

**CUPERTINO HIGH SCHOOL**  
10100 Finch Avenue, Cupertino, CA 95014  
(408) 366-7300 Fax: (408) 255-8466  
<https://chs.fuhsd.org>

**STUDENT HANDBOOK**  
**2022 - 2023**



**PROUD PIONEER EXPECTATIONS**

**Work Hard, Play Hard, Be Kind**

**EVERYONE BELONGS HERE**

**No one has the right to make another Pioneer  
feel like they do not belong**

**We are all Pioneers!**

**BELL SCHEDULES**

## Cupertino High School

Preparing Pioneers for the Future!

MONDAY				TUESDAY				WEDNESDAY				THURSDAY				FRIDAY			
Period	Start	End	Mins	Period	Start	End	Mins	Period	Start	End	Mins	Period	Start	End	Mins	Period	Start	End	Mins
1	8:30	9:15	45	1	8:30	10:00	90	Collaboration	7:35	8:25	50	1	8:30	10:00	90	Collaboration	7:35	8:25	50
2	9:20	10:05	45	2	10:05	11:35	90	4	8:30	10:05	95	2	10:05	11:35	90	4	8:30	10:05	95
Tutorial	10:10	10:35	25	Brunch	11:35	11:50	15	Tutorial	10:10	10:50	40	Brunch	11:35	11:50	15	Tutorial	10:10	10:50	40
3	10:40	11:25	45	3	12:00	1:30	90	Brunch	10:50	11:05	15	3	12:00	1:30	90	Brunch	10:50	11:05	15
Brunch	11:25	11:40	15	Lunch	1:30	2:10	40	5	11:15	12:45	90	Lunch	1:30	2:10	40	5	11:15	12:45	90
4	11:50	12:35	45	7	2:20	3:50	90	Lunch	12:45	1:25	40	7	2:20	3:50	90	Lunch	12:45	1:25	40
5	12:40	1:25	45					6	1:35	3:05	90					6	1:35	3:05	90
Lunch	1:25	2:05	40																
6	2:15	3:00	45																
7	3:05	3:50	45																

**2022 - 2023**

- AUG. 22 - FIRST DAY OF SCHOOL
- SEPT. 5 - LABOR DAY – HOLIDAY
- OCT. 17 - NON-DUTY DAY – NO CLASSES
- NOV. 11 - VETERANS DAY - HOLIDAY
- NOV. 24-25 - THANKSGIVING BREAK - HOLIDAY
- DEC. 22 - END OF FIRST SEMESTER
- DEC. 23 - TEACHER WORK DAY - NO CLASSES
- DEC. 26-JAN. 6 - MID-YEAR BREAK - NO CLASSES
- JAN. 9 - SCHOOL RESUMES – 2<sup>ND</sup> SEMESTER
- JAN. 16 - M.L. KING DAY - HOLIDAY
- FEB. 20-24 - PRESIDENT’S WEEK BREAK - NO CLASSES
- MAR. 13 - NON-DUTY DAY - NO CLASSES
- APRIL 17-21 - SPRING BREAK- NO CLASSES
- MAY 29 - MEMORIAL DAY – HOLIDAY
- JUNE 8 - END OF SECOND SEMESTER
- JUNE 8 - GRADUATION

## TELEPHONE DIRECTORY

### **GENERAL INFORMATION - (408)366-7300**

**PRINCIPAL - Kami Tomberlain - 366-7370**

Executive Asst. to the Principal – Anna Delgadillo - 366-7370

**ASST. PRIN – Melina Nafrada (A-F) - 366-7319**

**ASST. PRIN – George Bechara (G-Le) - 366-7375**

**ASST. PRIN Steven Puccinelli (Li-Re) - 366-7374**

**ASST. PRIN – Jackie Corso (Ri-Z) - 366-7376**

AP SECRETARY - Judy Gonzalez - 366-7373

AP SECRETARY – Jennifer Jacobs - 366-7377

FACILITIES MANAGER - Josh Kiernan - 366-7301

CAFETERIA MANAGER – Debbie Herrera - 366-7302

ASB OFFICE – Mary Nguyen - 366-7366

ATHLETIC DIRECTOR – Scott Stevens - 366-7314

ATTENDANCE – Christina Orozco - 366-7372

COLLEGE & CAREER CENTER – Wendy Amick - 366-7309

DATA PROCESSING – Rosalba Hernandez - 366-7369

DUPLICATING – Kamila Drapal - 366-7322

ELD PROGRAM COORDINATOR – Sean Bui - 366-7352

SCHOOL COUNSELORS -

Gregg Buie (A-F) - 366-7328

Belinda Olson (G-LE) - 366-7358

Tamara Emmert (LI-RE) - 366-7312

Lillie Phares (RI-Z) - 366-7330

HEALTH CLERK/ATHLETIC TRAINER – Katelyn Watts - 366-7308

LEARNING CENTER - 366-7387

LIBRARY – Susan Fratus - 366-7321

MUSIC DEPARTMENT - 366-7395

PHYSICAL ED DEPARTMENT - 366-7310

REGISTRAR – Cheryl Hassett - 366-7379

SPECIAL EDUCATION DEPARTMENT- Angelica de Konig - 366 -7307

SPECIAL EDUCATION DEPARTMENT – Leslie Soto - 366-7307

SCHOOL BASED THERAPIST – Christopher Hickey - 366-7326

SCHOOL BASED THERAPIST – Denise Salin - 366-7329

STUDENT CONDUCT SPECIALIST – Pete Hernandez - 366-7398

\*Voicemail for all staff (follow instructions) - 366-7388

ASB LEADERSHIP – Kent Paris - ext. 4507

JOURNALISM – Ann Shriver-Peck - ext. 4801

YEARBOOK – Carley Stavis - ext. 4894

## **GRADUATION REQUIREMENTS**

- Students are required to complete at least 220 semester units in order to graduate, although most students graduate with more. 10 semester units equals one year of work for one class period.
- The following are the subject requirements for graduation:
  - **ENGLISH** - 40 semester units
  - **SOCIAL STUDIES** - 30 semester units
  - **MATHEMATICS** - 20 semester units
    - Must include 10 units of Geometry
  - **PHYSICAL EDUCATION** - 20 semester units
  - **SCIENCE** - 20 semester units
    - Science must include:
      - 10 units of Life Science - Biology, AP Biology, Physiology, AP Environmental Science, Science & Society
      - 10 units of Physical Science - Chemistry, Chemistry Honors, AP Chemistry, Physics, Physics Honors, AP Physics, AP Environmental Science, Science & Society

### **FINE ARTS, APPLIED ACADEMICS & WORLD LANGUAGE - 20 semester units**

20 semester units in Fine Arts, Applied Academics or World Language are required from two of the three areas (i.e. 10 semester units in Art and 10 semester units in World Language).

The applicable courses are:

- Fine Arts - all courses in Art, Music and Drama
- Applied Academics - all courses in Business, Career Technical Education, Computer Science, Journalism and Intro to Engineering
- World Language - all courses offered by the World Language Department

### **ELECTIVE - 70 semester units**

## STUDENT GRADING INFORMATION

### PROGRESS REPORTS AND REPORT CARDS

Progress reports will be posted in Infinite Campus approximately one week after the end of the six-week grading period. Report cards will be mailed home after the end of the 1st and 2nd semesters.

### GRADING SYSTEM

The following marks shall be used for reporting student achievement:

- A** Outstanding Achievement
- B** Good Achievement
- C** Grade Level Standard of Achievement
- D** Minimum Achievement
- P** Pass — Acceptable Achievement (when student is taking course on a Pass/Fail basis - not calculated in grade points)
- F** Below Standard (0 grade points)
- I\*** Incomplete (must be changed to appropriate letter grade within the first three weeks of the following grading period)
- NM** No Mark (for students who have not been enrolled in courses long enough to earn credit, or students receiving no credit in specified courses. (0 grade points)
- W** Withdrawal from course after 20th day and before end of 12th week of semester (0 grade points)

*\* An "Incomplete" means that certain assignments, tests, etc., are not complete, and a grade will be given when the work is done. Up to three weeks may be allowed to complete the work.*

## STUDENT SERVICES

### **ALTERNATIVE EDUCATION PROGRAMS**

Students may be eligible for alternative education programs in order to meet necessary graduation requirements. Among the various programs offered are: CTE, Work Experience, Middle College, concurrent enrollment at De Anza Community College, College Now, CLP, and FUHSD Adult Education Program. Information is also available on the California Proficiency Examination and the GED. See your assigned Guidance Counselor for additional information or guidance regarding these programs.

### **TUTORIAL**

Tutorial is embedded in the school day 3 times per week (Monday, Wednesday and Friday). Students are expected to make good choices in how they use Open Tutorial. Students are not to leave campus and should be using the time to seek academic support, complete assignments or engage in needed self-care activities. Throughout the school year, some of the tutorial periods will be used for school-wide advisory lessons, rallies, or other school events.

### **WORK PERMITS**

All students under the age of 18 must have work permits to be employed. A work permit may be revoked if the pupil's schoolwork is not satisfactory after the permit has been approved. The student's work permit will also be canceled if the student does not maintain regular attendance at school.

### **CAREER & COLLEGE CENTER**

The Career & College Center is staffed daily from 8:30 a.m. to 3:50 p.m. All information and applications pertaining to college, financial aid, tests and scholarships are available through the Career & College Center. Throughout the year, campus visits by college representatives are scheduled by the center. Any grade level students are welcome to attend.

### **LIBRARY**

The library is staffed daily from 7:45 a.m. to 4:15 p.m. The library is intended for the use of all who wish to use the books, magazines, pamphlets, audio and computers it possesses. During class time students using the library must have a pass or be accompanied by a teacher.

In order to maintain an academic learning environment in the library, please adhere to the following guidelines:

- Students must be engaged in learning activities
- No loud talking - please use an "inside voice"
- Food and drink are not allowed
- Game playing is not allowed
- No disruptive or distracting behavior

## STUDENT ACTIVITIES & ORGANIZATIONS

### **ASB CARDS**

Why is an Associated Student Body (ASB) Card important? It is important because of the many advantages students receive when they buy an ASB Card. They will receive the following: an edition of the “NUGGET”, our school yearbook; “THE PROSPECTOR”, our school newspaper; a discount at each of our dances; and FREE admission to most athletic contests.

### **ASB OFFICERS – 2022 - 2023**

PRESIDENT - Brad Pan  
VICE PRESIDENT - Vasumanas Sood  
SECRETARY - Vansh Mathur  
TREASURER - Hasti Abbasi Kenasari

### **CLASS OF 2023- OFFICERS**

PRESIDENT - Anisha Kowdle  
VICE PRESIDENT - Angelina Kondo  
SECRETARY - Kevin Guo  
TREASURER - Amit Rand  
RALLY CHAIRS - Natalie Lam, Preethi Sukumar  
SOCIAL MANAGERS - Tanvee Sai, Hannah Son

### **CLASS OF 2024- OFFICERS**

PRESIDENT - Talia Wu  
VICE PRESIDENT - Kabir Mishra  
SECRETARY - Alisha Luc  
TREASURER - Kartikeya Pidaparathi  
RALLY CHAIRS - Jacquelyn Khuc, Ishan Sinha  
SOCIAL MANAGERS - Shubhan Chari, Rohan Sabbella

### **CLASS OF 2025- OFFICERS**

PRESIDENT - Annabel Liu  
VICE PRESIDENT - Abhinab Chatterjee  
SECRETARY - Hannah Wawda  
TREASURER - Devansh Patel  
RALLY CHAIRS - Akash Rao, Jacklin Yu  
SOCIAL MANAGERS - Noah Kang, Hailey Ryu

### **ASB GOVERNMENT**

**Advisor: Kent Paris**

ASB stands for Associated Student Body and is comprised of all students attending Cupertino High School. There are four ASB Officers: president, vice president, secretary and treasurer. These four officers plan activities for the entire school and are Cupertino’s representatives to other schools in our district. These officers are elected by the entire student body and serve for a one-year term.

## **EXECUTIVE COUNCIL**

The Executive Council is made up of the ASB Officers, all class presidents, ASB Commissioners and IDC Reps. This is the main decision-making body for all ASB activities and financial matters.

## **CLASS ADVISORS**

2023 - Michele Avvakumovits & Teresa Filice  
2024 - Sean Cryan & Zach Jacobs  
2025 - Anna Jackson & Jessica Nguyen  
2026 - Meredith Reeve & Sierra Rothlisberg

<h2><b>CURRICULAR / EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS</b></h2>
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### **Fremont Union High School District Extracurricular and Co-curricular Activities Code of Conduct**

Students who participate in the district's Extracurricular and Co-curricular activities are representatives of the school and the District. Therefore, they are expected to model positive behaviors. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches and advisors. Each student participant and his/her parent/guardian are required to read and agree to the district's Code of Conduct before participation in Extracurricular and Co-curricular activities.

The Board's policy and the Code of Conduct cover the following activities:

Athletics, band, instrumental and vocal music performances, drama productions, speech contests, all honorary and elected offices (e.g. Homecoming Court/Royalty, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, or any other activity where the student represents the Fremont Union High School District in a defined competition/contest.

#### **Expectations**

Students will:

- Demonstrate cooperative attitudes and participate to personal capacity.
- Demonstrate high standards of ethics and sportsmanship.
- Understand and strive to maintain academic excellence and participation eligibility.

#### **Eligibility for Participation**

To be eligible for participation, students must meet district academic and attendance requirements as well as student conduct expectations.

#### **Academic**

Students must adhere to district academic eligibility policies as outlined in BP/AR 6145 (see below). Failure to meet academic standards results in ineligibility until the re-establishing of academic eligibility the Monday following the distribution of grades to students.



**Attendance**

In order to participate in co-curricular activities, the student must be in attendance at school, meeting the requirements of minimum day, as defined by Education Code, on the day of the activity unless the absence is excused.

**Student Conduct**

To maintain eligibility for participation in Fremont Union High School District extracurricular activities, students must always conduct themselves as good citizens both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

**Loss of eligibility, due to poor student conduct, takes place when one or more of the following conditions occur:**

- Engaged in any school suspendable offenses (violations Education Code 48900 et. al and Board Policy 5144.1).
- Involvement in cheating, gambling, accepting gratuities.
- Engagement in disrespectful conduct including profanity, obscene gestures, offensive remarks of a sexual or slanderous nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals, the activity or the school community.
- Demonstration of poor sportsmanship and/or retaliation against teammates, coach, staff, parents, members of other teams (including coaches).
- Use of any illegal substances including alcohol, tobacco and drugs.
- Engagement in any school suspendable offense or criminal behavior.

**Ineligibility**

Any student who fails to meet Student Conduct expectations during the period of the school year in which she/he participates in a school-sponsored activity is subject to a loss of eligibility.

The loss of eligibility means:

- One-week suspension from competition/participation in all school sponsored activities from the date of suspension.
- Mandatory referral to counseling – School Based Therapists or outside agencies/professionals.
- Required administrative/coach-advisor/parent/student conference.
- Law enforcement contact if appropriate.
- Additional sanctions will be imposed for subsequent violations of district disciplinary rules including possible removal from the sport/activity for the remainder of the year.
- An ineligible student shall attend all practices or rehearsals but will not “suit up” or perform/participate.
- Any student holding a leadership position (e.g. ASB, Class Officer, Spirit member, etc.) that loses eligibility due to poor student conduct will be removed from their leadership position for the remainder of the academic year.

**Coach/Advisor/Administration Sanctions**

The Administration, coach and/or advisor have the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in

response to serious violations of the School District's policies, team/activity rules and/or community laws. Examples of additional sanctions for ineligibility are not limited to:

- While performing in an activity, the student violates Education 48900 and/or BP5144, the coach/advisor may remove the student from the team; the reasoning supporting the coach/advisor's decision is: the student's actions are detrimental to the reputation of the team and/or the need to maintain a harmonious environment for the other team members.
- While on a team-sponsored activity away from school, the student violates team/district rule for the trip, the student may be removed from the team. The coach/advisor views the action as detrimental to the team.

### **Additional Guidelines**

The school's interest and intent is to expect and support positive student behavior at all times and to discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Fremont Union High School may result in the student's ineligibility for participation.

### **Appeals**

The student or the student's parent(s) or legal guardian may appeal the decision on eligibility by notifying the Principal in writing of the desire to appeal. By the conclusion of the third school day after an appeal has been filed, the Principal will issue a decision on the appeal of the alleged violation of Code of Conduct. The student will not be allowed to participate in any contest during the appeal process.

### **BP/AR 6145(a)**

#### **Academic Eligibility Requirements:**

To be eligible to participate in extracurricular and co-curricular activities, students must demonstrate satisfactory educational progress in the previous grading period including but not limited to:

- Be on target for graduation. To be considered on target, a student must be passing courses totaling 25 or more credits each semester.
- Be enrolled in courses totaling 25 or more credits (may include community college courses) each semester.
  - Exception: Seniors who are on target for graduation and are enrolled in, and passing, courses totaling 20 or more credits
- Maintain a minimum of a "C" (2.0) GPA average at the end of each grading period (progress report grades and/or semester grades).
- Freshmen enter on probation. Eligibility for freshmen in the fall will be established at the end of the first grading period.

#### **Athletic Eligibility Requirements:**

- Eligibility for transfer students must meet CCS guidelines.
- Eligibility will be determined based on grades from the most recent grading period (on the Monday following posting of grades to IC).

#### **Probation:**

- A student may be placed on probation when he/she fails to maintain a "C" (2.0) GPA.

- o The student must be passing the equivalent of a minimum of 25 credits each semester.
- A student may not be placed on probation for consecutive grading periods.

<b>GENERAL INFORMATION</b>
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**DANCES**

School dances have always been popular at Cupertino High School. Please note the START and END time for each dance. The Homecoming, Winter Formal and Prom dances begin at 7PM and end at 11PM. Please communicate these times to your parents so that they may promptly arrive for pick-up when the dance ends. Have your parents **arrive** at the end-time of the dance.

- Our school dances are for Cupertino High School students, although guest passes are permitted with prior approval at formal dances. **All Students must have a photo ID to enter any dances.**
- A fee is charged for all dances. The money is used to support ASB activities and to pay for the cost of the dances. ASB Cardholders pay a reduced price.
- Administrators and teachers are on duty at all dances.
- **Students suspected of being under the influence of any illegal substance will be brought to the attention of the administrator on duty. They may also be cited by law enforcement. In most cases the parent will be notified, and the student suspended from school. Students in this category will not be allowed to attend future dances for the remainder of the semester and one additional semester.**
- We expect students to have the same positive behavior at dances as they do during the regular school day.
- Students are expected to treat each other with respect and dignity. Extreme displays of affection are inappropriate. This includes provocative dancing as well as displays of affection on and off of the dance floor.
- We have a one-way door. Once a student leaves the dance, he/she will not be allowed to return.
- Doors usually close at 8:00 p.m.

**SCHOOL DANCES/ATTENDANCE**

**Dance attendance is a privilege and not a right. Students with excessive unverified absences will not be allowed to attend school dances. Be aware of your unexcused absences.**

**CARS — STUDENT PARKING**

Students may park in the school's student parking areas only under the following conditions:

- Possession of a valid California Driver's License.
- Possession of adequate insurance coverage of vehicle.
- Assumption of liability for damage to property.
- Completed parking permit forms have been turned in to ASB.

- Issued a valid CHS Student Parking Permit for the current school year.

Students must agree to the following rules:

- Parking on campus is a privilege, not a right and it can be revoked at any time by the school.
- The purchase of a parking permit **does not** guarantee a parking spot, it only grants the privilege to park.
- The school is not responsible for damage or theft to your vehicle or possessions.
- Students will park in student parking spots only - no parking in staff or visitor spots.
- Vehicle must have a parking permit displayed on the left side of the rear window at all times.
- No vehicles will be parked or stopped next to any red or yellow curbs.
- All vehicles will occupy only one parking spot.
- All vehicles will be parked forward in the parking spot.
- Students will only use their own parking permit and will not provide their permit to others.
- All parking lots have a speed limit of 10 MPH and this will be honored by all students.
- All parking lots and vehicles are off-limits during school hours except at lunch.
- All parking and driving violations are ticketed by the Santa Clara County Sheriff's Dept. and cannot be cleared by Cupertino High School.

Permission may be withdrawn or suspended for violation of any of the foregoing conditions or for other cause at the discretion of the assistant principal.

### **BICYCLES/SKATEBOARDS**

Park and LOCK your bike in one of several bike and skateboard racks on campus. Please note that the racks have only limited security. The school attempts to provide security for students' bikes/skateboards, nevertheless, parents and students need to be fully aware that you park your bikes/skateboards at your own risk. Cupertino High School is NOT responsible for lost or stolen bikes, bike parts, skateboards, helmets or motor scooters. DO NOT leave your bikes on campus overnight and take them home daily. Please do not ride your bikes, scooters, or skateboards on campus. Report any problems to the main office.

### **FIRE DRILL - EARTHQUAKE DRILL – RUN, HIDE, DEFEND**

Repetitive loud bells/buzzers and flashing strobe lights are the signal for a fire drill. Students should walk briskly, but not push or crowd, to the nearest exit as prescribed by the building fire plan posted in each room. When leaving the building, move well away from it. One long bell terminates the drill and returns the students to class. At the onset of an earthquake, students should take positions under desks, then move (as above) when the quake is over. Two fire drills and one earthquake drill are held each school year.

There will be a **RUN, HIDE, DEFEND** Drill once every year. There is a special sounding bell for **RUN, HIDE, DEFEND**. Please take all drills seriously. They are done to keep you safe.

### **HEALTH SERVICES**

Students who become ill during the day or are injured while on campus will be referred to the main office. School personnel will contact the parent/guardian to determine if the student should

be sent home. The school does not dispense medication (not even aspirin) and is only able to provide the most basic first aid. Students with more significant health needs should contact the Health Clerk to ensure that proper health protocols are in place.

### **MEDICAL SERVICES INFORMATION**

School authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian (Education Code \*46010.1)

### **LOCKERS**

Hall lockers are available for student use. Students must provide their own lock and check out the locker with the main office. Each student is responsible for maintaining a clean locker at all times. CUPERTINO HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Students are instructed to remove all valuables, personal possessions, and textbooks at the end of each school day in order to avoid lost or stolen items due to vandalism and/or locker theft. This is especially necessary on weekends and holidays. All lockers are subject to search.

### **PROTECTING PERSONAL PROPERTY**

Use good common sense in protecting your own personal goods or equipment that is issued to you.

*ANY SCHOOL ITEMS WHICH ARE LOST OR STOLEN OUT OF YOUR HALL LOCKER OR P.E. LOCKER MUST BE PAID FOR, AND THIS BECOMES QUITE EXPENSIVE FOR THE CARELESS PERSON.*

A few simple rules will assist you:

- Do not bring expensive items or large sums of money on campus.
- Bring locks to school for use on your locker in the P.E. dressing room and on your school assigned hall locker. Make sure it is closed and locked before leaving your locker.
- DO NOT store purses, jewelry, or expensive equipment in lockers.
- Your hall lockers should be neat and not forced shut. Students are not permitted to decorate the outside of any locker or use adhesives (stickers, tape, glue) on the inside or outside of lockers.
- School books should have your name inside the front cover and be protected by a book cover.
- CUPERTINO HIGH IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. THESE LOCKERS ARE NOT EQUIPPED TO SERVE AS BANK VAULTS, SO ACT ACCORDINGLY.
- Students should take all personal property and school textbooks home every weekend and holiday period to ensure their safety from theft during these periods of time.

### **TEXTBOOKS DAMAGED OR LOST**

Teachers issue texts as they are needed. Students are not charged for normal wear and tear but are held responsible for pages missing, defaced, torn pages, etc. Each book number is recorded as it is issued and students are held responsible for its return. A student must pay the replacement cost of each lost or stolen book.

## VISITORS ON CAMPUS

Friends of students are not permitted to visit the campus during the school day. Please inform your friends that this rule is strictly enforced.

## ATTENDANCE PROCEDURES

- **All student absences must be cleared by a parent telephone call to the attendance office (ATTENDANCE SECRETARY PHONE: 366-7372). This number has Voice Mail for your convenience.** However, the attendance office can operate more efficiently if parents make their calls by noon of the first day of the absence. **The attendance office will assume the student's absence is unexcused and a truancy if notification is not received within the first 48 hours.** On the day a student becomes absent, he/she will be reported absent by each of his/her teachers. Attendance is communicated electronically to the main office.
- As much as possible, the attendance office shall notify parents concerning unexcused absences. This notification will occur sometime during the day of the absence or the following day. It may be a call to the parent at work or through the Auto dialer computer calling system to the home in the evening or early morning.
- Detentions are held Wednesday & Friday mornings for class cutting. Full day and more extensive cutting will result in further consequences. Notification by the school to parents will be made by phone call, letter to parents or by the Auto dialer computer system.
- **Absences covered by false phone calls** will be treated as unexcused and will result in referral to the Assistant Principal.
- When possible, the attendance office will make a home/business call to parents when a student has incurred an extended absence.
- Students who do not have an official reason to be on campus are expected to leave campus immediately after the completion of their final class.
- If a student needs to be away from campus for part of a day for an appointment or personal business, an OFF CAMPUS PASS must be obtained by the student in the attendance office. The parent must call or come into the attendance office to make the arrangements for the OFF CAMPUS PASS. Upon the student's return to school, he/she is to report to the attendance secretary in the main office to obtain clearance for actual class time missed.
- If a student becomes ill while in class, the teacher sends the student to the Main Office to make a telephone call to a parent. The office will issue an Off Campus Pass to go home if that is the desire of the parent, or the student may sit in the office until picked up by a parent/guardian.
- Students who anticipate extended absences need to report that to the attendance office at least 72 hours prior to the absence. Students must also give teachers an advance notice and make arrangements for make-ups or alternative assignments for the duration of the absence.

<p style="text-align: center;"><b>HIGHLIGHTED GUIDELINES FOR STUDENT DISCIPLINE</b></p>
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**ACTIONS HAZARDOUS TO SAFETY OF OTHERS**

The throwing of anything, i.e., food, garbage, water balloons, or other articles is not allowed. Offenders may be suspended.

**ASSAULT AND/OR BATTERY UPON STUDENTS AND STAFF**

The use of threats and/or physical violence is unacceptable on this campus. Threats or acts causing physical harm to the person of another are criminal acts under the law, and cases of this nature will be fully prosecuted. Threats to teachers and staff members fall into this category and such cases also will be fully prosecuted. Suspension is mandatory and expulsion from our district may occur.

**BICYCLES, SKATEBOARDS AND ROLLERBLADES**

No bicycles, scooters, skateboards or in-line skates are to be ridden on campus. Such articles improperly used will be confiscated and students may receive administrative detention.

**CLOSED CAMPUS**

- Students are not permitted off campus during the school day. Students are to remain within the campus boundaries (between the bank access road and the Field House) at all times except: a) at lunch; b) with an off campus pass for the appropriate time. This pass can be obtained from the attendance office.
- All students who have early departure must leave the campus upon completion of their last class.
- Students leaving school early due to illness or an appointment must check in/out through the attendance office. Failure to do so will result in disciplinary action.
- Students are not allowed to be on any other school campus during school hours.

**CONDUCT IN THE CLASSROOM**

Students are expected to attend classes prepared to apply themselves to the task at hand. This includes having all necessary materials and exhibiting behavior that is conducive to the maintenance of an effective teaching-learning environment. Students who disrupt the educational process through misbehavior may face disciplinary action including being suspended by the teacher for that day and the next and a parent conference.

**CONDUCT AFTER SCHOOL HOURS**

The same standards for proper conduct exist when students are:

- On the way to or on the way home from school.
- On a school provided transportation vehicle.
- Attending any school-sponsored activity.
- Under the supervision of the school (i.e., extended field trips).

- Any other event that may cause substantial disruption to functioning in school.

### **DISHONESTY**

Acts of dishonesty such as inappropriate use of passes, phone calls, parental and staff signatures, copying on assignments and/or tests, theft or alteration of school records, and untruthfulness will not be tolerated. Consequences may include parent conferences, removal from class with grade of “F” for the semester, suspension or detention (refer to Academic Integrity Policy guidelines in this handbook).

### **FIGHTING**

Fighting on our campus **will not be tolerated**. Regardless of motive or implication, any student engaged in physical combat with another person will be suspended, Law Enforcement may be notified, and a parent conference will be requested to determine the future potential for that student in our school. FIGHTING ON OUR CAMPUS WILL NOT BE TOLERATED.

### **GAMBLING**

Gambling is prohibited on the Cupertino High School campus. The use of playing cards for the purpose of gambling is prohibited. Playing cards and/or any other items used for the purpose of gambling will be confiscated by school administration. Gambling for objects other than money is also prohibited.

### **OFF CAMPUS PASSES**

When a student must be away from campus for an appointment or for personal business, the parent/guardian must phone the school (408-366-7372) stating the reason for absence, date, and length of time the student will be away from campus. Off campus passes are issued by the Attendance Office prior to student departure. Violation of this procedure will result in the assignment of Administrative detention.

### **OFF LIMITS**

- Students are not allowed in the Student Parking Lot at any time during the day except lunch or with an off campus pass for that particular time.
- Stadium field and baseball field, and all dugouts, are off limits during brunch and lunch.
- Bicycle racks are off limits except to leave or to pick up a bicycle.
- No one is to loiter in the vicinity of the school – especially in the bank parking lot.
- Students are not to be on any other school campus during school hours.

### **POSSESSION OF OR USE OF ALCOHOL AND/OR DRUGS**

Students found in possession of or using, or under the influence of or selling alcohol or illegal drugs may expect full legal prosecution for such acts, including suspension from school, referral to law enforcement agencies for prosecution, and possible consideration for expulsion.

### **POSSESSION OF ILLEGAL, DANGEROUS, OR DISRUPTIVE ARTICLES**

The mere possession of certain articles and materials which are dangerous or which may tend to disrupt the teaching-learning environment is prohibited on campus. These include, but are not limited to: firearms, knives, explosives or highly flammable materials of any kind, water pistols. Students should also be aware that toys that resemble actual weapons are not to be brought on



campus. Infractions will result in full prosecution, where applicable, including possible recommendation for expulsion.

### **PROFANITY AND VULGARITY**

The use of profanity and/or obscene language in classes or in conversation on campus will not be tolerated. Such behavior may result in student suspension.

### **ELECTRONIC DEVICES**

While electronic devices are frequently used for educational purposes throughout the day, they are not to be used in any school building without the explicit permission of the teaching staff/administration or disrupt any part of the instructional day. The classroom instructional environment shall be under the control of the teaching staff/administration. A first offense will result in a confiscation of the item, returned to the student at the end of the day. Multiple offenses may result in confiscation and return to the parent or other disciplinary consequences.

### **TARDIES**

Students with 10 or more school-wide tardies during a grading period may be assigned to a Saturday School. Failure to attend Saturday School will result in further consequences.

### **HARASSMENT**

Harassing behavior will not be tolerated and could result in expulsion. Harassment includes threats, teasing, or any behavior that makes another person feel uncomfortable, scared or intimidated.

### **SEXUAL HARASSMENT**

Conduct by which a student commits sexual harassment will not be tolerated and could result in a recommendation for expulsion.

### **VAPING, SMOKING AND TOBACCO USE**

Effective January 1, 1987, California law made the use or possession of tobacco products on any high school campus illegal during school time or at any school sponsored activity. Students caught in possession of tobacco or vaping products will be subject to disciplinary action which may include: Administrative detention, suspension, Parent Conference or reduced bathroom privileges.

### **VANDALISM, MALICIOUS MISCHIEF, THEFT**

Students involved in offenses of this nature will be suspended from school and referred to law enforcement agencies for prosecution. School property and the personal property of staff and students must be respected at all times.

### **MANDATORY RECOMMENDATION FOR EXPULSION**

**The Fremont Union High School District strictly enforces a Zero Tolerance policy. Violation of this policy will result in a recommendation for expulsion from the Fremont Union High School District. As defined in the Education Code, there are 12 causes for expulsion. Among these are the following:**

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- Possessing, using, selling, or otherwise furnishing, or being under the influence of any controlled substance as defined in the Health and Safety Code, including alcohol, drugs or intoxicant of any kind.
- Committing or attempting to commit robbery or extortion.
- Any threat or assault against a school or district employee.
- Cause, or threaten to cause, or participate in an act of hate violence based on a student's gender, sexual orientation, race, religion, ethnicity or national origin.

### **RESPECT FOR ALL**

We are committed to keeping our campus safe so that everyone can learn and everyone belongs. We are a community that continues to practice monitoring our own language and speaking up for others. We do not tolerate any behavior that makes another person feel uncomfortable, scared, intimidated or unsafe. This applies to negative behavior at school, off campus or online. We are inclusive and EVERYONE BELONGS HERE.

**ACADEMIC INTEGRITY POLICY**

**Academic Excellence and Integrity Belief Statement**

At Cupertino High School, we are dedicated to teaching both academic excellence and personal integrity. A personal commitment to these standards is the responsibility of every student, faculty, and staff member in this community. All students at Cupertino High School are individually responsible for abiding by the *Fremont Union High School District Academic Integrity Policy*. Students who violate the FUHSD Academic Integrity Policy are subject to the consequences described in that policy.

**OVERVIEW STATEMENT**

The Fremont Union High School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that “learning for learning’s sake” is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

**DEFINITIONS OF ACADEMIC DISHONESTY**

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

**EXAMPLES OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING)**

<b>Academic dishonesty is an act in which a student:</b>	<b>Examples include but are not limited to:</b>
1. Commits plagiarism	<ul style="list-style-type: none"> <li>● Copying any work assigned to be done independently. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)</li> <li>● Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research</li> <li>● Using the views, opinions, or insights of others without proper acknowledgement</li> </ul>
2. Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> <li>● Changing or creating data in a lab experiment</li> <li>● Writing up a fake interview</li> <li>● Lying about attendance or ability to complete assignments and/or assessments</li> <li>● Lying about other people being responsible for low grades or missing scores/assignments</li> </ul>

	<ul style="list-style-type: none"> <li>● Claiming credit for work in a group project when work was done by others</li> <li>● Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper</li> </ul>
3. Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> <li>● Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only</li> <li>● Looking at someone else's work product, during an exam, test, or quiz</li> <li>● Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher</li> <li>● Using any kind of "cheat notes" during an exam, test, or quiz</li> <li>● Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz</li> <li>● Having unauthorized access to or using stolen exams, tests, or quizzes</li> <li>● Providing or selling exam, test, or quiz information to other students</li> <li>● Using an online translator for more than words or phrases</li> </ul>
4. Misuses or falsifies academic documents	<ul style="list-style-type: none"> <li>● Altering a transcript or report card</li> <li>● Signing another person's name to an attendance roster or grade check</li> <li>● Forging a hallway pass</li> </ul>
5. Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> <li>● Hiding books or reference materials needed to complete an assignment</li> <li>● Tampering with a lab experiment, art project, or electronic files of another student</li> <li>● Fabricating or altering laboratory data</li> </ul>
6. Assists other students in any of these acts	<ul style="list-style-type: none"> <li>● Knowingly allowing someone else to look at one's work product during an exam, test, or quiz</li> <li>● Letting others copy one's work. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)</li> </ul>

### **TEACHER'S PROFESSIONAL JUDGMENT**

A teacher's professional judgment guides the implementation of the FUHSD Academic Honesty Policy. The teacher is responsible for setting academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the FUHSD Academic Honesty Policy.

### **CONSEQUENCES FOR VIOLATIONS**

The District considers violations of the FUHSD Academic Honesty Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school, and a violation at one school follows a student to a different school within the District. Additionally, violations of the FUHSD Academic Honesty Policy are cumulative for all the years a student is enrolled in the Fremont Union High School District.

#### **FIRST OFFENSE**

- The student will have a reduction in grade/credit (up to, and including, an "F" grade/"0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system.
- The student's semester grade may, at the teacher's discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.

- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor, and document the incident/follow-up action in the student information system, Infinite Campus.
- Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student will be suspended from school, even on a first offense, in accordance with Education Code Section 48900, if a violation has occurred in the following areas:
  - Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
  - Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
- The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from the date of the violation.

## **SECOND OFFENSE**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student and the incident/follow-up action will be documented in Infinite Campus.
- The student will be given an “F” for the six-week grading period in which the incident occurred.
- The student will be dropped from the class with a grade of “F.”
- The student will be suspended from school.

## **THIRD/CONTINUING OFFENSES**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be dropped from the class with a grade of “F.”
- The student will be suspended from school.
- The student may be referred to the District’s Placement Advisory Committee for transfer to another school.

## **APPEALS PROCESS**

Students wishing to contest decisions resulting from the administration of the FUHSD Academic Honesty Policy may submit their appeals in writing to the principal.

## **SHARED RESPONSIBILITY FOR ACADEMIC HONESTY**

Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

## **STUDENT RESPONSIBILITIES**

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work—do not lend or borrow work
- observe test time limits
- not look at another’s test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his or her own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review

- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

### **PARENTAL RESPONSIBILITIES**

The parent will:

- communicate to the student values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student's need for a quiet time and a place to study
- support the student's efforts, but not edit, type, or in any other way do the work
- encourage wise use of time

### **TEACHER RESPONSIBILITIES**

The teacher will:

- review at the beginning of the school year the FUHSD Academic Honesty Policy along with their course descriptions/syllabi/green sheets that spell out clearly the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- keep completed assignments and tests secure
- inform students if unannounced tests will be used in the course
- ensure that grades in mark documents and the grade book are private and safe; not allow teaching assistants (TA's) to make or maintain grade entries

### **ADMINISTRATOR RESPONSIBILITIES**

The administrator will:

- provide copies of the FUHSD Academic Honesty Policy to all teachers for distribution to students
- place the signed FUHSD Academic Honesty Policy Parent/Student Agreement Statement in cum folders
- support teachers in administering discipline and upholding the FUHSD Academic Honesty Policy
- record incident/follow-up action in Infinite Campus; inform teachers about outcome of the referral
- review on a case-by-case basis the need to reference infractions on Secondary School Reports
- facilitate conferences and counsel students in every case of academic dishonesty
- communicate with teachers about students who have prior violations
- collaborate with teachers in maintaining a secure digital and physical environment
- review and resolve appeals

## APPROPRIATE USE OF TECHNOLOGY

FUHSD technology resources and tools are provided to support curriculum, courses and assignments and should be used primarily to support them. FUHSD believes that providing access to technology is beneficial to student learning. By ensuring that technology is used appropriately, students must abide by the following terms and conditions:

- **Security:** Students shall not impair the security of FUHSD technology resources. Students are provided personal accounts for all services provided by the district. Students are expected to keep their account information private including:
  - **Passwords:** students shall not share passwords and should update them regularly to protect their account.
  - **Sharing:** students shall not share personal accounts with other students, with or without the permission of the other student. Teachers may create group shared accounts for classroom purposes to avoid sharing personal accounts between students.
  - **Intrusion:** students shall immediately inform an administrator if they believe their account or another student's account has been compromised.
  
- **Directed Use:** Students may use district or personal technology resources when instructed to do so by a teacher or during self-directed learning in locations that support it (e.g.: library, study room, etc.). If in doubt, please ask your teacher.
  
- **Appropriate Use:** File, email, and other services are intended to aid students in learning activities. Students making use of technology in FUHSD are expected to be courteous to other users and take care of equipment. Some examples of appropriate student technology use include:
  - The creation of files, projects, videos, Web pages, podcasts or other student generated work using network resources in support of school related work and educational research.
  - The participation in online learning and collaboration environments (such as blogs, wikis, bulletin boards, social networking sites, groups) and the creation of digital content (such as podcasts, e-mail and Web pages) that support school related work and/or educational research.
  - The online publication of original student work, whether publicly viewable or protected from public view. Sources outside the classroom or school must be cited appropriately.
  - The student usage of the network for incidental personal use in accordance with all district policies and guidelines.
  - The connection of student-owned electronic devices to the district network after checking with district staff. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

- **Inappropriate Use:** District technology resources are shared amongst all students and staff at FUHSD. Use of these resources is a privilege and FUHSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:
  - Playing games or online gaming (e.g.: Farmville, Call of Duty, or multiplayer games) unless approved by your teacher.
  - Installing software on district equipment without permission of your teacher.
  - Downloading, or use of, non-approved files, including games, multimedia, applications, operating systems or any other content in violation of district policies or copyright laws.
  - Viewing, downloading or sharing obscene, pornographic or other offensive or copyrighted material.
  - Engaging in hacking on the network or intentionally introducing malicious code into the district network.
  - Attempts (successful or not) to gain unauthorized access to district resources.
  - Attaching unauthorized and/or unapproved electronic devices to district resources.
  - Using tools designed to bypass or disable district safeguards and monitoring services, such as content filters and security tools.
  - Using tools to hide a student's identity or IP address.
  - Recording or broadcasting students or staff without their permission.
  - Harmful activities towards other students, including cyberbullying, online impersonation, etc.
  - Promoting, supporting or celebrating religion or religious institutions (i.e. proselytizing of a religious belief).
  - Taking part in political activities.
  - Personal gain, commercial solicitation or compensation of any kind;
  - Any activity that is in violation of FUHSD student code of conduct, school policy, or any local, state or federal law.
  - Sharing their own or other student's personal information, such as address or phone number, in any electronic medium.
  - Students using electronic devices that connect to non-district networks are still subject to the Acceptable Use Policy.
  
- **No Expectation of Privacy:** The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any student's account if it is believed that policies, regulations or guidelines regarding technology use have been violated. The district reserves the right to disclose any electronic message to law enforcement officials



or third parties as appropriate. All electronic information is subject to the public records disclosure laws of the State of California.

- **Disruptive Activity:** Students should not intentionally interfere with the performance of the District's network or intentionally damage any District technology resources.
- **Unauthorized Networks:** Students may not create unauthorized wireless networks to access FUHSD's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
- **Use of Personal Electronic Devices:** Schools currently address the appropriate use of personal electronics (non-computing) in student handbooks and code of conducts. Laptops, tablets or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The district is in no way responsible for any kind of loss, damage or technical support of personal devices.
- **Archive and Backup:** FUHSD assumes no responsibility for the storage and safety of student files. Any files stored on local PC hard drives or other non-networked storage media (flash drives, memory cards, CD/DVD, etc.) are the responsibility of the individual user to safeguard.
- **Consequences of Inappropriate Use:** Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.