

Cabrillo High School



• 2022-2023 •

STUDENT / PARENT HANDBOOK
Lompoc Unified School District



Cabrillo High School

4350 Constellation Road

Lompoc, CA 93436

(805) 742-2900

Office Hours: 7:30 am - 4:30 pm

Absence Reporting (to leave a message 24/7)	(805) 742-2801
Attendance (to pick up students).....	(805) 742-2800
Activities.....	(805) 742-2901
Athletics	(805) 742-2905
Counseling.....	(805) 742-2850
Principal's Office.....	(805) 742-2892
Discipline.....	(805) 742-2890

Purpose

**This handbook is a guide to Cabrillo High School
for students and parents regarding
policies, procedures, and school activities.**

It is understood that the regulations and policies contained in this handbook are not all inclusive. The administration, teachers and staff may take such action as is necessary and not forbidden by law to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with orderly conduct of the school or which affects the safety and welfare of students, either individually or collectively, regardless of the existence or nonexistence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

MESSAGE FROM ADMINISTRATION

August 2022

Dear Students of Cabrillo High School:

The Administration Team would like to welcome you to Cabrillo High School. It is with great enthusiasm we welcome our returning students and also welcome our new Conquistadores!

It is our sincere wish that you will take an active part in the life of the school and that you will become excited and eager to continue the rich traditions here at Cabrillo High School. We want you to have every opportunity to learn and participate in the many activities and programs we offer at Cabrillo.

This student handbook has been prepared to inform you of the rules and procedures by which Cabrillo High School is governed. You will find the answers to many of your questions in this booklet. It also contains information concerning the various opportunities available for you.

The focus of the staff at Cabrillo High School is to help students get the finest education possible, not to impose rules or discipline upon them. However, to ensure the student's safety and promote an orderly school, rules must be followed. Personal responsibility for one's actions is the objective of the Cabrillo High School's discipline policy. Students who do not follow the rules will be held accountable for their behavior. Cabrillo High School students are responsible to know the rules and to use the student handbook as a guide to follow the rules.

As a Conquistador, we hope you catch the school spirit, pride and ownership that comes from being involved in your school. Be a part of the Cabrillo family and you will have a great experience!

Enjoy learning in the classroom, and take an active part in every opportunity offered at the school. We wish you the very best.

Have a Great Year!

Your Administrative Team
Mark Swanitz, Principal
Brian Grimnes, Assistant Principal
Madalyn Anderson, Assistant Principal

Nondiscrimination:

Education Amendments of 1972, Title IX: Nondiscrimination. The district has a policy of nondiscrimination on the basis of sex. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports, in accordance with federal law. For all aspects of educational programs and activities, the school district requires non-discrimination on the basis of race, color, national origin, sex, or handicap. Lack of English language acquisition will not be a barrier to admission and participation.

Complaints alleging noncompliance with this policy should be directed to the Office of the Title IX Compliance Officer, Director of Student Support Services, Lompoc Unified School District, 1301 North "A" Street, Lompoc, California 93436; (805)742-3310.

Uniform Complaint Procedure:

5 CCR § 4622 et seq: The District has established a uniform complaint procedure (1312.3) for all relevant programs.

Complaints regarding Adult Basic Education shall be submitted to the Adult School Principal. Complaints regarding Consolidated Categorical Aid Programs (Chapter 1, Chapter 2, School Improvement Program, 10th Grade Counseling, Migrant Education, English Learners Program, and Vocational Education shall be submitted to the Director of Curriculum and Student Achievement. Complaints regarding Child Care and Development and Child Nutrition Programs shall be submitted to the Director of Curriculum and Student Achievement. Complaints regarding special education shall be directed to the Director of Special Education. Complaints alleging discrimination shall be provided in writing to the appropriate administrator. In the event the complainant needs help preparing a written statement, the District shall provide assistance.

Upon receipt of a complaint, an investigation of the allegation shall be carried out and completed within 60 calendar days by the appropriate administrator. This time period may be extended with written agreement of the complainant.

A written statement regarding the investigation shall be provided to the complainant within 60 calendar days from the receipt of the complaint. This statement shall include findings, disposition of the complaint, collective actions, and rationale for the disposition. The complainant shall be advised of his/her right to appeal the local decision to the State Department of Education and provided with information regarding procedures for filing the complaint. The complainant should consult with an attorney to determine legal rights that may be pursued by available civil law remedies.

TABLE OF CONTENTS

Cabrillo and LUSD Personnel.....	7-8
The Gold Code	9
Counseling Services	12
Test Dates	17
School Services	18
Attendance	19
School Policies	21
Student Activities	28
Athletics	30
C.I.F. Eligibility Rules.....	32
Alma Mater	33
Bell Schedules	34
Dress Code Violations	35
School Map.....	Back Cover

MISSION STATEMENT

**Lead, support and motivate the Cabrillo community to
maximize individual potential.**

CABRILLO HIGH SCHOOL

Administration

7:30 AM – 4:00 PM

Principal.....	Mark Swanitz	805-742-2892
Assistant Principal.....	Brian Grimnes.....	805-742-2890
Assistant Principal.....	Madalyn Anderson	805-742-2891
Director of Activities.....	Michelle Poquette.....	805-742-2837
Director of Athletics.....	Michael Dietz.....	805-742-2905

Counseling

7:30 AM – 4:00 PM

Lead Counselor.....	Brianne Jory.....	805-742-2850
Counselor.....	Amanda Adams.....	805-742-2850
Counselor.....	Paula Hannaford.....	805-742-2850
Counselor.....	Amber Manko.....	805-742-2850
Counselor.....	Dreu Lambarena (SEL/PBIS).....	805-742-2850
Registrar.....	Elicia Cota.....	805-742-2886

Special Services

Cafeteria.....	Lisa Hernandez.....	805-742-2915
Health Office.....	Sasha Macias & Monica Harden.....	805-742-2914
Library.....	Marti Schaller.....	805-742-2912
Textbook Room.....	Cindy Kovach.....	805-742-2931

LOMPOC UNIFIED SCHOOL DISTRICT

8:00 AM – 4:30 PM
805-742-3300

BOARD OF EDUCATION

Nancy Schuler-Jones, President
Steve Straight, Vice President
Janet Blevins, Clerk
Tom Blanco
William “Franky” Caldeira

CABRILLO TEACHERS 2022-2023

(At publication time, not approved and subject to change)
Voicemail (805-742+ext#) and E-mail (last.first@lUSD.org)

Teacher	Ext#	E-Mail	Teacher	Ext#	E-Mail
Allen, Carolina	3536	allen.carolina	Nunez, Shawn		nunez.shawn
Borgard, Catherine	3938	borgard.catherine	Olivieri, Garson	3444	olivieri.garson
Burke, Traford	3461	burke.traford	Orsua, Karen	3892	orsua.karen
Dacus, Jeff	3484	dacus.jeffrey	Ortiz-Camacho, Pedro	3829	ortiz-camacho.pedro
Daniel, Shelby	3213	daniel.shelby	Osborne, Jon	3756	osborne.jomathan
Dietz, Michael	2903	dietz.michael	Pacheco, Nancy	3759	pacheco.nancy
Dornon, Robin	3920	dornon.robin	Peterson, Jennifer	3450	peterson.jennifer
Eisen, Greg	3509	eisen.greg	Phillips, Tracy	3804	phillips.tracy
Farley, Kristina		farley.kristina	Piper, Jeanne	3492	piper.jeanne
Gonzalez Medina, Maria	3841	gonzalezmedina.maria	Polinsky, Andrew	3860	polinsky.andrew
Gray, Stacey	3543	gray.stacey	Poquette, Michelle	2837	poquette.michelle
Head, Pam	3438	head.pamela	Riley, Dave	3794	riley.david
Honeycutt, Melanie	3589	honeycutt.melanie	Rose, Kim	3702	rose.kimberly
Horton, Jamaica	3913	horton.jamaica	Schaller, Scott	3820	schaller.scott
Jacobson, Daniel	3608	jacobson.daniel	Schmidt, Camille	3821	schmidt.camille
Jeffers, Mauri	3809	jeffers.mauri	Serrano, Charles	3832	serrano.charles
Jenkins, Laua		jenkins.laura	Signal, Linda	3838	signal.linda
Kesselring, Gary	3371	kesselring.gary	Suchecky, Chris	3857	suchecky.christopher
Knowles, Craig	3645	knowles.craig	Tillery, Mike	3574	tillery.michael
Ladwig, Chris	3567	ladwig.christopher	Torina, Lisa	3664	torina.lisa
Lee, Michael	3605	lee.michael	Townes, Chelle	3381	townes.michelle
Link, Adriana	3839	link.adriana	Ware, Connie	2807	ware.connie
Mason, Jennifer	3521	mason.jennifer			
McIntyre, Corey	3712	mcintyre.corey			
Moldt, Steve	3379	moldt.steven			
Moreno, Jennifer	3732	moreno.jennifer			
Morey, Rob	3897	morey.robert			

CABRILLO HIGH SCHOOL GOLD CODE

(goals of life development)

The vision of Cabrillo High School's family of students, teachers, staff, parents, and community members is to develop the mind, character, and physical well-being of every student and provide them with the capability and knowledge to become adaptive, productive citizens. Our students will strengthen their ability to communicate, establish a pathway for future growth, and practice positive citizenship by pursuing a rigorous, standards-based education.

It is our expectation that, through the dedication and collaboration of our staff, students, and all stakeholders, all Cabrillo High School graduates will be...

RESPONSIBLE COMMUNITY MEMBERS WHO:

- ◇ demonstrate respect and tolerance for individual differences, cultures, and beliefs.
- ◇ know and follow rules of society.
- ◇ demonstrate responsibility for their own actions.
- ◇ understand and practice the habits of a healthy lifestyle.

EFFECTIVE COMMUNICATORS WHO:

- ◇ read with comprehension.
- ◇ write coherently to convey well-defined and supported points of view.
- ◇ articulate ideas clearly in presentations and interactions with others through a variety of media.
- ◇ interpret and experience verbal and nonverbal information through participation in a variety of activities, including vocational, visual, and performing arts.

CRITICAL THINKERS WHO:

- ◇ demonstrate effective problem-solving and decision-making skills.
- ◇ research, analyze and synthesize information for an original product.
- ◇ recognize, evaluate, and respond to various points of view.
- ◇ analyze, interpret, and apply mathematical concepts.

SELF-DIRECTED LEARNERS WHO:

- ◇ develop, monitor, and adjust plans for self-improvement.
- ◇ set and meet goals through productive work habits.
- ◇ demonstrate self-motivation and self-discipline.
- ◇ develop effective time-management skills.
- ◇ utilize technology to support learning.

THE 3 B's



Be Safe

Be Respectful

Be Responsible

Courtesy of Cabrillo PBIS Committee



Cabrillo High School Behavior Matrix

3 B's	Classroom	PE/Locker Rooms	Patio	Cafeteria	Bathroom	Library	Office	Technology
Be Safe	Walk Use Materials correctly Follow all current health guidelines	Walk Lock up belongings Keep hands/feet to self	Walk Keep hands/feet to self Sit on benches	Walk Keep hands/feet to self Sit on seats	Use facility as intended Keep hand/feet to self	Walk Keep hands/feet to self	Walk Keep hands/feet to self	Keep passwords and login information private Keep devices clean
Be Respectful	Listen to the speaker Put all electronics away Raise hand for permission to speak	Listen to instructions Use equipment correctly Put equipment away when done	Wait your turn in the lunch line Use appropriate language Leave the school plants alone	Wait your turn in the lunch line Use appropriate language Use inside voice	Use during designated breaks Leave others alone Go, Flush, Wash, Leave	Use a quiet/inside voice Use appropriate language Put all electronics away	Use a quiet/inside voice Use appropriate language Mind your business	Use devices when appropriate Follow teacher instructions Keep devices in protected locations
Be Responsible	Be prepared for class Come to class on time Participate	Be prepared for class Participate	Clean up after yourself Keep food on plates	Clean up after yourself Keep food on plates	Keep facility clean Wash your hands Wait in line	Keep facility clean Put materials back where they were found	Keep facility clean Ask for help when needed Go straight to designated area	Use school approved websites Keep school devices charged

COUNSELING SERVICES

Each student is assigned a counselor to help with educational, vocational and personal planning. Your counselor will be happy to help you before or after school, during lunch, as well as during the school day.

To let your counselor know you wish to have a conference, fill out a "Request to See Counselor" card in the Counseling Office. Your counselor will call you in as soon as possible. (If the matter is urgent, indicate this to the counseling secretary.) You need a call slip or hall pass from your teacher to be in the Counseling Office during assigned class time.

CONCURRENT AND DUAL ENROLLMENT

In some cases, credit may be earned concurrently at the district high school and another institution such as Allan Hancock College, a university, or in a summer session completed in another district. Credits from online sources must come from an accredited institution. Such credit may be granted **ONLY** if approved by the principal **PRIOR TO ENROLLMENT IN THE CLASS**, and upon counselor recommendation. See your counselor for more information.

COLLEGE NOW

If you took a "College Now" course at Allan Hancock College this year and would like that class to be on your official high school transcript, please have an official transcript sent to the registrar's office or you can come drop it off to the high school at the main office. Transcripts from AHC will not be added to your LUSD transcript after the last Friday in January.

COURSE AVAILABILITY

It is very important that students complete course selection worksheets promptly, attend their counseling appointments, and make use of the information available to help them make wise choices. Student course selections determine, to a great extent, how many sections of a course are provided, or if the course is offered at all. Some elective courses may be filled before the scheduling process is completed, with the result that some students may not be enrolled in that course. Therefore, it is important that students have alternative courses planned.

COURSE SELECTION

It is the responsibility of all students to select the courses which will best meet their educational needs and will enable them to meet the graduation requirements of the Lompoc Unified School District.

During the year, counselors will meet individually with all current students and their parents to discuss the student's four-year educational plan, career and occupational goals, and current status.

In the spring, counselors will meet with all students in order to help them select next year's courses. Counselors will also initiate individual conferences with many students, but students may request conferences at any time.

Parents who wish additional information and assistance with educational planning are urged to contact their student's counselor to arrange for a conference (805-742-2850).

Remember, teachers can also furnish excellent advice regarding course selections in their subject fields.

CREDITS

Five credits are earned in single semester courses. Double period semester courses provide 10 credits.

APEX Credit Recovery is offered to students using the following priority criteria: 1) Seniors under 160 credits; 2) Seniors who have failed a graduation requirement and the retake class will not fit in their schedule (no elective in lieu of taking graduation requirement); 3) Juniors under 90 credits; 4) Sophomores under 30 credits. All students who can fit graduation-required classes into their schedule will take them during the school day and **NOT** utilizing APEX.

CREDITS FROM ALTERNATIVE / OTHER PROGRAMS

Students returning from Maple High School to either comprehensive high school may "take back" sufficient credits to put them on track with their graduation class.

A maximum of 45 credits per semester is allowable from all sources without prior counselor approval.

DEFICIENCY NOTICES

On the six-week progress reports, deficiencies will be indicated by the phrase "is in danger of failing." Parents are urged to follow up regarding deficiency notices by: 1) discussing the notice with your student, increasing your monitoring of homework, and ensuring that your student brings home class work for review, 2) contacting the teacher via e-mail or the counseling secretary to discuss any questions or concerns, and 3) making a follow-up contact with the teacher in several weeks to determine what improvement has been shown.

EARLY DEPARTURE

Lompoc Unified School District's Administrative Regulation 8155.1 addresses the departure of students prior to the end of the second semester. Specifically, if a student leaves the school within fifteen (15) days of the end of the semester the student must complete the final examinations to receive grades in his/her classes.

The finals are to be arranged on a special schedule between the student and the teacher.

If for some reason your family is departing Lompoc Unified School District within the last fifteen days of a semester, please contact your student's counselor to notify the school of the need to arrange for examinations to be completed.

Please note that the early departure referenced above only deals with students whose families are formally relocating to another geographical location, not for family vacations or other types of absences.

FOREIGN EXCHANGE STUDENTS

Exchange students must demonstrate English proficiency and be approved by the Superintendent's Office. Foreign exchange students will receive a certificate of attendance and not a high school diploma.

GRADES: INCOMPLETE

An "Incomplete" is given only when a student's work is not finished because of illness or other excused absence. An "Incomplete" mark must be changed to a letter grade within two weeks (10 school days) or an "F" will be recorded. "Incomplete" marks shall not be used at the end of the second semester (Board Regulation R7124.2).

GRADES: REPORTS

Grade Reports are sent home about one week after the end of each grading period. The end of each grading period for the 2022-23 school year is listed below. The first, second, fourth, and fifth period grades are progress reports. Credit is not earned until the completion of each class at the end of the semester.

Progress Period 1	09/23/2022
Progress Period 2	10/28/2022
Semester 1 Report Card	12/16/2022
Progress Report Period 4	02/24/2023
Progress Report Period 5	04/21/2023
Semester 2 Report Card	06/08/2023

All grading periods count for the purpose of determining student eligibility in the athletic/activity programs at Cabrillo High School.

GRADUATION CEREMONY: ADDRESS (CONQ'ER)

The staff will nominate students who have overcome a personal obstacle. These students will be invited to submit a speech to be delivered at commencement. The speech will be written by the student and delivered to the Lead Counselor on or around April 1. The Principal will be responsible for selecting a team to judge the speeches.

GRADUATION CEREMONY: ADDRESS (SCHOLAR)

The five students with the highest GPA at the conclusion of the seventh semester will be invited to submit a

speech to be delivered at Commencement. The speech will be written by the student and delivered to the Lead Counselor on or around April 1. The Principal will be responsible for selecting a team to judge the speeches.

GRADUATION CEREMONY: DRESS CODE

Following are the current graduation dress code expectations (subject to change): Males: dress shirt with collar, dress slacks, socks, dress shoes. Females: dress or dressy skirt or dress slacks and blouse, dress shoes or dress sandals. No denim jeans, shorts, t-shirts, bare midriffs, or athletic shoes. Students will not be allowed to carry any flowers, balloons, packages, bags, cameras or purses at the graduation ceremony. Parents and friends must wait until after the graduation ceremony to present the graduates with gifts, favors, or other mementos. Caps and gowns may be purchased through Jostens. Cap and gown can be borrowed at no charge, but must be returned immediately following the ceremony. Caps and gowns will only be distributed to a senior upon successful completion of all graduation requirements. Gowns shall be worn without alteration. Hats may be decorated within the confines of the school dress code; however, decorations may not be 3-D. Any inappropriate decorations will be removed before the graduation ceremony. Only stoles and cords that have been approved and issued by the school may be worn at graduation.

GRADUATION CEREMONY: EXPECTATIONS

Only the students who meet all graduation requirements prior to the graduation ceremony will be eligible to participate in the graduation ceremony and will be granted a diploma. Students who do not wish to participate in the graduation exercises will be issued a diploma upon completion of the school term in which the graduation requirements are completed.

Participation in Commencement (graduation ceremony) exercises is a privilege at Cabrillo High School and NOT a right. Students who participate in grade level "pranks" are subject to penalty for each school rule that may be broken and may be held financially liable for loss or damage to school property. The guidelines for student behavior and student dress prior to and during Commencement were developed in a collaborative effort by parents, students, and Cabrillo High School staff. The school and the Cabrillo community expect commencement to be a positive, dignified event for all graduating seniors. Disruption of any part of Commencement and/or noncompliance with the dress code expectations for graduation shall be cause for withdrawal of the privilege of participation in Commencement.

GRADUATION REQUIREMENTS: EARLY

Students may request graduation whenever they fulfill the course credit requirements. The "Statement of Graduation Intention" should be filed with the

Counseling Department one semester prior to the graduation date.

Early graduates may not participate in Senior Enrichment Day activities. However, they are eligible for other senior and graduate events and honors including Legion of Academic Merit, Honored Scholars, scholarships and other awards, Junior-Senior Prom, Commencement, Grad Night tickets and trip, and other special events to which the graduating class is invited.

GRADUATION REQUIREMENTS: TIMELINE

An 18-year-old student may attend high school if the student has been continuously enrolled in a high school and on track to graduate within four years (eight semesters) of a high school curriculum.

HOME SCHOOL

Home school students must present a transcript from an accredited agency for those credits earned outside LUSD. Only credits from an accredited high school may be posted on a student's transcript.

HONORS: HONOR ROLL

All students who attain a semester grade point average of 3.0 – 3.79 will be designated as honor roll students.

HONORS: LEGION OF ACADEMIC MERIT & HONORED SCHOLARS

The "Legion of Academic Merit" will be awarded to graduating seniors who have, at the conclusion of the seventh semester, a GPA greater than 4.0. "Honored Scholars" will be awarded to graduating seniors who have, at the conclusion of the seventh semester, a GPA of 4.0.

HONORS: PRINCIPAL'S LIST

The Principal of Cabrillo High School will honor by certificate students who attain a 3.8 and above grade point average as a result of semester grades. A student must be enrolled in a minimum of six subjects during the semester being considered. An evening ceremony to honor these students is held once a year. (For Academic Letter, see pg. 27)

INDEPENDENT STUDY – SHORT-TERM (3-14 days)

The principal or principal's designee may determine whether it is in the best interest of a student to participate in a short-term independent study program. This assignment requires the signed consent and agreement of the school-supervising teacher/counselor, the parent or guardian, and the student, and must be signed by all and turned in at least five school days before the absence no exceptions.

1. Definition

Short-term independent study: an alternative, individualized, short-term program of study to accommodate a pupil enrolled in a comprehensive secondary school, grades 9-12,

who will be absent from school for 3 to 14 days. 14 day limit per school year.

2. Purpose

Short-term independent study allows students to complete academic requirements during a short-term absence (as defined above) from the school site during the regular school year.

- a. Short-term independent study acts as a protective measure to enable students to continue to earn credits during short-term absences.
- b. It also provides for self-directed teaching during an extended family vacation or in other situations where a short-term absence is necessary.

3. Limitations

A student on short-term independent study must fulfill course requirements, which are consistent with those for students enrolled in the regular school program.

- a. The contract must require and cover a study plan that represents not less than the equivalent of a minimum school day appropriate for the pupil's grade level for every school day absent.
- b. Student must be passing ALL classes in order to qualify, otherwise requests will be automatically denied.

HOMEWORK REQUEST (3-4 Days)

A student may request an excused absence of 3-4 days (no less) if a Homework Request Agreement is filed. The agreement must be signed by the parent, Assistant Principal and student, and the student must be passing ALL classes in order to be eligible. The agreement **must** be turned in at least **five** school days **before** the absence. **Additionally, a junior or senior may make a request in order to visit a post-secondary educational institution (absent 3 school days or less).**

REPEAT COURSE CREDIT

Students may repeat a course in order to raise the previously earned grade, but no additional credit will be received. Counselor's approval must be obtained before enrolling. However, if a student had earned a failing mark, that is a permanent mark on the transcript.

SCHEDULE CHANGES

Requests to change a class after scheduling may be considered or denied based on availability of other courses, class balance, educational reasons for the change, and potential disruption of the student's schedule. Any change in schedule after the first two weeks must be made by the counselor or school administrators. Few schedule changes will be made during the school year.

SCHOOL DAY

A normal school day for seniors enrolled in their last semester before graduation shall be at least five class periods. A normal school day for juniors can be six class periods. Freshmen and sophomores must take all seven periods.

STATE CERTIFICATE OF HIGH SCHOOL PROFICIENCY

Students enrolled in high school who are 15 years old or older during the second semester of the 10th grade may take the California High School Proficiency Exam in basic skills upon paying the necessary fee. If they achieve a qualifying score on the test, they will be issued a Certificate of High School Proficiency by the California State Department of Education. The Certificate of Proficiency, plus parent consent, may excuse the student from continued high school attendance if the student is 16 years old or older. The certificate is recognized by the State of California as the equivalent of a high school diploma; however, it does not fulfill the requirements for a LUSD diploma.

Students wishing to take this examination should contact their counselor regarding the dates of testing and the completion of an application.

GPA CALCULATION

In order to calculate your GPA follow these steps:

Step 1: Convert every letter grade to its respective points (A=4, B=3, C=2, D=1, F=0)

Step 2: Add up all the grade points

Step 3: Divide the added grade points (step 2) by the number of class credits taken

SUMMER CLASSES (PRE GRADE 9)

Classes taken prior to the start of the ninth grade from accredited schools will not count toward credits earned for high school graduation.

WITHDRAWAL FROM CABRILLO

Forms for withdrawal or transfer may be obtained from the Counseling office. This process requires that the student clear all school debts, clear out any assigned locker, sign out of classes and return Student ID before withdrawal from school. Parents wishing to withdraw their students must present their reasons in person or writing. Students may not hand-carry their official records. These will be sent to the receiving school upon request. An unofficial copy of the student's transcript and immunization record may be requested from the Registrar.

WITHDRAWAL FROM A CLASS WITHOUT TRANSFER TO ANOTHER LEVEL

Withdrawal from a class after the first 6 week grading period of either semester will result in a semester grade of an F. Students who withdraw must have counselor and parent permission.

SCHOOL OF CHOICE REVOCATION

At the end of each semester, students who are on LUSD School of Choice contracts will be reviewed for excessive or serious attendance and/or discipline issues. The administrators will then determine if any students merit a loss of privilege to attend CHS.

LUSD High School Graduation Requirements

Social Science 3 courses (30 credits)

- World History
- US History
- American Government/Economics

English 4 courses (40 credits)

Mathematics 3 courses (30 credits)

- Three different levels including Math 1

Science 3 courses (30 credits)

- 1 year Physical Science
- 1 year Life Science
- 1 additional year Physical or Life Science

Language other than English 1 course (10 credits)

Or

Visual & Performing Arts

Or

Career Technical Education

Physical Education 2 courses (20 credits)

EARN 230 CREDITS

4-Year "A-G" College Admissions Requirements

Prepares students to be eligible for University Admissions

Courses listed below must be met with a "C" or better for a UC/CSU eligibility

Social Science 3 courses

- World History
- US History
- American Government/Economics

English 4 courses

Mathematics 3 courses

- Math 1, Math 2, Math 3, Statistics or Pre-Calculus

Science 3 courses

- 1 year Physical Science
- 1 year Life Science
- 1 additional year Physical or Life Science

Language other than English 2 courses

Visual & Performing Arts 1 course

College Prep Elective 1 course

Physical Education 2 courses

EARN 230 CREDITS



ALL STUDENTS MUST COMPLETE MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS.

The final responsibility for meeting graduation requirements rests with the student and his/her parent(s)/guardian(s).

*All subject area requirements must be met prior to additional electives being taken.

TEST DATES (COLLEGE ENTRANCE EXAMS) 2022-2023

The following test dates are based on a test-date formula that gives a “best estimate” of test dates. Exact dates were not available in time for this printing. You should check the board in the counseling office in late August or early September to confirm the exact test dates, or go to the testing websites listed below.

Scholastic Aptitude Test (SAT)

www.collegeboard.org

Test	Approx. Test Dates:	Deadlines	Approximate Fees
SAT & Subject Tests	August 27, 2022	See website for registration deadlines and costs.	SAT \$55; w/essay \$68
SAT & Subject Tests	October 1, 2022		
SAT & Subject Tests	November 5, 2022		
SAT & Subject Tests	December 3, 2022		
SAT & Subject Tests	March 11, 2023		
SAT & Subject Tests	May 6, 2023		
SAT & Subject Tests	June 3, 2023		

Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Test Date:	October 15, 2022	Offered on campus to all Sophomores free of charge; Juniors must sign up with their Counselor
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Advance Placement (AP) Examinations

Tentative Test Window: May 1-12, 2023	Sign up with AP Teacher.	No fees for students enrolled in associated AP course.
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American College Test (ACT)

www.act.org

Tentative Test Dates:	October 18, 2022 November 1, 2022 March 7, 2023 March 28, 2023 April 4, 2023 April 18, 2023	Approximate fee \$50.50 No Writing \$65.25 plus Writing Additional late fee \$30
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MANDATED TESTS

National Assessment of Education Progress (NAEP): This national test is administered in February to students in grade 12 and is a common measure of academic progress across the nation and over time. The results are released as “The Nation’s Report Card.” Testing dates vary each year.

California Assessment of Student Performance and Progress (CAASPP): Each spring, California students take a battery of state-mandated standardized tests. The key component of the program measures students’ achievement of state academic content standards.

Tentative Testing Window	April – May, 2023
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SCHOOL SERVICES

LIBRARY SERVICES

The library will be open from 7:30 a.m. to 4:00 p.m. each school day. Generally, library material may be borrowed for three weeks and renewed if it has not been requested during that period. Reference books must remain in the library. Student identification is required prior to checkout of materials. All students must sign in between 8:40 a.m. and 3:30 p.m., unless accompanied by a teacher.

Students who fail to return overdue materials will not be permitted to check out additional books or materials. Failure to return or pay for lost/damaged books and materials will result in the withholding of grades, graduation diploma, and the transfer of records to other institutions (Education Code 48904).

Students are responsible for the proper care of all checked out materials and must pay for damaged textbooks and/or library books. Damaged books include pages or the outer cover torn, soiled, written upon, or have any water/mold or any other biohazard damage, as well as missing pages or broken binding.

LOCKERS (Athletic/PE)

Athletic/PE lockers are issued by PE Department teachers. Lockers are the property of the Lompoc Unified School District. They are provided for the convenience of students. Lockers are subject to random inspections by authorized school personnel. Lockers may be searched if reasonable suspicion exists that the locker contains something dangerous or harmful to the health of students or something that could disrupt the process of educating students.

LOMPOC UNIFIED SCHOOL DISTRICT IS NOT RESPONSIBLE FOR LOSS, THEFT OR DESTRUCTION OF PERSONAL PROPERTY LEFT IN LOCKERS. This includes electronic devices (cell phones, iPods, electronic games, etc.), money, shoes, etc. It is the responsibility of the student to notify the office if a locker is defective or insecure. **The student must not give the locker combination to others** and must make sure the locker is locked each time.

LUNCH & BREAKFAST PROGRAM

The student lunch and breakfast program is handled by the Lompoc Unified School District Child Nutrition Services.

Lompoc Unified School District participates in the National School Lunch and Breakfast Program at all schools. National School Meals must meet the requirements of the USDA Dietary Guidelines for Americans and meet USDA nutrition standards. We do

not serve foods made with trans-fat or high in sodium. Priority is given to providing meals that are prepared using fresh ingredients. Our delicious meals provide the following components: Protein, Grains (whole grain rich), Fruits, Vegetables and fat-free or 1% Milk. Students are **REQUIRED** to take a Fruit or Vegetable, along with at least two other components (Protein, Grain and/or Milk). Menus and nutrient analysis are available on the District's website.

The LUSD Food Services Department has an on-line payment system for school meals. It is a simple and convenient way to assure your student always has money in his/her meal account.

To access this service:

1. Go to the district website at www.lusd.org
2. On the top right Quicklinks menu, select Child Nutrition Payments. From this page you will create your account and add money to your student's meal account.

TEXTBOOKS AND TECHNOLOGY

Students who fail to return textbooks and/or technology will be placed on the debt list. Failure to return or pay for lost/damaged textbooks and/or technology will result in the withholding of tickets to school activities/events, graduation diploma, and the transfer of records to other institutions (Education Code 48904). There will be a \$5 processing fee for each book refund request resulting from lost books that are later returned.

Students are responsible for the proper care of all checked out materials and must pay for damaged Chromebooks, textbooks and/or library books. Damaged books include pages or the outer cover torn, soiled, written upon, or have any water/mold or any other biohazard damage, as well as missing pages or broken binding.

WORK PERMITS

California State Law requires that students under 18 be issued a Work Permit in order to be employed. Employers who hire students who do not have such permits are subject to heavy penalties. Work Permits are issued by the student's high school.

Work Permits will **NOT** be issued to students who are frequently absent from school. Once issued, Work Permits will be revoked if the student's grade drops below passing. Work Permits are issued by the Work Experience teacher during the school day. The number of hours a student may work while in high school is strictly regulated. The Work Experience teacher may be contacted for additional information.

ATTENDANCE

An item of particular concern to the faculty and administration is that of attendance. If a student has excessive absences, this undoubtedly will affect his/her grades and every effort should be made to attend school each day. A call is required for each day the student is absent from school. Notes must be sent in advance and brought in to the attendance office for all off-campus passes. Students are **NOT ALLOWED** to leave campus during class time without an off-campus pass. They could be cited by law enforcement for daytime curfew violation (\$100 fine, see Absence Protocol pg. 18).

When absent, it is the student's responsibility to see that assignments are made up. There are, however, many classes that cannot be made up due to discussion, lecture, or laboratory presentations and, if the absence pattern continues, it will have an adverse effect on the student's grade.

California State Law (EC 48200) requires that every student attend school full time until the age of 18 years or until completion of high school. It is suggested that parents monitor their student's attendance on Aries Parent Connect or contact the Attendance Office periodically to check on their student's attendance.

ABSENCE

A parent/guardian must call the Cabrillo Attendance Office at 805-742-2801 to report their student's absence. An absence must be cleared by a parent/guardian through a phone call, note or e-mail **within five days**, otherwise it will remain **unexcused**. Twenty-one (21) periods of accumulated unexcused absence may lead to referral to the Truancy Program.

LUSD uses an automated phone-call system to notify the parent/guardian when a student is absent one or more periods. If an absence is believed to be an error, the student should obtain a correction slip from the Attendance Office. The absence will be corrected once the error is verified and signed off by the teacher and the correction slip is returned to Attendance.

When students stay with someone other than parents or legal guardians, a note **MUST** be sent to the school prior to the date informing the Attendance Office. The note should contain:

- 1) Date the student will be in the other home.
- 2) The name and phone number of person responsible for the student.
- 3) Signature of parent or guardian.

ABSENCE: 18-YEAR-OLDS

When a student reaches the age of 18, he/she may choose to assume the responsibility to verify his/her own absences (CA Ed Code 46012). The student must complete and submit the "18-year-old Students –

Absence Verification Acknowledgement Form." This form is available from the Attendance Office and serves as notification to the school and parents that the student is now exercising this legal right. Once the form has been received and signed by an administrator, 18-year-old students may clear their absences by calling the Attendance office; however, if attendance becomes irregular, the student may be subject to the outlined steps of the Truancy Program.

ABSENCE: CLASSIFICATIONS

● Excused Absences

- Student illness including emotional illness.
- Quarantine under direction of county/city health officer.
- Medical, dental, optometric, orthodontic or chiropractic appointments.
- Attending a funeral service of immediate family (1 day or less if service is in California, 3 days or less if service is out of state).
- Serve on a jury or appearance in court. (Student)
- Absence due to religious reasons (holidays, ceremonies, retreat) - limited to 5 periods per semester.
- Employment conference. (Student)
- Student who is the custodial parent of a child who is ill or has a medical appointment during school hours.
- Maternity/Paternity leave.
- Serving on an election precinct board.
- Time with immediate family member who is active duty military and on leave/returned from or about to deploy to a combat zone or combat support (time frame determined by Administrator).
- Attending naturalization ceremony for student to become U.S. Citizen.

The above reasons can be cleared only by the parent/guardian or emergency contact listed on the emergency care card. Absences may be cleared in person, by written note or by phone. Physician verification in writing can be required for excessive illness absences. The principal has the final authority to determine the appropriate reason if there is an appeal.

● School Activities and Field Trip Absences

Students are not considered absent when attending school-related activities. Work is allowed to be made up if possible.

● Unexcused Absences

All other absences are unexcused. Some examples are:

- a) Suspensions.
- b) Leaving campus during the school day without advance permission from a school authority or an off campus pass. (An OFF-CAMPUS PASS

is required to leave campus during the day). See SCHOOL POLICIES "Leaving Campus."

- c) Family trips, unless prearranged (at least 5 days in advance) with the completion of a valid Independent Study or one-time homework request contract.

• **Truancy**

Students who are absent without a valid excuse are considered to be truant. A warning letter is mailed to parent/guardian at 21 single periods of unexcused absences. Students who accrue the equivalent of five days of unexcused absences in a year (35 single periods) will be referred to the Truancy Intervention and Parent Accountability Program.

Steps In The Truancy Process

The school works with probation, law enforcement and various community organizations to improve attendance through the goals of the Truancy Intervention and Parent Accountability Program which are: 1) improve school attendance through parent and school accountability; 2) reduce juvenile delinquency, future adult criminality and joblessness; and 3) create a climate of zero tolerance for habitual truancy. This program consists of several steps, which will take place based on the number of unexcused absences that a student accumulates.

Step 1 – Informing parents and truant children of their obligations under the Education Code with respect to compulsory education laws and advising them that they may be prosecuted by the District Attorney for failing to comply with these laws.

Step 2 - After School Meeting (ASM) – A group meeting focusing on parent and child accountability, legal responsibility and consequences, as well as information regarding available local resources.

Step 3 - Truancy Mediation Team Meeting (TMT) – Early intervention through a multi-agency mandatory Truancy Mediation Team meeting with parent and child to identify possible solutions to improving the child's attendance.

Step 4 - School Attendance Review Board (SARB) – Required attendance before the School Attendance Review Board (SARB) to resolve attendance/truancy issues. Referral to probation is possible.

Step 5 – Referral to the courts for intervention. Students who are found to be truant risk losing their driver's license for a year, being placed on probation, paying fines and doing community service. In addition, students may be referred to an alternative program.

ABSENCE: PROTOCOL

- 1) Students arriving to school late should report to the Attendance Office for a pass to class (excused or unexcused).

- 2) Students who are off campus during school hours without a valid reason or off-campus pass are subject to law enforcement citation under the daytime curfew ordinance (\$100 fine).

EXCESSIVE CUTS

Students with period "cuts" or unexcused absences may be assigned detention and Alternative Classroom and may be referred to the School Attendance Review Board and the Truancy Intervention Program. Loss of Privileges will be imposed on the student. See SCHOOL POLICIES "Loss of Privileges Defined" pg. 26.

TARDY POLICY

The academic focus at Cabrillo is on learning and student achievement in all classes. The teachers at Cabrillo are committed to providing students with the highest quality educational programs. It is important that students attend class on time to receive instruction. Unexcused tardies disrupt classes and reduce learning time, not only for the student who is tardy, but for the entire class. The definition of an unexcused tardy at CHS is when a student is not **in the classroom** when the bell rings and is not excused by the parent/ guardian.

Individual classroom teachers will provide consequences for students who receive unexcused tardies in their classes. Consequences may include lunch detention, after school detention, and morning detention. The consequences cannot prevent the student from access to instruction or academic work. Teachers will provide parents with a 24-hour notification of detention. Teachers will communicate their unexcused tardy policies at Back-to-School Night in a written and verbal format.

Tardy Consequences (each class):

- 1-4 Teacher consequences
- 5 Office referral, parent notification, two lunch detentions
- 6-9 Teacher consequences
- 10 Office referral, parent notification, two full (or four half) lunch detentions

Students who accumulate 20 or more school-wide unexcused tardies per semester or 18 unexcused period absences or cuts, will be subjected to "Loss of Privileges." See LOSS OF PRIVILEGES DEFINED for specifics on forfeited activities (pg. 26). Students who fail to show for a detention will be placed in the Alternative Classroom for a full day.

AERIES PARENT PORTAL

Cabrillo uses an internet-based communications portal which allows parents to privately check student attendance. The system provides parents with accurate information about tardies, cuts, absences, etc. for their student. Information on how to access Aeries Parent Portal will be mailed home within the first two weeks of school.

SCHOOL POLICIES

EXPECTATIONS FOR STUDENTS

One of the major objectives of formal education is that of teaching citizenship and responsibility for one's actions. We believe this to be of primary importance in today's society. It has been the custom for students at Cabrillo High School to recognize the appropriate conduct for a given situation and to conduct themselves accordingly. It is expected that this practice will continue and that students will exhibit the courtesy that has brought many compliments to our school.

At Cabrillo High School:

- Everyone has the right to learn (and no one has the right to interfere).
- We believe that everyone's dignity, welfare and material possessions should be respected.
- Everyone is expected to attend ALL scheduled classes on time.
- Individual teachers may have additional expectations for appropriate behaviors.

The purpose of the rules and regulations on a school campus is to assure students of the opportunity to obtain an education. Cooperation is essential in maintaining a harmonious society. Everyone must be willing to accept responsibility for promoting order.

The Assistant Principals, as the Principal's designees, are assigned responsibility for maintaining campus order and for administering school discipline for the welfare, safety, protection and health of all students.

ACADEMIC HONESTY POLICY

Cabrillo High School believes that academic honesty and personal integrity are fundamental components of a student's education and character development. We expect that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Examples of cheating include, but are not limited to, use of cell phones, taking photos, cheat sheets, answers on hands or other body parts, copied tests, copying from another student's test, passing notes or answers during tests or quizzes, copying homework or class assignments, and plagiarism (to take ideas, writing, answers from another and pass them off as one's own. This includes books, magazines, and Internet sources as well as other copyrighted materials).

Students may not forge the signatures of parent(s) and/or guardians or school personnel. Students are also prohibited from copying work of other students or authors and presenting it as their own. Students who violate this policy will face disciplinary action.

"Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty (cheating) shall be subject to school-site and district discipline rules. (BP 5131.9, Oct 2008).

Consequences may include, but are not limited to, any or all of the following:

- Parent contact
- Zero on assignment
- Referral to Administration

BICYCLES – SKATEBOARDS

Riding bicycles, skateboards and roller skates/blades/"Heelys" are not permitted on campus. Boards must be carried and stored responsibly. Skateboard privileges may be revoked by Administration for school/student safety. Bicycles are to be kept in bicycle parking areas. The school is not responsible for security of bicycles.

BUSES

School Buses

Bus transportation is a privilege provided to the students who live outside of a two-mile radius of the school. Bus stops are established by the Board of Education at the start of each year and cannot be moved without Board action. All students are under the direct supervision of the driver (Title 5 CCR 14103). Transportation privileges may be withdrawn in the event of failure to follow bus regulations (BP 5131.1). Regulations ban all electronic signaling devices, glass objects, and animals from the bus (except dogs in Civil Code Section 54.2). Skateboards are allowed but must be stored. Buses may be monitored by video for the safety of all students.

Bus Passes

All students are required to have their student I.D. card in their possession at all times. Students will not be allowed on a LUSD bus without a valid student I.D. card. **A student will be given one temporary bus pass per semester.** If a student requires additional temporary bus passes throughout the semester, a disciplinary action of 2 days noon restriction or Alternative Classroom will be assigned. Students may pick up a temporary bus pass from the Discipline Office before or after school, at lunchtime or during passing, but not during instructional periods.

CAFETERIA POLICIES

- **Please wait your turn in line. If you are caught cutting, you will be sent to the back of the line. Repeated offenses may result in school discipline.**
- **Only use your assigned lunch number. Do not give your lunch number to anybody. Using a lunch number that is not yours is considered theft and consequences will be assigned accordingly.**
- **Do not take food or drinks without paying for them.**
- **Do not under any circumstances throw food in the cafeteria or on campus. Cleanup and consequences will be assigned.**
- **Please help us to keep our campus clean. Pick up after yourself. If you are caught leaving a food mess, you will help clean after lunch is over.**

Students may only eat breakfast and lunch in the cafeteria, patio or administration-approved areas. Students are not allowed to eat or have food behind the cafeteria, gym or pool area and field areas.

CAMPUS BEAUTIFICATION

Students are expected to dispose of personal trash while on the campus (cafeteria, patio, classrooms, etc.). Disciplinary action will result for failure to throw away personal trash.

Students are expected to respect the garden areas by not trespassing or littering in these designated areas.

CARS

Parking on the Cabrillo campus is by permit ONLY.

All students who drive a car to school MUST:

- 1) Register vehicle(s) with discipline in the Main Office.
- 2) Vehicle registration forms are available during Schedule Pickup before the school year begins and in the Main Office all year long.
- 3) Park in properly designated areas.
- 4) Refrain from loitering around cars during the school day or at lunch time.
- 5) Refrain from parking in the staff or visitors' parking lot at any time during school hours. "Fire lanes" are to be clear at all times; they are for passage of emergency vehicles. Any unattended vehicle in such a lane will be cited for illegal parking.

Students improperly parked will receive a warning the first time, a referral the second time and have their car towed the third time.

Parking of privately owned vehicles is at the owner's risk. The Lompoc Unified School District assumes no responsibility for the damage or loss of private property while a vehicle is on campus at any time, including non-school hours.

Operation of private vehicles on campus is governed by the California Vehicle Code. Operation is also monitored by school employees, and unsafe or improper operation will be corrected on the spot or referred to the proper authority for appropriate action. Parking on campus is a privilege which may be withdrawn.

Cars not registered may be cited, parents called, and parking privileges revoked.

CELL PHONES/ELECTRONIC DEVICES

ELECTRONIC DEVICES such as cell phones, earbuds, headphones, etc. can be a safety problem and a distraction to the educational process. It is strongly advised that these devices not be brought to school. The school assumes no responsibility for these devices to include loss, theft or damage. Phones must be off and out of sight except during lunch, passing periods and after school (this includes earbuds, whether wired or wireless). Failure to abide by these rules will result in the electronic device being confiscated. The following consequences will apply throughout the entire school year:

- 1st violation: Student may pick up device from Discipline at the end of his/her school day.
- 2nd/3rd violation: device will be turned over to parent/guardian by administrative personnel.
- 4th or more violations: discipline referral and parent/guardian pickup of device. [EC 51512, BP 5131.2]

STUDENT REFUSAL to hand over an electronic device when asked by Staff (confiscation) will result in a Behavior Referral submitted to the Discipline Office and appropriate discipline consequences assigned by an Administrator.

CELL PHONES during class time shall be turned off and out of sight except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. **Any device with camera, video or voice recording functions shall not be used in any manner which infringes on the privacy rights of any other person.** Violators will have this device confiscated and released to parent/guardian by Administration. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. [EC 48901.5]

CHAPARRAL

The chaparral (the nature area that surrounds the school campus) is off limits for Cabrillo students during the school day. This means no students are allowed to walk into the chaparral area during school hours including lunchtime, before and after school on the way to and from school. Classroom field labs with a teacher escort are exempt.

CLOSED CAMPUS

Cabrillo High School is a closed campus for 9th graders. 9th graders must remain on campus during lunch hours. Off campus lunch for all other grades can be revoked for excessive absences and tardies. Off campus lunch is a privilege. [BP5112.5, AR5112.5]

CONDUCT: BULLYING PREVENTION

At Cabrillo High School we believe that all students have a right to a safe, healthy and nurturing learning environment. The Cabrillo High School community recognizes schools must be physically and emotionally safe for all students in order to promote and support academic achievement, citizenship, student attendance and engagement.

Cabrillo High School will not tolerate behavior that infringes on the safety and emotional wellbeing of any student or adult. The school does not tolerate any acts of bullying, intimidation or harassment of any person through words and actions.

"Bullying", as legally defined by California education code 48900(r), *is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. A "reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.*

Reporting Harassing and Bullying Behavior: Any student who believes that he or she has been harassed or bullied in violation of the school policy should report such behavior immediately to a teacher, counselor or administrator. Online bullying incident reports can be made by visiting the CHS website at cabrillohighschool.lusd.org and using the STOPit! app, an anonymous online reporting tool designed to address bullying and cyberbullying. All complaints of harassing or bullying behavior made by students will be promptly and thoroughly investigated by the school administration.

CONDUCT: GENERAL RULES

Students who defy directives and/or refuse to cooperate with members of the school staff are subject to disciplinary action and parent conference. This applies to both the regular school day and to extracurricular activities at any school event [Ed. Code 48900K.]

We expect our students to have a high regard for one another and treat each other with courtesy at all times.

Student use of profanity and/or obscenity in class or in the conversation with members of the staff will not be tolerated [Ed. Code 48900I.]

Students are expected to continue to learn how to solve problems by being proactive, not reactive. Fighting (on school grounds, while going to or coming from school, during the lunch period, whether on or off the campus, during, or while going to or coming from a school sponsored activity), will result in suspension from school and/or a citation from the school resource officer [Ed. Code 48900A, Penal Code 415] and/or recommendation for expulsion.

Theft of, or damage to, school/individual property is considered a serious offense which will result in suspension and/or a citation from the school resource officer [Ed. Code 48900 F&G] and/or recommendation for expulsion.

Any items brought on the school grounds are subject to search at any time by school staff or law enforcement. [Penal Code 6265.10, Ed. Code 49050, 49051]

All hats are to be removed inside classroom and office buildings [CA Ed. Code 35183.5]

Fairness requires that all students be treated in a consistent, objective and non-discriminatory manner; however, the student's grade level, maturity, performance in school, and his/her contrition, as well as the gravity of the offense, prior infractions, deterrence, protection of the school community, effectiveness of prior disciplinary intervention, etc. may be factors that are considered when issuing disciplinary consequences. As such, each case is reviewed individually and consequences for similar acts may differ.

Finally, students are encouraged to make use of all available staff, programs and resources at Cabrillo High School. Remember, we are here to assist **you**.

DELIVERIES TO STUDENTS

The office cannot accept deliveries from outside vendors for students (i.e. food, including Door Dash, flowers, balloons, UPS packages, etc.). Deliveries of this nature will be refused.

If a parent brings flowers, balloons, etc. for their student, those items will be held in the office until the end of the

school day, when the student may pick them up. These items are a distraction in the classroom and are not permitted during the school day.

DRESS CODE

The general atmosphere of a school must be conducive to learning. If a student's general attire or appearance represents a danger to their health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal designee or a teacher will ask the student to make the necessary changes. If the change does not take place in the time allowed, the principal or the principal's designee will prescribe the necessary action to be taken by the school under the rules and regulations proscribed by the State Education Codes 35183, 35183.5, and School Board Policies 5132. In addition, it is recognized that the school shares a responsibility with parents for teaching its youth appropriateness of dress. In the interest of health, safety, cleanliness, decency and decorum among students the following regulations have been adopted by Cabrillo High School:

- 1) Shoes must be worn at all times. Slippers/house shoes are not permitted.
- 2) Clothing, jewelry and tattoos shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial or ethnic prejudice, or the use of drugs, alcohol or weapons.
- 3) Messages which represent any group or philosophy which advocates violence or disrupts the objectives of school instruction programs are prohibited.
- 4) Clothing, accessories, hats and/or tattoos that denote gang affiliation or glorify gang activity are prohibited and **MUST NOT** be worn or brought to school or any school event. School administration and local law enforcement will work in coordination to define gang-related apparel, etc.
- 5) **Clothing shall be sufficient to conceal undergarments at all times.** Clothing must not be inappropriately revealing. Some examples of inappropriate clothing include strapless, see-through or low-cut tops, bare midriffs, short shorts, extremely short skirts or sagging pants. Pants with cuts or tears above the knee are discouraged.
- 6) Hats and/or hoods are not to be worn inside buildings and classrooms
- 7) To ensure student safety, students are prohibited from wearing rival high school attire during school hours.
- 8) Blankets are not to be worn or carried at school.

Exceptions may be made by the principal, particularly for special days, special events, or activities. Any violation of the district or school dress code(s) will be considered a violation of the Ed. Code section 48900(k)

– disruption of school activities and/or willful defiance of valid school personnel authority. Final determination of what constitutes appropriate dress will be made by the school administration.

Dress Code Consequences:

- On the first offense, students will be given PE clothing in exchange for the inappropriate clothing or may call home and request a change of clothing.
- Additional offenses will result in referral to administration for additional consequences.
- At Dances – If a student is found in violation of the dance dress code, that student will not be allowed in the dance until s/he has changed into suitable attire.
- At Senior Enrichment Day – if the clothing or bathing suit of a student is found inappropriate, the student will be allowed to call his/her parent in order for them to bring a suitable change of clothing. If a student is unable to get substitute clothing, the student may not attend.

EXCESSIVE ATTENDANCE CUTS

Students with period “cuts” or unexcused absences may be assigned detention or other disciplinary consequences and may be referred to the School Attendance Review Board and the Truancy Intervention Program. LOSS OF PRIVILEGES will also apply to the student (pg 24).

FREE PERIOD

All students' schedules shall consist of classes scheduled consecutively, period 1-7, 1-6, or 2-7. Students who are authorized by their counselor or assistant principal to have a free period during the day must be in the library or using library resources or off-campus during that free period from the time the tardy bell rings at the beginning of the period until the passing bell rings at the end of the period.

Each student who is authorized a free period during the school day needs to get an ID punch from the Discipline Office that indicates the period that they have free (1 or 7 or both). This card is to be presented to any school staff member or law enforcement person who inquires as to why that student is not in class.

I.D. CARDS

It is expected that all students will have their student I.D. cards in their possession at all times. I.D. cards must be shown when requested by any staff member.

INTERNET – PROHIBITED INTERNET ACTIVITIES

The Internet may not be used for any purpose which conflicts with the goals or the Internet Policy (P8161.61) of the Lompoc Unified School District or for illegal or unethical purposes.

Students must NOT:

- a) Use the system without signing the Internet User Agreement or publish on the school site home page without signing the "Permission Slip for Student Participation on the Internet through the School Site Home Page."
- b) Send or receive messages that are likely to be obscene, pornographic, racist, sexist, illegal, unethical or inappropriate in language for the school environment. The District reserves the right to determine according to District standards whether any message violates this prohibition.
- c) Send a message with your name, photographic image, or that is inconsistent with the school's code of conduct or practices.
- d) Send any material in violation of any federal or state law or regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected by trade secret.
- e) Impair or damage District system operations or disrupt the use of the system by another user.
- f) Share your individual account and/or password.

Users are to understand that any violations of the provisions of this policy may result in disciplinary action, the revoking of user privilege, suspension from school, expulsion from the district, and/or appropriate legal action.

LEAVING CAMPUS

WITH THE EXCEPTION OF LUNCH TIME (grades 10-12 only), STUDENTS ARE NOT PERMITTED TO LEAVE CAMPUS DURING THE SCHOOL DAY WITHOUT SECURING AN OFF-CAMPUS PERMIT. **Students who are off campus during school hours without a valid reason are subject to citation by law enforcement and can be searched.** Off-campus Permits are issued by the Attendance Office only after permission is obtained from parent/guardian. It is strongly recommended that appointments be made after school hours. Notes should be sent in advance for off campus appointments such as doctor or dentist and should contain:

1. Date of appointment and destination
2. Dismissal time from school
3. Signature of parent or guardian

If you are unable to send a note, **call the Attendance Office** at 805-742-2800 at least **one hour** prior to departure time to arrange for an Off-Campus Permit. With less than one hour notice, It may not be possible to have your student pulled from class and ready to leave at the desired time. If a student leaves campus without an off-campus pass, it is considered a truancy.

Parents shall be notified at the beginning of the school year that the Lompoc Unified School District Board of

Education has designated Cabrillo High School a closed campus for 9th grade students, but open for grades 10-12. This designation specifically refers to lunch when students in grades 10-12 only are allowed to leave campus; **however, students are not permitted in the chaparral, bleachers, on the track, softball or baseball fields at lunch time.** During lunch, the behavior of the student is the responsibility of the student and parents (EC44808.5).

LOITERING (SECTION 653G OF THE PENAL CODE)

Students are not permitted on or near other school campuses during school hours. Every person who loiters about any school or public place at or near which children attend or normally congregate is a vagrant and is punishable by a fine not exceeding five hundred dollars (\$500) or by imprisonment in the county jail not exceeding six months, or by both such fine and imprisonment.

As used in this section, "loiter" means to delay, to linger, or to idle about any school or public place without a lawful purpose for being present.

LOMPOC UNIFIED SCHOOL DISTRICT DRUG POLICY

The Board of Education of the Lompoc Unified School District recognizes that the unsanctioned use of controlled substances, including alcohol, is illegal. The use of such substances is detrimental to individual development and undermines effective education and is associated with other youth problems such as suicide, dropouts, teen pregnancy, and juvenile crime. The misuse and abuse of controlled substances often leads to chemical dependency, an illness requiring intervention and treatment. In order to ensure the highest standards for learning in the classroom, the District recognizes these issues as legitimate concerns of the schools and wishes to address these needs as part of a comprehensive assistance program involving parents, community agencies, groups, and churches.

This program is based on maintaining a caring environment for each student. Prevention is instituted by promoting skills in decision-making, by nurturing successful interpersonal relations, by providing accurate information, and by setting clear institutional limits. Preference is to intervene by assisting the harmfully involved individual and the student "at risk" for abuse in seeking supportive and rehabilitative services without fear of penalty. However, drug/alcohol use or possession at the school site cannot be tolerated and must receive immediate disciplinary action. [BP 5131.6]

LOSS OF PRIVILEGES DEFINED

Twenty or more tardies and/or 18 period cuts and/or unexcused absences in one semester will result in **LOSS OF PRIVILEGES** to school-sponsored events. Students may also receive LOSS OF PRIVILEGES as an additional consequence for violating school discipline policies as

deemed necessary by Administration. Students on **LOSS OF PRIVILEGES** will not be permitted to participate in any school sponsored activities – including, but not limited to, CIF sports (Varsity, JV, Frosh), cheerleading, school competitions, Senior Enrichment Day, Grad Night, school performances (drama, music, etc.), school dances (including homecoming and prom activities), nomination for ASB Executive Board, class officers and representatives, nomination for homecoming/prom court. Student must also maintain a 2.0 GPA to attend events.

PARENT ESCORT

Cabrillo supports parents escorting their students to class. Parents must follow these guidelines: 1) Visits must be cleared with teachers at least one day prior to any classroom visit and should be scheduled in advance through the student's counselor. 2) Parents must check in at the front desk in the administration building so that a visitor pass can be issued.

PHYSICAL EDUCATION UNIFORMS/LOCKERS

Athletic attire is required for all physical education classes as a matter of safety. Students in athletics will also be required to use athletic attire for athletic practice unless specialized gear is necessary for the sport. Students may elect to purchase and wear Cabrillo P.E. uniforms, available for sale on the Cabrillo campus in the Activities Office before and after school, and during lunch. Students may also elect to wear their own black athletic shorts and white or black plain t-shirt. Contact your student's P.E. teacher with specific questions. Students are prohibited from entering the locker room if they are not dressing out.

SCHOOL-OF-CHOICE TRANSFER GUIDELINES

Transfer forms for students to attend either high school in the District are available in the Counseling Office. Transportation is the responsibility of the parent. After the start of the school year, a student cannot transfer from one school to another and then back to the original school within the same year. The student must wait until the following year.

Students are reminded that excessive tardies and truancy, in addition to unsatisfactory behavior, are grounds for revocation of school of choice (AR 5116.11).

SHOW OF AFFECTION

Display of affection shall be conducted in a manner that is not offensive to the student population, staff and/or visitors. Public display of inappropriate embracing, kissing and fondling is prohibited at school and school activities.

STATE LAWS-DUTIES OF PUPILS

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school (Ed. Code 48908).

STUDENT ACTIVITY CONFLICTS

Cabrillo High School provides a wide variety of school-sponsored activities during the school year. Occasionally several activities such as games, performances, practices, rehearsals or SAT/ACT test dates may occur on the same date and time. If and when a direct conflict does occur, the student and parent shall decide which activity the student will participate in. **The student shall suffer NO school penalties or consequences for his or her choice.**

SUSPENSION / EXPULSION

The principal or superintendent shall recommend a pupil's expulsion if the pupil possesses, sells or furnishes a firearm, brandishes a knife at another person, sells controlled substances, or commits or attempts to commit a sexual assault at school or a school activity off school grounds. Only due to the following particular circumstances, according to Ed. Code 48915(a), when the Principal or Superintendent finds expulsion inappropriate, shall a recommendation not be made for these offenses: (1) Causing serious physical injury to another person, except in self-defense; (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil; (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis; robbery or extortion; (4) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. The Principal or Superintendent may recommend a pupil's expulsion for violation of any section in Ed. Code 48900, Sections (2) to (o), (r), (s) and Ed. Code 48900.2, 48900.3, 48900.4 and 48900.7.

Suspension or expulsion for the acts listed above will occur when the acts are related to school activity or attendance. Such acts may occur at any time, including, but not limited to (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period whether on or off campus, and (4) during, or while going to or from, a school sponsored activity.

All students will be given due process for any and all disciplinary actions. Parents will be notified in a timely manner. A student shall not be suspended for being truant, tardy or otherwise absent from an assigned school activity.

TARDY POLICY

The academic focus at Cabrillo is on learning and student achievement in all classes. The teachers at Cabrillo are committed to providing students with the highest quality educational programs. It is important that students attend class on time to receive instruction. Tardies disrupt classes and reduce learning time, not only for the student who is tardy, but for the entire class. The definition of a

tardy at CHS is when a student is not **in the classroom** when the bell rings.

Individual classroom teachers will provide consequences for students who receive tardies in their classes. Consequences may include lunch detention, after school detention, and morning detention. The consequence cannot prevent the student from access to instruction or academic work. Teachers will provide parents with a 24-hour notification of detention. Teachers will communicate their tardy policies at Back-to-School Night in a written and verbal format.

Tardy Consequences (each class):

- 1-4 - Teacher consequences
- 5 - Office referral, parent notification, two lunch detentions
- 6-9 - Teacher consequences
- 10 - Office referral, parent notification, four lunch detentions
- 11+ progressive consequences
- Students who accumulate 20 or more school-wide tardies per semester or 18 unexcused period absences/cuts, will be subject to "Loss of Privileges". See LOSS OF PRIVILEGES DEFINED for specifics on forfeited activities (pg 24).

Students who fail to show for a detention will receive additional consequences.

TOBACCO-FREE ENVIRONMENT

The Lompoc Unified School District is a smoke-free environment. Students are prohibited from smoking, chewing or possessing tobacco or nicotine products, including E-cigarettes and vapor pens, at any time on school property, at school-sponsored events, or when under the supervision of District employees. Students who violate this policy shall be subject to disciplinary procedure which may result in suspension from school. (BP 5131.62).

VISITORS ON CAMPUS

Students are NOT permitted to have guests at school, no exceptions. Parents and other adults in the community are encouraged to make an appointment to visit the campus. All individuals not enrolled at Cabrillo High School are required to sign in at the Front Desk of the Administration Office upon their arrival on campus. Also see PARENT ESCORT.

ZERO/NEAR ZERO TOLERANCE POLICIES

Across the nation and specifically in the State of California there is a growing effort by lawmakers to treat violence, and acts that contribute to violence at school, with less tolerance. The District has moved in accordance with the law to demonstrate that violence in its schools will not be tolerated. Effective January 1997, AB 2720 provided for a "zero tolerance" procedure that school administrators are required to follow.

Zero Tolerance

The principal or superintendent of schools shall immediately suspend from school, and shall recommend expulsion from the school district, a student who commits certain acts at school or a school sponsored activity off school grounds. The Board of Education **MUST** treat the following activities with "zero tolerance," and **WILL** expel any student who commits them:

1. Possessing, selling, or otherwise furnishing any firearm (until it is determined to be an imitation firearm).
2. Brandishing or pointing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

Near Zero Tolerance

There are "near zero tolerance" offenses as listed below for which a principal at his or her discretion may recommend expulsion. These acts may be committed at school or at a school activity off grounds.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object.
3. Unlawful possession of any controlled substance, including drug paraphernalia containing residue, an alcoholic beverage, or an intoxicant of any kind.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

Special Note: The extensive list of drugs includes prescription and over-the-counter substances. Students in violation of "zero & near-zero" tolerance offenses regarding controlled substances, as noted above, may be subject to suspension and/or expulsion.

STUDENT ACTIVITIES

ACADEMIC LETTER – CABRILLO “C”

This letter is awarded to students who received a 4.0 GPA for 2 consecutive semesters or received a 3.8 GPA for 3 consecutive semesters. An Academic/Athletic patch is available for students who have lettered in academics or athletics. Contact the Activities Office for specific information.

Only students who have earned grades from CHS teachers for at least 2 consecutive semesters are eligible to wear the “Cabrillo C.”

Students may purchase an All School jacket after they qualify for the “Cabrillo C.”

ACTIVITIES OFFICE

The Student Activities Office is located in Library 2A. The Director of Activities is in the office to assist students with extracurricular activities. Dance tickets, ASB stickers, replacement ID cards, and PE uniforms may be purchased through this office.

ASSOCIATED STUDENT BODY STICKERS

Students may purchase Associated Student Body (ASB) stickers at the beginning of each school year for \$35.

Students participating on athletic teams, members of the marching band and its units, all club members, spirit leaders, members of the vocal units, officers and council members of the Associated Student Body are encouraged to purchase an ASB sticker at the beginning of the year.

The Associated Student Body sticker entitles the owner to free admittance to all home athletic events with the exception of all C.I.F. play-off games where admission is charged.

Other specials offered to the Associated Student Body sticker owners are reductions in the costs of some dances and designated non-athletic events.

CAMPUS CLUBS

Cabrillo High School offers a wide variety of student organizations to become involved. These clubs sponsor all of the dances, assemblies, fundraisers, and other events that help make Cabrillo a fun and exciting place to attend school.

Some of the clubs available at Cabrillo are: Anime, Aquarium, Art, Band/Auxiliary, Campus Motor Sports, Choir/Madrigals, Conqs for Christ, Design Associates, Drama, FBLA (Future Business Leaders of America), FCA (Fellowship of Christian Athletes), Fashion Club, GSA (Gay-Straight Alliance), Hogwart's, Interact, Key,

Makers' Guild, Medical Interest, Mock Trial, NHS (National Honor Society), NAHS (National Art Honor Society), NHSSM (National Honor Society of Sports Medicine), OH (Ornamental Horticulture), and Spanish.

More club information is available in the Activities Office and on the school website.

Associated Student Body (ASB)

ASB is the elected and appointed members of the student government. The elections for grades 10-12 are held in Spring for the upcoming school year, with grade 9 elections held in the early fall of that same school year. Volunteers are always welcome to help with school events. ASB sponsors many activities on campus such as spirit days, dances, fundraisers, pep assemblies, music on the patio, the Student Store, and much more. Meetings are held at 8:00AM every Tuesday. Information is available in the Activities Office.

CLUBS AND FRATERNITIES: OFF CAMPUS

Clubs and fraternities that are not school sponsored are not allowed on campus. Students are not to wear clothing or symbols designating any affiliation to such clubs or fraternities.

DANCES

School dances are organized by the Student Government throughout the year. Cabrillo High School students enjoy dances as part of the school philosophy of an extension of our extracurricular programs. In order for students to have dances, the following guidelines must be adhered to:

- Students must behave in a socially acceptable manner in dress and actions.
- Staff chaperones will have full authority at all dances.
- All students will be given a wristband that must be worn when entering the dance. Violations of the dance policy will result in a warning and then removal of the wristband. The second warning will result in a removal from the dance.
- Students may be subject to search and random alcohol breath tests before entering any dance.
- Students dancing or behaving inappropriately will be removed from the dance.
- Students removed from a dance for any infraction will NOT receive a refund and could be prohibited from attending the next dance.
- Students who leave a dance early will not be readmitted and must leave campus immediately. Parents who will be picking up their teenager(s) after a dance must be at the venue as the activity ends.

- Students must be picked up or leave the premises within 15 minutes after event ends.
- **Dancing Rules: demeaning or sexually explicit dancing, groping, fondling or bending over, touching buttocks or genitals and any form of grinding is NOT acceptable.**

GUEST PASSES: Dances are planned for students enrolled at Cabrillo High School. Students with guests who do not attend CHS, including early graduate students, must have a guest pass approved through the Discipline Office by the deadline on the guest pass form, prior to purchasing a guest ticket. There are some dances where guest passes will not be issued. Middle school students and guests over 20 years of age are not permitted at high school dances. Specific to Prom: no freshmen will be sold tickets and CHS sophomores must have guest passes filled out and approved in advance. Early graduates must be sponsored by a currently enrolled CHS student. They both must complete a guest pass and submit for admin approval by the date specified on the form.

PURCHASE REQUIREMENTS: All students must meet the following qualifications before being allowed to purchase a ticket or guest pass for Homecoming or Prom: debt free (textbooks, cafeteria, library) 24 hours before final day of ticket sales, maintain a 2.0 GPA, and Discipline Office approval (suspension during the week of the event will revoke ticket). Students who accumulate 20 or more school-wide tardies or 18 period cuts per semester may be assigned detention and will be subject to "Loss of Privileges." See SCHOOL POLICIES "Loss of Privileges Defined" (pg 24).

ELIGIBILITY

Students in grades 9-12 are required to have a previous marking period grade point average of at least "C" (2.0) in order to be eligible for participation in the co-curricular and/or extracurricular programs. If the event is part of a classroom curriculum or grade, the student will be permitted to attend. Marking periods are every six weeks. Students must be in good standing to attend or buy an event ticket such as, but not limited to, all school dances, Grad Nite and Senior Enrichment Day. Tickets that are purchased may be revoked or attendance may be refused.

ENRICHMENT DAY (SENIORS ONLY)

Seniors who have debts or are in danger of not graduating will NOT be sold a ticket (must have passing grade on Green Slip). See LOSS OF PRIVILEGES DEFINED (pg 24).

FIELDTRIPS & INSTRUCTIONAL TRIPS

Students must use school transportation BOTH TO AND FROM the destination on all field trips unless written parent request is received and approved in ADVANCE of the trip and approved by the Athletic or Activities Office in ADVANCE.

Because of the seriousness and importance of the State's standardized testing program, students are not to be scheduled into or allowed to take field trips during the testing period.

FINANCIAL OBLIGATIONS (Ed. Code 48904)

State law requires that students/parents be financially responsible for lost/damaged books, supplies, items from fundraisers, and equipment which have been loaned to the student. Unless such obligations are cleared, student will not receive diplomas or official transcripts and student records will not be sent to new schools or colleges. Students owing money will not be sold tickets to attend Homecoming, Prom, Grad Night or Senior Enrichment Day.

FUNDRAISERS

All Cabrillo fundraisers MUST be approved by the Director of Activities and Cabrillo's ASB. Non-school sponsored fundraisers are NOT permitted on campus.

PICTURES, RINGS AND YEARBOOKS

Purchase of pictures, rings, graduation announcements and yearbooks is not mandatory.

Students are reminded that they represent Cabrillo at all school-related activities including assemblies, dances, field trips and sports events. Therefore, all school rules are in effect at these events.

ATHLETICS

"Home of the Conquistadores"

Commitment ♦ Achievement ♦ Responsibility ♦ Excellence
"We CARE at Cabrillo High School"

The Cabrillo High School Athletic Department provides a wide variety of athletic programs for student participation. Twenty-four sports are available to our student/athletes. Each of these sports offers a high level of varsity competition as well as lower levels of competition for student/athletes to build on their individual skill, strength and conditioning. Participation in athletics provides students an opportunity to build lifelong friendships and real-life skills by developing sportsmanship, teamwork, responsibility, punctuality and commitment. Athletes are encouraged to participate in more than one sport season.

Cabrillo High School has three seasons of sports. Listed below are the sports by season. Varsity (V), Junior Varsity (JV), and Freshman (F) levels vary by sport:

FALL SEASON

Boys Cross Country (V/JV)
Girls Cross Country (V/JV)
Football (V/JV)
Girls Tennis (V/JV)
Girls Volleyball (V/JV/F)
Boys Water Polo (V/JV)
Girls Water Polo (V/JV)
Girls Golf (V/JV)
Cheer (V/JV/F)

WINTER SEASON

Boys Basketball (V/JV/F)
Girls Basketball (V/JV/F)
Boys Soccer (V/JV)
Girls Soccer (V/JV)
Boys Wrestling (V/JV)
Girls Wrestling (V)
Cheer (V/JV/F)

SPRING SEASON

Baseball (V/JV)
Boys Golf (V/JV)
Softball (V/JV)
Boys Swimming & Diving (V/JV)
Girls Swimming & Diving (V/JV)
Boys Tennis (V/JV)
Boys Track & Field (V/JV)
Girls Track & Field (V/JV)
Boys Volleyball (V/JV)

WHAT YOU NEED TO PARTICIPATE

- 2.0 or better GPA
- Sports physical
- Good sportsmanship
- Desire
- Good work ethic

GENERAL INFORMATION

The following information may answer questions you have regarding the Athletic Programs at Cabrillo High School:

- All participants are student/athletes. This means they must maintain a 2.0 GPA or better for each grading period to be eligible during the next grading period. If the student's average falls below a 2.0 for a grading period they may request a waiver. A waiver can only be used for two grading periods during a student's high school career, only once in the freshman year and never in two consecutive grading periods. Some varsity coaches will not accept a waiver. Therefore, you are advised to check with your coach before you start the process. Currently, there are twenty-four grading periods during a student's high school career in the Lompoc unified School District.
- **SCHOLAR ATHLETE AWARD:** Student athletes with a 3.5 GPA and above during the season(s) earn a Scholar Athlete Award (certificate and pin).
- Student/athletes must have a current (yearly) physical on file in the Athletic Office to be eligible to participate. District Forms should be used and are available in the Athletic Office or on the Cabrillo Athletics website.
- Student/athletes are required to abide by all CIF, school, department and team policies and regulations. Varsity coaches will hold an orientation meeting, which will be held at the beginning of the sport season.
- Most sports have a summer program to prepare athletes for the coming season.
- Fall sports normally require athletes to begin conditioning and/or practice before the opening day of school.
- Winter sports normally have practice and/or games and tournaments over Thanksgiving and Christmas vacations.
- Spring sports normally have practice and/or games and tournaments over the Spring Break.

- Athletic PE classes are available only to varsity level athletes. Freshmen will not be registered for this class without the permission of the Athletic Director.
- Athletes are encouraged to participate in more than one sport.
- School District transportation is the norm, but volunteer parent transportation is sometimes used.

TRYOUTS

In general, all sports are given a tryout period for freshman or new athletes to the program. Returning athletes cannot attend tryouts until the first day of regular practice. A physical must be on file to try out.

- **Fall Sports** generally have tryouts during the first week of the school year.
- **Winter sports** generally have tryouts at the end of the Fall Season or during the first week of the Winter Season.
- **Spring Sports** generally have tryouts at the end of the Winter Season or during the first week of the Spring Season.

ATHLETE / PARENT CONCERN POLICY

Cabrillo supports its coach's decisions on playing time, game strategy, and disciplinary actions within their respective sport. In virtually every case of a grievance regarding playing time, strategy and disciplinary action, the coach's decision is final. If a student or parent does have a grievance of another nature, the following procedure must be employed:

- 1) The involved student athlete must discuss any issue with the coach before parents become involved. The coach should never be contacted at home. Also, the coach should never, under any circumstances, be contacted directly before or shortly after a contest.
- 2) If a grievance still exists after the first step in this process, the student athlete and his/her parent may schedule a meeting with the coaching staff.
- 3) If a grievance still exists after the meeting with the coaching staff, the student athlete and/or family may submit, in writing, the grievance to the Athletic Director. At this point, the Athletic Director and the student athlete and/or family will meet with the coach.
- 4) If a grievance still remains after step 3, the Athletic Director will take the concern to the School Administration.

Under no circumstances should any member of the school administration be contacted before these steps are exhausted.

ATHLETIC DRESS & GROOMING GUIDE

For reasons of safety, health, discipline, and public expectancy, rules governing athletic grooming and dress have been established. When competing in any athletic event, the athlete must wear only the uniform established of black, gold and white. Special additions of colors or uniform parts are prohibited.

ATHLETIC EQUIPMENT

The Lompoc Unified School District and the Associated Student Body provide athletes with uniforms and equipment under Division 9, chapter I, Section 10606 of the California Education Code. Both the parents and athlete are responsible for the replacement of lost or damaged equipment loaned to the athlete. Student athletes must guard this equipment carefully since it is your responsibility to return it after completing the seasonal sport. We would rather have the equipment than your money.

Education Code 48904 further authorizes schools to withhold all grades, diplomas, transcripts, and records until such financial obligations have been satisfied. The Equipment Manager's office is located on the back side of the gymnasium through the entrance door next to the boy's locker room.

ATHLETIC LEGION OF CHAMPIONS

The Athletic Legion of Champions display, located in the gym lobby, is designed to recognize Cabrillo Athletes and Coaches who have brought exemplary contributions to Cabrillo High School through participation in the athletic program. An individual picture, a Championship League Plaque, or a C.I.F. Championship Plaque will be displayed in the gym lobby for those individuals and teams.

ATHLETIC TRIPS

All team members must use school transportation both to and from the destination on all athletic trips unless written parent request is received in advance of the trip and approved in advance by the Athletics Office or the Principal's Office.

LETTER JACKETS

Students may purchase an all-school jacket if they meet the requirements spelled out in the ASB constitution. Students may only wear authorized patches, emblems, and medals on the jacket.

CENTRAL COAST ATHLETIC ASSOCIATION

Cabrillo High School is part of the Central Coast Athletic Association (CCAA). The Association includes two leagues; Mountain and Ocean Leagues. Cabrillo, Lompoc, Santa Ynez, Righetti, St. Joseph, Orcutt Academy, Santa Maria, Pioneer Valley, Nipomo, Arroyo Grande, San Luis Obispo, Mission Prep, Atascadero, Templeton, Paso Robles, and Morro Bay are members of the CCAA.

Go Conquistadores!



C.I.F. ELIGIBILITY RULES

Students, to protect your athletic eligibility you must:

- Be under nineteen (19) years of age prior to June 15 to be eligible the following year.
- Have reached the ninth grade.
- Participate in no more than four seasons of the same sport after enrolling in the ninth grade.
- Be scholastically eligible.
- A student must have passed four classes of new work (including P.E.), and must also be currently enrolled in a minimum of four classes of new work, only one of which may be P.E.
- File an application for residential eligibility if you have transferred from another school without a corresponding bona fide change of residence by your parents/guardians.
- Meet citizenship requirements.
- Maintain amateur standing.
- Not have participated in any tryout for a professional team.
- A student MUST have an annual physical exam and MUST have returned:
 - a signed Physical Examination Form
 - a signed Emergency Care Card
 - a signed Standard Athletic Agreement

Your eligibility is subject to special rules. Questions regarding these rules should be directed to your Director of Athletics or coach.

- Competition with an outside team during your high school season in the same sport is prohibited.
- Participation on the Varsity Football team is prohibited until you have reached your 15th birthday (a special application is needed if you are 14).
- If you transfer from one school to another without a bona fide change of residence by your parents, your eligibility is subject to special rules, which may include non-participation at the Varsity level.
- Students may participate in All-Star competition, with the exception of football, between conclusion of the Southern Section season of the sport and September 1.

RESIDENTIAL ELIGIBILITY

All student/athletes must reside in the Cabrillo High School attendance area. Any student transferring to Cabrillo High School after the first day of school their freshman year, must meet residential eligibility transfer requirements. All new students to Cabrillo High School should check in the Athletic Office for residential eligibility requirements.

Special Note:

These rules and regulations represent only a summary of all State CIF and Southern Section rules and regulations. You are urged to check with your principal, Director of Athletics, or coach if you have questions regarding your eligibility. Competing for your school team when you are not eligible could subject your team to forfeiture. If you are in doubt as to your eligibility status, check it out.

CABRILLO HIGH SCHOOL

"HOME of the Conquistadores"

ALMA MATER

Cabrillo High Conquistadores,
We will always stand by you.
Cabrillo High Conquistadores,
We will be forever true.
White and gold and black are shining;
In our hearts the message binding,
"With our spirit we conquer all;
Yes, our spirit can conquer all."

Our school stands high upon a hill.
We strive to win and win we will.
Our goals and standards we hold high;
Our faith in them will never die.
Light of wisdom we see burning,
For its knowledge we are yearning,
Hail to you, Alma Mater Dear!
We are with you, never fear.



CABRILLO HIGH SCHOOL

BELL SCHEDULES

Regular Bell Schedule **M/Tu//Th/F**

Period 1 8:40am - 9:29am
Period 2 9:34am - 10:26am
Period 3 10:31am - 11:20am
Period 4 11:25am - 12:14am

LUNCH 12:14pm –12:48pm

Period 5 12:53pm - 1:42pm
Period 6 1:47pm - 2:36pm
Period 7 2:41pm - 3:30pm

Collaboration Bell Schedule **Every Wednesday**

Period 1 9:30am - 10:12am
Period 2 10:17am - 11:01am
Period 3 11:06am - 11:48am
Period 4 11:53am - 12:35pm

LUNCH 12:35pm – 1:09pm

Period 5 1:14pm - 1:56pm
Period 6 2:01pm - 2:43pm
Period 7 2:48pm - 3:30pm



Assembly Bell Schedules

20-Minute Assembly

1	8:40 AM	9:26 AM
2	9:31 AM	10:20 AM
3	10:25 AM	11:11 AM
4	11:16 AM	12:02 PM
Assembly	12:07 PM	12:27 PM
LUNCH	12:27 PM	12:57 PM
5	1:02 PM	1:48 PM
6	1:53 PM	2:39 PM
7	2:44 PM	3:30 PM

30-Minute Assembly

1	8:40 AM	9:24 AM
2	9:29 AM	10:17 AM
3	10:22 AM	11:06 AM
4	11:11 AM	11:55 AM
Assembly	12:00 PM	12:30 PM
LUNCH	12:30 PM	1:00 PM
5	1:05 PM	1:50 PM
6	1:55 PM	2:40 PM
7	2:45 PM	3:30 PM

45-Minute Assembly

1	8:40 AM	9:22 AM
2	9:27 AM	10:12 AM
3	10:17 AM	10:59 AM
4	11:04 AM	11:46 AM
Assembly	11:51 AM	12:36 PM
LUNCH	12:36 PM	1:06 PM
5	1:11 PM	1:54 PM
6	1:59 PM	2:42 PM
7	2:47 PM	3:30 PM

Cabrillo High School
 4350 Constellation Rd.
 Lompoc, CA 93436

