

# STUDENT/PARENT INFORMATION AND PROCEDURES

## Tustin High School

### ATTENDANCE

Regular attendance is an important component of your child's success in school. Parents hold a legal responsibility to compel their child to attend school regularly. Failure to do so may result in severe consequences with the law.

To report an absence, please call 714-734-7414 ext. 87175 by 11:00 a.m. on the day of the student's absence. This applies to an all-day absence or if the student is more than 15 minutes late. The Attendance Office must be notified each day when a student is absent.

If a parent does not call the Attendance Office on the day of the absence, the student must bring a note to Attendance on the day they return to school.

#### Absences

Absences are legally defined as "excused" or "unexcused." Excused absences are due to illness, medical or dental appointments, religious holiday, jury duty, medical appointment for a child whom the student is the custodial parent, serving as a member of a precinct board or bereavement. Attending funeral services of a member of the student's immediate family is excused for one day if the service is conducted within California and no more than three days if the services if conducted outside of California. Students who miss three or more days of school due to illness require a doctor's note for verification. Unexcused absences include court appearance, employment conference, personal reasons, and family vacations. The pupil's absence must be requested in writing by the parent or guardian and approved by the principal/designee in order for the unexcused absence to not be considered as a truant absence. Students who accumulate three or more "unexcused" absences in the school year are deemed truant and will be reported to the Attendance Supervisor of the District. The following consequences may occur:

- **The parent may be required to attend school for one full day, pursuant to the California Education Code.**
- **The parent and the student may be placed on an attendance contract.**
- **If the student is on an Intra or Inter District Transfer, the transfer may be revoked.**

Students who do not attend school regularly, are absent from class without permission, leave campus illegally or are tardy without an acceptable excuse are subject to disciplinary action. Such action may include, but is not limited to, attendance contracts, detentions, on-campus community service, a parent/teacher conference, referral to the Student Attendance Review Board, or referral to the District Attorney if attendance problems persist.

#### After an Absence Procedure

- Upon return, if the parent has not notified the school of their child's absence, the child must bring a note from the parent to school prior to the start of the school day. Students who fail to bring a note within 3 days after returning to school will be marked truant. Students will not be allowed to clear their absences after the third day they return and they have been marked truant. The note must be written in ink and include the following information:
  1. Student's Full Name
  2. Date of Absence/Periods
  3. Reason for the Absence
  4. Signature of the Parent/Guardian
- The office is open daily from 6:45 AM – 2:35 PM daily. Students returning after an absence should deliver a note by 7:30 AM to avoid being tardy to class. Students who arrive after 7:30 AM risk being tardy to class.
- Students are expected to make-up any work or tests missed during their absence. The student's teachers will decide the scope and time frame of the make-up work.

#### Tardies

A student is considered tardy if not in his or her seat when the bell rings at the beginning of the school day and for each period thereafter. Students who are tardy without a valid excuse are subject to disciplinary action. Tardies will be counted weekly and monthly for disciplinary action. Consequences may include, but is not limited to, detention, on-campus suspension, community service, a parent-teacher conference, placement on an attendance contract, Saturday school, social probation, referral to the Student Attendance Review Board, and/or referral to the District Attorney if the problem persists.

#### **Consequences for tardies:**

- Three tardies in a week to any class will result in an after school detention
- Ten tardies in any month will result in detention and the student being placed on an attendance contract and social probation for five weeks.
- Continued tardy problems will result in an on-campus suspension,

Saturday school, attendance contract, and/or a Parent Shadow where the student's parent will be required to attend school with his/her child.

### **Truancy**

Students who cut school for an entire or partial day or who arrive at school 30 minutes late without a valid excuse are deemed "truant" by the State of California and will be assigned detention. Students who are truant three or more times will be subject to consequences which include parent conference, placement on an attendance contract and social probation for five weeks, and referral to SARB (Student Attendance Review Board) at the Tustin Police Department, along with a mandatory meeting with the District Attorney.

### **Early Withdrawal**

Students are able to leave school early with an adult that is listed on the student's emergency card. It is important that the school be notified of any changes on the emergency card. Your child will not be released to an adult that is not on the emergency card. The parent will need to come to the school office to sign the student out. If the parent cannot pick-up the student, they will need to notify the office of who will be picking up their child and at what time. The student will be called out of class when the parent or authorized adult comes to the office. A valid ID will be required in order to withdraw a student early.

### **Closed Campus Policy**

Tustin High School is a closed campus. No one is allowed to enter the campus without first signing in at the front office. Students are not allowed to leave campus during the school day, at lunch, breaks, and tutorial or during open periods unless they have written authorization from the school administration. Students leaving campus without such authorization are subject to disciplinary action. Students must remain on campus during tutorial.

### **Off-campus Lunch**

Only seniors are permitted to leave campus at lunch and return to campus. Seniors must exit the front of the school and present ID upon leaving. Students who do not have ID will not be permitted to leave campus.

### **4th/5th/6th Period Off-campus**

Students who end their day prior to 6th period should leave campus immediately using their ID and off campus pass. Athletes must exit the front of the school and present an ID and evidence of participation in a sport. In-season athletes may only leave campus before the end of lunch on the day of an athletic contest. Students with 4th/5th/6th period off-campus privileges must remain on campus during tutorial. Students who violate the policy will have their privileges revoked. Students who do not have ID will not be permitted to leave campus.

### **Early Dismissal/Leaving Campus**

If students must leave school early, they are required to bring a note from their parent stating the reason they must leave and what time they are to be released. Phone calls will not be accepted for early dismissals. Parent may FAX the request for early dismissal to (714) 730-7568. Students must check out at the Attendance Office any time prior to leaving the campus. Failure to check out prior to leaving will result in truancy. This cannot be cleared with a note after the fact.

### **Open Periods**

Students may not remain on campus after their last scheduled period for the day. Students with open periods in the middle of their schedule must report to the Library.

### **Tutorial**

Students are to attend every Mandatory Tutorial and are to be in class during Open Tutorials. Absence from any Tutorial will be considered a cut and students will be assigned a Saturday School.

## **Communication**

### **Communication Systems**

Tustin High School will inform parents of upcoming events and activities through our telephone communication system and website. The communication system usually delivers phone calls in the evening hours (6:00-8:00 PM).

### **Deliveries**

The office does not make deliveries to students once the school day has begun in order to protect the integrity of the learning environment. This includes homework, school supplies, P.E. clothes, flowers, gifts, balloons, jackets, umbrellas, etc. The office does not accept deliveries of items not related to the instructional program such as flowers, gifts, balloons, etc.

## Dress Code

### Tustin Unified School District has determined policy and appropriate standards for student dress.

Student Dress Codes are established to:

- Promote learning
- Promote a productive safe instructional environment
- Demonstrate a positive direction away from gangs, drugs, alcohol, and tobacco
- Promote proper school etiquette, cultural awareness, and respect gender

The dress code is in effect during school hours, at extracurricular activities, with possible exceptions for school special school related events. THS and the Tustin Police department will constantly review changes in the attire and make the appropriate adjustments throughout the year. In the case of no available loaners or P.E. clothes, parents may be called to bring a change of clothes or to take their child home to change clothes.

Violations of the school dress code will be addressed as follows:

- **First Offense:** Warning, change into P.E. or loaner clothes, inappropriate clothes will be confiscated and returned to the student.
- **Second Offense:** Referral, detention, change into P.E. clothes, inappropriate clothes will be confiscated and returned to the student.
- **Third Offense:** Referral, detention, change into P.E. or loaner clothes, inappropriate clothes will be confiscated and returned to parent, parents will be informed of ramifications of fourth offense.
- **Fourth Offense:** Referral, Saturday School, inappropriate clothes will be confiscated and returned to parent; parents will be informed of ramifications of fifth offense.
- **Fifth Offense:** Suspension.

### Dress Code

A student's dress and general appearance should not draw undue attention, nor detract from or interfere with learning in the classroom or the discipline in the school.

To eliminate misunderstandings in the dress code regulations, the following dress standard will be enforced:

#### **All clothing must fit appropriately.**

##### Shirts/Tops

- No tight/revealing shirts (undergarments showing, see-through, low cut).
- No spaghetti straps, bare shoulders, tube tops, or shirts with less than one inch straps
- No bare-backed, halter, swimwear tops, "underwear style" or see-through shirts.
- Shirts must always cover the midriff area and undergarments must never show. Remember to consider your body movements.
- Shirts may not be longer than your fingertips with arms extended downward. Longer shirts must be tucked in.

##### Pants/Shorts/Skirts

- Pants and shorts must be fitted at and worn at the waist with no exposed undergarments. Pants/shorts may not exceed more than two sizes of the student's actual size. Remember to consider your body movements.
- No holes, slits or splits in pants above the knee.
- Shorts, skirts and dresses must be at least midhigh length with an inseam of at least 6" for shorts and a length of at least 15" for skirts.
- Hems must be sewn, no frayed, split or pinned legs. Pants may not drag on the ground.
- No excessively long, untied, or dangling belts.
- Overall straps must be worn over the shoulders and buttoned.

##### Footwear

- Footwear which is safe for school activities must be worn at all times.

##### Gang-Related Attire/Dangerous Jewelry/Objects

- No oversized tan, gray, or black cotton work pants
- No clothing with professional or college sports logos identified by law enforcement as gang related.
- No clothing or jewelry associated with 'tagging' or with gang symbols.
- No trench coats, combat boots worn with flight jackets, chains (including wallet chains), or bandanas.

- No clothing or jewelry may be worn with suggestive or questionable language and/or drawings oriented toward violence, degrading cultures, ethnicity, gender, religion, ethnic values or glorifying sex, drugs, alcohol, or tobacco.
- No hats or head coverings (unless medically or religiously required or THS spirit wear) including hoods.
- No safety pins, chains, studded or riveted jewelry or accessories.
- Jewelry that is determined to be dangerous for PE must be removed before class.
- Belts may not dangle and may not have initial buckles or buckles with sharp edges.
- No clothing or jewelry deemed inappropriate or gang related, as concluded by school administration or law enforcement agencies.

#### **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 sex/sexual comments/innuendoes
- No drugs or references to drugs (blunt, 13, hemp, marijuana leaf, 4:20, etc.)
- No tobacco products names or trademarks
- No liquor products or bar names or trademark/logos
- No depicting a person engaged in illegal activities (tagging, weapons, etc.)
- No hats other than school authorized hats
- No head covering indoors – includes sweatshirt hoods
- No visible tattoos

Parent support encourages students to dress appropriately. Parents may call the school at any time for clarification prior to purchase of school attire. If students attend school dressed inappropriately, they will be asked to change into their P.E. clothes or loaners for the remainder of the day. The confiscated clothing will only be released to the parent. Repeat violators will be subjected to disciplinary action.

## **STUDENT CONDUCT**

The Tustin Unified School District is dedicated to providing an educational program for all students that is safe, secure, and free from violence. Every student needs to attend school punctually and regularly, conform to the regulations of the school, and obey all the directions of teachers and others in authority. Students who do not exercise the required self-control shall be subject to disciplinary action. The district encourages and solicits the cooperation of parents in regulating the conduct of their student. Students are subject to disciplinary action for misbehavior. Disciplinary action may include, but is not limited to: counseling, conference with teachers and administrators, detention, class suspension, suspension from school, on campus suspension, and/or the administration may require that the student's parent attend a portion of a school day in their child's class as per the California Education Code 48900.1. Students, who do not conform to the desired school conduct, may be referred to the Student Placement Review Board (SPRC), which may result in an involuntary transfer to another school.

The THS discipline policy is aimed at resolving discipline issues in a systematic and consistent manner. This policy addresses disruptions to school and classroom activities and events including willful defiance of school personnel engaged in the performance of their duties. Students will be assigned fair and appropriate consequences for violations of the school rules and regulations while on campus, going to and from school, or during school-related activities. THS administration reserves the right to search students in direct violation of the school rules and regulations and to administer breathalyzer tests. Gross infractions of the rules and regulations may result in more severe consequences in accordance with TUSD Board of Education Policies and Regulations and California law. The consequences include but are not limited to:

**Revocation of Privileges:** Privileges include off campus passes, lunch passes, athletic and extracurricular activities, assemblies, dances, and participation in the Teacher's Aide program.

**Detention:** Detention is one step in a progressive discipline program and must be served at the next opportunity after it is assigned. Detention takes place either on Tuesdays from 2:45 – 3:45 PM or on Late Start Wednesdays from 8:30 – 9:30 AM. Students who do not attend TD are at risk of having privileges revoked.

**Saturday School (SS):** Saturday School will be held twice monthly from 8:00 AM to 12:00 PM. Students who receive Saturday School are required to attend on the Saturday assigned. Students who do not attend will have privileges revoked.

**On-Campus Suspension (OCS):** Students are assigned OCS for disciplinary reasons ranging from one (1) to five (5) days.

**Suspension:** The removal of a student from school for a period of time determined by the administration. During the time the student is suspended from school, he/she is not allowed to be on any school campus or participate in any school activity.

#### **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 [Education Code 48915 (a) (c)]:

- Causing serious physical injury

- Possession of a knife or any other dangerous object
- Possessing, selling, or furnishing any firearm
- Robbery or extortion
- Assault or battery
- Brandishing a knife at another person
- Committing or attempting to commit a sexual assault or battery
- Unlawfully selling a controlled substance

Education Code 48915 (b) states that students may be recommended for expulsion for repeated offenses when:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct OR
2. Due to the nature of the act, the presence of a pupil causes a continuing danger to the physical safety of the pupil or others.

### **Drug and Alcohol Violation Policy**

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. Students will be searched and/or administered a breathalyzer test upon reasonable suspicion. Students will be administered a breathalyzer test upon entry to a school dance.

**Option 1:** For first time offenders only, the student and their parent may opt to serve 2-days off-campus suspension with successful completion of a Juvenile Alcohol and Drug Education (JADE). This option requires attendance of both the student and parent at two, 4-hour evening sessions, completion of 3 hours of independent work, and attend an individual, one-hour follow up assessment or “exit interview.”

**Option 2:** For first time offenders only, the student and their parent may opt to serve 5-days off campus suspension.

**Option 3:** Student will serve a 5-days off-campus suspension and be referred to the TUSD Student Placement Review Committee (SPRC) for possible involuntary transfer to another educational program within the district for a certain period of time.

**Option 4:** Students who have a third drug and/or alcohol violation, or who possess more than one ounce of marijuana, or sell or buy a controlled substance regardless of prior offenses, shall be suspended for 5-days and shall be recommended for expulsion from the Tustin Unified School District.

### **Academic Integrity Policy**

Ethical conduct and moral behavior are qualities which are promoted, modeled, and celebrated at Tustin High School. It is our hope that the Academic Integrity Policy will encourage students to seek honest and appropriate ways to achieve their educational goals. 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 THS Academic Integrity Policy.

Types of academic dishonesty:

- *Plagiarism:* Intentionally using another person's words or ideas and representing them as one's own. Copying verbatim from a source without giving credit to the author by use of a footnote or clearly stating it within the text. **This includes information from the Internet.**
- *Copying:* Using an unauthorized “crib/cheat” sheet during a test, using information from another person's paper during a test, or copying daily work from another person.
- *Fabrication:* Intentionally using falsified or invented data to make one's point.
- *Theft:* Stealing of tests or using a stolen test.
- *Sharing:* If a student knowingly does some other person's work or allows someone to copy his/her work, penalties shall apply to both students.

### **Consequences**

Violations recorded from all classes and continued violations in a particular class will result in an escalation of consequences.

#### **First Offense**

- The student receives an F for the assignment, test, or quiz. No make-up work is offered.
- Parents are notified by the teacher.
- An administrator addresses and records the incident and Detention is assigned.

#### **Second Offense**

- The student receives an F for the assignment, test, or quiz. No make-up work is offered.
- Administrator/parent/student/conference
- Possible removal from Honors or Advanced Placement classes.
- Student is removed for any and leadership positions for the remainder of the year.
- Student is assigned a Saturday School.

### Third Offense

- Student is withdrawn from the course where the last offense occurred and receives an E grade for the semester
- Administrator/parent/student/counselor conference
- Suspension from school from one (1) to five (5) days

## **Program Compliance and Complaint Procedures**

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 the program is noncompliant. TUSD 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**

TUSD and THS are 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. The Title IX complaint manager for Tustin High School is Tim Grave, Assistant Principal, Discipline Office 714-730-7414 ext. 87152.

Sexual harassment is unwelcome sexual advance, 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 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 and 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.

### **Electronic Devices**

Electronic devices include, but not limited to, phones, laptops, tablets, iPads, iPods, ear buds and headphones. Students may have electronic devices on campus; however, the use of these devices may never jeopardize the safety of the students or disrupt the learning environment.

Students may only use electronic devices with the permission of a staff member. If a student is found using an electronic device without permission or the device disrupts school activities in any way, the device will be confiscated and returned only to a parent or guardian.

**The school is not responsible for lost or stolen electronic devices. All personal or school-issued devices must be stored and or locked properly in the appropriate and designated areas. The use of camera phones or electronic devices with the ability to take pictures or record sounds is strictly forbidden in private areas such as locker rooms, washrooms, dressing areas, classrooms and offices at any time. Such use may also be in violation of the California Penal Code. Photographic or audio/visual recordings are acceptable only with the permission and guidance of a THS faculty or staff member. Recording a video or taking a picture without the specific permission of the subject may result in suspension and/or expulsion. The use of electronic devices to solicit illegal substances or to instigate violence may result in transfer or expulsion.**

Consequences for violating the cell phone policy:

- **First Offense**: Warning Issued – electronic device confiscated and returned to the student at the end of the day
- **Second Offense**: Tuesday Detention, cell phone confiscated and returned to parent
- **Third Offense**: Saturday School and On-Campus Suspension (1-day), electronic device confiscated and returned to parent
- **Fourth Offense**: Off-Campus Suspension (1 day), parent conference, electronic device confiscated and returned to parent
- **Fifth Offense**: Off-Campus Suspension (3 days), parent conference, electronic device confiscated and returned to parent
- **Sixth Offense**: Off-Campus Suspension (5 days) and Recommendation to the Student Placement Review Committee (SPRC) for a possible transfer.

### **Electronic Devices and Confiscated Items**

Any item that disrupts school activities or is found during a routine search may be confiscated and returned only to a parent. **Tustin High School is not responsible for lost, broken, or stolen electronic devices, including cell phones.** Furthermore,

the school is not responsible for any confiscated item that is not picked up in a timely manner. Such items will be donated to charity at the end of confiscated semester.

## **Bullying**

Tustin Unified School District Board Policy (5131.2) prohibits discrimination, harassment, intimidation and bullying.

### **Bullying**

An aggressive behavior that is intentional repeated over time and involves an imbalance of power or strength. Bullying can take many forms (both direct and indirect), such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion and sending or posting insulting messages or pictures by cell phone or online.

### **Cyber-Bullying**

The use of Modern Communication Technologies (including but not limited to e-mail, text messaging, instant messaging, chat rooms, blogs, websites, social networking sites, cell phones, tablets, computers and other forms of technology) to intentionally embarrass, humiliate, threaten or intimidate an individual or group in an attempt to gain power or control.

### **How YOU should respond to bullying behavior:**

- 1) Report any instances of suspected bullying involving you or a fellow student to a teacher, counselor or school administrator as soon as possible
- 2) If you witness bullying behavior, intervene (if it is safe to do so) or help to stop the behavior as soon as it occurs. Peer-to-peer early intervention is proven to be effective in reducing bullying.

### **Dr. Olweus "Test" for Bullying Behavior:**

- 1) Specific type of aggression
  - a. Verbal
  - b. Physical
  - c. Psychological
- 2) Behavior is intended to harm or disturb
- 3) Carried out repeatedly and over time
- 4) Imbalance of power
  - a. Physical
  - b. Psychological

### **Identification Cards/Hall Pass Policy**

Students must be in possession of a current THS issued ID while on campus. THS ID cards must be presented to enter and exit campus during school hours. IDs are issued by the school and are property of the school; students who lose or damage their ID must purchase a new one for \$5.00. While not in a classroom for any reason, students must present ID and permission to be out of class. Students without a pass will be escorted back to class and will potentially receive a consequence. Students must present their ID cards whenever they use their student number, such as in the library, the student store, or in the lunch and snack lines. Students must present their ID cards upon entering and exiting the campus.

### **Medication at School**

When it is necessary for a student to take medication at school, a signed form from a physician must be presented to the office by the parent. Forms are available in the Health Office. All medication, whether prescription or over-the-counter, will be kept in and dispensed through the Health Office. Any student with medicine or prescription drugs of any kind on campus without permission will have the medication confiscated and may be subject to disciplinary action.

### **Transportation**

For student safety, wheeled modes of transportation (including, but not limited to bicycles, skateboards, in-line skates, mopeds, and motorcycles) are not to be found, used, or secured on the inner campus. This means next to classrooms, buildings, halls, adjacent fences, gates, posts, trees, etc. Skateboards are particularly dangerous to students and may damage property. Students who ride a skateboard to school must lock it in the appropriate skateboard racks located outside the front office – skateboards may not be carried on campus. THS is not responsible for items lost or stolen while stored in a classroom or 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 only be parked in the bike corral near the library and should not be left unattended after school hours. All bicycles should be licensed with the Tustin Police Department. To do so, call 714-573-3200.

### **THS Parking Lot**

Students are not permitted to be dropped off or picked up in the staff parking lot. Parents who drive students to school in the morning will drop students off at the bus benches toward the back parking lot so as not to impede the flow of traffic. Please do not stop and drop off your students at the parking lot entrance/exit by the staff area. In the afternoon, parents who pick up students are directed to park in empty spaces by the bus bench area. Cars for pick-up will not be allowed to stop or park at the entrance/exit ways or in the staff lot. Visitor cars should be parked in the visitor's section. It is illegal (and unsafe) to stop on El Camino Real at any time. **Please do not drop off students on El Camino Real.**

### **Student Parking**

Students are not to park their cars in the staff parking area located near the office. Unauthorized cars will be towed at the owner's expense. Only Junior and senior students may use the student lot.

- All students driving cars or motorcycles to school must have a current Tustin High parking permit.
- Students who drive recklessly may lose parking privileges.
- Cars without a parking tag are subject to towing.
- *Parking Permit Requests* are obtained at the Student Store.
- Submit forms to the Student Store with your student ID, valid driver's license, and proof of insurance.
- **Permits can be purchased at the Student Store for \$25 (or \$15 with an ASB card).**
- Improperly parked cars are subject to towing at the owner's expense.

### **Bus Conduct**

Students are held accountable for the behavior while on a bus for any reason. Students in violation of the school rules and regulations while on the bus will be assigned a consequence and may have their bus privileges revoked.

### **Guidelines for Student Fees, Donations, and Fundraising**

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment. Finally, a process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible.

As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and programs, and this practice is also permissible as long as the raising of funds is voluntary. A student who is asked to but does not raise funds may not be denied participation in an educational activity. A requirement to raise funds in order to participate, even if there is no mandated amount to be raised, is the same as requiring a fee.

More detailed information can be found on the school and district websites.

### **STATEMENT OF NON-DISCRIMINATION**

(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973)

The Tustin Unified School District does not discriminate in any employment practice, education program, or educational activity on the basis of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, medical condition, pregnancy and related conditions, retaliation, or political beliefs; 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. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. A copy of the District's nondiscrimination policy is available from the Tustin Unified School District Office.

The following position is designated Coordinator for Nondiscrimination at Tustin High School to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

Tim Grave  
Assistant Principal  
Administration Office  
714-730-7414 Ext. 87152

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.