets, Campus Supervisor

TBA, English Instructional Assistant

Mr. Wyatt Billington Math Instructional Assistant

**MUSD BOARD OF EDUCATION AND DISTRICT ADMINISTRATION**

Hillary Slotta, President

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John Cole, Board Member

Karalee Hargrove, Board Member

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Tom Baumgarten, Superintendent

Mrs. Amy Woods, Assistant Superintendent, Instructional Services

Sharon Flores, Assistant Superintendent, Business Services

Michael Ghelber, Assistant Superintendent, Human Resources

## **B. ADMITTANCE TO BLACK ROCK HIGH SCHOOL**

A student is admitted to Black Rock High School after a pre-enrollment conference is held with the student and parent/guardian. During this conference, a staff member will explain the school program, rules, and procedures. Student records will be reviewed and a path of study will be developed that, **if followed**, will result earning a high school diploma.

## **C. INTRODUCTION**

Black Rock High School is a fully accredited high school affiliated with the Western Association of Schools and Colleges. The school was established by MUSD to offer a flexible, alternative program of study that leads to a high school diploma. Black Rock High School offers this diploma through a rigorous, California standards-based, course of study. The program offers smaller class sizes and individualized instruction. **It is a program that requires student/parent/staff commitment and cooperation.**

Black Rock High School is a Title I school. We receive federal funding to improve student achievement. The Single Plan for Student Achievement specifies the goals we strive to meet with the use of these federal funds (see the goals listed in the appendix of this handbook).

This handbook was developed to prepare students for enrollment into Black Rock High School. **It is each student's responsibility to be aware of and follow the rules and procedures in this handbook.** After the pre-enrollment conference review of this handbook with the staff, appropriate behavior will be the responsibility of the student. **There will be no excuse accepted for anything less than good behavior, a cooperative attitude, good attendance, and consistent effort. Students are here for one purpose - an education resulting in a high school diploma.**

The knowledge you gain and the skills you develop while earning your high school diploma will be needed for competing successfully in the career/job market. The school is looked upon as a work place, requiring a positive attitude and production-centered behavior. The attitudes, habits, workplace competencies, and foundation skills you develop while at Black Rock High School will determine, to a large degree, the quality of life you will enjoy in later years. Make the most of these educational opportunities -- begin now to plan for your future.

## **D. BLACK ROCK HIGH SCHOOL MISSION**

Black Rock High School is an alternative educational community committed to preparing all students to be **self-directed learners, critical thinkers, productive citizens, and lifelong learners** in order to prepare students for the world of work, continuing education, and social and personal responsibility. Our mission is to meet the individual needs of students, empowering them to meet or exceed established standards, using a variety of educational techniques and technologies.

E. School-wide Positive Behavior Interventions and Supports (SWPBIS)  
**SLO's (Student Learning Outcomes) and RAVEN**  
**Gold Slip Program**

The Black Rock High School staff believes in positive reinforcement as the primary approach to student behavior. To this end, we have instituted the "Gold Slip" recognition plan. When a student exhibits behavior that is an example of one of the SLO's, or RAVEN behaviors he/she is recognized with a gold slip and becomes eligible for a prize through a weekly drawing.

Sample SLO'S Gold Slip:

The goals (SLO's) of Blackrock High School are to produce:

- \_\_\_\_\_ 1. **self-directed learners** who demonstrate competence in
  - reading, writing, listening, and speaking.
  - mathematics.
  - the use of computers.
- \_\_\_\_\_ 2. **critical thinkers** who are analytical, reflective, and creative.
- \_\_\_\_\_ 3. **productive citizens** accept responsibility for themselves and accept their roles in family, school and community.
- \_\_\_\_\_ 4. **lifelong learners** who set, pursue, and accomplish realistic personal, educational, and career goals.

the behavior indicated above and is hereby being acknowledged. Details:



\_\_\_\_\_  
\_\_\_\_\_

signed: \_\_\_\_\_ dated: \_\_\_\_\_

Sample RAVEN Gold Slip:

The goals (RAVEN) of Blackrock High School are to produce

**Black Rock High School**

Name: \_\_\_\_\_

Ravens are:



**R**espectful

**A**ttending

**V**ersatile

**E**mpathetic

**N**oble

signed: \_\_\_\_\_ dated: \_\_\_\_\_

F. CREDIT EARNING PROCESS

Credits are earned on the basis of completed work and must be at least at a "C" level. Fifteen (15) **productive** hours of instructional work is the recommended standard in earning one high school credit. **The instructional work must be completed by the individual student who is earning the credit for graduation. Copying work/plagiarism from another student or author directly or from the internet is not acceptable, and credit will be forfeited.** The following chart shows the relationship between productive instruction hours and credits earned:

½ credit . . .	7.5 hours of productive, instructional work
1 credit . . .	15 hours of productive, instructional work
2 credits. . .	30 hours of productive, instructional work
3 credits. . .	45 hours of productive, instructional work
4 credits. . .	60 hours of productive, instructional work
5 credits. . .	75 hours of productive, instructional work

Actual time to complete each contract will vary, influenced by **ability, prior learning, and motivation.**

#### **G. THE CONTRACT SYSTEM AND DIRECTED INSTRUCTION**

The heart of the program at Black Rock High School is the **contract system**. It is an agreement between student and teacher that outlines the instructional work required for a specified amount of credit. Contract work is detailed in the plan folder for parent and student review. Contract work is based on assignments, which meet the content and performance standards and the graduation requirements set by the M.U.S.D. Board of Education. **The purpose of this system is to place the responsibility for an education clearly with the student.**

In addition to the contract system, students will earn credit through a system referred to as **Directed Instruction (DI)**. Through this system, teachers teach lessons based upon the content standards just as they would at a traditional high school. There are **two major differences between these lessons and lessons taught at the traditional high school: First**, students are paid for their time. Students who actively participate in directed lessons will receive .1 credit for every lesson they do. They will receive this credit at the end of the credit check (every six weeks). Each teacher teaches approximately 12 lessons during the course of the credit checks, so students who participate will earn approximately 1.2 credits every credit check through directed instruction. This credit is “paid” to the student at the end of the credit check. **Secondly**, there is no homework or make up work from directed instruction. Whenever a parent/guardian sees the word “Directed”, he/she should know that the student is not required to do anything additional to the assignments given in class. **Directed instruction is a required component of our diploma in order to be accredited by WASC.**

#### **H. HOMEWORK AND CREDITS**

It is the responsibility of each student at Black Rock to do **at least 2 hours of homework** each night, including weekends, as stated in the MUSD School Board Policy. At Black Rock High School, **students always have homework. Until students can show their parents their diploma, they have homework. This homework is listed in the students' plan folders, so parents can see what they must complete.** Failure to do homework will result in failure to earn credits toward graduation. **Motivation is the most important factor for success.**

## **I. GUIDANCE SERVICES**

All students will be required to earn 10 credits in Guidance. This subject will cover a variety of topics designed to help students focus on future options as well as develop a plan for successfully completing graduation requirements.

All students at Black Rock High School are required to keep and maintain a Plan Folder as part of our homeroom advisory program. This Plan Folder provides a roadmap for a student's specific Learning Plan. Each student will set, monitor, and adjust academic goals each grading period and will earn Occupational Skills or Guidance credit when the plan is approved by the homeroom advisor.

**All students, as part of the Guidance class, are required to complete a Senior Portfolio. This portfolio includes a resume, job application, mock job interview, and other items that will aid students in seeking employment in their adult lives.**

**Also, as part of the Guidance class requirement, students will be required to complete a Consumer Math unit.**

**Both are requirements for graduation, regardless of credit needs.**

## **J. SERVICE LEARNING**

Black Rock students are required to earn five credits by donating seventy-five hours to a public, non-profit agency or others in the community (not family). They may do this all at one location; however, they are encouraged to broaden their experiences by volunteering for a variety of activities. The specific activity must be approved prior to starting the service. Students are only allowed to complete 15 hours or 1.0 credits of service with an individual every six weeks. They may complete as many as they would like with an organization.

**K. GRADUATION REQUIREMENTS**

A high school diploma is granted to a student who satisfactorily completes the required number of credits. The required number of credits is 220, with the number of credits required in various areas as follows:

English.....	40
Mathematics.....	30
Science.....	20
World History.....	10
U.S. History.....	10
Government/Economics.....	10
Physical Education .....	15
Fine Arts .....	10
Guidance.....	10
Health Science.....	5
Electives/Occupational Skills.....	55
Service Learning.....	5
<b>Total.....</b>	<b>220</b>

**Grade Level Assignments:**

- 9<sup>th</sup> grade: 0 – 54**
- 10<sup>th</sup> grade: 55-109**
- 11<sup>th</sup> grade: 110-164**
- 12<sup>th</sup> grade: 165-220**

All students who plan on graduating during the 2020-2021 school year will be strongly encouraged to complete the FAFSA in February in order to receive financial aid in the upcoming year. Staff members will assist students in completing the process. In order to do this, students will need to have their social security number and their parents’ tax information. Information will be kept confidential, and the program is encrypted in order to maintain personal data safety.

**\*Comprehensive Sexual Health Education and HIV Prevention Education:** The state of California has recently added a new graduation requirement that requires all students to participate in a comprehensive sex education program (EC 51933). This course will be taught in the students’ science and health classes by the teacher of those courses. A copy of the curriculum is available in the school office if a parent/guardian wishes to peruse the curriculum and assignments. Parents may choose to opt their child out of this program and may do so by declining participation on the permission slip. If parents or guardians have any questions, they are to call the school at (760)369-6310.

## L. REPORT CARDS / CREDIT CHECKS

The report card is an important monitor of student progress and vehicle for parent communication. Report Cards/Progress Reports will be issued to students six times a year (See appendix for example of report card). **Students should earn a minimum of ten credits or more each grading period, depending on their individual credit goal.**

### Reporting periods:

<b>Begin</b>	<b>End</b>	<b>Report to Parent</b>	<b># of days</b>
1. August 24	October 2	October 9	(29)
2. October 5	November 13	November 20	(28)
3. November 16	January 15	January 22	(30)
4. January 18	March 5	March 12	(32)
5. March 8	April 23	April 30	(29)
6. April 26	June 9	Mailed	(32)

Report cards will be issued to students according to the above schedule. **It is the student's responsibility to deliver the report card to the parent/guardian.** If you do not see a report card on the above dates, call the school at 760-369-6310. For clarification of information on the report card, contact your child's homeroom teacher.

A parent conference day will be held in the fall on November 4, 2020 and April 7, 2021. Both student and parent should attend if a conference is requested.

Graduation will be on June 7, 2021. All seniors must be cleared by June 2, 2021 to participate in the graduation ceremony.

At the end of each credit check, students are recognized for achieving Super Honor Roll (16 + credits) and Honor Roll (13 – 15.9 credits) status. These students receive gifts and certificates at an all school awards assembly.

## M. GRADUATION

Graduation for the 2020-2021 school year will be at held at Copper Mountain College Bell Center on June 7, 2021 at 7:00 p.m.

**Seniors**, in order to participate in the graduation ceremony (walk on stage) all of your work must be into the teachers by 12:20 p.m. on Wednesday, June 2, 2021. You must be completely cleared out by Friday, June 4, 2021. **Underclassmen** must also complete work for credit by Friday, June 4, 2021 for credit to be included on the last report card issued on Wednesday, June 9, 2021. Work completed after June 4, 2021 will be credited on the September 2021 grade/credit report.

## N. ATTENDANCE

**State law and MUSD Board policy require that students enrolled in school attend every day without exception.** All students are required to sign an attendance contract prior to admittance. Students with chronic attendance problems will be referred to the School Attendance Review Board (SARB) and could possibly be sent back to their home school.

State law (SB 727) does not reimburse Black Rock instructional program for any type of school absence including illness. A clear understanding of a commitment to attendance must be established before a student begins classes at Black Rock. **It is the responsibility of parents to see to it that students are in school on time, every day, in order to take advantage of the instruction offered in the classroom by M.U.S.D. staff and maximize state reimbursement for the school.**

Black Rock High School maintains a small enrollment to maximize instructional assistance for each individual student. The law requires that if a student does not use his/her enrollment position at Black Rock High School, he/she will be declared a truant, dropped from the rolls, referred to the school attendance review board, and/or be cited under provisions of the juvenile court program of San Bernardino County. Any student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant (per Ed. Code 48260).

Regular school attendance is essential for academic success. Although we would like students to be at school every day, we know that there are valid reasons for absences. If a student cannot attend school, **the parent must notify Black Rock High School either by phone on the day of the student's absence or with a signed note upon returning to school.** An extended illness must be verified by a physician's statement. State auditors will require this documentation and must be provided to Black Rock by the parent/guardian of the student. **Short term independent study is available for students who must be absent for three or more days for an illness, family emergency, or military deployment. If you know your child will be out more than three days, please call PRIOR to the absence, so we may arrange for short term independent studies, so your child is not penalized for the absences.**

## O. CAMP CREDIT (Credit Attendance Motivation Program)

Students who earn between 13 and 15.9 credits and have 90% attendance during a credit check will receive .5 CAMP credits. Students who earn 16 or more credits and have 90% attendance will earn 1.0 CAMP credit.

## **P. SCHOOL HOURS**

Students attend classes from 7:45 a.m. – 12:38 p.m. Each student has six classes daily, including a reading/homeroom period, with a nutrition break after first period and lunch after fourth period. While bells ring to begin and end some classes, the teacher calls class to order and dismisses students. Students will remain in class until directed by staff to leave.

1st	7:45 - 8:28
Brk	8:28 - 8:36
2nd	8:38 - 9:22
3rd	9:24 - 10:07
4th	10:09 - 10:52
Lunch	10:52 - 11:08
5th	11:10 - 11:53
6th	11:55 - 12:38

**Teachers are available after school for individual help. Take advantage of this!!**

**The district may have minimum days throughout the year for the teachers to work on staff development. School will start at 9:45 a.m. on these days and will be dismissed at 1:01 p.m. We will notify you in advance if the district has them.**

## **Q. TRANSPORTATION**

Transportation will be provided by MUSD according to established schedules. Black Rock students will follow all bus rules and driver directions. The school bus is an extension of the classroom. **Students will be disciplined by suspension or denial of bus privileges for violation of bus rules.** Students riding the shuttle bus to and from Black Rock may wait for the bus in the loading zone of the comprehensive schools only. Students are not to go onto the campus while they are waiting for the bus. Going on the comprehensive school campus or smoking is not permitted and may result in Clean Sweep citations. **NO EXCEPTIONS.** (Please see appendix for a copy of the bus rules and regulations.)

To promote a safe environment on the buses for all students, MUSD/Student Transportation of America may use video cameras on a rotating basis on most of the regular buses. There is a possibility that your student may be filmed while being transported. Videotapes will be used strictly by MUSD personnel in order to maintain appropriate discipline and a safe environment on MUSD buses.

## **R. VISITORS** (except for parents/guardian)

Parents are welcome at Black Rock High School at any time. No appointment must be set in order to visit. The California Education Code and the California Penal Code prohibit visitors at Black Rock. Friends from other schools, relatives, or other guests are not to come to school during school hours. Trespassing on school property is a matter for the sheriff.

## **S. WORK PERMITS**

By California law, all persons under 18 years of age who are employed must have a work permit. Work permits protect both the employee and the employer. Don't be illegally employed. Regular attendance and appropriate credit earning are required. You may pick up an application for a work permit from the office. Upon the return of the application, you will be issued the permit if requirements are met.

Students can earn **Work Experience credit** by completing certain job related requirements. This program and part time employment can assist in the development of habits needed to be successfully employed.

## **T. RETURNING TO THE HIGH SCHOOL**

Students may return to the high school only at the semester breaks (August and January). In order to return, students must have caught up enough credits to be in line to graduate with their graduating class. That means in order to return for their senior year in August, students must not need more than 60 credits total with 10 of those credits being in English. In order to return in January of the senior year, students must not need more than 30 credits with 10 of those credits being in English. All credits in each subject area must be in increments of 5.0 as no partial credit is transferred.

## **U. BLACK ROCK HIGH SCHOOL EXPECTATIONS/POLICIES**

**The laws, rules, and policies outlined below are to be followed and adhered to by all Black Rock students without exception.** This management system was developed by Black Rock staff members, parents, and law enforcement in order to insure that each student receives an opportunity to pursue an education without disruption. The rules and policies are based on federal and state law, county/town ordinances, MUSD Board regulations, the Zero Tolerance Policy for school expulsions, and **San Bernardino County Operation Clean Sweep**. Violations of these behavior requirements could result in expulsion from school under the Zero Tolerance Policy derived from Education Code 48900. (Please see the appendix for MUSD's Zero Tolerance Policy, Yucca Valley's Loitering Ordinance, MUSD's school referral/school suspension forms, and Operation Clean Sweep.)

1. **ATTENDANCE** - Each student is expected to be in school for the entire school day every day. Students are expected to be on time. Leaving school without permission will result in suspension. Students with excessive absences or tardies will be referred to SARB, which may result in fines, penalties, or other consequences as well as possibly being sent back to their home school.

2. **TOBACCO** - Possession or use of tobacco is **PROHIBITED** by law at Black Rock High School. AB 4085 makes it illegal to possess any item containing nicotine or nicotine products on school grounds. Violation of this law will result in a citation and a possible suspension from school.

3. **DRUGS, ALCOHOL, OR ANY OTHER CONTROLLED SUBSTANCE** are absolutely forbidden on school grounds. This ban includes paraphernalia, look-alikes, or substitutes. Possession, use, or being under the influence of controlled substances while under school authority will result in a suspension and a referral to the school board for expulsion. Offenders will also be reported to the sheriff for prosecution.

In addition to possession, “drug/alcohol/party”-centered conversations, clothing, accessories, etc. will not be allowed at Black Rock High School.

For proper handling of prescription drugs, please refer to the appendix that discusses this topic.

4. **WEAPONS** – Students shall not possess weapons or dangerous objects of any kind while under school jurisdiction. Possessing, selling, or otherwise furnishing any object of this type will be grounds for expulsion.

5. **OTHER CAMPUSES** - Do not visit or loiter on or around any other campus in the school district. It is a violation of the Education Code and the Penal Code to trespass on another campus. Suspension or expulsion may result for violating this policy. Black Rock students are not to attend any social functions at Yucca Valley High School or Twentynine Palms High School without prior written permission from site administration. Students may, however, attend functions at YVHS or TPHS that are open to the public.

**SPECIAL NOTE:**

Black Rock High School students are not to be on any of Yucca Valley High School, La Contenta Jr. High School, Twentynine Palms High School, or Twentynine Junior High School grounds unless they are at the bus lane. The football fields, the bleachers, the parking lots, the swimming pool, the basketball/tennis courts, baseball fields, and classroom areas are all off limits. Loitering or "waiting around" other campuses is also off limits. All district administrators may and shall suspend Black Rock students for trespassing. The Sheriff's Department office will also be notified of any and all trespassing violations.

Public functions such as football games are open to the public. Black Rock students remain under the jurisdiction of MUSD and must follow all rules and regulations during such functions. Black Rock students may be suspended / expelled for violations on other campuses before, during, or after school.

6. **INAPPROPRIATE LANGUAGE** – Black Rock High School is an office/work environment, and as such proper language is expected. **Habitual** obscenity and profanity will not be tolerated and may result in suspension and, possibly, expulsion. Use of terms such as “gay”, “fag”, or ethnic slurs are deemed to be profane and are not to be used.

7. **INSTRUCTIONAL MATERIALS** - Your books and materials are to be returned. Books and materials that are lost or damaged must be paid for before grades or transcript is forwarded. It is expensive to provide books and materials. They must be available for other students, so please take good care of them.

8. **ELECTRONIC DEVICES** - No cell phones, MP3 players, or other electronic devices will be allowed to become a distraction. Cell phones are NOT to be used during school hours, except at times designated by the staff. Confiscated items will be returned to the student on the first incident and to the parents on the second incident. If a student has his/her phone confiscated for a third time, it will go into the school safe and will be returned after three days time. Each teacher shall decide on the use of electronic devices in his/her classroom. (See Personal Music Policy in Appendix)

9. **SEARCHES** - It is the right of school staff to search anyone or anything on school grounds for reasonable cause. **IF YOU DON'T WANT IT FOUND, DON'T BRING IT TO SCHOOL.**

10. **LEAVING PREMISES** - Do not leave school without permission. If you are ill, the school secretary will contact a parent or guardian to allow you to go home. Eighteen year olds who are living at home will be required to have guardian permission to leave. Students may not leave campus in the morning after they have arrived without parent pick up/ permission. In order to ride the bus after school, students must remain on campus until the bus arrives. Any student who leaves campus after school will NOT be allowed to ride the bus upon returning.

## 11. **VIOLENCE** –

**Fighting will result in suspension or expulsion.** Violence of any kind, threatened or otherwise, will not be tolerated. **NO EXCEPTIONS!** Hostile students are not welcome at Black Rock High School.

It is each individual student's responsibility to be **courteous, helpful, and polite** to all students, staff members, and visitors at Black Rock High School. **Statements, threats, writings, symbols, gestures, slurs, etc., which make others feel uncomfortable or intimidated in any respect with regard to ethnic background, beliefs, physical attributes, personal safety, personal worth, etc., are against the law and will not be tolerated.** Students who cause or threaten to cause, or participate in any act of hate or violence shall be subject to suspension/expulsion from school.

Any student or groups of students that intentionally **engage in terrorist threats, harassment, or intimidation**, directed against school officials, school property, a student, or a group of students shall be **subject to suspension/expulsion** from school.

12. **DOOR-TO-DOOR LAW** - Be aware that district policies apply from the time you leave home in the morning until you return to your home after school. This is true

whether you walk, drive, or ride a school bus.

13. **GANGS** - Behavior, dress, or language associated with gangs, fraternities, sororities, brotherhoods, or other organizations that disrupt, defy, distract, or in any way impede student progress toward graduation are against the law and will not be tolerated. Gang posturing, intimidation, hazing, etc. is strictly prohibited.

14. **SEXUAL HARASSMENT** - Morongo Unified School District **prohibits sexual harassment in any form**, including verbal, physical, and visual harassment. (See Appendix for district policy)

15. **GENERAL CONDUCT** - Students shall conduct themselves as ladies and gentlemen in all matters of dress, language, and actions. **Students shall comply with all staff directives and requests.** It is the right and duty of staff members at Black Rock High School to manage all aspects of the program and classrooms at the school. **Under no circumstances does a student have the right to question or refuse to comply with a staff directive or request when the staff member is managing the program, a classroom, or the campus at Black Rock.** Parents have an obligation to assist all staff in all matters of student behavior and cooperation.

16. **PRODUCTIVITY** – Students are expected to use their time at school productively; therefore, students are not allowed to lay their heads down during class time. Students who do so will be asked to put their heads up and get to work once. If students continue to try and sleep in class after their warning, they will lose their chair for the remainder of the period. If students do not feel well, they are to get a pass from their teacher and report to the front office to lie down or call home. **Students are to work on the work from the assigned class during each period.**

17. **PERSONAL BUSINESS** - Do not conduct personal business, such as boyfriend/girlfriend situations, debt problems, or grudges at school.

18. **DRESS CODE** – Board of education Policy 5132(a) states, “**Students’ clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.**” The following are specific dress code requirements that must be observed:

**Students shall not wear clothing with inappropriate pictures, writing, or symbols. This includes alcohol, drugs, sexually suggestive messages, violence, etc.**

- a. No sunglasses are to be worn in the building.
- b. Clothing, jewelry, backpacks, etc. shall be free of writing, pictures, or insignias, which are vulgar or profane.
- c. Clothes shall be sufficient to conceal undergarments at all times. See-through, fishnets, low cut tops, and short shorts/skirts are prohibited.
- d. **No sagging**, to the extent that underwear are visible.
- e. No gang related apparel, as identified by the staff.
- f. Hats may be worn, except in classrooms where teachers request that they be

removed. Hoods are to be removed while in the classroom to assist in ensuring student productivity.

- g. Chains or piercings are permitted unless they are deemed a safety issue by the staff.
- h. No bandanas of any color.
- i. Shoes must be worn at all times.

19. **FOOD AND DRINK** – are allowed in the classrooms, if okayed by the teacher. Lunch will be served on the patio. Students may eat at the outside picnic tables, in the hallway, or in the designated classrooms during lunch break.. **Drinks may be purchased during class time, unless this becomes an impediment to learning.**

20. **ASSIGNED AREAS** – Students are to be in their assigned areas at all times. In order to be out of class, students must have either a bathroom pass or a written pass. A written pass must be obtained in order to enter another teachers' classroom.

Students are to remain on the West side and North side of the building. **Areas that are off limits: East side of the building (unless student is scheduled for a class in the portables), parking lot, the street in front of the school, and the ICE WEST Program. Students who encroach upon or in any way disrupt or disturb the ICE WEST program may be subject to suspension/ expulsion from school.**

21. **KEEP THE SCHOOL CLEAN** – Please throw trash in the proper receptacles. If you make a mess or see a mess, please show pride in the school and clean it up.

22. **BE RESPONSIBLE FOR YOUR OWN PROPERTY** - Don't expect others to look after your things. Theft is a common problem in schools, and **school personnel will not be responsible for lost or stolen items.**

23. **PERSONAL VEHICLES** - **Students who own and/or drive automobiles to school:** Once you are on campus, you will **lock your car and not return** to your car until you are dismissed to leave for home. **Sitting in your car before or after school or during nutrition is not allowed.**

Student parking is in the lot to the west of the staff parking lot. Students may use the north facing parking spaces except for the last three spaces that are reserved for the ICE Program at the west end of the lot. Cars are not allowed on any access roads or any other non-access areas. **Remember:** the entire 40 acres on which Black Rock, La Contenta Jr. High School, and ICE are located is a **SCHOOL ZONE – 25 MPH. Reckless drivers will be reported to the Sheriff/CHP.**

#### 24. **INTERNET AND ON-LINE TECHNOLOGY**

**Use of the Internet will be for approved purposes only.** Access will be closely monitored by staff. All students will be required to sign the Acceptable Use Agreement with parent/guardian authorization prior to use of any and all on-line technology.

## **APEX LEARNING**

There are a variety of classes available to students who desire to enroll in APEX online. These classes are divided into two categories: **Core** classes and **Elective** classes.

**Core** classes include all classes required to graduate in the subjects of English, Science and Social Studies. These **core** classes are listed below:

**English:** English 11 and English 12

**Science:** Life Science and Earth Science

**Social Studies:** World History, U.S. History, Government, and Economics

### **Criteria for taking Core classes on APEX**

1. A core class may be taken through APEX with the appropriate teacher signature.
2. **BEFORE** being approved to sign up for any of the APEX core classes, a student must have earned at least  $\frac{1}{2}$  of the required class credit through regular assigned class work.\*
3. **English APEX**
  - a. All class assigned essays must be completed by end of a credit check for APEX English credit to be given.
  - b. No more than **Five (5)** credits of **CORE English** can be earned **per school year** using APEX.

**Elective** classes includes all those that can be used to meet the **Sixty-five (65)** elective credit graduation requirement. There are many electives available on APEX Anthropology, Sociology, Personal Finance, Lifetime Fitness, Career Essentials, Art Appreciation and World Geography are some of those classes.

### **Criteria for taking Elective classes**

1. Mrs. Weitz signature is required for all elective classes.
2. No more than **TEN (10) ELECTIVE** credits of APEX may be earned per credit check.

Finally, Students caught cheating by a staff member (including substitute teachers) while using the computer for APEX classes (including but not limited to **Ask.com** or **ANY OTHER WEBSITE THAT GIVES ANSWERS DIRECTLY**) will **forfeit** the right to be on APEX for the **rest of that credit check PLUS the next credit check.** They will also **forfeit** any work done the **previous 48 hours.**

\*Doesn't apply to specific scheduled APEX core classes

## 25. **INCIDENT REPORT AND DISCIPLINE REFFERRAL GUIDELINES**

A written **incident report** (less serious offense) may result in one or more of the following consequences:

- Administrative counseling and warning
- Parent/guardian contact (mail, phone, and/or conference)
- Behavior and/or attendance contract
- Discipline referral

A written **Discipline Referral** (more serious offense) may result in one or more of the following consequences:

- Administrative counseling or warning
- Parent/guardian contact (mail, phone, and/or conference)
- Behavior and/or attendance contract
- Change of placement

- Suspension (see appendix)
- Expulsion (see appendix)

**\*We participate in the Operation Clean Sweep Ticket program. Students who commit infractions of the law while on school campus may receive citations to appear at court for possible fines.**

**26. FOUR OF THE ADMINISTRATION'S ABSOLUTE "NO-NO'S"**

- a. Drugs, alcohol, and weapons
- b. Bus referrals
- c. Fighting
- d. Disrespect

## **APPENDICES**

Title I Plan Goals (SPSA)

SLO's (Student Learning Outcomes)

RAVEN (Respectful, Attending, Versatile, Empathetic and Noble)

Behavior Matrix

Personal Music Policy

Operation Clean Sweep

Mandatory Expulsion/Suspension Offenses

School Bus Rules

Daytime Loitering

Education Code References

Medications at School

Notice of Non-discrimination

MUSD School Calendar