



BECKMAN HIGH SCHOOL

STUDENT POLICY HANDBOOK

2019 – 2020

SCHOOL CONTACT INFORMATION

3588 Bryan Ave., Irvine, CA 92602

(714) 734-2900

<https://www.tustin.k12.ca.us/beckman>

Administration:

Dr. Donnie Rafter	Principal
Devang Brahmbhatt	Assistant Principal
Penn Bushong	Assistant Principal
Sahra Tanikawa	Assistant Principal

Counseling:

Dwight Schmidt	Counselor, A – F
Allison Krikorian	Counselor, G – Le
Esther Boman-Rogers	Counselor, Leg – Ra
Harvey Guzik	Counselor, Re – Z
Erin Charles	All 9 th Grade Students
Jazmin Orozco	International Students & Student Support Counselor
Erica Rosas	ROP/Career Center
Nina Munoz	Counseling Secretary
Stephanie Perez	Counseling Technician
Len Belanger	Data Technician

Student Services:

Steve Fischel	Athletic Director
Monica Salas	Athletic Director
Ken Cooper	Activities Director
Robert Reinsberg	Student Store
April Anderson	Health Clerk
Debbie Murphy	Attendance Specialist
Tina Takahashi	School Nurse

BECKMAN HIGH SCHOOL

BELL SCHEDULES

2019-2020

REGULAR BELL SCHEDULE (M & F)

Period 0	6:45 am	-	7:37 am
Period 1	7:45 am	-	8:41 am
Period 2	8:49 am	-	9:50 am
Period 3	9:57 am	-	10:54 am
BREAK	10:54 am	-	11:09 am
Period 4	11:14 am	-	12:10 pm
Period 5	12:18 pm	-	1:14 pm
LUNCH	1:14 pm	-	1:44 pm
Period 6	1:49 pm	-	2:45 pm

DOUBLE ASSEMBLY SCHEDULE

Period 0	6:45 am	-	7:37 am
Period 1	7:45 am	-	8:32 am
Period 2 ASSEMBLY A	8:37 am	-	9:27 am
Period 2 ASSEMBLY B	9:37 am	-	10:27 am
BREAK	10:27 am	-	10:40 am
Period 3	10:45 am	-	11:32 am
Period 4	11:40 am	-	12:27 pm
Period 5	12:35 pm	-	1:22 pm
LUNCH	1:22 pm	-	1:53 pm
Period 6	1:58 pm	-	2:45 pm

TUTORIAL BELL SCHEDULE (T & Th.)

Period 0	6:45 am	-	7:37 am
Period 1	7:45 am	-	8:35 am
Period 2	8:43 am	-	9:37 am
Period 3	9:45 am	-	10:35 am
BREAK	10:35 am	-	10:50 am
TUTORIAL	10:55 am	-	11:25 am
Period 4	11:33 am	-	12:23 pm
Period 5	12:31 pm	-	1:21 pm
LUNCH	1:21 pm	-	1:51 pm
Period 6	1:56 pm	-	2:45 pm

MINIMUM DAY SCHEDULE

Period 0	7:00 am	-	7:40 am
Period 1	7:45 am	-	8:22 am
Period 2	8:27 am	-	9:04 am
Period 3	9:09 am	-	9:46 am
BREAK	9:46 am	-	9:58 am
Period 4	10:03 am	-	10:40 am
Period 5	10:45 am	-	11:22 am
Period 6	11:27 am	-	12:05 pm

LATE START DAY SCHEDULE - WEDNESDAYS

Teacher Meetings	7:30 am	-	8:25 am
Period 0	8:30 am	-	9:09 am
Period 1	9:17 am	-	9:57 am
Period 2	10:05 am	-	10:50 am
BREAK	10:50 am	-	11:05 am
Period 3	11:10 am	-	11:50 am
Period 4	11:58 am	-	12:38 pm
Period 5	12:46 pm	-	1:26 pm
LUNCH	1:26 pm	-	2:00 pm
Period 6	2:05 pm	-	2:45 pm

FINAL EXAM SCHEDULE

1 st Exam	7:45 am	-	10:00 am
BREAK	10:00 am	-	10:10 am
2 nd Exam	10:15 am	-	12:30 pm

ZERO PERIOD FINALS SCHEDULE

Period 0	Final Exams	6:45am	-	8:45am
Period 1	REGULAR CLASS	8:50am	-	9:36am
Period 2	REGULAR CLASS	9:44am	-	10:30am
BREAK		10:30am	-	10:45am
Period 3	REGULAR CLASS	10:50am	-	11:36am
Period 4	REGULAR CLASS	11:44am	-	12:30pm
Period 5	REGULAR CLASS	12:38pm	-	1:24pm
LUNCH		1:24pm	-	1:54pm
Period 6	REGULAR CLASS	1:59pm	-	2:45pm

Important Dates for 2019-20 School Year

(Some dates may be subject to change)

Registration

12th Grade – July 30, 2019
11th Grade – July 31, 2019
10th Grade – August 2, 2019
9th Grade – August 1, 2019

First Day of School

August 13

Back to School Night

September 5, 2019

Minimum Days

September 6, 2019
October 18, 2019
December 17 – 19, 2019 (1st Sem. Finals)
March 27, 2020
May 26 – 28, 2020 (2nd Sem. Finals)

Report Card Night

October 16, 2019
March 26, 2020

End of 1st semester

December 19

Start of 2nd semester

January 6

Staff Development/Teacher Work Day (no students)

October 4, 2019
December 20, 2019

8th Grade Parent Night

March 24, 2020

Graduation

May 28

Last Day of School

May 28

Holidays / Recesses / Non-Student Days

(No School/No Students)

September 2	Labor Day
October 4	Non-Student Day
November 11	Veteran's Day
November 25 – 29	Fall Recess
December 20	Non-Student Day
January 20	M.L. King Day
February 10	Lincoln Day
February 17	Washington Day
March 16 – 20	Spring Recess
May 25	Memorial Day

TUSTIN UNIFIED GRADUATION REQUIREMENTS

<u>Courses</u>	<u>Credits</u>
English	40
Mathematics <ul style="list-style-type: none">• Minimum of Geometry Required	20
Science <ul style="list-style-type: none">• One Year of a Physical Science and• One Year of Life Science• One Additional Year of Physical or Life	30
Social Science <ul style="list-style-type: none">• World History• U.S. History• Government/Economics	30
Physical Education	20
World Language AND/OR Visual Performing Arts	20
Electives	70
Total Credits Required	230

CSU-UC Comparison of Minimum Freshman Admission Requirements

	California State University (CSU)	University of California (UC)
SUBJECT REQUIREMENTS		
	15 Year-Long/30 semester college-preparatory A-G courses are required with letter grade of C or better:	
		11 UC required college-preparatory courses must be completed prior to senior year (including summer courses)
A – History/Social Science	2 years/4 semesters of history/social science, including one year of U.S. History OR one semester of U.S. History and one semester of American Government, AND	
	1 year of history/social science from either the A or G subject area	1 year of World History, cultures, or historical geography (including European History) from the A subject area.
B – English	4 years/8 semesters of college-preparatory English composition/literature (including no more than 1 year of Advanced ESL/ELD):	
		The ESL/ELD cannot be completed during the senior year.
C – Mathematics	3 years/6 semesters of mathematics (including or integrating topics covered in algebra I and II, geometry)* (Integrated math sequence may be used to satisfy the C Mathematics requirement.)	
		Students applying to UC must complete geometry course (or integrated math courses with geometry content).
D – Laboratory Science	2 years/4 semesters of laboratory science	
	At least 1 year of physical science and 1 year of biological science, one from the D subject area and the other from the D or G area** Integrated/Interdisciplinary courses may be used to fulfill either physical or biological science.	Must include at least two of the three foundational subjects of biology, chemistry, and physics (including Biology/Earth & Space Sciences, Chemistry/Earth & Space Sciences, and Physics/Earth & Space Science as part of the Next Generation Science Standards [NGSS] 3-course model); or two years of the NGSS integrated science 3-course model; or one year of biology, chemistry, or physics and one year of an approved lab science chose from the earth & space sciences or interdisciplinary sciences disciplines. <i>Courses approved for the D subject area in the applied science, computer science, and engineering disciplines may only be used for a 3rd year (or beyond) of the lab science requirement.</i>
E – Language Other Than English	2 years/4 semesters (or equivalent to the 2nd level of high school instruction) of a language other than English.* (Courses must be in the same language; American Sign Language allowed)	
F – Visual and Performing Arts	1 year/2 semesters (or two one-semester courses in the same discipline) required, chosen from the following disciplines: Dance, Interdisciplinary Arts, Music, Theater, or Visual Arts	
G – College-Preparatory Elective	1 year/2 semesters of elective course work chosen from any area of approved A-G course list	
Repeated Courses	California State University (CSU)	University of California (UC)
	CSU and UC do not use plus/minus grades in the GPA calculation; for example C+ = C.	
	Required A-G courses must be completed with a grade of C or better. Any course may be repeated with the exact same course. There is no limitation on the number of times a course can be repeated.	Required A-G courses must be completed with a letter grade of C or better. Courses with D/F grades may be repeated. There is no limitation on the number of times a course can be repeated. Repeated courses can have the same or similarly named course title (e.g., English 9 or English 1). The first instance of a letter grade C or better will be used in the GPA calculation.
<i>*High school-level coursework completed in 7th and/or 8th grade can be used to meet the area C and/or E requirements.</i>		
<i>**It is best to prepare for both UC and the CSU by completing two laboratory science courses from the D subject area.</i>		

SCHOOL RULES AND REGULATIONS

Tustin Unified School District Policies

The home and school shall work together to impress upon students the principles of morality, truth, justice, and patriotism. Teaching these principles will ensure a safe, academic, orderly school environment where students can realize their maximum potential and develop into mature, responsible citizens. It is the responsibility of the staff and parents to hold students strictly accountable for their conduct and to be aware of all areas of discipline.

Suspension/Expulsion

In addition to the Education Code, the following student behaviors are unacceptable on school grounds, going to or from school, or during school related activities held off campus:

- Causing, attempting, or threatening to cause physical injury to another person
- Committing or attempting to commit robbery, extortion, and/or stealing or attempting to steal school or private property or knowingly accept stolen property
- Using or possessing tobacco or any products containing tobacco or nicotine
- Driving unsafely on campus or not observing campus parking restrictions
- Disrupting school activities or willfully defying the valid authority of school personnel
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Vandalizing school property or the property of another

Students who commit any of the acts listed above are subject to suspension from school and may be required to attend a SPRC (Student Placement Review Committee) Hearing at the district office with their parent/guardian. If the committee finds the student guilty, it may transfer the student to another educational program within the district for a certain period of time, or possibly recommend the student for expulsion from the Tustin Unified School District.

Mandatory Expulsion Policy

Students who commit any of the following acts at school or at a school activity off school grounds shall be recommended for expulsion from the Tustin Unified School District

[Ed Code 48915 (c)]:

- Possessing, selling, or furnishing any firearm
- Brandishing a knife at another person
- Committing or attempting to commit a sexual assault or battery
- Unlawfully selling a controlled substance

PROGRAM COMPLIANCE AND COMPLAINTS

You may file a complaint if you believe that you or any student has experienced harassment (sexual or other) or discrimination (ethnic group, sex, age, color, sexual orientation, and physical or mental disability), or if a program is noncompliant. The District encourages complainants to file their complaints with the school or District. However, complainants are not prohibited from submitting their complaint directly to the governmental agencies which are charged with enforcing these rules.

SEXUAL HARASSMENT

The District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a professional atmosphere that promotes equal educational opportunity, and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

Therefore, the district strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student or employee who violates this policy will be subject to discipline up to and including expulsion or termination.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, which occurs under any one of the following circumstances:

- Submission to such conduct is made a term or condition of an individual's status
- Submission or rejection of any form of sexual conduct becomes the basis for employment or educational decisions; including, but not limited to grades, honors, benefits, services, programs, activities, or assignments
- Involves verbal or physical conduct of a sexual nature which unreasonably interferes with a work or academic performance or creates an intimidating, hostile, or offensive environment
-

Examples of Sexual Harassment include (but are not limited to):

- Making unsolicited written, verbal, physical and/or visual contact with sexual overtones
- Continuing to express sexual interest after being informed that the interest is unwelcome
- Making reprisals, threats, or implied threats of reprisal following a negative response, for example, either implying or actually giving a poor grade
- Sexual Harassment will not be tolerated at BHS. Such acts may be subject to Administrative Discipline and/or further legal consequences.

CLOSED CAMPUS

All Tustin Unified School District campuses are closed. Students are not allowed to leave campus during the school day, at lunch or during snack period unless they have written authorization from the school administration. Students leaving campus without such authorization are subject to disciplinary action. All students leaving campus during school hours must leave through a supervised gate.

Seniors may apply for a lunch pass and/or an off-campus pass. This privilege may be revoked at any time throughout the school year. In rare cases, other students may also apply for off-campus passes if their academic or athletic schedules necessitate it. Lunch passes are reserved for seniors only. Students who are granted administrative permission with parental/guardian consent will have "off campus stickers" issued. Students who have off-campus passes will not be allowed to exit campus without their current Beckman High School ID card.

The Beckman High School campus is not open to the public. All visitors who have legitimate school-related business must sign in and obtain a Visitor's Pass. All visitors must enter through the main gate and sign in. Students from other schools, alumni, relatives of students, and other friends may not attend Beckman or visit at any point during the school day.

Students must leave campus immediately following dismissal for the day unless participating in a school-approved activity.

DRUG AND ALCOHOL VIOLATIONS

Students who possess, use, or are under the influence of any controlled substance including drugs, alcohol, or an intoxicant of any kind will be subject to the following consequences:

Consequences for possession, use, or under the influence of a controlled substance or intoxicant, include a minimum of a 2-day suspension with a maximum of a 5-day suspension and recommendation for expulsion from the schools within Tustin Unified School District. Students will also be referred to an intervention program aiming to change behavior such as, Everfi, (an online class), Juvenile Alcohol and Drug Education (JADE) or other substance abuse programs that are deemed appropriate.

BULLYING AND CYBER-BULLYING

Bullying: Willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted (cyber or high-tech), psychological (i.e. emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal (oral or written) - taunting, malicious teasing, insulting, name calling, sexual, religious, or racial harassment, making threats.
- Electronically transmitted (cyber or high-tech) - as defined below.
- Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures, or public humiliation.

Cyberbullying: the use of information and communication technologies such as email, cell phone, pager, text messages, instant messaging, personal websites, and online personal pooling websites, whether on or off school grounds, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Cyberbullying can be particularly devastating to young people because:

- Cyberbullies more easily hide behind the anonymity that the Internet provides
- Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed
- Cyberbullies do not have to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions
- The reflection time that once existed between planning of a prank - or a serious stunt - and its commission is all but been erased when it comes to cyberbullying activity

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a website or on a web blog; sending emails or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading information and/or fake photographs of students on websites, message boards, or internet-based companies like Twitter, Facebook, Instagram, Kik, Ask fm, etc. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

Bullying of any kind will not be tolerated at Beckman High School. Any form of bullying which leads to a disruption of school activities is subject to disciplinary action. Bullying and Cyber Bullying will not be tolerated at BHS and may be subject to Administrative Discipline and/or further legal consequences.

STUDENT DRESS CODE

Dress expectations are important in providing a safe and friendly environment for our staff and students. Student attire may not disrupt or detract from the educational program at Beckman High School, nor should it offend the most conservative of sensibilities. The dress code is in effect during school hours and at extracurricular activities, with possible exceptions for special school related events. Beckman High School, the Irvine Police Department, and the Tustin Police Department will constantly review changes in attire and make the appropriate adjustments throughout the year.

Parents may call the school at any time for clarification of appropriate school attire. If students attend school dressed inappropriately, parents may be called to bring a change of clothes or to take their child home to change clothes. Students who violate the BHS dress code will first be given a warning and change of clothes as appropriate. Subsequent violations will result in student being asked to change and/or suffer further disciplinary actions.

Additionally, the Beckman High School administration reserves the right to hold onto confiscated items while discipline is pending – this includes students with pending or outstanding detentions/demerits.

Shirts/Tops

- No oversized t-shirts of any color
- No tight/revealing shirts (undergarments showing, see-through, low-cut, etc.)
- Undergarments must be worn at all times but not be visible
- No bare midriff/crop tops (if skin shows when arms are raised to shoulder height, top is too short)
- No spaghetti straps, bare shoulders, or shirts with less than one inch straps
- No halter or swimwear tops
- No tube tops
- No “underwear” style tank tops

Pants/Shorts/Skirts

- No short-shorts or micro-mini skirts
- No excessively loose or baggy pants/shorts (pants/shorts/skirts may not exceed more than two sizes of the student’s actual size)
- Pants/shorts/skirts must be worn at the waistline
- Hems must be sewn; no frayed, split, or pinned legs
- Pants may not drag on the ground
- Pants/shorts/skirts may not allow undergarments to be exposed
- No excessively long (hanging below the waist), untied, or dangling belts
- Overall straps must be worn over the shoulders and buttoned

Dangerous Jewelry/Objects

- No chains
- No dangerous objects
- No riveted dog collars or raised rings
- No safety pins
- No chains for wallets or jewelry apparel
- No laser light pens (students shall be cited as per Penal Code Sections 417.25 and 412.27)

Gang-Related Attire

- No oversized tan, gray, or black cotton work pants (pleats hand folded)
- No metal belt buckles with engraving
- No clothing with professional sports insignia/logo
- No knot stocking caps, except school spirit caps
- No hairnets, wave caps, or bandanas
- No red, blue, or green shoe laces
- No monikers or other gang markings
- No combat-type or steel-toed boots
- No combination deemed gang related by law enforcement agencies
- No walking shorts worn with long, athletic-style socks
- No military uniforms
- No trench coats

Other Inappropriate Attire

Clothing, apparel, and jewelry shall be free of writing, pictures, or any other insignia that is crude, vulgar, profane, demeaning, sexually suggestive, or which advocates or promotes racial, ethnic, religious, sexual prejudice or strife, or which pertains to the use of tobacco, drugs or alcohol.

No professional sports teams' attire. No blankets. No pajamas.

Several companies produce clothing that push the limits of good taste and simply aren't appropriate for school. Please use good judgment when deciding what you wear to school each and every day.

Rule of TOOs:

Too small, too short, too long, too big, too tight, too baggy, too etc. If your attire fits this description, make a better choice.

Confiscated items may be picked up by students on Fridays after school for a first time offense. Subsequent offenses will require parent/guardian pick-up. Additionally, the BHS administration reserves the right to hold onto confiscated items if discipline is pending – this includes students with outstanding detentions/demerits.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

It is the policy of the Tustin Unified School District (TUSD) to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of Board Policy 4040 & 6163.4 for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, TUSD recognizes its legal and ethical obligation to protect the well-being of students in its charge.

To this end, TUSD retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to TUSD-owned equipment and, specifically, to exclude those who do not abide by TUSD's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. TUSD reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of TUSD.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by the TUSD is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and others at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of TUSD.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community.
8. From time to time, TUSD will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on TUSD computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or school site administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The TUSD network may not be used for downloading entertainment software or other files not related to the mission and objectives of TUSD for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of TUSD.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. TUSD cannot be held accountable for the information that is retrieved via the network. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
2. TUSD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
3. TUSD makes no warranties (expressed or implied) with respect to:
 - a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
4. TUSD reserves the right to change its policies and rules at any time.

Electronic Mail Policy - User Responsibilities

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. TUSD provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.
2. When using TUSD's electronic mail you should comply with the following guidelines.
3. If you are in any doubt about an issue affecting the use of electronic mail, you should consult the Assistant Superintendent Administrative Services.
4. Any breach of the agency's Electronic Mail Policy may lead to disciplinary action.

DO

1. Do check your electronic mail daily to see if you have any messages.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending a message and confirm you are sending it to the right person.
4. Do delete electronic mail messages when they are no longer required.
5. Do respect the legal protections to data and software provided by copyrights and licenses.
6. Do take care not to express views that could be regarded as defamatory or libelous.
7. Do use an "out of the office assistant" to automatically reply to messages when you are not available.

DO NOT

1. Do not print electronic mail messages unless absolutely necessary.
2. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away.
3. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
4. Do not use electronic mail for personal reasons.
5. Do not send excessively large electronic mail messages or attachments.
6. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
7. Do not participate in chain or pyramid messages or similar schemes.
8. Do not represent yourself as another person.
9. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

Please note the following:

- All electronic mail activity is monitored and logged and all electronic mail coming into or leaving the organization is scanned for viruses.
- All the content of electronic mail is scanned for offensive material.

Revised June, 2012

APPROPRIATE TECHNOLOGY USE

Social media posts that degrade teachers or students are in direct violation of Ed-Code 48900 section K. Sites or posts such as these will be immediately investigated and students who are found to have posted such comments will be suspended or expelled immediately. If you have questions or need clarification, please speak to an administrator at your earliest convenience.

ELECTRONIC DEVICES/Cell Phones

Students may have a cell phone on campus as a privilege. However, students should only have phones out in class with teacher permission, and put away or turned off when directed by a staff member. Beckman High School is not responsible for lost or stolen devices.

Technology in today's world is advancing at an extremely fast pace. It is nearly impossible to put in print what will be current from the start of the year to the end of the year. That being said, Beckman High School states, **"any electronic device that disrupts the educational environment or safety of students on campus must be powered down during school hours. Furthermore, IPODS, MP3 Players, Video Gaming Systems, wireless speakers and other like electronic devices may not be brought to campus."**

After the first offense, the electronic device will be returned to the parent or guardian ONLY. **Items will not be released to adults who are not the student's parents/guardians. Items will not be released over the phone.**

- 1st Offense: Warning (Friday pick up)
- 2nd Offense: Warning (Parent must pick up)
- 3rd Offense: 1 Hour Detention (Parent must pick up)
- 4th Offense: 2 Hour Detention (Parent must pick up)
- 5th Offense: Saturday School (Parent must pick up)

Students will be subject to additional consequences at any point after the fifth offense. Consequences may include: Additional detention hours, OCS, or Suspension.

ELECTRONIC DEVICE RETURN POLICY:

Beckman High School does not assume liability for items confiscated. Furthermore, Beckman High School will not be responsible for lost or stolen electronic devices. **Beckman High School reserves the right not to investigate stolen electronic devices or property.** Students/parents may be asked to provide serial numbers of electronic devices to the administration in order for confiscated items to be returned. **Additionally, the Beckman High School administration reserves the right to hold onto confiscated electronic devices while discipline is pending – this includes un-served detentions/demerits. Electronic devices are subject to search and seizure.**

FRIDAY RETURN POLICY:

All electronic devices confiscated prior to Friday will be available for return/pick-up by students on Friday AFTER SCHOOL. Items confiscated on a Friday will be available the following Friday after school. The school will return confiscated items to PARENTS regardless of the day of the week as their schedule permits. **Items will not be released to adults who are not the student's parents/guardians. Items will not be released over the phone.** Parents, please be advised that the school reserves the right to hold onto confiscated electronic devices while discipline is pending – this includes un-served detentions/demerits. Parents, if you are uncertain of your student's status, it is always a good idea to call ahead before coming to the school (714) 734-2900 ext. 506.

SCHOOL DANCES

Beckman High School's ASB offers formal, semi-formal, and informal dances. Dance information and dance permission slips are available in the Student Store or in the ASB Room. Expectations for dress are on a dance-by-dance basis and can be found on the dance permission slip. Ticket costs will vary from dance to dance. All school rules apply while students are at dances both on and off campus. **Students must arrive at dances within one hour of the posted dance start time or they will not be allowed in. Students must be picked up within 15 minutes of the posted end times or they will lose the privilege of attending the next dance.**

Dance Eligibility

- ★ **Freshman may not attend Prom (even as a guest). They may attend all other dances.**
- ★ All detentions/demerits must be cleared before purchasing a dance ticket.
- ★ The number of detentions/demerits is based upon all recorded infractions as of the date the dance tickets go on sale. This number will be posted outside the discipline office.
- ★ Students who do not attend Beckman High School must be accompanied by a BHS student and must be in good standing at their current educational institution.
- ★ All guests must completely fill out the dance permission slip before purchasing a ticket.

School Rules at Dances

- ★ **ALL SCHOOL RULES AND DISTRICT POLICIES ARE TO BE FOLLOWED AT ALL SCHOOL FUNCTIONS. THIS INCLUDES DRESS CODE, BEHAVIOR, DANCE CONDUCT, AND DISTRICT DRUG AND ALCOHOL POLICIES.**
- ★ Upon the judgment of the chaperones and administration, BHS reserves the right to conduct a breathalyzer test; the test will be administered by persons certified to do so.

Dance Rules

- ★ NO GUESTS AGED 21 AND OVER ARE ALLOWED TO ATTEND BHS SCHOOL DANCES
- ★ All guests must check in to the dance WITH their dates
- ★ Students and guests must check in within one hour of the dance start time
- ★ Students must vacate the dance facility no later than 15 minutes after the end time
- ★ Students may not leave the dance until one hour before the end of the dance
- ★ Students who leave the dance for any reason will not be readmitted
- ★ Students must show a current high school ID card in order to be admitted
- ★ Students not in high school must present a valid ID with their age on it at the door
- ★ BHS students are responsible for the behavior of their guests
- ★ Any student asked to leave a dance will not be allowed to attend the next dance.

Dance Behavior

- ★ No freaking, grinding, or any other form of inappropriate dancing is allowed
- ★ Students must keep both feet on the floor at all times
- ★ Student must remain vertical—no bending over gratuitously
- ★ Gentlemen must keep their shirts and ties on
- ★ Shoes must be worn at all times
- ★ The BHS wristband policy is in effect at all dances
- ★ Students will be given a wristband upon entry to the dance
- ★ Any student caught violating the rules listed above (as determined by the chaperones) will have his or her wristband cut off
- ★ Any student caught violating a rule after his or wristband is cut off will be asked to leave the dance

OTHER SCHOOL POLICIES

- ★ Students are expected to behave appropriately at all school functions.
- ★ Students are not allowed in the parking lot during the school day.
- ★ Gum, food, and drinks are not permitted in classrooms or office areas during class time.
- ★ Lockers are assigned, when available, *may not be shared*, and are subject to inspections. *The school is not responsible for stolen, lost or damaged private or school property kept by students in their lockers.*
- ★ Students must have a signed Hall Pass while out of their assigned classroom during class time.
- ★ Students ***MUST*** carry a Beckman High School ID card at all times and present it upon request.
- ★ Publications or leaflets may only be distributed with prior administrative approval (ASB Room or Student Store).
- ★ **Incidents may occur where the health, safety, and welfare of students and staff are jeopardized, and which necessitate the search and seizure of students, their property, or their locker by school officials. Cars that are parked on school grounds may be searched.**
- ★ School officials are authorized to conduct searches when there are reasonable grounds for suspecting that the search will uncover evidence that the student is violating the law, the rules of the district, or of the school (Educational Code, Penal Code, Health and Safety Code or TUSD Board Policy).
- ★ Students are not permitted to enter unsupervised rooms, including locker rooms and the pool.
- ★ Students are to immediately leave campus at the close of their school day, unless they are participating in a structured, organized activity that is supervised by an adult staff member.
- ★ No loitering in the parking lot/ in the car.
- ★ Students will be held accountable for their behavior. Consequences begin at the classroom level. Administrative consequences may include, detentions (up to 2 hours), Saturday School (8 AM - 12 PM/Dates TBA), on campus suspension, and/or suspension.
- ★ Students who fail to serve accumulated detentions/demerits will not be allowed to participate in some school activities.

DETENTIONS

Administrative Detentions may be issued by the principal or one of the assistant principals. These detentions may be assigned for disciplinary reasons including, but not limited to, truancy, class disruption, and violation of school or district regulations, and they must be served by the written deadline on the detention slip. Failure to serve the detention(s) may result in additional consequences, such as Saturday School. Detention hours will be posted on a weekly basis by student ID number in front of window 4. Regular phone calls home will also be made.

Afternoon detentions are held Mondays through Fridays from 2:45 PM to 4:30 PM (Room TBA). Students serving detention **MUST** arrive on time! **Expectations for appropriate student behavior during detention are strictly enforced, including compliance with our Electronic Device Policy (EDP). Students who are disruptive or defiant will be removed from detention and face further disciplinary action.**

Teachers may hold their own detentions in their classrooms at their own discretion. Failure to appear at a teacher assigned detention may result in an administrative detention. Teacher assigned detentions **DO NOT** clear administrative detention hours. **Students who do not serve their assigned detentions on time are subject to further discipline; such as, additional detention hours, On Campus Suspension, denied participation at BHS dances/activities, and denied participation at dances/activities at other high schools.**

SATURDAY SCHOOL

Saturday Schools are held periodically throughout the year as an additional opportunity to serve accumulated detentions. Students enter Saturday School through the front gate and MUST bring school related materials with them. Saturday School begins promptly at 8 AM (students should arrive by 7:45 AM) and ends at 11:45 AM (4 hours of detention credit). All school rules apply during Saturday School. Failure to comply with school rules will result in removal from Saturday School and may result in additional disciplinary consequences. Any student who owes four or more detention hours may attend Saturday School. Students attending should have school work and reading material to complete.

ON CAMPUS SUSPENSION

The administration reserves the right to suspend students on or off campus during school hours as a disciplinary action if deemed necessary.

ATTENDANCE

The attendance office is open 6:45 AM to 3:45 PM. Students with poor attendance, absent without permission, leaving campus without permission, or tardies are subject to discipline. This may include, but is not limited to: detention, parent/teacher conference, parent/guardian attending school with student, referral to the Student Study Committee, School Attendance Review Board, or a referral to the Student Placement Review Committee (Board Policy 5110/Ed Code 48263).

ABSENCES

Parents must utilize one of these options to verify student absences within 1 Week:

- Contact the Attendance Office at 714-734-2900 ext. 507
- Provide a note for the student to bring to the Attendance office upon return to school

This applies to an all-day absence or if the student is more than 15 minutes late to their first period of the day. The Attendance Office needs to be notified each day when a student is absent.

An automated telephone call will be sent home when a student is marked absent for one or more periods. Please check student's attendance in Aeries portal daily and whenever you receive a call.

Communication for excused absences or tardies must include:

- the first and last name of the student and short ID number
- the date of the absence
- the reason for the absence
- the parent's name and signature

Truancy Policy:

Detentions will be assigned if an absence is not cleared within 1 week.

- Single class truancy = 1-hour detention
- Full-day truancy = 6-hour detention

TARDY POLICY

Students are expected to be on time to school. Students are considered tardy if they are not inside the classroom when the tardy/passing bell rings. Tardy students must sign in at the Attendance Office when first arriving to school. Student will be subject to disciplinary action.

Oversleeping, missing the bus, traffic, car problems, etc. are not considered valid reasons for excused tardies. Tardiness applies before school, between classes, and after break/lunch.

Tardy Lockouts may take place randomly during a school day and throughout the year. Students receive 1 detention when caught in a Tardy Lockout. Students who are not in their seats and/or in class when the tardy bell rings, are directed to the attendance office and receive 1 detention.

1 st Tardy:	Warning/Teacher's Individual Plan
2 nd Tardy:	Warning/Teacher's Individual Plan/Teacher Conference w/Student
3 rd Tardy:	Warning/Teacher's Individual Plan
4 th Tardy:	School Detention Assigned + Parent Contact (Phone, E-mail or Letter)
5 th Tardy:	Block Detention Assigned
6 th Tardy:	Referral to Administrator + Saturday School assigned
7 th Tardy:	Referral to Administrator + Parent Conference + Attendance Contract Signed
8 th Tardy:	Referral to Administrator + OCS for class period + "N" in citizenship
9 th Tardy:	Referral to Administrator + OCS all day
10 th Tardy:	SARB process begins + Loss of Privileges (refer to Attendance Contract) + "U" in citizenship

EXTENDED ABSENCES AND INDEPENDENT STUDY

Parents may request a Limited Independent Study for students planning to be away from school on family business **in excess of five, but not to exceed ten days**. The parent or guardian must meet with the administrator/designee to request independent study and review rights and responsibilities. A Master Agreement must be completed and signed **at least five school days prior to the start of the independent study period**. Parents are cautioned that the social interactions, between students and teachers within classes, are critical to a high-quality education. Teachers will provide substantially equivalent assignments for students who will not be in class; however, it is impossible to exactly duplicate the in-class learning experience within the independent study format.

EARLY DISMISSALS/LEAVING CAMPUS

FOR SECURITY PURPOSES, PHONE CALLS AND EMAILS WILL NOT BE ACCEPTED. Prior to leaving campus, students must have an early dismissal pass issued from the Attendance Office. Students are required to bring a note from their parent to Attendance stating the reason they must leave and what time they are to be released in order to receive this pass. **For the safety of students, parents are required to sign out their student at the Attendance Office and must show ID at any time prior to leaving the campus. This includes leaving early during 6th period athletics.** To minimize class disruptions, parents must send a note for early dismissal with their child before school – and are strongly discouraged from coming to school to pick up their student without having first sent a note. Faxes will be accepted only in emergencies. Failure to check out prior to leaving campus will result in a disciplinary action. Students exiting/entering campus during school hours must do so through the **front gate**.

Absences are cleared in the following manner:

<p>Excused Absences</p> <ul style="list-style-type: none">★ Medical appointment★ Religious holiday/activity★ College visits★ Employment conference★ Court appearances★ Immunizations★ Funeral of immediate family member★ Involvement in accident <p>Excused School Absences (during school hours)</p> <ul style="list-style-type: none">★ Health Office visit★ Meeting with administration★ School function/activity <p>Note: Students must obtain written permission from the teachers before missing classes for school activities.</p>	<p>Unexcused Absences (not truant if parent verified)</p> <ul style="list-style-type: none">★ Personal reasons★ Trips, family vacation, etc.★ Funeral of a non-family member <p>Note: Teachers have the option to allow make-up assignments/tests.</p> <p>Suspension Absences Per Educational Code, teachers may provide make-up assignments/tests while a student is suspended at their own discretion.</p> <p>Truancy/Cutting Truancy absences from all or part of the school day without a legal excuse are subject to disciplinary action. A single period truancy will result in a single detention. Three or more period absences in a school day or leaving campus without an early dismissal will result in a detention.</p>
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When a parent has not called to report an absence, a student has two days following the absence to submit a valid written excuse from their parents/guardians or the absence will become a truancy. Additionally, the student is subject to disciplinary action. Students considered truant will NOT be allowed to make-up work they missed while truant.

Please be sure to update the Counseling Office with any address or telephone number changes that may occur throughout the year.

BECKMAN HIGH SCHOOL GENERAL INFORMATION

STUDENT EXPECTATIONS AND THE 4 A'S

In Academics:

- Students will be in class when the bell rings, prepared to learn, and will exercise academic honesty.

In Athletics:

- Students will respectfully participate, support athletic programs or contests, and celebrate the accomplishments of their school.

In Arts:

- Students will enhance and explore individual creativity, putting forth their best effort and producing their best work.

In Activities:

- Students will actively participate in the school experience while treating their peers and the environment with respect and compassion.
-

ATHLETICS

Beckman High School offers a full complement of athletic programs to our students. We encourage all interested students, male and female, to find an area of interest and challenge themselves to compete. For further information, contact our Athletic Director, at (714)734-2900, ext. 519. Parents and students must read the **Athletic Code** prior to signing the clearance card (blue card) so they are aware of our expectations and their responsibilities.

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

BHS believes in the importance of student involvement in the whole educational process. Comprehensive high schools offer a wide range of activities in an effort to produce well-rounded student body members. Athletic eligibility is under the control of the California Interscholastic Federation (CIF). BHS holds all students involved in school-sponsored extracurricular activities to these same academic and citizenship standards:

- ★ The student must currently be enrolled in at least 20 semester periods of work.
- ★ The student is passing the equivalent of at least 20 semester periods of class work at the completion of the most recent regular grading period.
- ★ The student is maintaining minimum progress toward meeting graduation requirements as prescribed by the governing board.
- ★ During the previous grading period, the student maintained a 2.0 minimum grade point average.
- ★ Students must maintain a satisfactory citizenship record.

There are a number of additional requirements for CIF athletic eligibility. Most of these revolve around residency issues. Our Athletic Director and Assistant Principals are well informed on these issues. Please call the Athletic Director, at (714)734-2900, ext. 519, if you have any questions or concerns.

BOOSTER ORGANIZATIONS

Booster organizations are parent support groups organized to support their students' particular activity. If you are interested in becoming a supporter of your son's/daughter's activity, please contact the coach, Athletic Director, or Activities Director for more information.

EMERGENCY DRILLS

Drills are conducted during the school year to practice procedures should a real emergency occur. Procedures are reviewed and updated annually and communicated to staff members and students. Students must remain on campus until collected by a parent or parent designee as indicated on the Student Emergency Card.

FISCAL RESPONSIBILITIES

Books, uniforms, instruments, and other supplies on loan to students are the sole responsibility of each student and that student's parents/guardians. Payments for lost items must be made to the school so replacements can be purchased. Students who fail to return or have lost the loaned items are responsible for payment of those items. Failure to meet all financial responsibilities may prevent students from participation in graduation and student activities.

FREE AND REDUCED MEALS

Students may pick up an application in the Counseling Office. After taking it home to be filled out and signed by their parent/guardian, the application should be returned to the Cafeteria Manager.

INTER/INTRA DISTRICT TRANSFERS

A student who attends Beckman High School on a transfer is considered a guest; therefore, the school may revoke the transfer for academic, attendance, tardiness, or disciplinary concerns.

LOST AND FOUND

Lost and Found is located outside window 1 in the box, or the Custodial Office, Room 310. Found items should be turned in to the Attendance Office. When books are found, they will be taken to the library. **Any items left unclaimed will be donated to charity each summer.**

LUNCH DROP-OFF

Parents who wish to drop off lunch for their child are asked to leave the lunch at the front gate. Lunch deliveries to the attendance office will not be accepted. Please understand that Beckman High School is **not responsible** for lunches that are not picked up or lunches that are taken by other students. **No deliveries will be made to students during instructional time.**

Food delivery services such as Door Dash are not to be used during the school day. In addition, pizza (or other fast foods), Mylar balloons, and flowers are not permitted to be delivered to Beckman. These items cause disruption to instructional time and school operations.

PARENT TEACHER ORGANIZATION NEWSLETTER AND WEBSITE

The parent newsletter is a monthly publication which contains informative articles on our school, PTO, upcoming events, counseling information, and many other topics. It is attached to our monthly Academic Bulletin and is mailed home to all BHS families. The PTO also maintains a website for parents, www.beckmanpto.org

SCHOOL ACTIVITIES/FIELD TRIPS

When a student expects to miss class for a school activity, a ***Permission for a Student Activity*** form must be completed. The classroom teacher must sign the form **three days in advance**. It is the student's responsibility to acquire the necessary signatures and to make up any work that was missed during their absence. Forms are available in the Assistant Principal's office.

STUDENT NOTIFICATION/DELIVERIES

We are committed to preserving the educational integrity and the sanctity of each class period. For this reason, we will not interrupt any class to deliver messages to students that are not of an emergency nature. We ask parents/guardians and students to share information prior to the start of the school day, as we do not have the personnel available to deliver messages, items, or money to classrooms.

Food delivery services such as Door Dash are not to be used during the school day. In addition, pizza (or other fast foods), Mylar balloons, and flowers are not permitted to be delivered to Beckman. These items cause disruption to instructional time and school operations.

SCHOOL VISITATION PROCEDURES

We welcome involvement and participation by parents and community members as partners with the school. However, it is important that we maintain classroom environments that promote quality learning for all students and provide security for all students and staff. Per TUSD Policy 1250, the following procedures have been established for those persons wishing to make classroom visits:

- ★ Any visitor to Beckman High School must check in at the front office/gate, sign in, and receive a visitor's badge.
- ★ Parents or guardians wishing to meet with a teacher must call ahead to schedule an appointment before or after school or during the teacher's conference period.
- ★ Parents wishing to visit a classroom during school hours are asked to contact and administrator and schedule the visitation a minimum of three days in advance. Visits will be limited to 20 to 30 minutes, no more than two per month. The administrator will review district guidelines and facilitate the visit.
- ★ Any parent/guardian who is considering enrolling their student at BHS or a community member wishing to visit must contact the school secretary for a tour date. A school administrator will make contact to answer specific questions.
- ★ Graduates returning to visit a former teacher may do so after school but must check in at the office

Each year we receive many requests to have a visiting friend or family member attend classes with a student. The distraction is too significant, and liability issues prevent us from allowing such visitations.

STUDENT PARKING

Student parking is a privilege and is by permit only. There is *no guarantee* of a parking space. Specific guidelines are available with the parking permit application. Permits may be applied for through the Student Store. Vehicles parked in the Beckman High School parking lot will be subject to the enforcement of all vehicle codes. Students who have excessive tardies and/or absences will lose the privilege of parking on campus. Any vehicles not displaying Beckman High School Parking Permits for the 2019-20 school year will be subject to citation by the Irvine Police Department. The Student/visitor lot is on the North side of campus with access from Bryan Avenue. Vehicles are not to be used as "lockers." Parking permits are non-transferable. Parking permits may NOT be sold, traded, loaned, or duplicated.

Due to the limited number of parking spaces, **sophomores and juniors may not park on campus. There is some additional parking available at the LPC park, and street parking on the south side of school (behind the school). Students who park in the industrial areas will be towed by the Irvine Company Office Management.**

STUDENT WELFARE

The school will cooperate with law enforcement officers and officials who, in the course of their duties, seek information about or from students. This may involve the questioning of a student at school and/or the removal of a student from school grounds under certain legal circumstances. In the case of a student being removed from the campus, the parent/guardian will be informed of this occurrence as provided by law.

WORK PERMITS

All students under 18 years old must have a work permit on file with an employer during the term of employment. The procedure for obtaining a work permit is as follows:

- ★ Pick up a Request for a Work Permit from the Career Center.
- ★ The completed form should be returned to the office for processing.
- ★ The student picks up the completed permit and takes it to his/her employer. Only then may the student begin working.
- ★ A work permit will be revoked for unsatisfactory school attendance or grades.

TRANSPORTATION

For student safety, wheeled modes of transportation (including, but not limited to: bicycles, skateboards, inline skates, mopeds, and motorcycles) are not to be found, used or secured on the inner campus (next to classrooms, buildings, halls, adjacent fences, gates, posts, trees, etc.). Skateboards are particularly dangerous to students and damage property. Students who ride a skateboard to school must utilize the skateboard rack (bring your own lock) by the attendance office windows. We are not responsible for items lost or stolen while stored in the office. Any student riding a skateboard on campus will have it confiscated.

Students who ride a bike to school must wear approved bicycle helmets - It's the law! It is the student's responsibility to provide and use a secure locking device while bikes are on campus. Bikes should be parked in bike racks and should not be left unattended after school hours. All bicycles should be licensed with the Tustin or Irvine Police Departments. To do so, call the Tustin Police Department at (714)573-3200 or the Irvine Police Department at (949)724-2000.

HEALTH OFFICE

A nurse/and or health clerk is available on a daily basis during the school day for minor first aid and to assist ill students in contacting their parents. They also administer all mandated vision, hearing, and scoliosis tests. The health clerk in the Health Office maintains and updates health records for our students. Any medical information, confidential or otherwise, of which the school should be aware, should be brought to the attention of Health Office personnel.

Ill students may not use their cell phones to call parents during the school day. Students must report to the Health Office to be assessed. The nurse or health clerk will determine if the student should go home.

ILL/INJURED STUDENTS

- Students who are ill and have a fever should not be sent to school.
- Any injuries occurring outside of school should be taken care of prior to coming to school.
- The Health Office is limited in what can be done to treat students and limited in supplies available for our use.
- The Health Office will request homework for a student missing (3) or more days due to illness, injury, or suspension. Requests should be made at the beginning of the school upon the first day of return to school.
- Allow 24 hours to secure homework from teachers.
- Please pick up homework promptly.

Ill students may not use their cell phones to call parents during the school day. Students must report to the Health Office to be assessed. The nurse or health clerk will determine if the student should go home.

MEDICATIONS

- Medical treatment is the responsibility of parents and the family physician.
- Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or Serious problems and when it is deemed absolutely necessary by the physician that the medication be given during school hours.
- The parent is urged, with the help of your physician, to work out a schedule of giving medications at home and outside school hours whenever possible.
- California Education Code, Section 49423, allows school personnel to assist in carrying out a physician's recommendations.
- Designated non-medical school personnel may administer your student's medication. They will be trained and supervised by qualified school nurses.
- Medications will be safely stored and locked or refrigerated as required.
- Students may carry emergency medicine such as EpiPen or inhalers (only if authorized by a physician, parent, and school nurse). A second EpiPen or inhaler must be kept at school for emergency use. We recommend that any student who has a serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their prescription medication at school with the appropriate consent forms in case of an emergency.

MEDICATIONS ADMINISTERED AT SCHOOL

If medication is to be administered at school, all of the following conditions must be met:

- 1) A written statement signed by the physician specifying the condition for which the medication is to be given. Name, dosage, time, route, and specific instructions for emergency treatment must be on file at school.
- 2) A signed request from the parent/guardian must be on file at the school.
- 3) Medication must be delivered to the school by the parent/guardian or other responsible adults.
- 4) Medication must be in your student's original labeled pharmacy container.
- 5) All liquid medication must be accompanied by an appropriate measuring device.
- 6) A separate form is required for each medication.
- 7) Please discuss your physician's instructions with your student so he/she is aware of the time medication is to be administered at school.
- 8) This request is valid for a maximum of one calendar year.

Whenever there is a change in medication, dose, time, or route, the parent and physician must complete a new form.

INSTRUCTIONAL PROGRAMS

ACADEMIC INTEGRITY POLICY

The goal of the Academic Integrity Policy is to encourage self-confidence, personal integrity, and respect for the rights of others. Because any cheating, plagiarism, fabrication, or unauthorized collaboration is subject to serious consequences, all stakeholders share the responsibility of understanding, accepting, and enforcing the BHS Academic Integrity Policy.

- **Students** are expected to uphold the spirit and the consequences of this policy both philosophically and behaviorally in completing **all** school-related tests, quizzes, projects, reports, essays, homework assignments, and in-class assignments. No assignment is exempted from this policy.
- **Parents** are expected to adopt and to support the philosophy, spirit, and consequences of the policy by reviewing them, respecting them, and encouraging students to develop and practice honesty throughout their lives.
- **Administrators** are expected to support the spirit of academic honesty with students, parents, counselors, teachers, and other staff members in conferences and in each classroom. Disciplinary action concerning infractions of the Academic Honesty Policy need to be consistent and follow the process outlined below.

Academic integrity issues may be reported to colleges and universities who request this information. The teacher / counselor recommendation and Secondary School Report address major disciplinary matters involving academic integrity. In the event that a disciplinary infraction occurs after the application and recommendation forms have been sent, the student is expected to notify admissions offices of the colleges to which they have applied.

INFRACTIONS OF THE ACADEMIC INTEGRITY POLICY

CHEATING on tests or quizzes: Any intentional giving or use of external assistance relating to an examination, test or quiz without the permission of the teacher.

EXAMPLES:

- ★ Copying another student's test paper during a test or assisting / allowing someone to copy.
- ★ Using a "crib" or "cheat" sheet during a test.
- ★ Stealing or examining a test without permission.

FABRICATION: Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

EXAMPLES:

- ★ Using an essay, research paper, or assignment completed for one class in another class.
- ★ Creating false data for end notes or a bibliography.
- ★ Watching a film version of a literary work rather than reading the work.
- ★ Reading conventional study guides such as Cliff Notes instead of the literary work.
- ★ Unauthorized collaboration: Intentional collaboration on an essay or assignment with another person (e.g. another student, parent, or tutor) without teacher permission.

EXAMPLES:

- ★ Copying another student's work.
- ★ Borrowing a study sheet or calculator with the answers from another student.
- ★ Working with another student on an individual assignment and sharing the answers.
- ★ Allowing a parent or tutor to revise or inject ideas into an essay or assignment.

PLAGIARISM: Any use of another’s ideas, words, or work without appropriate credit. Plagiarism includes the misuse of published material, information from the Internet, and the work of other students.

EXAMPLES:

- ★ Copying word for word from a source without giving proper credit.
- ★ Using a few of someone else’s words or phrases (patchwork plagiarism) without credit.
- ★ Copying someone else’s paper or creative work.
- ★ Paraphrasing (rewording or restating) an author, parent, tutor, or student without credit.
- ★ Modifying and using someone else’s ideas without credit.

The importance of accurate citation cannot be overstated: a paper without proper citations is open to charges of plagiarism. Cite your source for every direct quotation and every borrowed idea.

Beckman High School uses the *MLA Style Guide*. The *MLA Style* calls for a list of “Works Cited” at the end of a paper in standard bibliographical form, alphabetical by author:

Swift, Jonathan. *Gulliver’s Travels*. Edited by Herbert Davis. Oxford: Basil Blackwell, 1965.

Citations in the text of the paper would then include the author’s name (with a year or abbreviated title if more than one work is cited) and page number; for instance:

“...the most pernicious race of odious little vermin” (Swift 120).

Subsequent citations in the text include the page number in parentheses, with an author’s name only when necessary:

“Girl threading an invisible Needle with invisible Silk” (92).

For full details see the *MLA Style Guide*.

CONSEQUENCES FOR VIOLATING THE ACADEMIC INTEGRITY POLICY:

Violations accumulate from all classes and are recorded in the student’s permanent file. As a result, they may negatively affect the college application process.

FIRST OFFENSE:

- ★ The student receives a “ZERO” for the assignment, test or quiz. No make-up work is offered.
- ★ Parents are notified by the teacher so that the teacher may inform the parent of the violation and discuss how the violation impacts the student’s grade.
- ★ An administrator addresses the student and records the incident.

SECOND OFFENSE:

- ★ The student receives a “ZERO” for the assignment, test, or quiz. No make-up work is offered.
- ★ Parents and the student attend a conference with the counselor, teacher, and administrator.

THIRD OFFENSE:

- ★ The student is withdrawn from the course and receives an “F” grade.
- ★ Parents are notified.
- ★ Parents and the student attend a conference with the counselor, teacher and administrator.

VIOLATION OF THE TESTING ENVIRONMENT:

Students should understand that any time a test, quiz, or any other form of assessment is being administered; the classroom should be considered a secure testing environment. If a student engages in behavior that causes a minor disruption or brings about suspicion during testing and a violation of Academic Dishonesty is unsubstantiated, the student may be found guilty of a Violation of the Testing Environment and will be subject to progressive discipline. Examples may include talking with peers, inappropriate gesturing, or glancing at cell phone, etc.

COUNSELING SERVICES

Conferences can be scheduled with counselors to discuss school plans, scholarships, college requirements, and personal problems. Students may see their counselor by filling out a *Request to See a Counselor form* in the Counseling Office. Students have been assigned to a counselor by the student's last name:

COUNSELING OFFICE: (714)734-2900, ext. 528

The Secretary to the Counselors is Nina Munoz nmunoz@tustin.k12.ca.us

During the spring registration conference, classes for the following year are reviewed to ensure appropriate progress is being made.

YOUR COUNSELOR WILL:

- ★ Help plan a program of courses for your high school years
- ★ Advise you on which credit requirements need to be met or on needed revisions in your program
- ★ Explain how your achievements and capabilities, together with your interests and ambitions, relate to your future
- ★ Facilitate your Personalized Learning Plan from 9th through 12th grade
- ★ Provide information regarding colleges and occupations
- ★ Provide scholarship information
- ★ Invite you to discuss personal or school problems and arrive at a good solution
- ★ Encourage your guardians to communicate with school personnel as often as necessary to assure a truly cooperative effort on your behalf
- ★ Invite parents/guardians to make counseling appointments

CLASS CHANGES

It is the policy of TUSD and Beckman High School not to make class changes based on teacher preference or to change the order of classes. **Acceptable reasons for class changes include:**

- ★ A schedule showing less than a six-period day – (five for seniors)
- ★ Failure to meet a prerequisite
- ★ Correcting a deficiency area
- ★ Meeting a graduation requirement
- ★ Moving to a different level of instruction (approval of teacher required)
- ★ Adding or deleting a class with administrative approval

WITHDRAWAL/REMOVAL FROM A CLASS

When a student withdraws, requests to drop, or is removed from a class after the fourth Friday of the semester, a "withdraw" F semester grade will be assigned. The grade will be posted on the student's transcript.

ADD/DROP FORMS

Students wishing to drop a course from their schedule or move down in levels must submit an ADD/DROP form. ADD/DROP forms are on our website. An electronic and paper form are required.

CHALLENGE PROCESS

Students who are not recommended for an AP or Honors level class may attempt to “Challenge” into the class. Challenges will be reviewed by counselors and administration to determine proper placement. ALL challenges require the submission of an electronic form AND a paper form with a parent signature. Both forms can be found on our school website.

FINAL EXAMS

Final exams are given at the end of each semester during a Final Exam Schedule. Student release time will be 12:30 p.m. rather than the regular 2:45 p.m. release time. **Students may NOT take final exams early.**

Additionally, students who miss a final exam for any reason must receive administrative approval to be cleared in order to take a make-up exam. Some teachers will give quarter finals; however, the daily schedule will remain unchanged.

REPEATED CLASS CREDIT

Students who repeat a class to improve a grade will be given GPA credit for the higher of the two grades, regardless of which class was taken first. Additional course credit will not be given for repeating the same class. **If you are repeating a class, please make certain to discuss the impact on your academic record PRIOR to taking a class for the second time.**

ALTERNATIVE COURSE CREDIT

ALL requests to take courses outside of Beckman High School MUST be approved *prior to enrolling*. An Alternative Course Request form can be found in the counseling office and must be submitted prior to enrolling. Requests will be reviewed by administration upon receipt.

AP CLASSES

AP classes are Advanced Placement classes, which equate to freshman classes in college. These classes use a nationally approved curriculum, and students take national tests in May. Most colleges give credit or waive prerequisites on successful completion of these classes with a score of three (3) or above on the Advanced Placement exam. If you have any questions regarding the policy at the college of your choice, please contact your counselor.

9TH – 12TH GRADE GRADUATION REQUIREMENTS

Students earn five credits for each semester class successfully completed. Specific requirements of each category can be found on the district website in the Parents & Students FYI section of the websites. Look for the High School Course Catalog link.

PLEASE NOTE THE DIFFERENCES BETWEEN THE GRADUATION REQUIREMENTS AND THE UC/CSU REQUIREMENTS.

CAASPP TESTING

The State of California mandates the CAASPP (California Assessment of Student Performance and Progress) tests. Special bell schedules will be announced in advance of the start of testing.

TESTING CALENDARS

The SAT and ACT assessments are necessary admission requirements used by colleges to determine college eligibility. It is important to investigate the specific requirements of the colleges you are planning on applying to. The PSAT Test will be offered at Beckman. Information on when and how to registrar for the SAT test may be found at: <http://www.collegeboard.org/>. Information on when and how to registrar for the ACT test may be found at: <http://www.actstudent.org/>

CAREER CENTER

Room 502 is a valuable resource facility for students and parents of Beckman High School. The Career Center offers information and registration for ROP career preparation classes, assistance with career exploration through various resources, and user-friendly assessments are available to assist the student in focusing on their futures.

Information on colleges throughout the country is available through resource books, college catalogs, and the Internet. SAT and ACT testing information is also available. Students are welcome to visit the Career Center Monday through Friday during snack and lunch.

Coastline ROP and Career Center: (714)734-2900, ext. 527 The ROP/Career Specialist is: Erica Rosas: erosas@tustin.k12.ca.us

LIBRARY/MEDIA CENTER

USE AND CONDUCT POLICY

Welcome to the Library/Media Center at Beckman High School. Our outstanding collections and services have been designed for BHS faculty and students. The library collects, organizes, preserves and provides access to a diverse array of information resources in support of the Tustin Unified School District's goals of excellence in research and teaching.

The BHS Library's Use and Conduct Policy is published for the benefit of all users of the BHS library and is applicable to all. This policy is enforceable by all members of the library staff.

THE BHS LIBRARY/MEDIA CENTER SEEKS TO PROVIDE ALL USERS WITH:

- ★ a quiet environment for research, study and reading
- ★ access to well managed and diverse collections of library resources
- ★ knowledgeable staff
- ★ a pleasant and productive environment for study and research for all users requiring that each user of the library follows the BHS Library's Use and Conduct Policy and refrains from specific abuses/offenses. Use of the BHS Library is a privilege not a right

RULES OF USE:

- ★ Users must maintain quiet and not engage in any behavior that interferes with the normal use of the library.
- ★ Users must not interfere with an employee's or aide's performance of his/her duties. Such behavior includes but is not limited to verbal abuse, intimidation, sexual harassment or harassment on account of race, religion, ethnic background, gender or sexual orientation.
- ★ Library materials, equipment, or property must not be taken from the library buildings without proper checkout or authorization. Library materials must be returned following the expiration of the loan period or on request by the library.

- ★ All users must handle library materials such that they are not defaced or damaged in any way. This includes marking, underlining, removing pages or portions of pages, removing binding, removing electronic theft devices, and using post-its or paper clips.
- ★ Users must not vandalize, alter or damage library buildings, furniture or equipment, including computer systems, networks, programs or data.
- ★ Licensed databases and online services are for the use of faculty, staff, students and library users employed by, or enrolled at, or physically present in the BHS Library. In many cases the information contained therein may not be duplicated, transferred, sold, or in any manner commercially exploited.
- ★ Users must observe applicable intellectual property laws, including the United States Copyright Laws.
- ★ Users must follow posted guidelines on the use of equipment and electronic resources. These guidelines include but are not limited to the use of library facilities for word processing, email, and other non-library related applications.
- ★ Open food or beverage containers are not permitted in public areas of the BHS Library. Users are responsible for their personal property.
- ★ Users must not enter unauthorized areas of the library.
- ★ Users are required to leave the library at closing and when requested during emergency situations and drills or following a violation of this Use and Conduct Policy.
- ★ Vending, peddling and/or solicitation of merchandise or services are prohibited within library buildings. Only animals trained to assist persons with disabilities are allowed in the BHS Library. Misuse of the library shows disrespect for the institution and disregard for the rights of members of the school and surrounding community. Any person who violates these rules of use, whether a student or not, may be asked to leave the library facility in which the conduct occurred, and may be refused future access. Such persons may be subject to the sanctions of suspension, prosecution, forfeiture, warning, and restitution, as well as criminal penalties and civil fines, and may be accountable to civil authorities (city, state, or federal) and the TUSD. The BHS Libraries' Use and Conduct Policy supplements the BHS Student Conduct Code and other TUSD policies.

LIBRARY/TEXT BOOK/LAPTOP POLICIES

Students are responsible for keeping library books, textbooks and laptops in good condition and returning them when they are due. Textbooks are due at the end of the semester or school year depending on the class. Library books must be returned within 2 weeks of the date they were checked out. Students may renew their book for a further two weeks if it is brought to the library for renewal. Laptops are due at the beginning of June.

All textbooks, library books and laptops are the property of Tustin Unified School District and a student ID card is required for all checkouts. Books returned damaged are subject to the fines listed below. Students who fail to return laptops, books or pay fines may be restricted from school activities or may be have diplomas or transcripts withheld according to TUSD Board Policy #5125.3.

PARENT ORGANIZATIONS

BECKMAN EDUCATION FUND

The primary purposes of the BHS Education Fund are to provide an extra level of educational support for our students and to fund programs not covered by existing sources. Meetings are scheduled throughout the school year and your participation is encouraged. For more information, please contact Donnie Rafter, Principal at (714) 7342900 or drafter@tustin.k12.ca.us.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of our PTO is to promote understanding, cooperation, and communication among students, parents, staff, the community, and the Board of Education. The PTO, unless otherwise posted, meets the second Wednesday of each month at 6:30 p.m. in the Staff Lounge. Parent participation is greatly appreciated and welcomed. If you have any questions regarding membership, activities, or events, please contact the President, Jane Wong, via the PTO website at www.beckmanpto.org

Two additional organizations function within the PTO: Beckman Chinese Parent Association (BCPA) and Korean PTO.

SUPER BOOSTERS

Beckman Super Boosters is the umbrella organization that promotes cooperation and communication between all of Beckman High School's booster clubs. This body meets quarterly on campus. All Beckman Booster organizations must be members of this group. If you have any questions regarding membership, activities, or events, please contact the President, Mr. Adam Gillman at beckmansuperboosters@gmail.com. A Super Booster handbook can be found on the Beckman High School website under "Athletics."