

COAST UNION HIGH SCHOOL

Home of the Broncos



STUDENT HANDBOOK

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INTRODUCTION

Dear Coast Union High School Parents/Students:

Welcome to the 2017-18 school year! I am very excited about the work that our faculty and staff is doing to ensure that all of our students graduate ready for both college and careers. We believe in working collaboratively with students, parents, and community members to provide a high school environment that maintains high expectations for student achievement, provides rigorous and engaging instruction, and offers personalized support. We are also proud of our vast extracurricular programs like sports and many clubs. Please take the time to review the information contained in this handbook. It will provide you with valuable information about our school and its programs, as well as details on policies and procedures. If you have any questions about anything contained in this guide, do not hesitate to contact CUHS.

I wish you the best for 2017-18 and beyond. Go Broncos!
Scott Ferguson, Principal

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

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

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

Coast Unified School District provides a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular and other educational support programs, services, and activities. The Coast Unified School District School Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Vision Statement: Based on the College and Career Indicator, all students at Coast Union High School will become well prepared for 21st century college and career success, supported by all stakeholders to achieve academic excellence.

ALL STAR BRONCO STAFF

Scott	Ferguson	Principal
Carrol	Adams	Secretary/Registrar
Olga	Arias	Foreign Language
Brooklin	Brumund	English / English Language Development
Andrew	Crosby	Mathematics
Darcy	Dobrec	Agriculture Pathway / Science
Ron	Garcia	Athletic Director / Social Studies
Rachel	German	Music
Hartzell	Dan	Media Pathway
Thom	Holt	Physical Education / Social Science
Ayen	Johnson	Media Pathway
Pam	Kenyon	Physical Education
Wade	Lawrence	Social Science
Amber	Mailhot	Mathematics
Valeria	Marroquin	Attendance/ASB
Tim	May	English
Rebecca	McFarlane	Resource Program
Lisette	Mendoza	Counseling Assistant
Annie	Mills	Teacher Aide
Suzette	Morrow	Art
Daniel	Schalk	Science
Cheryl	Seay	Guidance Director
Spradley	Spradley	Activities Director / Math
Shannon	Sutherland	Librarian
Cyndie	Wilson	Science/Agriculture

SERVICES

FRONT OFFICE

Hours 7:30 – 3:30 Monday - Friday
Office phone 805.927.3889

COMMUNICATION

Website: www.coastunion.org

Illuminate: Parents can obtain login credentials for Illuminate to track their student's grades by contacting Ms. Adams in the front office.

CUHS Calendar: Found on coastunion.org click on the "+Google Calendar" link and add the CUHS calendar to your calendar.

Bulletin: Subscribe to news and announcements on coastunion.org.

Twitter: @coastunion

HoofBeats: Coast Union's quarterly newspaper.

Snail Mail: Watch your mailbox for news, announcements, Progress Reports and Report Cards.

COUNSELING CENTER

Working one-on-one with every student in school to create a comprehensive four-year plan, the Counseling Center's open door policy fosters a welcoming and nurturing environment where students can go for guidance to create their college, career and life path. Schedule changes must be made before the start of the semester. Changes made after the start of the term may result in loss of credit or an "F" grade. Contact Ms. Seay for more information.

LIBRARY

The mission of the Coast Unified School District library media program is to promote literacy, in all its forms. In today's world that term means having the skills to effectively access, evaluate, use, and integrate information into their lives. A strong school library program supports the curriculum, provides resources for accessing information, research, and reading while advancing the mission of academic achievement for all students.

Hours 7:30 – 3:30 Monday-Friday
Library books checked out for 3 weeks
Overdue books fine 5 cents/day

TEXTBOOKS & CHROMEBOOKS

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

PARENT GROUPS

Parents are encouraged to get involved by joining the Booster Club, the Cambria Education Foundation, English Language Advisory Committee or School Site Council. Volunteers are always needed to support Coast Union. Membership applications and/or information are available at registration.

REGISTRATION

Registration information will be mailed home in early August, advising parents to pick up the registration packet in the front office. The information will include the dates and time for registration. Students and parents need to attend registration day to return important paperwork, have their pictures taken for their school ID and pick up schedule and materials for the school year.

WORK PERMITS

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

TRANSCRIPTS

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

CAMPUS VISITORS

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

ATTENDANCE

The Coast Unified School District believes that school attendance is essential to quality education. Regular attendance demonstrates commitment and accountability. The state attendance laws require regular school attendance and punctuality. Both the school and the parents are responsible for enforcing these laws. A student should NOT be absent without the parents knowledge and consent. Research conclusively indicates a high positive correlation between student attendance and student learning. If a student is not in school, he/she cannot benefit from the instruction being provided. Because absences have a negative effect both on student performance and the District's finances, Coast Unified School District will continue to monitor all absences, collect notes, and make phone calls to verify why a student is absent.

CLEARING AN ABSENCE

When a student is absent, the parent or guardian must phone the school before his/her return: **927-3889**. If a phone call has been received, a note from the parent will not be needed. If the school has not received a phone call, the student must bring a note from his/her parent or guardian and obtain an absence slip from the attendance office. Students are to clear all absences on their own time to prevent unexcused tardies to class. Students are allowed three (3) school days to clear or change a classification of an absence. An absence not cleared by the third school day will result in a cut being issued.

TARDY POLICY

Students who, without an excused absence, arrives less than ten (10) minutes late for class, is tardy.

First tardy Warning

Second tardy Detention with classroom teacher.

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

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

Fifth tardy Grade lowered one letter grade for the semester, possible “F” and suspension from class.

CUTTING CLASS

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

EXCUSED ABSENCE

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

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

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

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

ILLNESS

Students who are ill should not attend school, especially if their illness is contagious. Students and parents are encouraged to make all medical and other appointments outside the school day. If you are unable to do so, appointments should be scheduled so that the student still attends as much of the school day as possible, before and/or after appointments.

ACADEMICS

It is the belief at CUHS that each student is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow academically, mature emotionally, intellectually, physically, and socially. It is the desire at CUHS to help students meet their fullest potential in these areas by providing an environment that is safe, caring, and invites a sharing of ideas.

GRADUATION REQUIREMENTS

Credits: Graduates of Coast are required to earn 310 credits. Credit is awarded for the successful completion of semester courses with a grade of 'D' or better, at the rate of 5 credits per class, per semester.

Subject Requirements - 185 credits

- Social Science - 40 credits (including World History, U.S. History, and Government/Economics)
- English - 40 credits (including English I and II or equivalent)
- Mathematics - 30 credits (including Algebra I)

- Science - 30 credits (Biology or alternate approved by the principal and one year of Physical science)
- Foreign Language and/or Visual and Performing Arts - 10 credits
- Vocational Education - 15 credits, 5 of which must be computer literacy
- Physical Education - 20 credits (must be taken in 9th & 10th grade)

Elective Credits - 125 credits

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

EARLY GRADUATION REQUIREMENTS

The federal and state governments have made provisions for students to earn equivalency diplomas by taking and passing one of two standardized tests. The California High School Proficiency Exam (CHSPE) is generally offered two or more times per year. Students who are at least 15 years, 10 months of age, may take this four hour exam for a fee. Upon successful completion of this test and with written parental permission, a student may cease compulsory high school attendance. Interested students should see their counselor or visit the CHSPE web site at www.chspe.net for further information. The General Educational Development test (GED) is offered regularly throughout the year and may be taken by any student who is at least 17 years, 10 months of age. There is a fee for the GED, which is offered at the adult school in San Luis Obispo. CHSPE and GED equivalency diplomas are accepted by community colleges and local, state and federal government agencies as equal to a high school diploma. It does not replace university admissions subject requirements and is not always accepted for military enlistment.

UNIVERSITY ENTRANCE REQUIREMENTS

Eligibility for admission to California State University and University of California campuses is based on a combination of the grade point average and scores on the college entrance examination(s). This combination is called the “eligibility index.” While both UC and CSU use the GPA for courses taken in grades 10 and 11 only to determine eligibility for admission, the grades for all college prep classes taken in grades 9 through 12 are entered on the admission application. It is, therefore, extremely important that students work hard and take their freshman and sophomore years seriously. Students who are committed to

attending a four-year university the fall after high school graduation should take college prep English, math, science and social science all four years and the same foreign language at least two years. Dropping college prep classes to have a “light” senior year may seriously damage chances for admission. For individual college entrance requirements see the school’s website or Ms. Seay for more information.

CAREER AND TECHNICAL EDUCATION PATHWAYS

Coast Union High School offers two Career Technology and Education Pathways (CTE): Arts, Multimedia, and Entertainment and Agriculture and Natural Resources. In addition to the core academic curriculum provided by Coast Union, students can choose to enroll in a College and Career Pathway. Each pathway is a sequence of three courses, out of the 32 courses required for graduation. The benefits of the pathway include courses that are all California State University/University of California approved, an opportunity to earn industry certifications for employment, and membership in a national student leadership organization. Additionally, students that enroll and pass Digital Media Production with a "C" or better, will receive 3 units of college credit.

ADVANCED PLACEMENT (AP)

Students are encouraged to take AP courses to earn college credit for the subject(s) in which they have tested. Students who wish to take an AP exam must sign up with the school counselor in March in order to take an exam (all exams are given in May). The full exam fee must be collected at the time the AP exam is ordered. A fee reduction is available for students who qualify for the free or reduced lunch program. Contact Ms. Seay for further information.

CONCURRENT ENROLLMENT

It is the intent of the Board of Trustees to provide opportunities for advancement for interested students. Therefore, a student, with parent, counselor, and principal approval, may enroll in a college course. College courses may only be used to fill elective credit requirements unless the student is taking the course in order to advance to the next course in that department. Example: a student may take Algebra II at Cuesta in order to advance to Math Analysis the following semester at Coast. All other course requirements (i.e. four years English, four years social science, three years math, three years science, two years PE, one year vocational education, one year of a fine art or foreign language, and one semester of

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

GRADE POINT AVERAGE

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Sample GPA:

English I A = 4

History B = 3

Science B = 3

P.E. A = 4

Algebra A = 4

Spanish B = 3

Computer C = 2

Total Points =

23

23 points / 7

classes = 3.29

GPA

Weighted GPA

Advanced placement (AP) receive an extra grade point for a grade of "A", "B", or "C". In these classes, an "A" grade receives 5 grade points and a "B" receives 4 grade points and a "C" receives 3 grade points.

VALEDICTORIAN & SALUTATORIAN

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

The GPA computed from the first semester of 9th grade through the first semester of 12th grade (seven semester's total. If students are tied, the decision will be made at the end of the second semester). GPA will be carried out to the hundredth place value. Summer school grades between

8th and 9th grade will not be used to compute GPA if such use would lower the student's GPA.

- Four of the semesters must be completed at Coast Union High School.
- If two or more students possess equal qualifications, they will share the honor.
- The extra grade point assigned to students who receive a grade of "A" or "B" in an honors class will not be used to calculate GPA if the courses were taken during the freshman or sophomore year, or at a school other than Coast Union, if equivalent courses are not offered.
- Student must have a full schedule all four years (no off-campus). Students will not be allowed to use pass/fail courses to artificially raise their GPA above that of a student who takes classes which earn a letter grade.
- The principal, upon recommendation of the curriculum committee, may authorize exceptions to the above criteria for a variety of reasons including but not limited to:
 - Consideration of a foreign exchange student who has completed four semesters at Coast with standard "A" – "F" grades and one year of "P" (passing) grades.
 - Student who missed a significant amount of school due to excessive absences.
 - Student who was involved in any disciplinary infractions.

REPEATING CLASSES

College prep classes must be passed with a grade of "C" or better in order for the student to advance to the next course in that department, students may repeat college prep classes in which a grade of "D" was earned. Students repeating college prep classes for a higher grade have the choice of having the original credit changed from subject credit to elective credit. Both the original course name and grade, AND the repeat course and grade will appear on the transcript. The repeat course will have an "R" in front of the grade to designate it as a repeated class. Certain Coast Union High School courses may be repeated for credit. Contact the Guidance Counselor for more information.

ELIGIBILITY

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

FOREIGN EXCHANGE STUDENTS

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

1. U.S. History
2. Economics/American Government
3. English (English III - American Literature is recommended)
4. Meet all other requirements for graduation as set by the Coast Unified School District

CODE OF CONDUCT

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Standards for student behavior apply to school hours, to school-sponsored events on or off campus, and to incidents, which may occur on the way to or from school. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion. Ed Code 48900:

- A. 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - 2.*Willfully used force or violence upon the person of another, except in self- defense.
 - *B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
 - *C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
 - *D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and presented same as a controlled substance, alcoholic beverage, or intoxicant.
 - E. Committed or attempted to commit robbery or extortion.
 - F. Caused or attempted to cause damage to school property or private property.
 - G. Stole or attempted to steal school property or private property.
 - H. Possessed or used tobacco, or any product containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that requires ingestion during school hours) including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
 - I. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (failure to serve Monday School)
 - L. Knowingly received stolen school property or private property.
 - M. Possessed an imitation firearm.
 - N. Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the Penal Code.
 - O. Harassed, threatened, or intimidated a student witness.
 - *P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug
 - Q. Engaged in, or attempted to engage in hazing.
 - R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - T. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- Additional Grounds:
- * Sexual harassment. (Ed Code 48900.2)
 - * Committed an act of hate violence. (Ed Code 48900.3)
 - * Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)
 - * Terrorist threat against school official or school property. (Ed Code 48900.7)
- Any of the above may be referred to a law enforcement agency.

*The principal or designee must notify law enforcement personnel of these offenses.

CONSEQUENCES

Discipline may vary depending on the severity of the offense

Offenses	1 st Consequence	2 nd (or more) Consequence
CUT IN CLASS	Teacher assigned Detention	Lunch detention or Community Service, SARB Process, Parent conference 3 rd Cut the student may be denied credit
DRESS-CODE VIOLATION (See Dress Code Policy)	Warning- Dress Code Violation on record	Lunch detention or Community Service, Parent conference
Falsification of parent notes/phone messages or fake/copied parking permit	Lunch detention or Community Service, Parent conference	Lunch detention or Community Service, Parent conference
NO-SHOW DETENTION	2 extra days detention for every 1 day no-show	Parent conference
VIOLATION OF ACCEPTABLE USE POLICY	Student Account is disabled for the remainder of the year. If enrolled in a class where computer use is mandatory, the student may be denied credit	Student may receive additional consequences based on the nature of the violation (cyber bullying, harassment, cheating, etc)
VIOLATIONS OF ACADEMIC INTEGRITY POLICY	Parent conference and required completion of a 3 to 5 day "Academic Dishonesty" course.	A grade of "F" in the course and placement on the CUHS Ineligible list for the remainder of the current quarter and the subsequent quarter.

ACADEMIC INTEGRITY

Coast Union High School students are expected to uphold the highest standards of academic conduct and personal integrity. The CUHS faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship.

Teachers at Coast Union High School endorse the use of the ETC Portal databases and Google Scholar as the primary research tool to help students develop good search habits. The Coast Union High School library has posted on the CUHS website a list of resources that guide students in proper methods of citing sources. There is a list of resources and websites at the end of this document that are intended to assist students with their writing and research assignments.

Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Coast Union High School’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. Students who cheat deprive themselves of the opportunity to learn—especially, how to think. Knowing how to think critically in each subject area prepares students for higher education, and/or their chosen profession, where cheating and plagiarism have dire consequences. Cheating is destructive to the entire school community; damaging relationships and engendering mistrust in teachers and classmates.

- Students who do not cheat also suffer by the inflated grades that result from academic misconduct.
- Students who choose to cheat or plagiarize will face the risk that teachers and counselors may not want to write their letters of recommendation for college.
- If students are suspended for cheating or plagiarism, they are required to admit it in their college applications for private schools.
- Students face life changing consequences when they choose to cheat rather than earning grades honestly through hard work and good study habits.

Plagiarism

- CUHS students are expected to cite electronic and print sources, every time they include any information in an essay or project of

their own. Plagiarism includes but is not limited to the following guidelines:

- Copying and pasting from Internet or other electronic sources—even one sentence—is considered plagiarism unless there are quotation marks preceding and following the quoted material. Student writers must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well—artwork, photography, computer coding, mathematical calculations, etc.
- Presenting the ideas as one’s own original thoughts
- Submitting another student’s work as one’s own

Cheating

- Copying another student’s work or assignment
- Allowing another student to copy your assignment
- Using an unauthorized set of notes, cheat sheet, graphic calculator or other device during a test or quiz.
- Stealing, borrowing or removing an exam

Consequences

First Incident Step 1: Parent conference and required completion of a 3 day “Academic Dishonesty” course. Failure to attend or complete the assigned three day session will result in advancement to Step 2.

Second Incident Step 2: Parent conference and required completion of a 5 day “Academic Dishonesty” course. Failure to attend or complete the assigned five day session will result in advancement to Step 3.

Third Incident: A grade of “F” in the course and placement on the CUHS Ineligible list for the remainder of the current quarter and the subsequent quarter.

Advanced Placement Classes: *AP students are expected to uphold the highest standards of academic honesty; if students are discovered to have violated any of these policies in summer assignments, they will be dropped from Honors or AP classes before school begins.*

DRESS CODE

The dress code regulations specify standards that promote a positive and safe learning environment. All students are expected to be suitably groomed and to wear clothing that is neat, clean and appropriate at school and evening events. If at any time a student's dress or grooming is considered disruptive or inappropriate to the educational program, teachers and/or administration, students will be asked to change into school appropriate attire or be sent home with parent permission to change. Repeated violations may result in disciplinary action. In accordance with the above stated philosophy, the following dress regulations are in force:

Clothes shall be sufficient to conceal undergarments at all times. Safe footwear must be worn at all times. Clothing, jewelry and personal items (backpacks, binders, fanny packs, gym bags water bottles, etc.) shall be free of writing, pictures or any insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions or likenesses, or which advocate racial, ethnic or religious prejudice.

Skirts and shorts must be at least fingertip length. Gang affiliated items such as hair nets, "grill" teeth, bandanas, gang colors, jewelry, emblems, clothing, badge, symbols, signs or other things which are viewed as evidence of membership or affiliation in any gang is prohibited. Wallet chains, spiked bracelets and spiked collars are not permitted on campus. Hats are not forbidden on campus, however, students are required to respect the request of individual teachers regarding the wearing of hats in the classroom.

BULLYING & CYBER BULLYING

Cyber Bullying 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 behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- 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 picture without their permission.
- Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

•Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.

•All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.

•If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.

•The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

•Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

*** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

***Education Code 48900 (k) "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties"

***Education Code 48900 (i) "Committed an obscene act or engaged in habitual profanity or vulgarity"

*** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

- Inform a school official immediately
- Save the evidence. Print the online harassing text if possible
- Identify the Bully
- Clearly tell the Bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- File a complaint with the Internet or Cell Phone Company
- Contact the Bully's parents
- Contact the police

EXTRACURRICULAR ACTIVITIES

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

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

ASSOCIATED STUDENT BODY (ASB)

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

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

BRONCO CLUBS

Clubs at Coast Union High School are run under the umbrella of ASB and must submit a constitution and by-laws to the Vice-President of ASB for approval. Students are encouraged to form clubs and get involved. Clubs come and go as interest in activities and causes change yearly. Look for Club Rush at the beginning of the school year to get more information about yearly club activity. Below is a list of some of the clubs traditionally offered:

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

Bibliophile (Book) Club – Open to all students interested in reading and discussing books.

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

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

eARTh Club - Open to all students. Combines the love of art and the environment.

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

National Future Farmers of America (FFA) - dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. You must be enrolled in an Agriculture Class to be in FFA.

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

DANCES

Non-Coast students will not be admitted except as the guest of a Coast student. Guests must be high school students currently in good standing or graduates of a regular high school who have not yet reached the age of 21. Guest passes are required for all non-Coast students. Pass requests may be picked up in the office and must be returned to the office at least three days before the dance. Passes must be signed by the principal and the ASB advisor. Students who have been excluded from school for disciplinary reasons are not permitted to attend school functions. Students leaving the dance will not be allowed to re-enter. All dances end no later than midnight. Students are responsible for arranging transportation. Any student remaining at the activity thirty minutes beyond the end of the dance will be disqualified from attending the next dance. All school rules and regulations apply.

BRONCO SPORTS

A complete program in interscholastic sports is offered to meet the competitive needs of the students. Eligible students must complete a Bronco Athletic Packet which can be obtained from the front office or www.coastunion.org. This packet contains all forms necessary to

participate in Coast Union sports. In addition, all athletes must obtain a physical before they will be allowed to begin practicing with the team.

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

Athletic Director: Ron Garcia

Athletic Trainer:

Transportation: Carrie Brown

Fall Sports
Girls Tennis
Volleyball
Cross Country
Football

Winter Sports
Girls Soccer
Boys Soccer
Girls Basketball
Boys Basketball

Spring Sports
Baseball
Softball
Boys Tennis

SILVER CORD COMMUNITY SERVICE

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

TECHNOLOGY

Possession of electronic devices (cell phones, iPads, personal laptops, etc) are allowed on school grounds, but are subject to the teacher’s individual classroom rules. Students bring all electronic devices to

school ***at their own risk***. Students shall be allowed to possess and use electronic devices while under supervision of the school with the following parameters:

- Electronic devices are to be turned off and put away upon arriving to class or before entering any school building.
- Authorization for student possession or use of an electronic device may be revoked by the administration for inappropriate student use.
- Coast Unified and CUHS assume no liability for the damage or theft of electronic devices.
- Students are expected to comply immediately with the direction of any school official to cease the use of an electronic device on campus or at a school sponsored activity.
- The recording of a teacher, staff member, or student, without their consent, is a violation of the California Educational Code. Any student participating in such action will be subject to an appropriate consequence.
- No laser lights of any kind are permitted on campus at any time. Penal code section 417.27 prohibits the possession of laser pointers on elementary and secondary campuses.
- Failure to comply with this policy may result in confiscation of the electronic device by school personnel and additional consequences. NOTE: Students should keep a list of all serial numbers for personal items they may bring to school.

CHROMEBOOKS

The Coast Unified School District (CUSD) retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the Chromebook at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e. System Preferences). The student is not permitted to remove the Profile installed on the assigned Chromebook. Immediately report any damage or loss to Ms. Sutherland, who will determine necessary action. The Chromebook is covered by a manufacturer's warranty. The warranty covers manufacturer's defects. An insurance policy is available for a fee from a third party provider. Insurance can cover accidental damage from liquid spills, power surges, drops, falls, collisions, theft (police report required), vandalism, flood,

fire, smoke, wind, and earthquake, as well as damage to batteries and adapters. Insurance may not cover loss, negligence and abuse. For example, throwing the Chromebook or using the Chromebook as an umbrella would be considered examples of neglect and abuse. If a Chromebook or device is lost, stolen or damaged by neglect or abuse, it is the family's financial responsibility to replace the device at a price of approximately \$300.00.

Student Responsibilities Include:

- Bring the Chromebook fully charged to school every day.
- Keep the Chromebook with you at all times.
- Do not let anyone other than your parents or guardians use the Chromebook.
- Adhere to Coast Unified School District's Acceptable Use Policy (AUP) at all times.
- Report any problems, damage or theft immediately.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Chromebook.
- Keep the equipment clean. For example, do not eat or drink while using the Chromebook.
- Avoid extended use of the Chromebook while resting directly on your lap.
- Take frequent breaks when using the Chromebook for long periods of time.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the Chromebook in a secure location when it is not at school.

The Chromebook and power cord are provided to the student through State, District and Federal funds at no cost to the student. Prior to checking out the equipment listed above, the District is asking you to sign this acceptable use document. Student placed on restrictive use must only use Chromebook on the school's campus during days of regular instruction. Student must retrieve a Chromebook prior to the start of regular instruction and return it at the end of each instructional day.

Students who violate one or more of the conditions below may, at the Principal's or District's discretion, be placed on Restricted Use (minimum 1 month) until the student's Principal determines student has satisfied the conditions for non-restrictive use as specified by the Principal.

Reasons for placing a student on Restrictive Use include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/ or Administrative regulations (Chromebook is considered an Instructional material and subject to damaged or Lost Instructional materials found in Board Policy: Damaged or Lost Instructional Materials 6161.1)
- Violation of CUSD Student Acceptable Use Policy
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on Chromebook
- Violating Standards for Personal Chromebook Care
- Repeated failure to bring to class daily/failure to bring charged

Bell Schedule

REGULAR SCHEDULE

Period 1 A/B	8:10 -9:38
Nutrition	9:38 -9:43
Period 2 A/B	9:53 - 11:21
Break	11:21 - 11:24
Period 3 A/B	11:34 - 1:02
Lunch	1:02 - 1:32
Period 4 A/B	1:42 - 3:10

EARLY RELEASE SCHEDULE

Period 1 A/B	8:10 – 9:20
Nutrition	9:20 - 9:25
Period 2 A/B	9:35 – 10:45
Break	10:45 – 10:50
Period 3 A/B	11:00 – 12:10
Lunch	12:10 – 12:40
Periods 4 A/B	12:50 – 2:00
Staff Development	2:00 – 3:30

ASSEMBLY/RALLY SCHEDULE (PM)

Period 1A/B	8:10 - 9:28
Nutrition	9:28 - 9:34
Period 2 A/B	9:44 - 11:02
Break	11:02 - 11:05
Period 3 A/B	11:15 - 12:33
Assembly	12:33 - 1:05
Lunch	1:05 - 1:40
Period 4 A/B	1:50 - 3:10

ASSEMBLY/RALLY SCHEDULE (AM)

Period 1 A/B	8:10 - 9:28
Nutrition	9:28 - 9:34
Period 2 A/B	9:44 - 11:02
Assembly	11:02 - 11:34
Break	11:34 - 11:37
Period 3 A/B	11:47 - 1:05
Lunch	1:05 - 1:40
Period 4 A/B	1:50 - 3:10

MINIMUM DAY SCHEDULE

Period 1 A/B	8:10 - 9:07
Period 2 A/B	9:12 - 10:10
Nutrition	10:10 - 10:20
Period 3 A/B	10:25 - 11:22
Period 4 A/B	11:27 - 12:20

FINALS SCHEDULE

Period	8:10 - 10:05
Nutrition	10:05 - 10:20
Period	10:25 - 12:20

A/B Block Schedule

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																						A	B	A	B	S	S	A	B	A	B
September	A	S	S	H	B	A	B	A	S	S	B	A	B	A	B	S	S	A	B	A	B	A	S	S	B	A	B	A	B	S	
October	S	A	B	A	B	A	S	S	H	B	A	B	A	S	S	B	A	B	A	B	S	S	A	B	A	B	A	S	S	B	A
November	B	A	B	S	S	A	B	A	B	H	S	S	A	B	A	B	A	S	S	H	H	H	H	H	H	S	S	B	A	B	A
December	B	S	S	A	B	A	B	A	S	S	B	A	B	A	B	S	S	H	H	H	H	H	S	S	H	H	H	H	H	S	S
January	H	A	B	A	B	S	S	A	B	A	B	A	S	S	H	B	A	B	A	S	S	B	A	B	A	B	S	S	A	B	A
February	B	A	S	S	B	A	B	A	B	S	S	H	A	B	A	B	S	S	H	A	B	A	B	S	S	A	B	A			
March	B	A	S	S	B	A	B	A	B	S	S	A	B	A	B	A	S	S	B	A	B	A	B	S	S	A	B	A	B	A	S
April	S	H	H	H	H	H	S	S	B	A	B	A	B	S	S	A	B	A	B	A	S	S	B	A	B	A	B	S	S	A	
May	B	A	B	A	S	S	B	A	B	A	B	S	S	A	B	A	B	A	S	S	B	A	B	A	B	S	S	H	A	B	A
June	B	S	S	A	B	A	B																								

CUHS Calendar

22-Aug-17	First Day of School
4-Sep-17	Labor Day - No School
13-Sep-17	Back to School Night
20-Sep-17	Parent Technology Night
6-Oct-17	Homecoming
11-Oct-17	PSAT
27-Oct-17	End 1st Quarter
30-Oct-17	Cuesta College Night
10-Nov-17	Veteran's Day - No School
11/20 - 11/24/17	Thanksgiving Holiday - No School
8-Dec-18	Progress Reports
15-Dec-17	Minimum Day
12/18 - 1/2/18	Winter Break - No School
15-Jan-18	Martin Luther King Jr. - No School
1/23 - 1/26/18	Finals - Minimum Days
26-Jan-18	End 2nd Quarter / 1st Semester
12-Feb-18	Lincoln's Birthday - No School
19-Feb-18	Presidents' Day - No School
23-Feb-18	Progress Reports
30-Mar-18	End 3rd Quarter
4/2 - 4/6/18	Spring Break - No School
4-May-18	Progress Reports
28-May-18	Memorial Day - No School
6/4 - 6/7/18	Finals - Minimum Days
7-Jun-18	End 4th Quarter
7-Jun-18	Graduation